National Paediatric Diabetes Audit – Data entry trouble shooting

Key resources to support data entry

- **The 2021 + dataset** This document sets out the data items requested, and the permitted values for each variable alongside notes and corresponding NICE guidance.
- **The csv template for 2020/21 onwards** Data entered to the system should match this template, with each column of data set out in the order set out in the template.
- **A webinar** showing how to upload via csv or individual patient questionnaire
- PDF guidance for **csv data entry** and **individual patient questionnaire entry**

Frequently asked questions

The system is telling me there is an incorrect number of columns in my csv when I try to upload it

- First of all, check that using the correct template. This 2020/21 audit year is the first one that the new dataset has been collected, so if you are taking an extract from your electronic patient record system for the first time, it may still be calibrated to the old dataset. You can check this easily by checking whether the csv extract you have generated has columns up to column AZ.

- If the template is correct, it could be that there is hidden data in the columns to the right of column AZ. To check if this is the issue, highlight several columns to the right of AZ, and delete them (even if they look empty), and try another upload.

The data completeness report is not reflecting the data I have entered via csv

- The most common reason for this is that a test import has been selected at upload. Whilst this will generate a data quality report, and will give an indication of the number of records that would be accepted into the system if it was a real upload, the test option does not actually import any data and the data completeness will not regenerate based on the tested csv. Instead, it will continue to display the results from the last 'real' upload into the system.

NPDA Import data (CSV)

Select the CSV file to import

Choose file | No file chosen

Test import?
By selecting 'Yes' you will only receive a Data Quality Report on the data you have submitted, the data will not be uploaded on the system.

○ Yes
○ No

- If you have tried a 'real' upload, and some patients are still showing red crosses on the data completeness report where you think they should show green ticks (because you believe the corresponding health checks to have been completed and recorded), try filtering the csv you have submitted based on the NHS number of the patient(s) in question, and check the relevant column(s) to see whether a) there is indeed a date and /or the outcome recorded, and b) that they are in the format that the system is expecting. The data quality report should also alert you to incorrectly formatted data that the system can't read.

Red crosses are showing against health checks for newly diagnosed patients within my service

- If these checks haven't been received, the DCR is working correctly! It's designed to reflect the data entered, and it knows to exclude these patients (or any patients without a complete year of care (i.e. who joined or left the service within the audit year) from the results in the site values tab. It is really important to still enter newly diagnosed patients within your audit data because these patients' data is included in analysis of outcomes, care at diagnosis, and prevalence and incidence analysis.

| | Patient left in period | | Patient died in period |
| | Patient diagnosed in period | N/A | Patient not included <12yrs old |

The key above indicates patients without a complete year of care for different reasons. If a patient has one of these colours against their row in the individual values section of the care process section of the data completion report, it shows you that data has been entered indicating an incomplete year of care for this patient (such as a leaving or a diagnosis date within the audit year).

Why does coeliac and thyroid screening have a different total number of patients entered to carb counting education, in the site values report?

- Carbohydrate counting education should be provided to the patient within 14 days of diagnosis, whereas coeliac and thyroid screening should be done within 90 days of diagnosis. Therefore, if your patient was diagnosed fewer than 90 days but more than two weeks prior to the end of the audit year, their carb counting education should have been provided even if their screenings haven't. This means that carb counting education will have more patients showing than the screening columns. In the individual patient record on the DCR the coeliac and thyroid screening should show as N/A.

In the example below, the unit had 49 newly diagnosed patients in the audit year, 11 of whom were diagnosed within 90 days of, but more than two weeks prior to, the end of the audit year.

Site Values - Care at diagnosis

Note: It is recommended by NICE that children and people with Type 1 diabetes are screened for thyroid and coeliac disease at diagnosis. The results below includes all children and young people with Type 1 diabetes diagnosed in the audit year more than 90 days before the end of the audit period, between 01/04/2021– 31/12/2021. Patients are classified as having received screening for coeliac and thyroid if they received screening within 90 days of the date of diagnosis:

Coeliac disease screen following diagnosis of Type 1 diabetes (%)	Thyroid disease screen following diagnosis of Type 1 diabetes (%)	Carbohydrate counting education received
94.74% (36/38)	97.37% (37/38)	71.43% (35/49)

Due to COVID-19 we have not been conducting annual reviews but have discussed psychological needs at all 3 monthly follow-up clinics, however, these are only recorded if there is an issue. How do we record this?

- You should only enter dates of psych discussions/assessments if you have a record of them being conducted. If there is no written record giving the date of the discussion, do not enter this data. This applies to all care processes.

Due to COVID-19 we have not been running our usual clinics but have still been providing HbA1c checks for all our patients. How do we record this without a clinic appointment date?

- HbA1c can be checked without a clinic appointment. You should record each HbA1c check and date, each time they are conducted and enter these dates as the check dates.