

September 27, 2007

**CLOSEOUT OF VETERANS HEALTH ADMINISTRATION
CORPORATE PATIENT DATA FILES INCLUDING QUARTERLY INPATIENT CENSUS**

1. PURPOSE: This Veterans Health Administration (VHA) Directive changes the closeout dates for all monthly and end of fiscal year updates, including census for VHA corporate patient data files, and provides policy and procedures for the quarterly census of inpatients. ***NOTE:** As of October 1, 2007, the annual end of fiscal year closeout for all updates to the database is 14 days from the date of the encounter or discharge for each fiscal year. Data that is not transmitted by the 14th day after the event may not be included in VHA statistical calculations such as performance measures, including wait time for an appointment. The only exceptions are Community Nursing Home and Fee Basis patients, which can be submitted for the 2 prior fiscal years for authorized claims and 5 years for unauthorized claims.*

2. BACKGROUND

a. This change to the closeout date is necessary to ensure that all corporate patient data is available when the data is extracted for performance measures and other corporate reporting needs.

b. Quarterly census data is required each fiscal year to provide timely and accurate medical and administrative information on all VHA medical center inpatients, Fee Basis, and community nursing home patients. Until VHA has the capacity to implement inpatient reporting of daily admission data, including diagnostic information, into the National Patient Care database (NPCD) for patients admitted, the census continues to be required.

c. This data is used for the Veterans Equitable Resource Allocation (VERA) system, health care planning and statistical purposes, resource allocation, performance monitoring and for the Secretary of Veterans Affairs' annual report to Congress. The data includes all inpatient treatment included in the Patient Treatment File (PTF), census, inpatient and outpatient visits included in the Patient Care Encounters (PCE) file, and the NPCD.

3. POLICY: It is VHA policy that VHA's corporate data files (which include data on all patients who were treated by VHA facilities or had treatment paid for by VHA, and all inpatient treatment and outpatient visits included in PTF, Census, and PCE) are received by Corporate Franchise Data Center (CFD) in time to meet monthly and yearly database closures.

4. ACTION: The facility Director, or designee, is responsible for ensuring:

a. Closeout is accomplished by the following:

(1) The CFD receives all updates to the database by 6 p.m., Central Daylight Time, no later than the 14th day after the date of the encounter or discharge. The fiscal year closeout is on the 14th of the month following the end of the fiscal year.

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(2) Corrections to the databases are completed in a timely and appropriate manner. Background corrections to the NPCD can be made for up to 2 previous fiscal years; however, these corrections will not be used in the year-end report to Congress, calculation of VERA, or the performance measures. Error correction cycles need to be taken into consideration in order to meet the closeout dates. *NOTE: Data transmitted for the first time on October 14 will not allow the necessary time for any error correction to be processed for inclusion in the annual closeout file.* Corrections to data received after the yearly October 14 deadline will be accepted in the NPCD, but will not be included in the corporate files for performance measures, planning and resources.

b. Census is conducted as mandated by the following:

(1) The quarterly census is conducted for all bed occupants, including patients in community nursing home beds at VA expense on December 31, March 31, June 30, and September 30 at 11:59 p.m. The census files are closed out at 6:00 p.m. Central Daylight Time on January 14, April 14, July 14, and October 14. The Chief, Health Information Management (HIM), or other appropriate official(s), serves as the facility Census Coordinator and has administrative responsibility for assuring the timely completion of the quarterly census. *NOTE: Patients in non-VA hospital beds not paid for by VA and patients in state homes at VA expense are excluded from the quarterly census.*

(2) Census information is reported and transmitted to the CFD using the Census Menu option of Version 5.3 of the Patient Information Management System (PIMS), Veterans Health Information Systems and Technology Architecture (VistA).

(3) The following procedures are undertaken at each VistA-supported medical center to ensure accurate census reporting:

(a) Patients to be completed for census can be found by using both Census Status Report [DGPT CENSUS STATUS REPORT] and Fee Basis Census Status Report [DGPT FEE BASIS CENSUS STAT RPT] menu options.

(b) If VA Form 10-7976D, Medical Staff Census Worksheet, is used, it does not have to be completed by a provider. It can be completed by a member of the coding staff.

(c) Census data is entered into the PTF record in VistA using the "Load/Edit PTF Data" option, a census menu option, or via the encoder interface option.

(d) All PTF screens for each census patient must be completed, as applicable, with the most current diagnosis(es) confirmed and any procedure(s) completed before or by the time the quarterly census is conducted.

(e) The PTF record is "closed for census" using the PTF 701 screen of the "Load/Edit PTF Data" option from the PTF menu or via the encoder interface. Upon successful closing, the required data for the census is selected from the PTF record and the census record is created.

(f) The census record must be released for transmission to the CFD using either the PTF 701 screen of the "Load/Edit PTF Data" option or the "Release Closed Census Records" option.

(g) Census data must be transmitted to the CFD using the "Transmit Census Records" option.

(h) Census data must be transmitted on or after January 1, April 1, July 1, and October 1, annually. Census records indicating error corrections must be corrected, closed, released, and transmitted in time for receipt by CFD before 6:00 p.m. Central time on January 14, April 14, July 14, and October 14, annually.

(i) PTF records of census patients discharged on or after January 1, April 1, July 1, and October 1, must be closed, released, and transmitted to the CFD when they are completed.

c. Data Validation is accomplished by ensuring that census and PTF data are validated for successful transmission. This ensures site workload is accepted prior to closeout. The Edit Analysis Lists (EALs), PTF 419 and Census 250 reports are important tools that assist with the validation process. EALs are received by e-mail in response to PTF or census transmissions that have data errors. These must be reviewed, the records corrected, and retransmitted as soon as possible after receipt. The PTF 419 and Census Reports are to be reviewed in their entirety and validated several days before closeout to allow time for any errors to be corrected, retransmitted, and accepted.

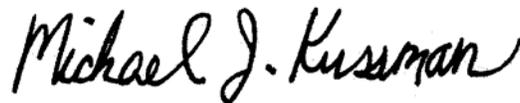
5. REFERENCES

a. MP-6, Part XVI, Supplement 4.1.

b. MP-6, Part XVI, Chapters 1-9.

6. FOLLOW-UP RESPONSIBILITY: The Director, HIM (19F) is responsible for the content of this Directive. Questions may be addressed to (760) 777-1170.

7. RESCESSIONS: VHA Directive 2003-056, dated October 1, 2003, and VHA Directive 2005-034, dated August 12, 2005, are rescinded. This VHA Directive expires September 30, 2013.



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