

NDTMS: DATA ENTRY TOOL

Frequently Asked Questions arising from the NDTMS Business Continuity Audit
August/September 2009

Does the DET allow multiple users to log into the system at the same time?

Yes

Should DET users DET share their account details with colleagues or managers?

No. Please contact either Michelle Cook (Michelle.Cook@durham.ac.uk) or Jan Wearmouth (Janice.Wearmouth@durham.ac.uk) if you need access for new or additional staff.

Can I only access the DET from my organisation's network?

No. The DET is a web-based system and as such could be accessed anywhere from over the internet.

Does the data I input into DET ever get backed up?

Yes. This is done usually every night by the NTA operators in London. However, all services' Business Continuity Plans should also plan for the NTA's process failing or if they had to restore data back to an earlier point in time.

If we use the DET, do we need a Business Continuity Plan?

Yes. All services should have a Business Continuity Plan to take into account what processes would be followed in the case of major staff absence, unavailability of premises, power outage, IT system collapse, etc. This Plan should take into account how patients would continue to be treated and how NDTMS data would:

- a) be retained from previous days/weeks
- b) continue to be updated
- c) be submitted at month end

Does the DET have a system manual?

There is DET agency user guidance documentation available on the NTA website:- http://www.nta.nhs.uk/areas/ndtms/DET_DAMS_release_docs.aspx

If my service uses the DET, do we have any system support?

Yes. The first place to go would be your own service's expert user. If that is not sufficient, then contact the regional NDTMS team via Michelle or Jan as above. If we cannot help with any issues, then we refer them to our colleagues at the NTA.

If we use the DET should we wait until the end of the month before entering Data?

No. Unless your service has only a very small number of patients with little change, it would be safer to input new or update existing records, including TOP records as they are done. This will avoid any difficulties in meeting the deadlines should there be any sort of system error or staff absence.

If we use the DET, and a client refuses to give consent to NDTMS data-sharing, what happens to their information we input?

If a record contains an indicator of No in the Consent field, then all extract processes delete all data in the other fields. This means that at a regional level or in London, we know there is a No Consenting record (and how many per agency/region) but no more than that. Be aware, because we cannot perform our usual checks with regards to duplications, these records are excluded from any performance analysis or reporting which can impact on funding.

**North East Regional NDTMS Team
August 2009**