

Practice Team Information Extract (PTI) User Guide - Scotland

INPS



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Table of Editions and Contents

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22.09.09	002	Moved to individual new format user guide. ESTU	.doc
13.10.09	003	Comments from RSAN and CHOA	.PDF

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Scottish Practice Team Information Extract (PTI)

Overview

The Scottish NHS Information Services Division (ISD) run a scheme called Practice Team Information. The purpose of this scheme is to identify patterns of ill-health from medical data retrieved from Scottish practices to assist in primary care workflow.

A set of guidelines will be available to practices on how to best record data for the purposes of PTI. However, the practice data to be included in the PTI extract will have to correspond with specific date ranges, consultation types and clinical data types (histories and problems). Data recorded which is relevant for PTI is automatically extracted from Vision, and sent via eLinks to PTI on a monthly basis. This means that active user participation is minimal (although the extract process can also be run manually if necessary).

What you need to do...

- Set up the automatic extract as a scheduled task in GP Communicator. See "[Setting up the Automatic Extract](#)" on page 3.
- Familiarise yourself on how to run a manual extract. See "[Manual Extraction](#)" on page 9.
- Check the log file for extract error logs on the GP Communicator after each extract is run. See "[Checking for Extract Errors](#)" on page 11.

What data is extracted?

The PTI extraction should be run once a month but only data from the last three months is included in the extraction (although the default date range can be overridden). The default date range is three months prior to the previous 6th day of the month. For example, if the current date is 07/04/07, the PTI extract date range would be for encounters within the period 06/01/07 – 06/04/07. If the current date is 05/04/07, the PTI extract date range would be 06/12/06 – 06/03/07.

Note Vision uses the date of encounter when looking for data to extract and NOT the date that the information was added to the patient record.

The following information is included in the extract process:

Clinical Entries

Clinical data that has an event date within the set PTI date range and has entries in the following areas:

- Problems.
- Histories with either symptom, examination, diagnosis, intervention, management, administration or presenting complaint.

Consultation Types

Only the following consultation types are relevant to the extract. Data will not be extracted if problems and medical histories are not recorded within one of the following consultation types:

- Acute visit
- Administration
- Children's home visit
- Clinic
- Community clinic
- Co-op home visit
- Co-op surgery consultation
- Co-op telephone advice
- Emergency consultation
- Follow-up/routine
- Home visit
- Hostel visit
- Minor injury service
- Night visit
- Night visit, deputising service
- Night visit, practice
- Nursing home visit
- Night visit, local rota
- Other
- Out of hours, non practice
- Out of hours, practice
- Repeat Issue
- Residential home visit
- Surgery consultation
- Telephone call from patient
- Telephone call to a patient
- Telephone consultation
- Triage
- Twilight visit
- Walk-in centre

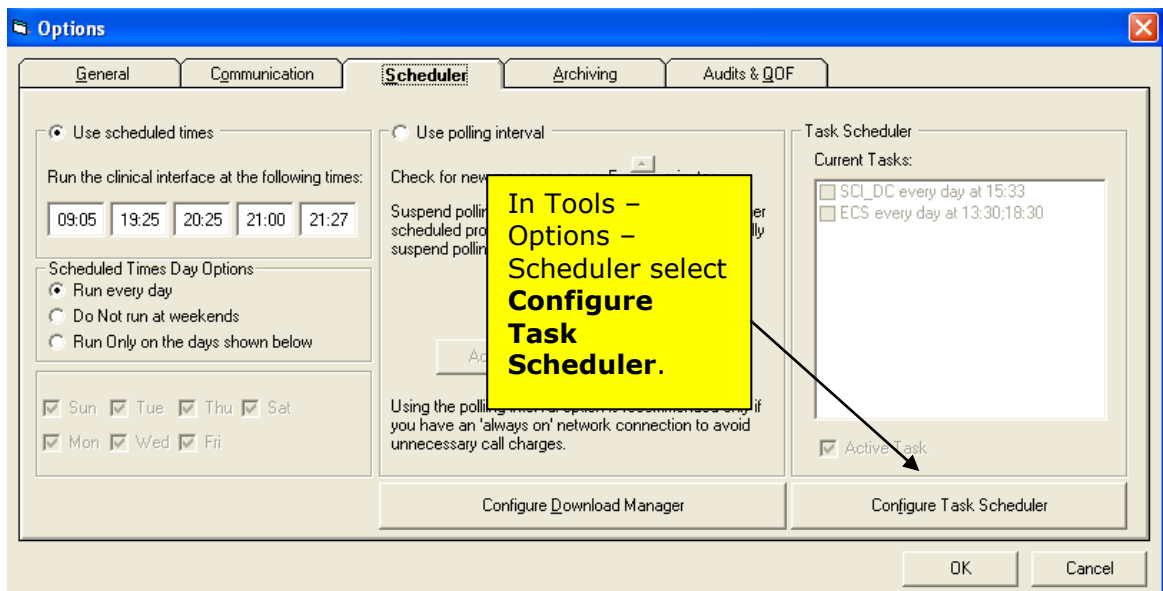
Setting up the Automatic Extract

GPC Scheduler is used to schedule the timings for the extracts for a number of processes including:

- PTI (Practice Team Information)
- SCI DC (Diabetic Care)
- ECS (Emergency Care Scheme)
- Swine Flu Data Extract

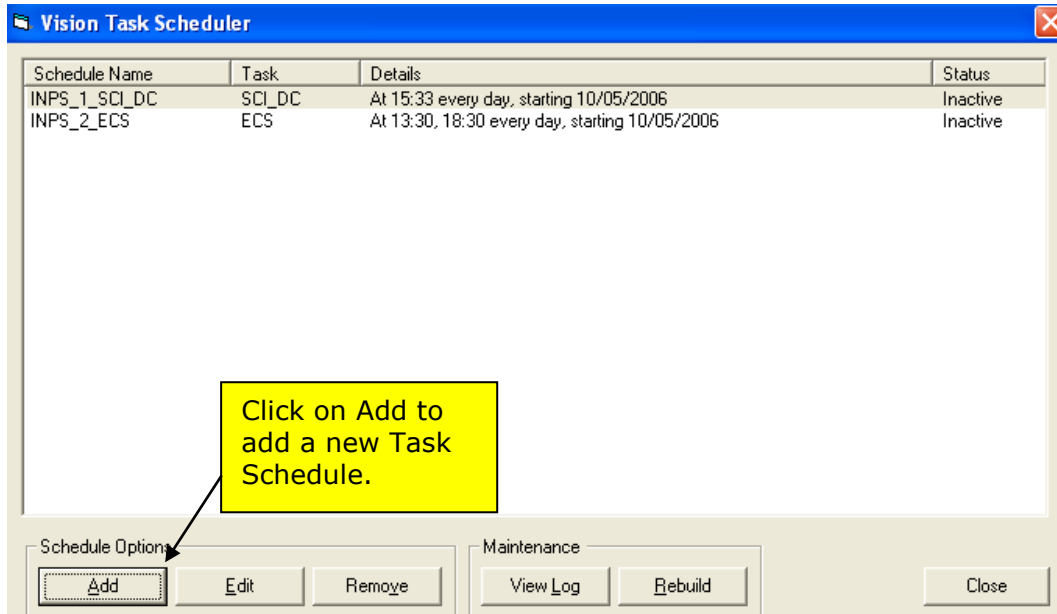
You need to set up a scheduled task in GP communicator so that the PTI Extract process can run automatically:

1. In GP Communicator, go to **Tools – Options**.
2. Click on the **Scheduler** tab.



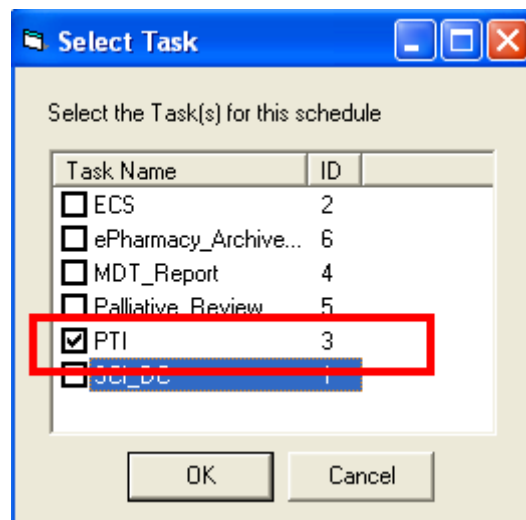
Tools – Options - Scheduler

3. In the Task Scheduler section, select **Configure Task Scheduler**. This shows you the current scheduled tasks and allows you to edit them if required.
4. Click on **Add**.



Vision Task Scheduler

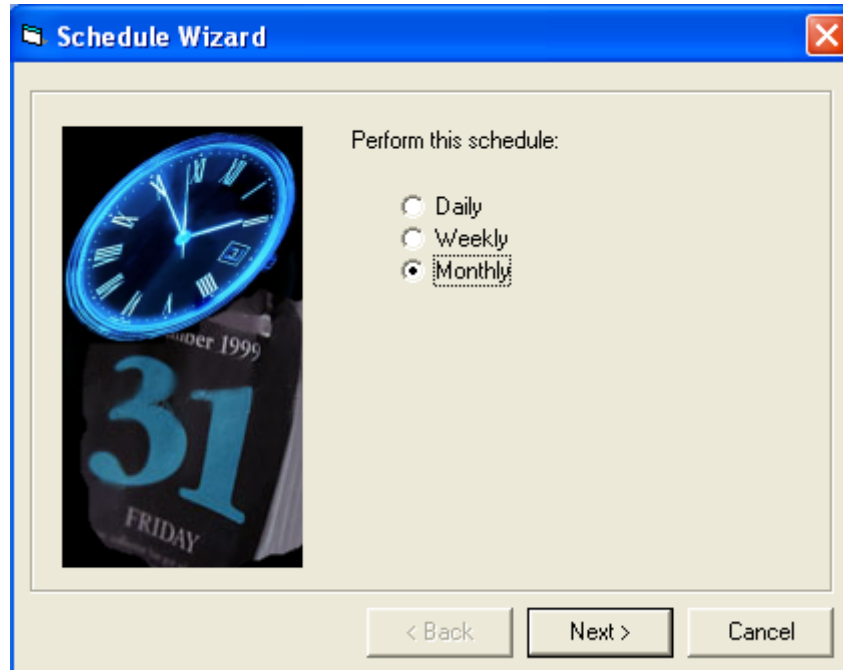
5. In the Select Task window, select **PTI**.



Select Task - PTI

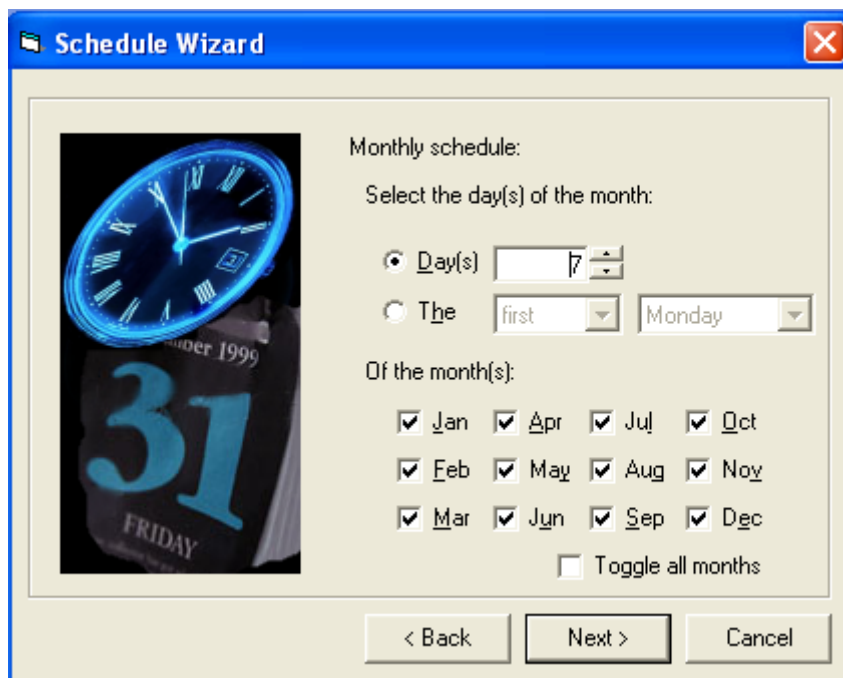
6. Click OK.

7. Next, the Schedule Wizard displays. Choose to perform this schedule **Monthly**, then click **Next** to continue.



Schedule Wizard – Select Monthly

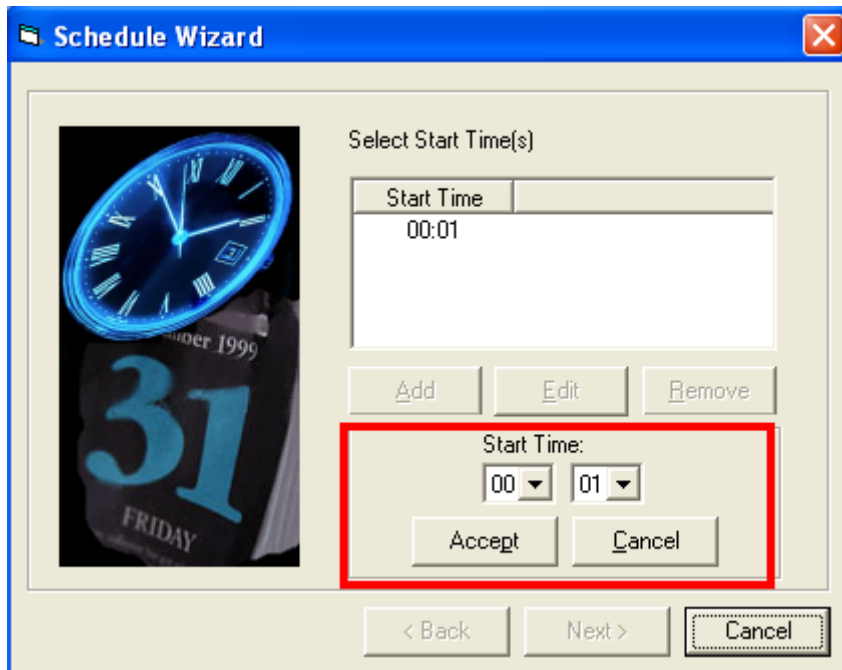
8. In the days of the month field, make sure **7** is selected for the extract to run on the 7th day of each month.
9. Next, select **toggle all months** so that the extract is set to run every month and click **Next** to continue.



Schedule Wizard – Monthly Schedule

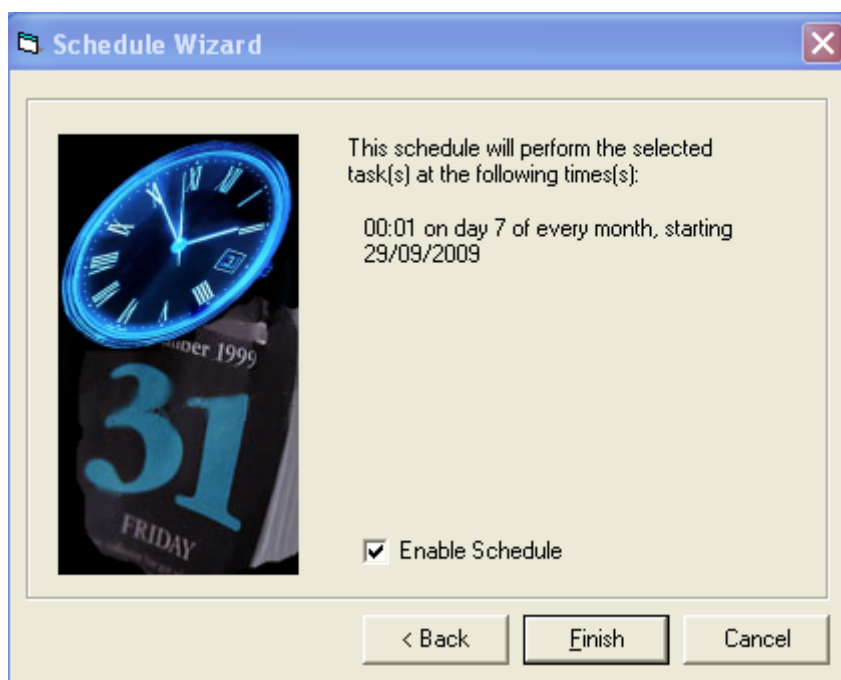
10. Then select a start date.
11. Next, to select start time, click on **Add** then choose a start time as soon as possible after midnight.

Note - The time must not coincide with any other tasks (e.g. ECS, Backup, Auto-reindex, etc.) as you must have exclusive access to Vision.



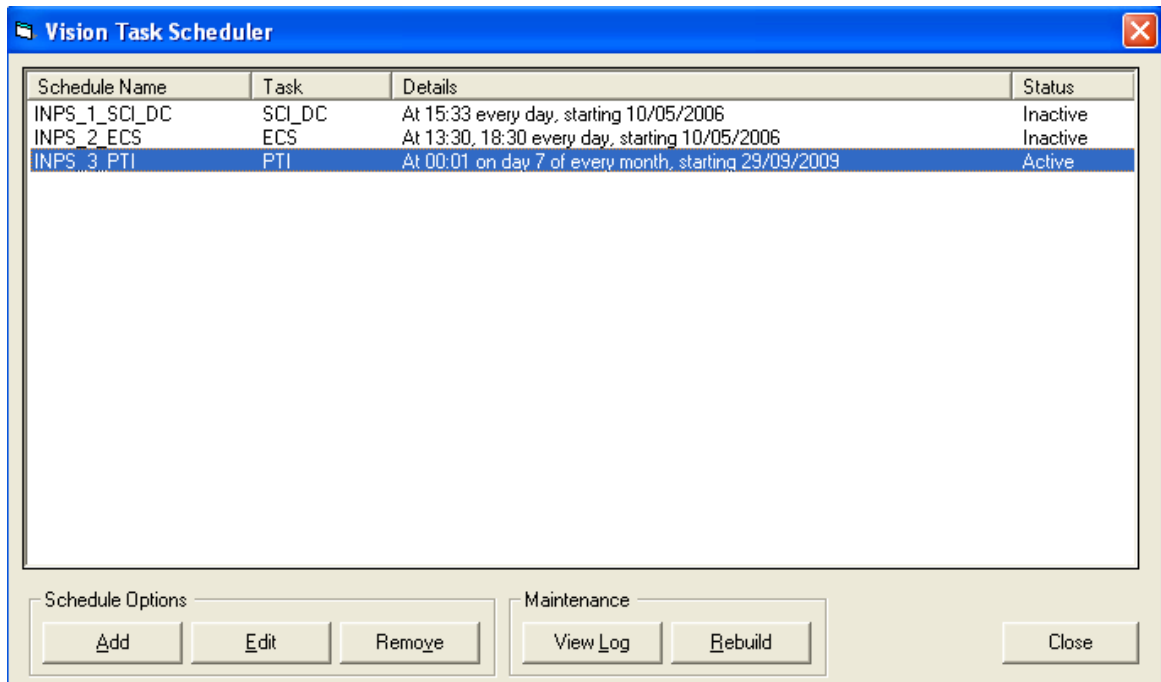
Schedule Wizard – Select Start Time

12. Click **Accept** to save, and then **Next** to continue.
13. You are then given confirmation of the scheduled task. **Please ensure that you tick the Enable Schedule box.**
14. Click on **Finish**.



Schedule Wizard – Confirmation – Enable Schedule

15. You are taken back to the Vision Task Scheduler screen where you can see your PTI Extract task has been added. Please check that the details are correct.



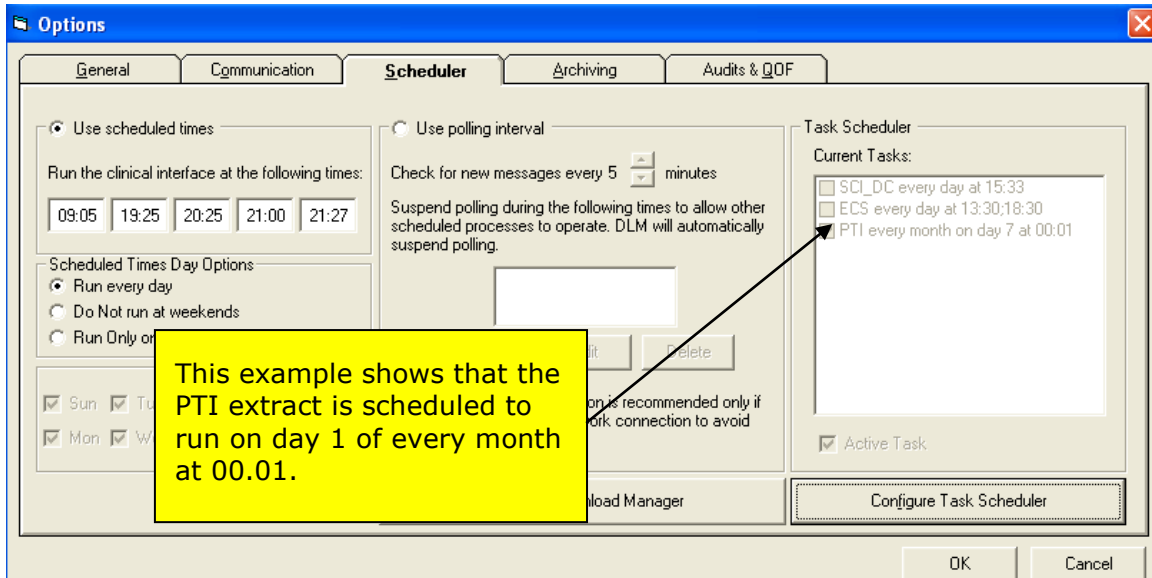
Task Scheduler – PTI task added

16. Click **Close**, then OK to be taken back to the GP Communicator main screen.
17. You need to check that the last extract has run successfully on a monthly basis. See "Checking for Extract Errors " on page 11. You can also check the date and time of the last extract from **Start – Control Panel – Scheduled tasks**.

Viewing the time of extracts

The time of the extracts for PTI extracts are set as a once a month task. To view the GPC Scheduler timings:

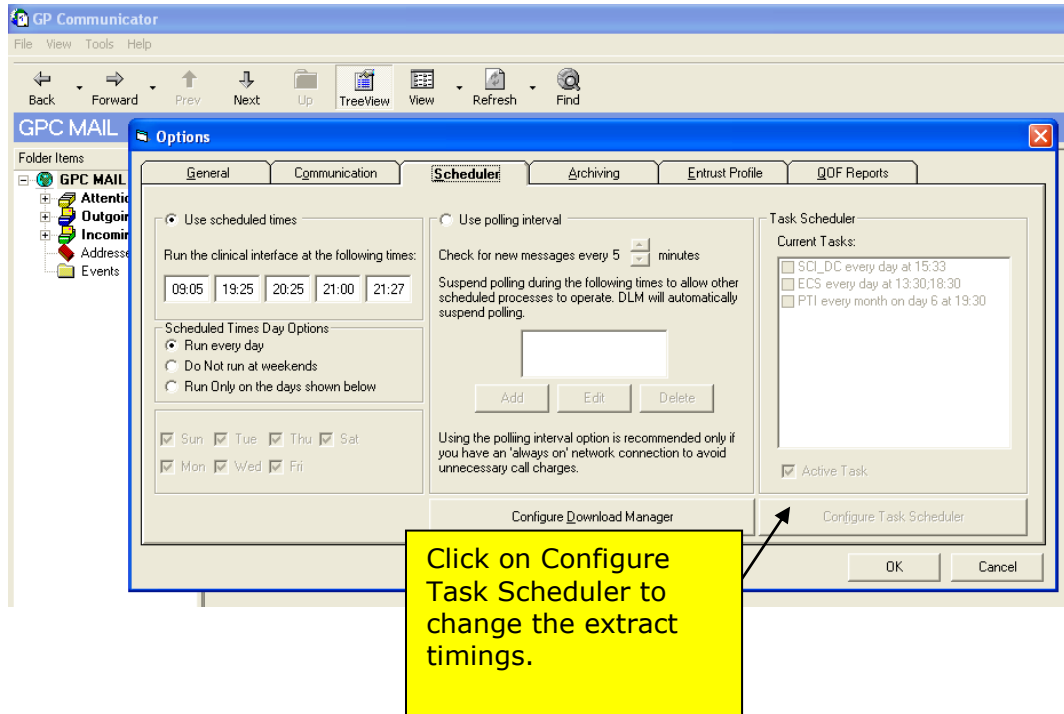
1. In GP Communicator click on **GPC - Tools – Options**.
2. Select the **Scheduler** tab.
3. Within the Task Scheduler section, you can see the Current tasks and the scheduled times for each extract type.



Changing the time of extracts

To change the timing of the extracts:

1. From GP Communicator select **Tools – options – Scheduler**.
2. Select **Configure Task Scheduler**.
3. The times can be adjusted here.



Note - If you do decide to change the extract times, please make sure that the times you select do not interfere with other scheduled tasks, i.e. the backup or the automatic reindex.

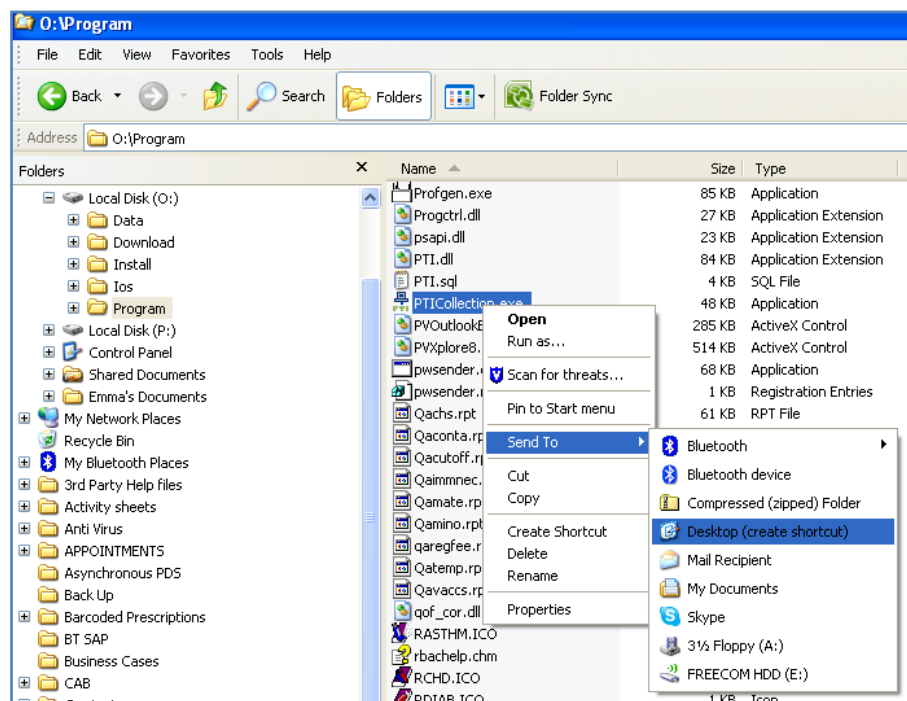
Manual Extraction

If you would like to run the data extraction process outside of the standard monthly date criteria you need to run the manual PTI Collection application on your GPC machine. It is advised that you set up a shortcut to this file on your GPC desktop (see below).

Creating a shortcut to PTI Collection

Before you run the manual extraction, you need to create a shortcut to the PTI Collection program on your GPC Machine:

1. From Windows Explorer, go to **O:\Program**.
2. Find and right click **PTICollection.exe**, select **Send To – Desktop**. VES practices must select **File – Send To – Desktop** as right clicks are not possible.




Create shortcut to O:\Program\PTICollection.exe

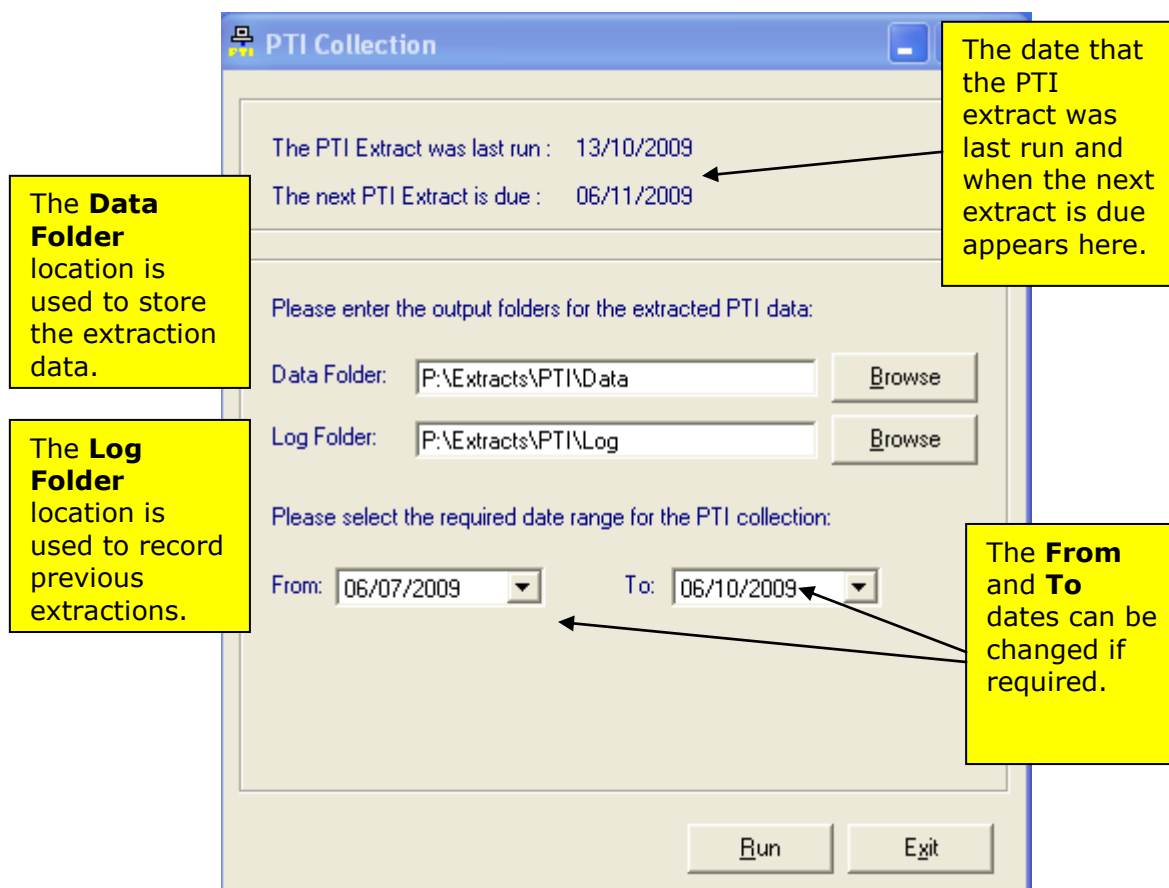
3. A shortcut to PTICollection.exe is now on your desktop.



Running PTI Collection Manually

To run a PTI Collection manually:

1. From your GPC desktop, double click on PTICollection.exe. . See "Creating a shortcut to PTI Collection" on page 9.
2. The PTI Collection screen opens. Select the required date range for the manual collection. The Data and Log folder locations are automatically selected for you and should not be changed.



3. Click on run to start the manual PTI data extraction process.
4. If prompted with the message: *P:\extracts folder does not exist would you like to create it?* Select Yes. As the extract runs you see the following:



5. When the extract has finished, you are prompted with a window which tells you *PTI Extract complete*. Click OK.
6. You can now look at the PTI log to check that the extract has run successfully. See "Checking for Extract Errors" on page 11.

Checking for Extract Errors

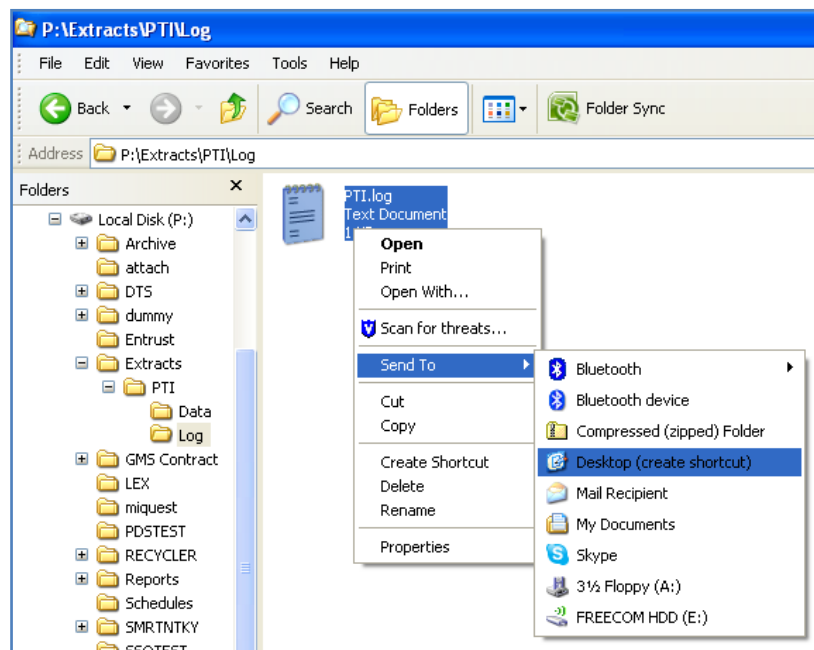
Details of data extraction from the last year are stored in a file called PTI.log. It is advised that you set up a shortcut to this file on your GPC desktop (see below). The PTI log file contains information about any errors that have occurred during the extract and should be checked for after your extraction is run whether you have done this through the scheduled or manual process.

Creating a shortcut to PTI.log

To create a shortcut to the PTI.log on your GPC Machine:

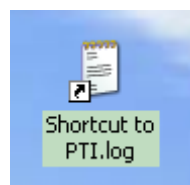
1. From Windows Explorer, go to **P:\Extracts\PTI\log**.
2. Find and right click **PTI.log**, select **Send To – Desktop**. VES practices must select **File – Send To – Desktop** as right clicks are not possible.

Note – The PTI log file will not exist until the PTI collection process has been run at least once.



Create shortcut to P:\Extracts\PTI\log\PTI.log

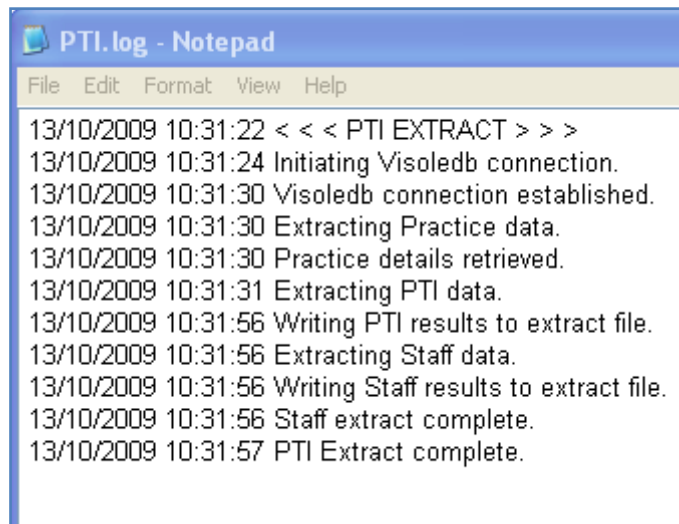
3. A shortcut to PTICollection.exe is now on your desktop.



Checking the PTI.log file

After each PTI extract has run (either manual or scheduled), you should check the PTI.log file on your GPC machine to ensure that the last extract has run successfully.

1. From your GPC desktop, double click on your shortcut to PTI.log. See "Creating a shortcut to PTI.log" on page 11.
2. The PTI.log opens in the notepad application. Look down the list for the last dated PTI extract. A successful extract states "PTI Extract Complete". If required, you can also look at the PTI data files to see the contents of the extract files (this can be found in P:\Extracts\PTI\Data).



```
PTI.log - Notepad
File Edit Format View Help
13/10/2009 10:31:22 <<< PTI EXTRACT >>>
13/10/2009 10:31:24 Initiating Visoledb connection.
13/10/2009 10:31:30 Visoledb connection established.
13/10/2009 10:31:30 Extracting Practice data.
13/10/2009 10:31:30 Practice details retrieved.
13/10/2009 10:31:31 Extracting PTI data.
13/10/2009 10:31:56 Writing PTI results to extract file.
13/10/2009 10:31:56 Extracting Staff data.
13/10/2009 10:31:56 Writing Staff results to extract file.
13/10/2009 10:31:56 Staff extract complete.
13/10/2009 10:31:57 PTI Extract complete.
```

PTI.log example

3. Close the PTI.log file.

Note - If you encounter errors with the scheduled extract, it is advised that you run a manual extraction. If the error persists, please contact the INPS helpline.
