

High Level Requirements Specification ComPacks information Management System (CiMS)



Monthly Report File Specification

Document Name and Version Control

(Circulated versions only)

Document Name & Location		Monthly Report File Specification	
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Upload File Specification

1 Overview

This document specifies the format and constraints that a file must adhere to in order to be uploaded into the ComPacks system. For convenience the NSW Ministry of Health (MoH) has provided Service Providers with a template that meets this specification.

However the ComPacks system can process any file as long as the file meets this specification.

2 File Format

The file will be in a Comma Separated Variable (CSV) format. This is a text file in which values are separated by commas.

- a) The first record will contain column titles and all remaining records in the file will contain records as described in section 2.1 File Columns.
- b) The field validation and sequence that they appear within a record shall be as described in section 2.1 File Columns.
- c) The file may include records for both the ComPacks and Health at Home (HaH) programs.
- d) This format suits both those Service Providers who extract records from their case management system for upload into the ComPacks system and those who use MS Excel or another tool to do so.
- e) For the convenience of those Service Providers who wish to imbed commas within values, the MoH will also accept files in which all values are enclosed in quotes.

2.1 File Columns

Column	Format	Validation
FundingTypeCode	Text	1) Mandatory 2) Must be a valid code from the Funding Type list
MRN	Numeric	1) Mandatory 2) Must be 10 numeric characters
ClientLastName	Text	1) Mandatory 2) Maximum 200 characters
DateOfBirth	Date	1) Mandatory 2) Unrecognised date format Cannot be a future date
IndigenousCode	Text	1) Mandatory 2) Must be a valid code from the Indigenous Status list
ReferringFacilityCode	Alphanumeric	1) Mandatory 2) Must be a valid code from the Facility list
FundingLHDCode	Char	1) Mandatory 2) Must be a valid code from the Contract LHD list

Column	Format	Validation
ReferralDate	Date	1) Mandatory 2) Unrecognised date format 3) Referral date must be less than or equal to: a) Exit Date b) Date of First Brokered Service c) Date of Discharge from Hospital (ComPacks only) d) Assessment Completion Date e) Referral Acknowledgement Date
ReferralAcknowledgementDate	Date	1) Mandatory 2) Unrecognised date format 3) Referral Acknowledgement date must be less than or equal to: a) Exit Date b) Date of First Brokered Service c) Date of Discharge from Hospital (ComPacks only) d) Assessment Completion
AssessmentCompletionDate	Date	1) Mandatory 2) Unrecognised date format 3) Assessment Completion date Must be less than or equal to: a) Exit Date
DateOfDischargeFromHospital	Date	1) Mandatory field on ComPacks record 2) Unrecognised date format 3) Date of Discharge from hospital (ComPacks only) must be less than or equal to: a) Exit Date b) Date of First Brokered Service
DateOfFirstBrokeredService	Date	1) Mandatory 2) Unrecognised date format 3) Date of First Brokered Service must be less than or equal to: a) Exit Date
ExitDate	Date	1) Mandatory 2) Unrecognised date format 3) Service Provider Operatives may only submit transactions within the current reporting period. They may indirectly submit transactions within a previous period via a request to a SRF Operative
TypeOfPackagCode	Alphanumeric	1) Mandatory 2) Must be a valid code from the Package Type list

Column	Format	Validation
ExitReasonCode	Integer	1) Mandatory 2) Must be a valid code from the Exit Reason list
OngoingServiceCode1	Alphanumeric	1) Must be a valid code from the On Going Service list
OngoingServiceCode2	Alphanumeric	1) Must be a valid code from the On Going Service list
Assessment	Numeric	1) Mandatory 2) Must be expressed to the nearest half hour (i.e. 4.5)
CaseManagement	Numeric	1) Must be expressed to the nearest half hour (i.e. 4.5)
SocialSupport	Numeric	1) Must be expressed to the nearest half hour (i.e. 4.5)
Transport	Numeric	1) Invalid data format
PersonalCare	Numeric	1) Must be expressed to the nearest half hour (i.e. 4.5)
DomesticAssistance	Numeric	1) Must be expressed to the nearest half hour (i.e. 4.5)
Meals	Numeric	1) Invalid data format
OtherFoodService	Numeric	1) Invalid data format
LinenService	Integer	1) Invalid data format
AlliedHealthService	Numeric	1) Must be expressed to the nearest half hour (i.e. 4.5)
NursingService	Numeric	1) Must be expressed to the nearest half hour (i.e. 4.5)
HomeMaintenance	Numeric	1) Must be expressed to the nearest half hour (i.e. 4.5)
HomeModification	Numeric (Cost to 2 decimal places)	1) Invalid data format
GoodsandEquipment	Integer	2) Invalid data format
RespiteCare	Numeric	1) Must be expressed to the nearest half hour (i.e. 4.5)
CentreBasedDayCare	Numeric	1) Must be expressed to the nearest half hour (i.e. 4.5)

3 Value Lists

Indicated columns described in section 2.1 File Columns above will only accept values from the following lists.

3.1 ComPacks Service

Code	Name
Assessme	Assessment
CaseMana	Case Management
SocialSu	Social Support
Transpor	Transport
Personal	Personalcare

Code	Name
Domestic	Domestic Assistance
Meals	Meals
Other	Other Food Service
LinenSer	Linen Service
AlliedHe	Allied Health Service
NursingS	Nursing Service
HomeMain	Home Maintenance
HomeModi	Home Modification
GoodsEqu	Goods Equipment
RespiteC	Respite Care
DayCare	Day Care

3.2 Exit Reason

Code	Name
1	Client terminated early / withdrew from ComPacks
2	Client admitted / readmitted to hospital (will not be discharged with same ComPacks package)
3	Client needs too high for ComPacks package
4	ComPacks provider cannot or will no longer provide assistance
5	Client deceased
6	Client status improved - ComPacks completed prior to 6 weeks
7	ComPacks maximum 6 weeks period reach
8	Client transferred to ongoing services before maximum 6 weeks period reached
9	Assessment has occurred but client referral has been withdrawn by hospital before discharge
10	Client has been assessed as not eligible

3.3 Facility

Code	Name
M201	Albury Base Hospital
J201	Armidale and New England Hospital
D201	Auburn Hospital
H201	Ballina District Hospital
H701	Ballina Transitional Care Beds
A201	Balmain Hospital
M202	Balranald District Hospital
D227	Bankstown / Lidcombe Hospital
K207	Baradine Multi-Purpose Service
M203	Barham Health Service
J202	Barraba Multi-Purpose Service
N201	Bateman's Bay District Hospital

Code	Name
L201	Bathurst Base Hospital
R202	Batlow Health Service
N202	Bega District Hospital
H203	Bellinger River District Hospital
Q214	Belmont Hospital
M204	Berrigan Health Service
J203	Bingara Multi-Purpose Service
D203	Blacktown Hospital
L202	Blayney Multi-Purpose Service
D204	Blue Mountains District Anzac Memorial Hospital
J204	Boggabri Multi-Purpose Service
N203	Bombala Health Service
H207	Bonalbo Hospital
N204	Boorowa Health Service
K201	Bourke Multi-Purpose Service
N216	Bourke Street Health Service
N219	Bowral and District Hospital
D228	Braeside Hospital
N205	Braidwood Multi-Purpose Service
K202	Brewarrina Multi-Purpose Service
S201	Broken Hill Base Hospital
J223	Bulahdelah District Hospital
P202	Bulli District Hospital
H204	Byron District Hospital
C202	Calvary Health Care Sydney
Q211	Calvary Mater Newcastle
D205	Camden Hospital
H205	Campbell Hospital, Coraki
D215	Campbelltown Hospital
L203	Canowindra Soldiers' Memorial Hospital
A202	Canterbury Hospital
H206	Casino and District Memorial Hospital
Q202	Cessnock District Hospital
K203	Cobar District Hospital
H208	Coffs Harbour Base Hospital
P203	Coledale Hospital
K204	Collarenebri Multi-Purpose Service - GWAHS
A237	Concord Hospital
L205	Condobolin District Hospital
K205	Coolah Multi-Purpose Service
R210	Coolamon Multi-Purpose Service
N206	Cooma Health Service
K206	Coonabarabran District Hospital

Code	Name
K209	Coonamble District Hospital
R221	Cootamundra Health Service
M206	Corowa Health Service
L206	Cowra District Hospital
N207	Crookwell Health Service
M205	Culcairn Multi-Purpose Service
P291	David Berry Hospital
N208	Delegate Multi-Purpose Service
M207	Deniliquin Health Service
Q210	Denman Multi-Purpose Service
H209	Dorrigo Plateau Multi-Purpose Service - NCAHS
K211	Dubbo Base Hospital
K212	Dunedoo War Memorial Multi
Q203	Dungog District Hospital
J218	Emmaville - Vegetable Creek Multi
L208	Eugowra Memorial Hospital
D206	Fairfield Hospital
M208	Finley Health Service
L209	Forbes District Hospital
K213	Gilgandra Multi-Purpose Service
J205	Glen Innes District Hospital
J224	Gloucester Soldier's Memorial Hospital
K214	Goodooga District Hospital
B202	Gosford Hospital
N209	Goulburn Base Hospital
C205	Gower Wilson - Multi-Purpose Service
H210	Grafton Base Hospital
B208	Greenwich Home of Peace Hospital
L210	Grenfell Multi-Purpose Service
R205	Griffith Base Hospital
K210	Gulgambone Multi-Purpose Service - GWAHS
K215	Gulgong District Hospital
R206	Gundagai Health Service
J206	Gunnedah District Hospital
J207	Guyra and District War Memorial Hospital
R207	Hay Health Service
M209	Henty Health Service
R208	Hillston Health Service
M210	Holbrook Health Service
B210	Hornsby and Ku-Ring-Gai Hospital
J208	Inverell District Hospital
S202	Ivanhoe District Hospital
M211	Jerilderie Multi-Purpose Service

Code	Name
Q230	John Hunter Hospital
R209	Junee Health Service
C203	Karitane Mothercraft Centre
H212	Kempsey Hospital
P204	Kiama District Hospital
Q205	Kurri Kurri District Hospital
H213	Kyogle Multi-Purpose Service
L212	Lake Cargelligo Multi-Purpose Service - GWAHS
R211	Leeton Health Service
K231	Lightning Ridge Multi-Purpose Service - GWAHS
H214	Lismore Base Hospital
L213	Lithgow Health Service
D209	Liverpool Hospital
R213	Lockhart Health Service
B204	Long Jetty Healthcare Centre
K751	Lourdes Hospital, Dubbo
H216	Macksville District Hospital
H217	Maclean District Hospital
Q206	Maitland Hospital
J211	Manilla District Hospital
B212	Manly District Hospital
J225	Manning Base Hospital
N210	Mercy Care Centre, Young
N221	Mercy Care Centre, Young (all units)
M212	Mercy Health Service
Q208	Merriwa Multi-Purpose Service
P205	Milton and Ulladulla Hospital
L214	Molong District Hospital
B214	Mona Vale and District Hospital
J212	Moree District Hospital
N211	Moruya District Hospital
D218	Mount Druitt Hospital
K216	Mudgee District Hospital
H220	Mullumbimby & District War Memorial Hospital
N213	Murrumburrah-Harden Health Service
H221	Murwillumbah District Hospital
Q209	Muswellbrook District Hospital
J213	Narrabri District Hospital
R215	Narrandera Health Service
K217	Narromine District Hospital
D210	Nepean Hospital
B209	Neringah Home of Peace Hospital
H215	Nimbin Multi-Purpose Service

Code	Name
B226	NSCCAHS Acute and Post-acute Centre (APAC) - NSCCAHS
B248	NSCCAHS Transitional Care Beds (Central Coast)
K218	Nyngan Multi-Purpose Service
L215	Oberon Multi-Purpose Service
L216	Orange Base Hospital
N214	Pambula District Hospital
L217	Parkes District Hospital
L218	Peak Hill Hospital
P206	Port Kembla District Hospital
H272	Port Macquarie Base Hospital
L220	Portland District Hospital
J214	Prince Albert Memorial, Tenterfield
C208	Prince of Wales Hospital
N215	Queanbeyan Health Service
J215	Quirindi District Hospital
C220	Royal Hospital for Women
B218	Royal North Shore Hospital
A208	Royal Prince Alfred Hospital
B221	Royal Rehabilitation Hospital
A239	RPAH Institute of Rheumatology & Orthopaedics
B224	Ryde Hospital
L221	Rylstone Multi-Purpose Service
A209	Sacred Heart Hospice
Q216	Scott Memorial Hospital, Scone
P211	Shellharbour Hospital
P207	Shoalhaven and District Memorial Hospital
Q217	Singleton District Hospital
D214	Springwood Hospital
C213	St George Hospital
D213	St Joseph's Hospital, Auburn
A212	St Vincent's Hospital, Darlinghurst
H222	St Vincent's Rehabilitation Hospital, Lismore
C214	Sutherland Hospital
C238	Sydney Children's Hospital
A231	Sydney Eye Hospital
A216	Sydney Hospital
J216	Tamworth Base Hospital
R216	Temora Health Service
A207	The Children's Hospital at Westmead
H223	The Tweed Hospital
S203	Tibooburra District Hospital
J217	Tingha Hospital
M214	Tocumwal Health Service

Code	Name
Q225	Tomaree Community Hospital
L223	Tottenham Multi-Purpose Service
K219	Trangie Multi-Purpose Service
D230	Tresillian Family Care Centre (Penrith
A234	Tresillian Family Care Centre Canterbury/ Willoughby/Wollsto
L219	Trundle Multi-Purpose Service
L224	Tullamore Multi-Purpose Service
M215	Tumbarumba Multi-Purpose Service
R218	Tumut Health Service
M213	Urana Multi-Purpose Service
H224	Urbenville and District Multi
R219	Wagga Wagga Base Hospital
J219	Walcha Multi-Purpose Service
K220	Walgett District Hospital
C206	War Memorial Hospital, Waverley
J220	Warialda Multi-Purpose Service
K221	Warren Multi-Purpose Service
H225	Wauchope District Memorial Hospital
J221	Wee Waa District Hospital
K222	Wellington Hospital, Bindawalla
M216	Wentworth District Hospital
J222	Werris Creek District Hospital
D224	Westmead Hospital (all units)
S204	Wilcannia Multi-Purpose Service
Q219	Wilson Memorial Hospital, Murrurundi
J226	Wingham Memorial Hospital
P208	Wollongong Hospital
B203	Woy Woy Hospital
L226	Wyalong Health Service
B206	Wyong Hospital
N217	Yass Health Service
N218	Young Health Service

3.4 Funding Type

Code	Name
Comp	ComPacks Program
HaH	Healthy at Home
HITH	HITH ComPacks

3.5 Indigenous Status

Code	Name
ATSI	Aboriginal & or Torres Strait Islander

Code	Name
Non ATSI	Neither Aboriginal nor Torres Strait Islander
Decl	Declined to Respond
U/K	Unknown

3.6 LHD

Code	Name
X840	Murrumbidgee LHD
X850	Western NSW LHD
X800	Hunter New England LHD
X820	Mid North Coast LHD
X760	North Sydney LHD
X720	South Eastern Sydney LHD
X700	Sydney Local Health District
X740	Western Sydney LHD
X770	Central Coast LHD
X830	Southern NSW LHD
X860	Far West LHD
X810	Northern NSW LHD
X750	Nepean Blue Mountains LHD
X730	Illawarra Shoalhaven LHD
X710	South Western Sydney LHD
X690	St Vincent's Health Network

3.7 On Going Service

Code	Name
1a	Waitlisted for CHSP
1b	Waitlisted for Home Care L1-2
1c	Waitlisted for Home Care L3-4
1d	Waitlisted for DVA
1e	Waitlisted for NDIS
1f	Waitlisted for Health
1g	Waitlisted for private service
1h	Waitlisted for other service
2a	Receiving CHSP
2b	Receiving Home Care L1-2
2c	Receiving Home Care L3-4
2d	Receiving DVA
2e	Receiving NDIS
2f	Receiving Health
2g	Receiving private service
2h	Receiving other service
3a	CHSP unavailable
3b	Home Care L1-2 unavailable

Code	Name
3c	Home Care L3-4 unavailable
3d	DVA unavailable
3e	NDIS unavailable
3f	Health unavailable
3g	Private service unavailable
3h	Other service unavailable

3.8 Package Type

Code	Name
Ax	Assessment only
Band 1	Band 1
Band 2	Band 2
Band 3	Band 3
Ex 1	Extension 1 – Band 3 + Band 1
Ex 2	Extension 2 – Band 3 + Band 2
Ex 3	Extension 3 – Band 3 + Band 3

4 Validation Error Messages Used

The following table details all errors that the system may output if invalid data is submitted.

Reference	Validation Message	Explanation
ER-01	File is greater than the maximum file size.	The uploaded file is too large. Split the file into 2 or more uploads.
ER-02	File is not in the defined CSV format	The upload file is not in the prescribed format.
ER-03	File rows are empty	The file submitted was empty
ER-04	File column is missing	The indicated column of the prescribed template is missing in that uploaded.
ER-05	Mandatory field is missing	The indicated field is mandatory. See the prescribed template.
ER-06	Service Provider Operatives may only submit transactions from their own Service Provider.	Self-explanatory.
ER-07	MRN must be 10 numeric chars	MRN is not 10 characters long

Reference	Validation Message	Explanation
ER-08	Last Name exceed max length (200)	Self-explanatory.
ER-09	Unrecognised Ref.Table code	The value of the indicated field is not a recognised value from the appropriate list.
ER-10	Unrecognised date format	Self-explanatory.
ER-11	Invalid data format	Self-explanatory.
ER-12	Referral Date must be less than or equal to: a) Exit Date b) Date of First Brokered Service c) Date of Discharge from Hospital (ComPacks only) d) Assessment Completion Date e) Referral Acknowledgement Date	Self-explanatory.
ER-13	Referral Acknowledgement Date must be less than or equal to: a) Exit Date b) Date of First Brokered Service c) Date of Discharge from Hospital (ComPacks only) d) Assessment Completion Date	Self-explanatory.
ER-14	Assessment Completion Date must be less than or equal to: a) Exit Date)	Self-explanatory.
ER-15	Assessment Completion Date may be greater than, equal to or less than Date of Discharge from Hospital.	Self-explanatory.
ER-16	Date of Discharge from Hospital (ComPacks only) must be less than or equal to: a) Exit Date b) Date of First Brokered	Self-explanatory.

Reference	Validation Message	Explanation
	Service	
ER-17	Date of First Brokered Service must be less than or equal to Exit Date	Self-explanatory.
ER-18	Must be expressed to the nearest half hour (i.e. 4.5)	Services provided on a time basis must be submitted to the nearest half hour.
ER-19	Future date is invalid	Some dates, for example Date of Birth, cannot be expressed as a future date.
ER-20	If Type Package Code equals Assessment Only then: a) Date of First Brokered Service must be blank b) Assessment is mandatory	Self-explanatory.
ER-21	Date of Discharge from Hospital must not be entered on HITH ComPacks or HaH records	HITH and HaH are referrals from the community. These are clients that are identified as receiving care from Local Health District (Bed Type 25) may or not be discharge from a hospital.
ER-22	Service Provider Operatives may only submit transactions within the current reporting period. They may indirectly submit transactions within a previous period via a request to a SRF Operative.	Self-explanatory.
ER-23	Service Provider Operatives may not enter duplicate transactions. They may do so indirectly via a request to a SRF Operative.	Self-explanatory.
ER-24	Mandatory field on ComPacks record	The field indicated is mandatory on a ComPacks record.
ER-25	Must be empty on HaH & HITH ComPacks records	Self-explanatory.