

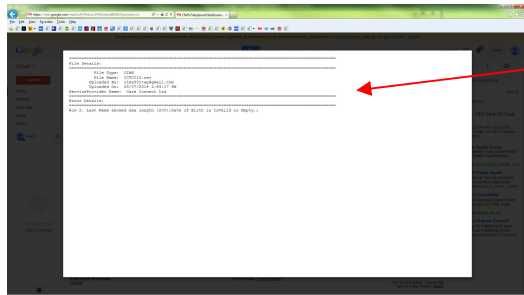
### About CiMS Validation (Error) Messages

CiMS has been designed to ensure that data is entered correctly into the system.

The way it does this is by applying system validation (error) checks at two levels:

1. **Pre Edits** if you enter the incorrect File Format; and
2. **Data Validation** that you receive in an Email from CiMS

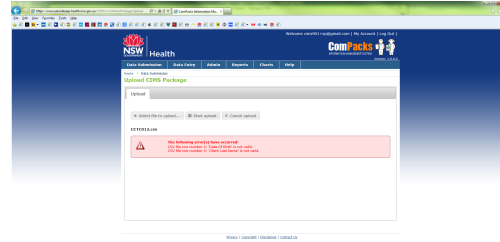
In both cases, you will need to correct the errors before moving on. This Quick Reference Guide lists some of the more common validation (error) messages you may encounter and an explanation to correct the data.



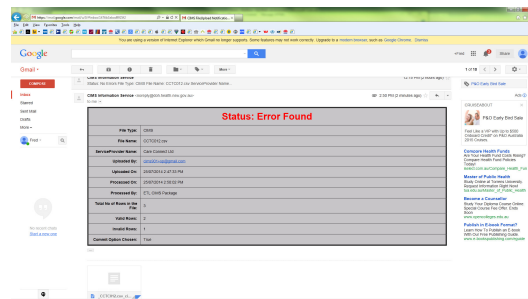
### What does a Validation (Error) Message Look Like?

Validation (error) messages will appear in CiMS similar to the following:

1. Pre Edits - you see on CiMS webpage



2. Data Validation - you will receive an email summarising your upload. All errors found will be detailed in an attachment



### Validation (Error) Messages

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.

Reference	Validation Message	Explanation
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
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.

Reference	Validation Message	Explanation
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 Service	Self-explanatory.
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.

Reference	Validation Message	Explanation
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.

### Need further help with CiMS?

If you require assistance with uploading data to CiMS, please email the error message to [compacks@doh.health.nsw.gov.au](mailto:compacks@doh.health.nsw.gov.au)