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| Victorian Admitted Episodes Dataset (VAED) manual 2024-25Section 9 APET |
| 34th edition |
| OFFICIAL |

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| To receive this document in another format, email HDSS help desk <HDSS.Helpdesk@health.vic.gov.au>.Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.© State of Victoria, Australia, Department of Health, June 2024.**ISBN** 978-1-76131-597-8 **(pdf/online/MS word)** Available at [HDSS VAED](https://www.health.vic.gov.au/data-reporting/victorian-admitted-episodes-dataset) < https://www.health.vic.gov.au/data-reporting/victorian-admitted-episodes-dataset > |
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# Introduction

The Admitted Patient Entry and Transmission (APET) software was developed for small Victorian hospitals requiring a simple data entry system to submit data to the Victorian Admitted Episodes Dataset (VAED). Facilities enter episode and diagnosis data into the system via the internet. APET generates a transmission file that is emailed to the HDSS help desk. The file is dropped in the hospital’s Managed File Transfer (MFT) home directory for processing. Control Reports are generated when a VAED submission is processed. These reports enable the hospital to verify that data submitted has been received and to facilitate addition or amendment of missing or incorrect information. Control Reports must be retrieved from your MFT account’s \pickup folder.

## Accessing APET

The facility’s hospital code identifies the data entered in the APET database. Access to the APET system is restricted by a user login and password, arranged via the HDSS help desk.

Access to the AIMS and APET website is gained via the same website:

To access APET:

* Access the Healthcollect portal at [Healthcollect portal](https://www.healthcollect.vic.gov.au) <https://www.healthcollect.vic.gov.au>
* Logon to the HealthCollect site using the allocated login and password codes
* Click on APET Selector which should expand to reveal the entry screen for your facility

Note: The system will automatically log you out if no activity has been recorded after one hour

## Data submission timelines

A facility may submit data to the VAED database as frequently as desired but must meet the minimum data submission timelines for public hospitals set out in the [Policy and funding guidelines](https://www.health.vic.gov.au/policy-and-funding-guidelines-for-health-services) <https://www.health.vic.gov.au/policy-and-funding-guidelines-for-health-services>

Monthly deadlines for public and private hospitals are set out in Section 5 of the VAED manual and any changes to deadlines are published in the HDSS Bulletin.

## Contacts

For general assistance using APET, HDSS Bulletin subscriptions and queries relating to the VAED:

email HDSS help desk <hdss.helpdesk@health.vic.gov.au>

Abbreviations and acronyms

|  |  |
| --- | --- |
| ACHI | Australian Classification of Health Interventions |
| APET | Admitted Patient Entry and Transmission system |
| DVA | Department of Veterans’ Affairs |
| E5 | Episode Record |
| DCU | Data Collections Unit – responsible for data collections and HDSS help desk |
| DRG | Diagnosis Related Group |
| FIM | FIMTM Score |
| FYTD | Financial Year-To-Date |
| H5 | Header Record |
| HDSS | Health Data Standards & Systems (former unit name) – retained in HDSS help desk, HDSS website and HDSS Bulletin |
| ICD-10-AM | International Statistical Classification of Diseases and Related Health Problems, 10th Revision, Australian Modification |
| J5 | Extra Episode Record (public hospitals only) |
| MFT | Managed File Transfer |
| MTD | Month-To-Date (month of the transmission start and end dates) |
| P5 | Palliative Record (public hospitals only) |
| RUG ADL | Resource Utilisation Groups – Activities of Daily Living Score |
| S5 | Subacute Record (public hospitals only) |
| TAC | Transport Accident Commission |
| T5 | Trailer Record |
| DH | Department of Health |
| U5 | Trailer Record |
| UR Number | Unit Record Number |
| V5 | Department of Veterans Affairs or Transport Accident Commission Record (public hospitals only) |
| VAED | Victorian Admitted Episode Dataset |
| X5 | Diagnosis Record |
| YTD | Year-To-Date |

# About APET

## Drop down menus and system validation

Drop-down menus on the forms display a choice of valid codes that can be selected. Code descriptors are provided. Refer to VAED manual, Sections 3 Data definitions and 4 Business rules for further information. Contact HDSS help desk for assistance.

The APET system performs simple validation checks, such as those listed below, to ensure only valid codes can be entered in data fields:

Drop-down lists of VAED code sets with code descriptors

Field lengths pre-determined

Validation messages regarding mandatory data items – you cannot save a form until mandatory data items have been entered

## Entering date and time in forms

Data entry for dates and times may vary according to your browser. Times00:00 to 23:59 can be reported to the VAED. In Internet Explorer year, month and day are selected from a calendar.

## Saving data in forms

Click on Save at top left-hand corner of form. APET will not allow you to save the form until all mandatory data fields are completed. An error message will appear telling you which data fields must be completed.

## Printing forms

Each form (E5, J5, X5, S5, P5 and V5) can be printed by clicking on Print button at the top right-hand corner of the form. Save data before printing.

## Data extraction and file processing

APET generates a transmission file in the format required by the VAED processing system. This file is automatically emailed to the HDSS help desk and then uploaded to the hospital’s MFT home directory for processing.

Your file is processed through the VAED processing system and accepted data is added to a central database. A control report and any request reports selected will be generated and can be downloaded from the hospital’s MFT pickup folder. Refer to Section 7 Control reports for further information.

# Entering data in APET

## APET Main Menu

Year defaults to the current financial year (use the drop down to select the previous financial year)

Note:Before final consolidation of the VAED for 2023-24, facilities will be able to access the APET system for both the current and previous financial year.

Please ensure that admitted patient data is being entered in the appropriate Year. Complete reporting for 2023-24 before creating a July transmission file for 2024-25.

|  |  |
| --- | --- |
| Separation prior to 1 July 2024 | Enter in 2023-24 APET |
| Separation on or after 1 July 2024 | Enter in 2024-25 APET  |

From this screen you can:

* Enter a new admitted episode by clicking on New Episode
* Update an existing episode by selecting the Unique Key, Episode (E5) and clicking Edit Record
* Enter or update a Diagnosis Record for an existing Episode Record
* Create a Transmission File
* Roll back the extract dates to allow the re-extraction of previously submitted data

Public hospitals can also enter or update the following for an existing Episode Record:

* a DVA/TAC Record (must be included in same transmission as Episode Record)

For an existing Episode Record with a Separation Date:

* an Extra Episode Record
* a Subacute Record
* a Palliative Record

## Entering a new episode (E5) record

On the main menu click on New Episode

APET displays an initial nine-character Unique Key 000000001 to identify the first admitted episode. APET will automatically allocate subsequent Unique Keys in sequential order.

### Entering episode details

* Enter the Patient Identifier, Admission Date and Separation Date (if the patient has been discharged from hospital)

Note: The Patient Identifier (or UR Number) is a ten-character value; leading zeroes must be used to fill the designated field length. For example, a Patient Identifier of ‘12345’ must be entered as ‘0000012345’

* Enter values for all data items relevant to your facility. Some data items are mandatory, and you will not be able to save the form until those items have been entered.

### E5 Status segment details

* Status segments are used to report combinations of Account Class, Accommodation Type and Qualification Status (N and U for newborn episodes, X for all others) during the episode
* At least one status segment must be entered for each episode. Enter the Account Class, Accommodation Type and Qualification Status applicable at the time the patient was admitted.
* Enter the appropriate month-to-date, financial year-to-date and total Patient Days, for this combination of Account Class, Accommodation Type and Qualification Status.
* A patient may have more than one status segment during their stay. For example, if a patient moves from a shared to a private room, the number of days spent in each accommodation type will be reported in two status segments.
* Click on Add to enter an additional status segment
* An incorrect status segment can be overwritten with the correct information or deleted by clicking on the minus sign at the right-hand side of the status segment details.
* Click Save when all data is entered. The record will be automatically flagged for inclusion in the next data transmission file

### Counting patient days

* Patient days for a multi-day patient are calculated by subtracting the Admission Date from the Separation Date and deducting total leave days (with or without permission)
* For same-day patients (admitted and separated on the same date), patient days = 1 day
* For overnight patients, patient days = 1 day
* The Admission Date is always counted as a patient day
* The Separation Date is not counted

August transmission file with header dates 1/8/20XX – 31/8/20XX

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Admission Date | Separation Date | MTD (patient days in August) | YTD (patient days in July & August) | Total Days (total patient days for episode) |
| 29/07/20XX | 02/08/20XX | 1 | 4 | 4 |
| 28/06/20XX | 07/07/20XX | 0 | 6 | 9 |
| 27/08/20XX | Remaining in | 5 | 5 | 5 |
| 04/08/20XX | 04/08/20XX | 1 | 1 | 1 |

For further information about status segments and counting patient days refer to Section 4 Business rules Reporting history of code changes and Length of Stay

### Patients remaining in hospital

Patients remaining in hospital at the end of August, as above, can be identified through the census report (reports received after each submission).

You must edit the Episode (E5) record for this patient for inclusion in your September transmission and update the status segment(s) to reflect the appropriate patient day counts.

* Select the appropriate Unique Key
* Select Episode (E5)
* Select Edit Record
* Add separation details if applicable
* Update status segment details as required and click Save

## Entering Diagnosis (X5) Details

Diagnosis (X5) records must be created once the patient has been separated. The E5 Record must be completed prior to entering the X5 Record.

From the main menu select the appropriate Unique Key from the drop-down menu.

* Select Diagnosis (X5)
* Select Edit Record to access the X5 form
* Enter the ICD-10-AM diagnosis code with appropriate prefix. Refer to Section 3 Diagnosis codesfor information about diagnosis codes and prefixes.
* Click on Add to enter additional diagnosis codes
* Enter ACHI procedure codes in a similar manner
* Enter any other data relevant and click Save. The record will be automatically flagged for inclusion in the next data transmission file.

## Editing a Record

Once a record has been edited and the alterations saved, the record will be automatically flagged for inclusion in the next data transmission file.

* Open the applicable form, as per previous instructions for entering data
* Make the necessary amendments and click Save

**Note:** The Patient Identifier (Unit Record Number) cannot be edited after a record has been saved on APET. If an incorrect Patient Identifier has been entered, the record will need to be deleted and re-entered with the correct unit record number. See instructions below on how to delete a record. Separate instructions apply depending on whether the record has been included in a transmission file.

## Entering data in J5, S5, P5 Records (public hospitals only)

The E5 Record must be completed prior to entering data in the J5, P5, S5 Records for separated patients.

* From the main menu select the appropriate Unique Key from the drop-down menu.
* Select Extra Episode (J5), Subacute (S5), Palliative (P5)
* Select Edit Record and the Record form will appear
* Enter data and click Save

## Entering a New DVA/TAC (V5) Record (public hospitals only)

The E5 Record admission details (as a minimum) must be completed prior to entering the V5 Record.

* Select the appropriate Unique Key from the drop-down menu.
* Select DVA/TAC (V5)
* Select Edit Record and the DVA/TAC V5 Record form (as displayed below) will appear
* Enter the DVA/TAC Number, Date of Accident (TAC only), Surname and Given Names and click Save

## Deleting a record – entered in APET in error (submitted to VAED)

If the record has been included in a transmission file and was accepted, it will exist on the VAED processing database. A deletion record must be sent in a transmission file to remove it, otherwise it will continue to be counted as an admission in the VAED.

To delete an entire Episode Record and any associated S5, P5, V5 and X5 records from the VAED processing database:

* Open the E5 Record you want to delete
* Enter eleven 9s in the Medicare Number Field
* Click on Save

A deletion record for this record will automatically be included in your next transmission file. This will remove the record from the VAED processing database if it has previously been transmitted and accepted. If the record has been deleted before it was transmitted, you may receive an edit R005 because there is nothing to delete on the database. This error can be ignored.

Deleting other records

* To delete a Sub-Acute (S5) record; open the S5, fill the Impairment field with 9s and Submit
* To delete a Palliative (P5) record; open the P5, fill the RUG ADL on Admission field with 9s and Submit
* To delete a Diagnosis (X5) record; open the X5, zero-fill the first diagnosis code and leave the rest of the record blank and Submit
* DVA/TAC (V5) and Extra Episode (J5) records can only be deleted by sending an Episode (E5) record deletion

## Deleting a record - entered in APET in error (not submitted to VAED)

Selecting Delete on a form permanently deletes the record from the APET system.

If you are not sure whether record has been submitted to VAED, follow directions above for Deleting a record – entered in APET in error (submitted to VAED)

## Roll back function

This function allows you to resend data previous submitted to VAED in the next transmission file. This function is commonly used by facilities during testing. All records which have separation dates, or were remaining-in, between the rollback dates selected will be flagged for inclusion in the next transmission file. This is also useful to ensure additional records such as the X5 and S5 are re-triggered after making corrections to the E5.

From the main menu, select dates required for Roll Back, for example to re-transmit all data for July 2024, select 1 July 2024 to 31 July 2024

* Click on Roll Back Transmission File
* Click on Create Transmission File

# Extracting data from APET

## Creating a transmission file

* From the Main Menu click on Create Transmission File to generate the transmission file in the correct format for submission to VAED
* The Transmission Start Date defaults to the day after the End Date of the previous transmission file:
	+ If transmission number 144 has dates 1 July 2024 to 31 July 2024
	+ Transmission number 145 will automatically have dates 1 August 2024 to 31 August 2024
	+ You can change dates for transmission 145 back to 1 July 2024 to 31 July 2024 if you want to submit another July file, for example to submit corrections.
* Click on Submit, which generates the Transmission Form for completion. Most of the Transmission Form is completed automatically based on the information held in the APET database and an analysis of the records identified for extraction.
* You may request reports. Refer to Section 6: Request reports for further information about reports available, including the format for the parameters of each request report.
* Select the Request Reports required
* Submit the completed Transmission Form
* APET will generate the extract file and email it to the HDSS Help Desk email. You will receive a message confirming the email has been sent. If a message does not appear, the process has failed.

Note: Do not create a transmission file with today’s date or a future Transmission End Date.

Create a 1-31 August transmission early in September.

The Transmission Start Date and End Date must be in the same month

## Frequency of data submission

A transmission file should be created at least once per month. However, transmission files may be created more frequently.