Health and Social Care Organisation Reference Data (DAPB0090)

Implementation Plan and Guidance

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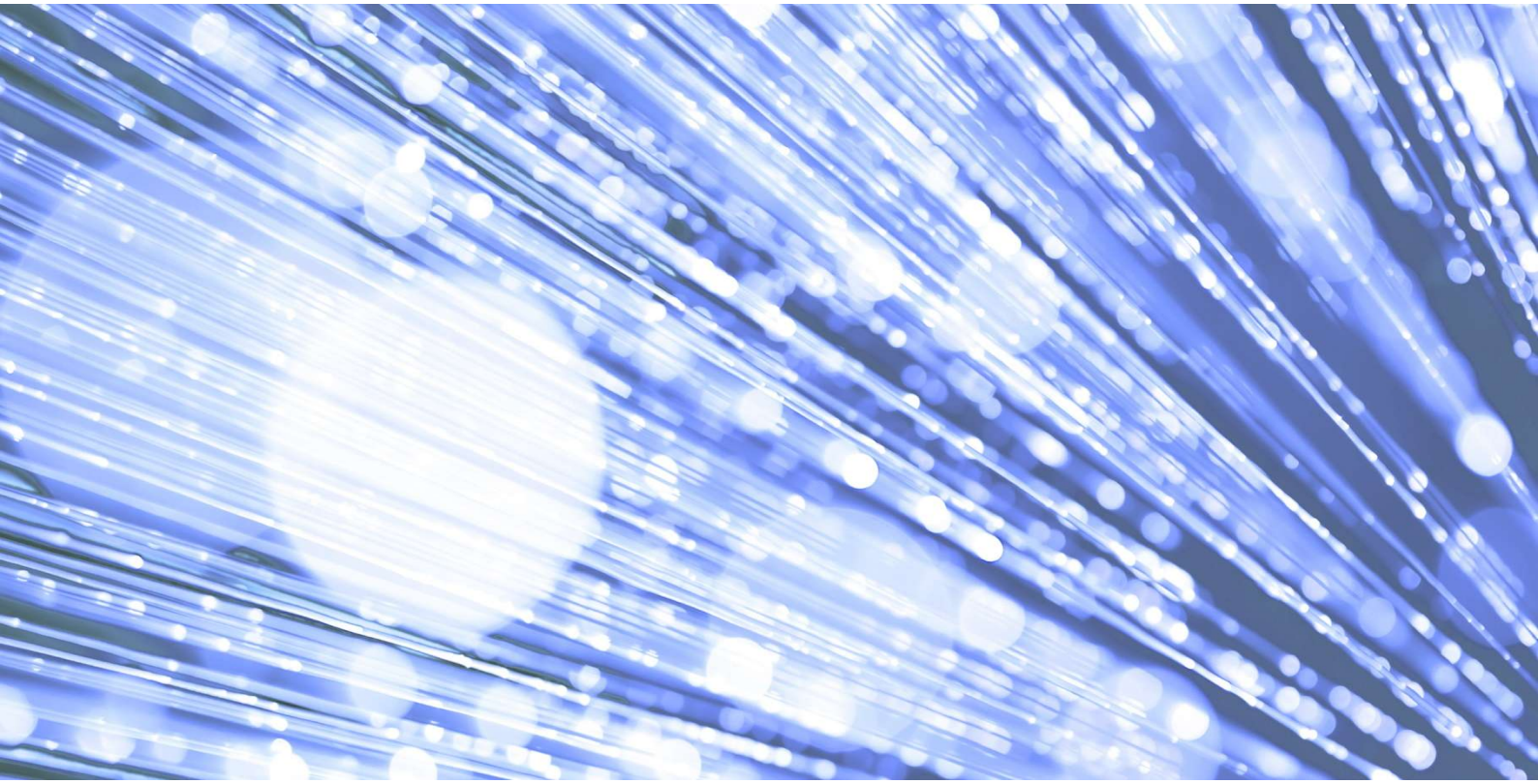

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Data Coordination Board

This information standard (DAPB0090) has been approved for publication by the Department of Health and Social Care under section 250 of the Health and Social Care Act 2012.

Assurance that this information standard meets the requirements of the Act and is appropriate for the use specified in the specification document has been provided by the Data Coordination Board (DCB), a sub-group of the Digital Delivery Board.

This information standard comprises the following documents:

- Requirement Specification
- Implementation Plan and Guidance

An Information Standards Notice (DAPB0090 Amd 81/2017) has been issued as a notification of use and implementation timescales. Please read this alongside the documents for the standard.

The controlled versions of these documents can be found on the NHS England website. Any copies held outside of that area, in whatever format (e.g. paper, email attachment), are considered to have passed out of control and should be checked for currency and validity.

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Glossary of Terms

Term / Abbreviation	What it stands for
API	Application Programming Interface. A way of communicating with a particular computer program or internet service.
Assigning Authority	The organisation responsible for maintaining a range of identifiers.
CSV	Comma Separated Values. A common, relatively simple file format for storing tabular data in plain-text form, particularly well-suited to fixed length records.
DAPB	Data Alliance Partnership Board. The DAPB meets on a monthly basis to review and approve the assurance of information standards and data collections (including extractions). Governance of data - NHS England Digital (Previously Data Assurance Board)
Entity	An organisation, site or location which physically exists in the real world.
HSCOrg	The name for the record class in the data model of a Health and Social Care Organisation.
HSCSite	The name for the record class in the data model of a Health and Social Care Organisation Site.
Intelligence	The ability for a consumer to interpret the Primary Role of a given organisation from the format of the organisation code.
Issuing Authority	The organisation responsible for publishing Health and Social Care Organisation Reference Data – currently the Organisation Data Service (ODS). https://digital.nhs.uk/services/organisation-data-service
Meta Data	'Data about data' - in this context additional information about an organisation or site entity (i.e. indicating its Roles, Relationships, etc).
Multiple-frame Identifier Structure	(See also 'Unified Identifier Structure') Historically, multiple structures have been used for Organisation Reference Data identifiers to denote organisation types (referred to as 'code-frames'). For example NHS Trust codes are 3 characters long and begin with an 'R'. Code frames also convey organisation-to-site relationships
NHS Digital	The trading name for HSCIC
ODS	Organisation Data Service[1] – part of NHS England responsible for the publication of organisation and practitioner codes, and for the national policy and standards with regard to the majority of organisation codes. These code standards form part of the NHS data standards. This service was previously known as National Administrative Codes Service (NACS).
Record	The representation of an entity within Organisation Reference Data.
Reference Data	Data that defines the set of permissible values to be used by other data fields.
Reference Data Catalogue	An online, navigable resource that documents the high-level data model for Organisation Reference Data and defines its data items.

[1] https://digital.nhs.uk/services/organisation-data-service

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	Data sources, business rules and a data quality framework are also included, as well as mappings to API data items.
Referential Integrity	Referential integrity is a database concept that ensures that relationships between tables remain consistent. When one table has a foreign key[2] to another table, the concept of referential integrity states that you may not add a record to the table that contains the foreign key unless there is a corresponding record in the linked table.
Subject	The current record within Organisation Reference Data.
Target	Identifies the records to which relationships on the current record point.
Unified Identifier Structure	(See also 'Multiple-frame Identifier Structure') Unique identifiers, with a single, unified standard structure of 5 alternating alphabetic and numeric characters (ANANA) *with no inherent meaning*.
UPRN	Unique Property Reference Number - a unique identifier for spatial addresses in Great Britain provided in AddressBase (an Ordnance Survey product).
XML	Extensible Markup Language. A set of rules for encoding documents in machine-readable form.

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1 About this Document

1.1 Scope of Document

This paper provides guidance for users of Health and Social Care Organisation Reference Data.

1.2 Associated Documents

Reference	Content
Requirement Specification_DCB0090 Amd 81-2017	Fundamental Standard for Health and Social Care Organisation Reference Data (for new users)
Reference Data Catalogue	The Reference Data Catalogue is an online, interactive product that details the organisation reference data model, data items, data sources, business rules and data quality framework. It is constantly reviewed and updated to support users in understanding and applying organisation reference data.

1.3 Document Conventions

Throughout this document, the phrase ‘Health and Social Care Organisation Reference Data’ or ‘Organisation Reference Data’ is used to refer to all in-scope data, including both Organisation and Organisation Site data.

Note that the previous name for this standard was ‘Organisation Data Service’.

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2 Guidance for New Users

Implementation guidance for new users of Organisation Reference Data.

2.1 General

2.1.1 Future Change

All new users making use of Organisation data must make efforts to regard all DCB standards which will, going forward, continue to be the primary route by which the issuing authority communicates any substantive change to Organisation data to end-users.

Stakeholders are also encouraged to take notice of the issuing authority's general communications. These are issued through a News webpage and an email distribution list which can be subscribed to via this web page: https://digital.nhs.uk/services/organisation-data-service#news

2.1.2 Release Format

All Health and Social Care Organisation Reference Data records conform to a standard data model, which is documented within a Reference Data Catalogue.

This 'single source of truth' feeds two products from which users can directly access Organisation Reference Data – an API suite and a User Interface:

- The API Suite has been developed for technical/system users and provides access to daily updates of Organisation Reference Data in XML or JSON format. The API suite is updated daily and includes a FHIR compliant API and legacy API with bespoke schema.
- A User Interface has been developed for those not familiar with APIs, those wishing to download data in excel or .csv format, or for those wanting to perform a simple 'lookup' (i.e. view the details of a specific code/organisation record). Via the user interface, it is possible to download an XML 'full file' for those wishing to create a baseline within local systems and then retrieve updates via the API. Users can also access an XML archive file containing historic data if required. The user interface is updated daily.

Detailed implementation guidance for both products can be accessed via the issuing authority's webpages: https://digital.nhs.uk/services/organisation-data-service#how-to-access-this-service

2.1.3 Human Behavioural Impacts

New users should be aware that Organisation data historically (pre-1 October 2020) made use of identifiers with a meaningful structure, which indicated the type of the Organisation in question (referred to as a 'Code Frame').

Although not a design consideration within a genuinely new implementation, end-users of systems and applications are likely to have some residual behavioural dependencies on the old approach for some time.

It is recommended that all user interfaces that are required to display information about an Organisation entity (e.g. user interface display screens, forms, labels etc.) make provision to include descriptive information about that entity such as the name, Primary Role etc. in addition to the identifier.

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2.1.4 Design Recommendations

Stakeholders are advised to 'design for change' and avoid hard-coded, rigid hierarchies for organisations within the architecture of their systems and processes. For example, defining rules that state certain transactions can only be initiated by Organisations of a certain Primary Role, or that Organisations of one particular Role MUST be related to Organisations of another particular Role, are likely to result in difficulties for the host system in the event of future reconfigurations and changes to commissioning frameworks and service design. Such reconfigurations are generally imposed upon the service, and the data must simply reflect the new state; the ability of consuming systems to absorb such changes and reflect new structures is not an influencing factor.

Accordingly, the data model outlined within this standard and represented in the Reference Data Catalogue enables relationships between entities to be very flexibly represented; it allows any entity to be linked to any other. This is thought likely to be increasingly required, if the data is to truly represent the operational links between entities within health and social care.

Stakeholders should consider baselining with the XML full file and updating using the ODS API Suite to maintain records in local data stores.

2.2 Technical

2.2.1 Identifier Structure

Organisation and Organisation Site identifiers should be treated as random codes with a single, unified standard structure of 5 alternating alphabetic and numeric characters (ANANA) with no inherent meaning. All additional information about an Organisation must be derived from meta-data elsewhere in the record.

Even new users, however, should be aware that identifiers using a legacy 'Code Frame' approach, where an Organisation's type is indicated by the structure of its code, will persist until closed naturally to avoid any need for wholesale replacement of data in existing user's systems.

This is not of concern to new users as meta-data allows *all* identifiers to be treated as though they exhibit a unified structure. However, it does mean the data will display a range of different lengths and apparent formats for an indeterminate period of time.

2.2.2 Referential Integrity / Load Order

No specific ordering is applied to data within any of the release products and there is no attempt to cater for referential integrity in terms of record order. However, all Target entities which are included in Relationships or Succession elements of subject records will be included – see the Reference Data Catalogue for more detail.

2.2.3 Frequency of Release / Update

Organisation reference data is updated daily from a single source that feeds the API suite and all elements of the user interface, including the XML full file. These products allow consumers to synchronise changes into a local data store on a daily basis if required. Further information is available via the issuing authority's website: https://digital.nhs.uk/services/organisation-data-service#how-to-access-this-service

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2.2.4 Additional Attributes

When new values need to be included within Organisation Reference Data that require changes to the Organisation data model, the Information Standards process must be followed to approve and publish the detail to users and system suppliers, in order that the new information can be used in the required fashion.

However, the Information Standards process necessarily takes time in order that the appropriate assurances can be undertaken (6 month's lead-in is usually required and this does not take account of work to draft the standards paperwork and undertake the earlier stages of the development). If the end-user requirement is urgent or unexpected this can mean it remains unmet for a period of time.

The Additional Attributes element has been incorporated to the data model to address this. Should a new requirement be urgent enough, the issuing authority may choose to include new content within the Additional Attributes element, in lieu of information standard change processes being undertaken to update the data model as required, and later, properly incorporate the new information in the data set going forward (through a data model/schema change if necessary).

However, it must be stressed that any information included in this element, by definition, will not have been formally assured outside of the issuing authority (i.e. by DCB or similar/associated bodies) and as such is used at the stakeholder's own risk; no information standards will be released to inform end-users of new content in this component, additions can be made at short notice, and they will only be advised through general communications channels.

This can only work if systems and processes are configured to ignore the content of this component by default. Suppliers should only process information published here when explicitly requested to by end-users; this will likely be outside of normal contractual obligations. This will allow the issuing authority to introduce new values to the data at short notice and react to new requirements quickly, without the lead-in of a formal information standard that would be required to amend the schema.

More information is available within the Reference Data Catalogue.

2.3 Requirements

ID	Implementation Date	Requirement
1	From 24 February 2017	From the point that they first acquire Organisation Reference Data, stakeholders **MUST** be in receipt of all communications and notifications of changes distributed by the issuing authority.
Conformance Criterion		Your organisation is subscribed to the issuing authority's newsletter: https://digital.nhs.uk/services/organisation-data-service#news
2	From 24 February 2017	From the point that Organisation Reference Data is first acquired, stakeholders **MUST** assess all newsletters and email bulletins within one week of their issue. All changes **MUST** be impact assessed, and when necessary, responses **MUST** be prepared and implemented to the timescales defined in the communication
Conformance Criterion		Analysis of and response to all newsletters and email bulletins are recorded and logged within one week of their issue as part of business as usual audit and planning processes

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ID	Implementation Date	Requirement
		Actions resulting from newsletters and email bulletins are incorporated into business as usual planning and development activities
3	From 24 February 2017	From the point that they first acquire Organisation Reference Data, stakeholders **MUST** be in receipt of all notifications of changes to DAPB0090
Conformance Criterion		Your organisation is subscribed to: Governance of data - NHS England Digital
4	From 24 February 2017	Stakeholders **MUST** assess all changes to **DAPB**0090 within one month of the publication of a related Information Standards Notice. If necessary**,** changes **MUST** be applied to all dependent systems and services within the timescales defined in the Information Standards Notice.
Conformance Criterion		Analysis of and response to all Information Standards Notices concerning DAPB0090 are recorded and logged within one week of their issue as part of business as usual audit and planning processes
		Actions resulting from Information Standards Notices concerning DAPB0090 are incorporated into business as usual planning and development activities
5	From 17 August 2016	Any changes to your organisation that need to be reflected in its record within Organisation Reference Data **MUST** be advised to the issuing authority: Organisation Data Service (ODS) - NHS England
Conformance Criterion		Your own organisation's record within Organisation Reference Data is confirmed as accurate
6	From 24 February 2017	Stakeholders **MAY** submit any Risks and Issues identified that are associated with Organisation Reference Data to the issuing authority at the time they arise via: Organisation Data Service (ODS) - NHS England
7	From 24 February 2017	The technical characteristics of Organisation Reference Data as defined in the Reference Data Catalogue **MUST** be incorporated into any dependent systems' architecture from its conception
Conformance Criterion		Organisation Reference Data is successfully imported into and used by the system
8	From 24 February 2017	The data within a system **MUST** be maintained in an ongoing fashion, with repeated application of the most recently released data at an update frequency agreed with primary stakeholder, from initial go-live until the system is decommissioned.
Conformance Criterion		Following data content changes, the system holds the most current version of data content, within the update frequency timeframe agreed with the primary stakeholder
9	From 24 February 2017	Any changes to DAPB0090 notified within an Information Standards Notice **MUST** be incorporated within the system's architecture, on or before the implementation completion date it specifies
Conformance Criterion		Organisation Reference Data continues to be successfully imported into and used by the system following the implementation completion date specified by any Information Standards Notice that notifies a change to **DAPB**0090

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ID	Implementation Date	Requirement
10	From 24 February 2017	Data content **MAY** be validated against the technical parameters detailed in the **Reference Data Catalogue** during every import of data
11	From 30 April 2018	Stakeholders **MAY** make use of the ODS API Suite to access daily updates of Health and Social Care Organisation Reference Data.
12	From 30 April 2018	The current status of the data provided via the ODS API Suite **MAY** be obtained using an appropriate API query.

Table 1 – Requirements for all users

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