

Terms of Reference for the system-wide review of ACT Health data and reporting

Purpose

The system-wide review (the Review) will be completed by 31 March 2018 and undertaken in a timely, transparent and effective manner and shall:

1. investigate the extent, and where possible, the root cause of the current data issues
2. establish revised governance processes and protocols for data management, reporting and analysis
3. develop a framework for the provision of essential data reports derived directly from source systems as an interim process and re-building of the ACT data warehouse
4. implement the framework outcomes
5. provide a detailed road-map to address existing recommendations from the Auditor-General and ACT Health external advisers
6. provide advice on the publication of data for consumers that facilitates improved understanding of ACT Health information, performance, quality and safety, including options for real-time provision of information

Membership

Overview sight of the Review shall be undertaken by a Panel comprising the following members and shall be accountable to the Director-General, ACT Health:

Chief Information Officer, ACT Health (Chair)
Chief of Clinical Operations, CHHS, ACT Health (Deputy Chair)
Chief Technology Officer, Shared Services ICT
Chief Executive Officer, National Health Funding Body
Senior Executive, Hospitals, Resourcing and Classifications Group, Australian Institute of Health and Welfare

A dedicated Secretariat to assist the Panel will be established by ACT Health and the Panel shall be assisted, as required, by other ACT Health staff and external advisers.

Reporting

The Panel will meet regularly and shall provide quarterly reports to the Health Minister through the ACT Health Director-General and shall provide a final report in early 2018.

The Panel will provide oversight of the work program by ACT Health and its external advisers in identifying and remediating the issues and shall be focussed on the following key issues/outputs:

1. A summary of the extent, and where possible, the root cause or causes of the current data issues. This pillar shall be completed by 30 September 2017.
2. Establish revised governance processes and protocols for data management, reporting and analysis. Features of these processes and protocols will include:
 - Phase 1 - to be completed by 30 June 2017
 - Defined work schedules and steps for key reporting obligations
 - Formalised change processes for source systems, datasets and data queries to ensure that the impact of changes to any source systems are identified and addressed within the datasets
 - Clear delineation of responsibility for managing different stages of the extraction, transformation and reporting and analysis of data
 - Clearly defined quality assurance and clearance steps for all data reporting and analysis
 - Phase 2 - to be completed by 31 March 2018 in parallel with the determination of a framework for the re-building of the ACT Health data warehouse, reporting and analysis systems and functions:
 - Appropriate access controls and audit information for all data sets
 - Establishing standardised queries for reporting purposes that are to be used at all times for generation of specific reports
 - Establish a framework for publication of datasets for each time period
3. Develop a Framework for the:
 - provision of essential data reports derived directly from source systems as an interim process. This will ensure that ACT Health internal and external reporting requirements can be maintained and will comprise:
 - Identifying the range of essential internal and external reports, and ceasing any reports that are not essential
 - Confirming the priority order and timeframes for external reporting
 - Mapping the data definitions against the source systems to identify the systems required to generate the report
 - Replicating these systems for reporting purposes and writing queries to generate the reports from the replicated data

This pillar shall be completed by 30 June 2017.

- replacement of the ACT Health data warehouse, reporting and analysis systems and functions. This will include how we propose to:
 - reconstruct the warehouse to ensure that it accurately extracts and transforms data from the relevant source systems
 - deliver and publish datasets for each time period
 - develop Application Programming Interfaces (APIs) to publish data in real-time for required data sets (such as Emergency Department waiting times)
 - integrate relevant de-identified data into the ACT Government Data Lake
 - re-write the data queries required to accurately generate reports

This pillar will be completed by 30 September 2017.

4. Implementation of all Framework outcomes by 31 March 2018.
5. Provide a detailed road-map to address existing recommendations from the Auditor-General and ACT Health external advisers. This will comprise:
 - a single report outlining all recommendations
 - ACT Health's acceptance, or not, of each recommendation
 - prioritisation of each recommendation, including an estimated date of completion
 - a report detailing progress status against each recommendation

This pillar will be completed by 30 June 2017.

6. Provide advice on the publication of data for consumers that facilitates improved understanding of ACT Health information, performance, quality and safety, including options for real-time provision of information.

This pillar will be completed by 30 September 2017.