

October 1, 2003

**CLOSEOUT OF VETERANS HEALTH ADMINISTRATION  
CORPORATE PATIENT DATA FILES**

**1. PURPOSE:** This Veterans Health Administration (VHA) Directive provides a change to the closeout dates for all monthly and end of fiscal year updates for VHA corporate patient data files. *NOTE: This change is necessary to ensure that all corporate patient data is available when the data is abstracted for Performance Measures and other corporate reporting needs.*

**2. BACKGROUND**

a. VHA's corporate data files, which include data on all patients who were treated by VHA facilities or had treatment paid for by VHA, will be closed out monthly and yearly on the approved schedule noted in Attachment A, and submitted to the Austin Automation Center (AAC).

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

**3. POLICY:** It is VHA policy that VHA's corporate data files (to include all inpatient treatment and outpatient visits included in PTF, Census, and PCE ) are received by AAC in time to meet monthly and yearly database closures. *NOTE: The annual end of fiscal year closeout for all updates to the database is October 19 for each fiscal year.*

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

a. The AAC receives all updates to the database by 6 p.m., Central Daylight Time, on October 19, for each fiscal year.

b. Background Performance measure data extractions and other monthly business reporting activities meet the following schedule. The first monthly extract will run 6 days following the first Sunday of the month, and the second extract will run 6 days following the third Sunday of the month.

c. Information in the databases is submitted monthly no later than the 19th day of the month following the month of activity. The databases close for monthly decision making purposes on the 19th day of the month following the month of activity. For example, December inpatient discharges and outpatient encounters are due to the NPCD within 19 calendar days from the date of the occurrence. All December activity must be sent to the NPCD by January 19. January activity is due by February 19, and so on. When the closeout date falls on any of the weekend days or a holiday, the local facility will still have until close of business on the 19<sup>th</sup> to transmit their data. The next business day, the Austin processing of the data from NPCD will run.

**THIS VHA DIRECTIVE EXPIRES OCTOBER 31, 2008**

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d. Corrections to the databases are accomplished in a timely and appropriate manner. Background corrections to the NPCD can be made for up to two 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 19 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 19 deadline will be accepted in the NPCD, but will not be included in the corporate files for performance measures, planning and resources

**5. REFERENCES**

- a. MP-6, Part XVI, Supplement 4.1.
- b. MP-6, Part XVI, Chapters 1-9.

**5. FOLLOW-UP RESPONSIBILITY:** The Director, Information Assurance (19F) is responsible for the content of this Directive. Questions may be addressed to (414) 389-4191.

**7. RESESSIONS:** VHA Directive 96-079, dated December 19, 1996, is rescinded. This VHA Directive expires October 31, 2008.

S/ Louise Van Diepen for  
Robert H. Roswell, M.D.  
Under Secretary for Health

Attachment

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ATTACHMENT A

**EXAMPLE OF  
FISCAL YEAR PATIENT CARE ENCOUNTER (PCE) AND  
PATIENT TREATMENT FILE (PTF) CLOSEOUT DATES FOR FISCAL YEAR 2003**

Fiscal Year 2003 Month	Monthly Closeout for Decision Making	Annual Closeout for National Patient Care Database (NPCD)
October 2002	November 19, 2002	October 19, 2003
November 2002	December 19, 2002	October 19, 2003
December 2002	January 19, 2003	October 19, 2003
January 2003	February 19, 2003	October 19, 2003
February 2003	March 19, 2003	October 19, 2003
March 2003	April 19, 2003	October 19, 2003
April 2003	May 19, 2003	October 19, 2003
May 2003	June 19, 2003	October 19, 2003
June 2003	July 19, 2003	October 19, 2003
July 2003	August 19, 2003	October 19, 2003
August 2003	September 19, 2003	October 19, 2003
September 2003	October 19, 2003	October 19, 2003