

<b>Sponsoring Organisation:</b>	<b>Implementation Date:</b>	<b>27 November 2009</b>
<b>NHS Connecting for Health</b>	<b>Subject:</b> Data Standards: Organisation Data Service (ODS) - Care Homes in England and Wales and their Headquarters	
<b>DATA SET CHANGE NOTICE</b>		
<p>This DSCN informs users of an update or clarification to the NHS Data Model and Dictionary that has been approved by the Information Standards Board for Health and Social Care (ISB). This was approved by ISB at its meeting on 23 September 2009.</p>		
<b>Summary:</b>		
<p>The Organisation Data Service (ODS) has obtained an extract of demographic data for Care Homes and their Headquarters in England and Wales and will publish this data together with unique identifiers and mappings to Primary Care Trusts (PCTS), Strategic Health Authorities (SHAs) and Local Health Boards as part of the ODS data files.</p> <p>This extract excludes Care Homes that are operated by Local Authorities as this will require the creation of a new organisation type and associated work to publish a DSCN, introducing the Local Authorities identifiers within a new dedicated file. It is anticipated that this will be completed in early 2010 and Care Homes operated by Local Authorities added to this file.</p> <p>Categories of Care Home, e.g. 'with nursing'/'without nursing', are not currently specified (it should be assumed that the file currently includes all categories of Care Home); however work is ongoing to finalise the appropriate definitions for Care Homes with the Care Quality Commission, and a future change will be implemented to include an indicator within the file.</p> <p>This data is primarily required by the Personal Demographic Service (PDS) to support the General Medical Services (GMS) contract.</p> <p>In addition, the ODS team has received an increasing number of enquiries from general users within the wider NHS over recent months, as to the availability of identification codes for Care Homes. For example there are a number of medical checks carried out on residents in Care Homes, leading to a requirement to identify Care Home owning organisations and individual Care Home sites for use in NHS patient administration systems (PAS), to measure and record patient activity, financial returns and workforce activity.</p> <p>All users of ODS data must be aware of the pending changes and ensure that updates to systems, processes and automated routines that use ODS data are made in time to accept the new codes when they are introduced in the November 2009 ODS publication.</p> <p>This DSCN is in two parts:</p> <ol style="list-style-type: none"><li>1. Part 1 provides detailed policy information needed to implement the change.</li><li>2. Part 2 provides the definitional, technical and modelling detail that will be included in the NHS Data Model and Dictionary.</li></ol>		
<b>Impact of Change:</b>		
<b>Service:</b>	Minor	<b>System Suppliers:</b> Minor
<p>The Information Standards Board for Health and Social Care (ISB) is responsible for approving information standards for use in England.</p>		

# DATA SET CHANGE NOTICE

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<b>Reference No:</b>	DSCN 20/2009
<b>Version No:</b>	1.0
<b>Subject:</b>	Change to ODS identification codes to reflect unique identification codes for Care Homes and their headquarters in England and Wales
<b>Type of Change:</b>	Introduction of a new approved information standard
<b>Implementation Date:</b>	27/11/2009
<b>Business Justification:</b>	New unique standard codes in the NHS and accompanying standards are required to identify Care Homes and Care Home HQs

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## Introduction

The Organisation Data Service (ODS) has obtained an extract of Care Homes in England and Wales. Currently this extract excludes homes that are operated by Local Authorities, although this is due to change pending the publication by ODS of identifiers for Local Authorities – further detail is included below. Categories of Care Home, e.g. 'with nursing'/'without nursing', are not currently specified (it should be assumed that the file currently includes all categories of Care Home), however work is ongoing to finalise the appropriate definitions for Care Homes with the Care Quality Commission (CQC), and a future change will be implemented to include an indicator within the file. Unfortunately there is no definite timescale for this at present although it is hoped it will be completed by early 2010.

ODS will receive ongoing monthly extracts, with data and identifier codes for new Care Homes, Care Homes that are no longer registered and changes to details of existing Care Homes. This data will be published in new files within the existing ODS data which will ensure the supply of a reliable data set to allow Care Home identification within systems and services throughout the NHS and those of its stakeholders.

This data is primarily required by PDS to support the General Medical Services (GMS) contract: one of the optional data items captured during a patient-practice registration encounter is the Care Home in which the patient is resident (if applicable). This information affects the payment the GP practice receives for the care of the patient. ODS has sourced the required data which now needs to be published alongside the existing data set.

In addition to this key requirement, the ODS team has received an increasing number of enquiries from general users within the wider NHS over the recent months, as to the availability of identification codes for Care Homes. There are a number of medical checks carried out on residents in Care Homes leading to a requirement to identify Care Home owning organisations and individual Care Home sites for use in NHS patient administration systems (PAS), to measure and record patient activity, financial returns and workforce activity.

Various database administrators will be able to make use of the codes throughout the NHS, i.e. via PAS systems, which will enable NHS organisations to identify Care Homes and Care Home HQs in information exchanges within the NHS or returns to the Centre.

## Background

As detailed above, PDS have a requirement to identify Care Homes. Numerous queries have also been received over the previous months by the ODS team from users in the wider NHS as to the availability of Care Home data – for use more generally in messaging and central returns.

NHS CFH wants to provide this data for incorporation within the existing published data files and the Spine Directory Service (SDS), for national use by the NHS and the independent sector who are performing work on behalf of the NHS.

As stated within this document the new standard includes codes for Care Home headquarters organisations and Care Homes based within Wales. The Information Services Directorate (ISD) in Wales has been consulted regarding this standard and supports its introduction. ISD Wales has in turn consulted the Care and Social Services Inspectorate Wales (CSSIW – the Welsh equivalent to the Care Quality Commission in England) which also supports the introduction of the standard. ISD is also assessing possible requirements for Care Homes codes use within the NHS in Wales; it is envisaged this will lead to the release of Welsh standards documentation (which will reference this DSCN) and update of the Welsh data dictionary in the near future, to inform Welsh stakeholders of the existence of the standard and ISD Wales' endorsement of it.

## Details of Change

This details the introduction of a set of unique identification codes for Care Homes and their headquarters in England and Wales to the organisation codes dataset maintained and published by the Organisation Data Service.

The new data will be introduced across two separate organisation types: one type is 'Care Home', the other 'Care Home HQ' (i.e. the owning organisation or head office). The data will cover organisations and their individual care homes in England and Wales. At the time of writing there are approximately 21,600 Care Homes and 10,500 independent (non-NHS) Care Home HQs. Each new type will have a different unique identifier format: tables 1 and 2 provide detail on the code formats to be used.

Note: 'c' = any character, 'a' = any alpha except for six letters 'B', 'I', 'O', 'S', 'U' and 'Z', 'n' = any numeric. Letters in capital indicate a fixed prefix.

**Table 1: Care Home HQ Code Format:**

Organisation Type	Character Position								Code allocated by:	Notes/Comments	
	1	2	3	4	5	6	7	8			
Care Home HQ (e.g. BUPA)	A, C or D	c	c	c						TG	E.g. CA0A

**Table 2: Care Homes Code Format:**

Organisation Type	Character Position									Code allocated by:	Notes/Comments	
	1	2	3	4	5	6	7	8	9			
Care Home Site	V	L, M or N	c	c	c						TG	E.g. VN01A, VM01A, VL01A

The data will be supplied every month, in three different types of update (monthly, quarterly and full) and following the existing ODS publication schedule, available on the [ODS section of the NHS CFH web pages](#).

On the monthly publication dates (Jan, Mar, Apr, Jun, Jul, Sep, Oct and Dec) files containing only amendments made since the previous monthly file will be published.

On the quarterly production dates (Feb, May, Aug and Nov), these monthly amendment files will be accompanied by files containing only amendments made since the previous quarterly file, as well as 'full' files which contain a complete snapshot of ALL records on the database at the time of publication.

In addition to these is a file containing 'successor' records, published as part of the quarterly publications; essentially a mapping file which maintains links between organisations and sites that have closed and then been preceded by another. For instance if two HQ organisations were to merge together in a corporate takeover, both old codes would be closed and a new one opened for the new entity. Two predecessor links would then be added to the new organisation, one for each of the old organisations, thus providing a historical record of the change. In a similar way, if an organisation was to advise that a previously closed site had become active again, after having been closed, the new code could have a predecessor link added to the old closed code to indicate the change. Table 3 details the names of each file and their contents.

**Table 3: Care Home data file names and contents:**

File Name	Content
Ecarehomehq.csv	Care Home HQs – ‘full’ file
Ecarehomesite.csv	Care Home Sites – ‘full’ file
Ecarehomehqam.csv	Care Home HQs – monthly amendments only (i.e. records changed since last month’s issue)
Ecarehomesiteam.csv	Care Home Sites – monthly amendments only (i.e. records changed since last month’s issue)
Ecarehomehqaq.csv	Care Home HQs - quarterly amendments only (i.e. records changed since last quarter’s issue)
Ecarehomesiteaq.csv	Care Home Sites – quarterly amendments only (i.e. records changed since last quarter’s issue)
Ecarehomesucc.csv	Predecessor/successor mapping file

A standard across ODS data is to maintain a parent-child structure between organisations and their sites, building up a picture of the organisational hierarchy of the NHS. For instance each Strategic Health Authority looks after a geographical area containing certain Primary Care Trusts. Accordingly the data represents an associative relationship between these organisations.

Going further each Primary Care Trust operates a number of sites (hospitals, clinics etc) which it needs to report on. The data accordingly represents a parental relationship between these sites and their parent organisations.

In the ‘Care Homes’ files, field 15 identifies the owning organisation of each individual Care Home organisation – in other words, their ‘corporate parent’. In the case of single site organisations, where the one location effectively takes on the role of owning organisation or ‘HQ’ *and* that of an operating site, the entity will be represented within both files.

In addition to Care Homes owned by a private organisation, there are a number owned by NHS organisations (e.g. PCT/Care Trust/Local Health Board). The ODS already code these organisations under their own format and publishes them within existing files, so the Parent Code field within the Care Home Sites file will be populated with these codes where applicable. Users should note that these parent codes will not be published in the Care Home HQ file but only in the existing file for their organisation type; for instance PCTs are published in the file epctcur.csv , Care Trusts in ecare.csv etc. This means users need to access these other files to cross reference some of the values in the Parent Code field within the Care Home Sites file - the Care Home HQ file alone will not be sufficient.

Going further still there is a number of Care Homes owned by Local Authorities. Currently ODS do not publish codes for Local Authorities, however work is underway to do so – this will require introduction of a new organisation type and associated work to publish a DSCN, introducing the Local Authorities identifiers within a new dedicated file. It is hoped that this will be completed in early 2010. Until the point at which these new codes are available, Care Homes owned by Local Authorities cannot be included in the Care Home Sites file due to the lack of a valid code to indicate their parent organisation. **Even if users do not anticipate a direct use for the Local Authorities codes they should monitor for the publication of the DSCN introducing them and be aware that this will initiate a change to the Care Homes file as well** (i.e. Local Authority owned Care Homes will begin to be included in the Care Home Sites file, and the Parent Code field will be populated with the ODS Local Authority code).

In addition to the parent/site relationships, many ODS files relate organisations to NHS primary care organisations, with which they have a direct working relationship in terms of that organisation being responsible for Primary Care in their geographical area. Other organisations that are listed within the files include a Strategic Health Authority (SHA) and Pan Strategic Health Authority, both of which have relevance in terms of governance and roll out of NHS CFH IT services in their respective areas.

Each NHS organisation has a clearly defined geographical boundary, meaning that they can easily be assigned to a Care Home geographically, using address information. This method is used to assign the appropriate primary care organisation (PCT/Care Trust/Local Health Board) in field 24, and the higher NHS authorities (Pan SHA/SHA) in fields 3 and 4 respectively, to the Care Homes.

All files are published in comma separated value (csv) format. ODS also operate a standard 27 field file structure across most files that they publish. In order that the Care Homes data is as easy for NHS

organisations to implement as possible the extract of Care Home data will follow this structure too. More detail on the file structure and contents, including parental links and other associations, can be found in the file descriptions provided in tables 4, 5 and 6 in the Appendix.

### **Timescales for Implementation / Change**

FRAMEWORK	Health and Social Care Personnel	Organisation <sup>1</sup>	IT Suppliers <sup>2</sup>
Effective Date <sup>3</sup> "may use"	27/11/2009	27/11/2009	27/11/2009

### **Effects on Other Information Standards**

No existing standard is to be replaced. None of the products currently supplied will change in any way. As such, there will not be any migrations to consider.

There may be existing codes for some Care Homes and Care Home HQs in other files (such as PCT or Independent Sector Healthcare Provider site files) but they will continue to be identified by their own unique codes. These have a valid purpose separate to that of the new codes in that they are recording activity generated by the organisations in question as opposed to by the Care Home itself (although this happens to take place at the same location). There is precedent for this: many hospital sites, for instance, code more than once under different parent PCTs and Trusts, as each parent organisation carries out its own activity at the site which accordingly needs to be attributed back to the correct source.

### **Sponsor Details**

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 Mark Dye - Organisation Data Service Content Manager/Reconfiguration Programme Manager, NHS Connecting for Health – [mark.dye@nhs.net](mailto:mark.dye@nhs.net)

### **Further Information and Support**

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 Alan Keen – ODS Technical Analyst, NHS Connecting for Health – [alan.keen@nhs.net](mailto:alan.keen@nhs.net)

## Appendix

**Table 4: Care Home HQ file description (ecarehomehq.csv)**

Ref. No.	Field	Max length	Notes
1.	Care Home HQ Unique Reference Number	4	Format detailed in table B1
2.	Care Home HQ Name	100	
3.	RO-IT Cluster-PAN SHA code	3	N/A
4.	SHA code	3	N/A
5.	Address Line 1	35	
6.	Address Line 2	35	
7.	Address Line 3	35	
8.	Town	35	
9.	County	35	Needs to comply with NHS Allowed Counties
10.	Postcode	8	
11.	Open Date	ccyymmdd	
12.	Close Date	ccyymmdd	All null in first extract - TG to supply only open records to begin.
13.	Status Code	1	n/a
14.	Organisation Sub-Type code	1	n/a
15.	Available for future use		
16.	Join Parent Date	ccyymmdd	n/a
17.	Left Parent Date	ccyymmdd	n/a
18.	Contact Telephone Number	12	n/a
19.	Contact Name	50	n/a
20.	Address Type	2	n/a
21.	Available for Future Use		
22.	Amended record indicator	1	
23.	Available for Future Use		
24.	Available for Future Use		
25.	Available for Future Use		
26.	Available for future use		
27.	Country	2	Values supplied in B Appendix

**Table 5: Care Homes file description (ecarehomesite.csv)**

Ref. No.	Field	Max length	Notes
1.	Care Home Site Unique Reference Number	5	Format detailed in table B2
2.	Care Home Site Name	100	
3.	RO-IT Cluster-PAN SHA code	3	Mapping data to be supplied by ODS
4.	SHA code	3	Mapping data to be supplied by ODS
5.	Address Line 1	35	

Ref. No.	Field	Max length	Notes
6.	Address Line 2	35	
7.	Address Line 3	35	
8.	Town	35	
9.	County	35	Needs to comply with NHS Allowed Counties
10.	Postcode	8	
11.	Open Date	ccyymmdd	
12.	Close Date	ccyymmdd	All null in first extract - TG to supply only open records to begin.
13.	Status Code	1	n/a
14.	Organisation Sub-Type code	1	n/a
15.	Parent Code	5	Code for owning Care Home HQ or Local Authority
16.	Join Parent Date	ccyymmdd	
17.	Left Parent Date	ccyymmdd	
18.	Contact Telephone Number	12	If available. Spaces should be removed if present, to reduce to 12 chars
19.	Contact Name	50	n/a
20.	Address Type	2	n/a
21.	Available for Future Use		
22.	Amended record indicator	1	
23.	Available for Future Use		
24.	Primary Care Organisation	3	Assigned geographically by ODS.  PCT or Care Trust (English Care Homes) Or Local Health Board (Welsh records)
25.	Type of Establishment	2	n/a
26.	Available for future use		
27.	Country		Values supplied in B Appendix

**Table 6: Care Home Successor file description (ecarehomesucc.csv)**

Ref. No.	Field	Max length	Notes
1.	Organisation Unique Reference Number	5	
2.	Successor Organisation Code	5	
3.	Successor Reason Code	1	Only really relevant to NHS orgs; for Care Homes data this attribute should always be set to <b>R</b> = Reconfiguration (i.e. merger/split within the same organisation type).
4.	Succession Effective Date	yyyymmdd	Open date of successor organisation
5.	Succession Indicator	1	Blank = no further succession (e.g. successor org is still open) F = further succession (e.g. successor org has subsequently been closed, and had a further organisation succeed it) X = closed succession (e.g. successor org has been closed, but there is no further successor to it)

**Notes:**

1. Relevant organisations are those organisations as defined in the standard who must take direct action to implement the standard
2. IT Suppliers are all suppliers to the organisations listed at <sup>1</sup> who supply functionality pertinent to that standard
3. **Effective Date** is the date from which a new standard can be used but may not be mandatory. This might facilitate piloting, for example, or enable time for system functionality development. At this point, *you “may use” the standard.*



### NHS Connecting for Health

#### NHS Data Model and Dictionary Service

<b>Reference:</b>	Change Request 1034
<b>Version No:</b>	1.0
<b>Subject:</b>	Organisation Data Service (ODS) - Care Homes in England and Wales and their Headquarters
<b>Effective Date:</b>	27 November 2009
<b>Reason for Change:</b>	Change to Data Standards
<b>Publication Date:</b>	5 October 2009

#### Background:

The Organisation Data Service has obtained an extract of Care Homes in England and Wales. Currently this extract excludes homes that are operated by Local Authorities, although this is due to change pending the publication by the Organisation Data Service of identifiers for Local Authorities.

The Organisation Data Service will receive ongoing monthly extracts, with data and identifier codes for new Care Homes, Care Homes that are no longer registered and changes to details of existing Care Homes. This data will be published in new files within the existing Organisation Data Service data, which will ensure the supply of a reliable data set to allow Care Home identification within systems and services throughout the NHS and those of its stakeholders.

This data is primarily required by the Personal Demographics Service (PDS) to support the General Medical Services (GMS) contract. One of the optional data items captured during a patient-practice registration encounter is the Care Home in which the patient is resident (if applicable). This information affects the payment the GP practice receives for the care of the patient.

To support this change, the NHS Data Dictionary has been updated in the following areas:

- Organisation Code Attribute:
  - The "Organisation Coding Frames, "Frame Example" has been updated to include a new Care Home Headquarters coding example.
  - Table 1 "Coding Formats for Organisations in England and Wales" has been updated to include the new Care Home Headquarters code structure and example.
- Organisation Site Code Attribute:
  - The "Organisation Site Coding Frames, "Frame Example" has been updated to include a new Care Home Site coding example.
  - Table 1 "Coding Formats for Organisation Sites in England and Wales" has been updated to include the new Care Home Site code structure and example.
- Organisation Type Attribute:
  - A new entry has been created for Care Home Headquarters.
- Organisation Site Type Attribute:
  - A new entry has been created for Care Home Site.

#### Summary of changes:

##### **Attribute Definitions**

<a href="#">ORGANISATION CODE</a>	Changed Description
<a href="#">ORGANISATION SITE CODE</a>	Changed Description
<a href="#">ORGANISATION SITE TYPE</a>	Changed Description
<a href="#">ORGANISATION TYPE</a>	Changed Description

**Date:** 5 October 2009

**Sponsor:** Sean Walsh, Director of Systems and Service Delivery, NHS Connecting for Health

**Note:** New text is shown with a blue background. Deleted text is crossed out. Retired text is shown in grey. Within the Diagrams deleted classes and relationships are red, changed items are blue and new items are green.

## ORGANISATION CODE

Change to Attribute: Changed Description

Format/length:	see tables below
HES item:	
National Codes:	
Default Codes:	See the "Organisation Default Codes" in the <a href="#">Default Codes Summary Table</a>

A code which identifies an [ORGANISATION](#) uniquely.

For NHS [ORGANISATIONS](#) it is a code that is managed by either the:

- [Organisation Data Service \(ODS\)](#)
- [NHS Prescription Services](#)
- [NHS Dental Services](#)

to identify most [ORGANISATIONS](#) that exchange information within the NHS or return information to the Centre. Examples of [ORGANISATIONS](#) that can be identified this way are [Primary Care Trusts](#) and [Strategic Health Authorities](#).

## ORGANISATION CODING FRAMES

- All NHS [ORGANISATIONS](#) are coded using coding frames, as shown in the tables below:

Character Position	1	2	3	4	5	6	7	8
<b>Format</b>	a/n	a/n	a/n	a/n	a/n	a/n	a/n	a/n
<b>A Frame</b>	Organisation Type Identifier	Organisation Identifier						
<b>B Frame</b>	Organisation Type Identifier		Organisation Identifier					
<b>C Frame</b>	Organisation Type Identifier		Organisation Identifier					

<b>D Frame</b>	Organisation Type Identifier	Organisation Identifier					
<b>E Frame</b>	Organisation Identifier						
<b>F Frame</b>	Organisation Type Identifier	Organisation Identifier					
<b>G Frame</b>	Organisation Type Identifier	Practice Identifier					
<b>H Frame</b>	Organisation Type Identifier	Organisation Identifier					
<b>I Frame</b>	Organisation Type Identifier	Organisation Identifier					
<b>J Frame</b>	Organisation Type Identifier			Organisation Identifier			
<b>K Frame</b>	Organisation Identifier						

**NHS Organisations:**

**A Frame:**

**Example**

Independent Provider e.g. 8HA03

- 8 = Organisation Type Identifier
- Remainder of code identifies organisation

Also:

Cancer Registry

e.g. Y0401

Primary Care Group/Local Health Group (now all closed)

e.g. 4AA24

**B Frame:**

### Example

Local Service Provider e.g. LSP01

- LSP = Organisation Type Identifier
- 01 = Organisation Identifier

Also:

Application Service Provider	e.g. YGM01
Education (Deanery)	e.g. YDF01
NHS Support Agencies	e.g. YDD01
Workforce Development Confederation <b>(All closed June 2006)</b>	e.g. LWF03

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### C Frame:

#### Example

School e.g. EE134290

- EE = Organisation Type Identifier
  - Remainder of code identifies organisation
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### D Frame:

#### Example

Strategic Health Authority e.g. Q30

- Q = Organisation Type Identifier
- 30 = Organisation Identifier

Also:

Care Trust	e.g. TAK
Local Health Board (Wales)	e.g. 7A1
NHS Trust	e.g. RH8
Primary Care Trust	e.g. 5CT
Special Health Authority	e.g. T2A
Welsh Local Health Board <b>(All closed 30 September 2009)</b>	e.g. 6C4

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### E Frame:

#### Example

Government Office Region (GOR) e.g. K

- K = Organisation Identifier

Note: Organisation Type of GOR is identified by a one character code; no other one character code exists.

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### F Frame:

### Example

Pharmacy HQ e.g. P001

- P = Organisation Type Identifier
- 001 = Organisation Identifier

Also:

Care Home Headquarters  
Local Authority

e.g.CA0A  
e.g.V001

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### G Frame:

#### Example

GP Practice e.g. Y00001

- Y = Organisation Type Identifier
- 00001 = Practice Identifier

Also:

General Dental Practice

e.g.V20052

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### H Frame:

#### Example

Cancer Network e.g. N01

- N0 (where the 2nd character is numeric and not alpha) = Organisation Type Identifier
- 1 = Organisation Identifier

Also:

Booking Management System (BMS) Call Centre Establishment

e.g. YF1

Government Department

e.g. XDA

Independent Sector Healthcare Provider (where the 2nd character is alpha)

e.g. NT1

IT Cluster (ITC) **(All closed in England on 31 March 2007)**

e.g. Y41

National Application Service Provider (NASP) (NPfIT)

e.g. YEA

Other Statutory Authority

e.g. X16

Pan SHA

e.g. Y51

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### I Frame:

#### Example

Special Health Authority (SpHA) e.g. T1150

- T1 = Organisation Type Identifier
  - 150 = Organisation Identifier
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### J Frame:

### Example

Transplant Consortium e.g. Y01T1

- Y01T = Organisation Type Identifier
- 1 = Organisation Identifier

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### K Frame:

### Example

Health Solutions Wales e.g. W00

- W00 = Organisation Identifier

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The structure and format of [ORGANISATION CODES](#) maintained by the [Organisation Data Service](#), [NHS Prescription Services](#), [NHS Dental Services](#) and other agencies are detailed in the tables below.

For the [Organisation Data Service](#) contact details, see [Contact Details](#)

## ORGANISATION CODES TABLES

**Table 1: CODING FORMATS for ORGANISATIONS in ENGLAND and WALES**

Organisation Type	Frame Type	Character Position								Code allocated by:	Notes/Comments
	<a href="#">See Coding Frames Table</a>	1	2	3	4	5	6	7	8		
Application Service Provider	B	Y	G	M	A-9	A-9				<a href="#">ODS</a>	e.g. YGM01
Booking Management System (BMS) Call Centre Establishment	H	Y	F	A-9						<a href="#">ODS</a>	e.g. YF1
Cancer Network	H	N	0-9	A-9						<a href="#">ODS</a>	e.g. N01

Cancer Registry	A	Y	A-9	A-9	A-9	A-9				<a href="#">ODS</a>	e.g. Y0401
Care Home Headquarters	F	A, C or D	A-9	A-9	A-9					<a href="#">ODS</a>	e.g. CA0A
Care Trust	D	T	A-Y	A-Y						<a href="#">ODS</a>	e.g. TAK
Directorate of Health and Social Care (DHSC)	N/A All Closed	Y	2	0-9						<a href="#">ODS</a>	<b>DHSCs in England all closed in June 2003</b> e.g. Y21
Education (Deanery)	B	Y	D	F	A-9	A-9				<a href="#">ODS</a>	e.g. YDF01
Executive Agency	N/A <a href="#">See Note 1</a>	X	0-9	0-9						<a href="#">ODS</a>	e.g. X09
Executive Agency Programme	N/A <a href="#">See Note 1</a>	X	0-9	0-9	0-9	0-9	0-9			<a href="#">ODS</a>	First three characters denote Executive Agency e.g. X09001
General Dental Practice - England and Wales	G	V	0-9	0-9	0-9	0-9	0-9			<a href="#">NHS Dental Services</a>	e.g. V20052
Government Department	H	X	A-Y	A-Y						<a href="#">ODS</a>	e.g. XDA
Government Office Region (GOR)	E	A-Y								<a href="#">ONS</a>	e.g. K
<a href="#">GP Practice</a> - England and Wales	G	A-H, J-N, P, W & Y	0-9	0-9	0-9	0-9	0-9			<a href="#">NHS Prescription Services</a>	Char 1 = W for Welsh GP Practice. All other values represent English GP Practices





Service Provider (NASP) (NPfIT)											
NHS Support Agencies (Shared Services and Health Informatics Services)	B	Y	D	D	A-9	A-9				<a href="#">ODS</a>	e.g. YDD01
<a href="#">NHS Trust</a>	D	R	A-9	A-9						<a href="#">ODS</a>	e.g. RH8
Other Statutory Authority (OSA)	H	X	0-9	0-9						<a href="#">ODS</a>	e.g. X16
Pan SHA	H <a href="#">See Note 2</a>	Y	5	0-9						<a href="#">ODS</a>	e.g. Y51
Pharmacy HQ	F	P	A-9	A-9	A-9					<a href="#">ODS</a>	e.g. P001
Primary Care Group/ Local Health Group	A	4	A-Y	A-Y	0-9	0-9				<a href="#">ODS</a>	Primary Care Groups in England and Local Health Groups in Wales 2nd char = W for Welsh LHGs.  <b><u>PCGs all closed by March 2002</u></b>  e.g. 4AA24
<a href="#">Primary Care Trust</a> (PCT)	D	5	A-9	A-9						<a href="#">ODS</a>	e.g. 5CT
<a href="#">School</a>	C	E	E	A-9	A-9	A-9	A-9	A-9	A-9	<a href="#">DfES</a> and <a href="#">ODS</a>	e.g. EE134290
Special Health Authority (SpHA)	I	T	0-9	1-9	0-9	0				<a href="#">ODS</a>	e.g. T1150
<a href="#">Strategic Health Authority</a> (SHA)	D	Q	A-9	A-9						<a href="#">ODS</a>	Strategic Health Authorities in England and Wales

											Q99 - Wales e.g. Q30
Transplant Consortium	J	Y, S, W or Z	0-9	0-9	T	0-9					<a href="#">ODS</a> <b>English Transplant Consortia are all Closed.</b>  England = Y, Scotland = S, Wales = W and N.Ireland = Z  e.g. Y01T1
<a href="#">Welsh Local Health Board</a> (WLHB)	D	6	A-Y	0-9							<a href="#">ODS</a> e.g. 6C4  <b>All Welsh Local Health Boards closed on 30 September 2009.</b>  <b>Local Health Boards introduced from 1 October 2009.</b>
Workforce Development Confederation	B	L	W	F	A-9	A-9					<a href="#">ODS</a> e.g. LWF03  <b>All closed June 2006</b>

**Note 1:** Codes for Executive Agency, Executive Agency Programme, Executive Agency Site and Executive Agency Programme Department do not easily fit into the coding frames as shown above and are therefore not included. This is due to their unusual structure in that there are more hierarchical 'tiers' than with other organisations.

Executive Agency and Executive Agency Programme are both considered Organisation level entities, although each Programme does have a relationship to an Executive Agency. Executive Agency codes are three characters long. Executive Agency Programme codes are six, and their first three characters are the same as the Executive Agency they are associated to.

Department codes of eight characters long can then be allocated underneath a Programme code (sharing the first six characters). Executive Agency Site codes of five characters long can be allocated under an Executive Agency code (and share the first three characters).

**Note 2:** The Pan SHAs are made up of confederations of SHAs and as such, are Health Areas, not organisations. However, it has been recognised that these health areas do require codes in order that NHS systems continue to function.

Note: A-9 indicates that characters A-Z and 0-9 are valid: except B, I, O, S, U and Z (to avoid ambiguity).

**Table 2: CODING FORMATS for ORGANISATIONS in SCOTLAND**

Organisation Type	Character Position						Code allocated by:	Notes/Comments
	1	2	3	4	5	6		
GP Practice - Scotland	S	0-9	0-9	0-9	0-9	0-9	NHS	
Scottish GP Fundholder	S	A-Z	B	0-9	0-9		ISD, Scotland	2nd character identifies the Health Board the GPFH reports to. 3rd character (always B) shows GPFH status.
Scottish Health Agency	S	D	0-9	0-9	0-9		ISD, Scotland	2nd character (D) identifies Scottish Office agencies
Scottish Health Board	S	A-Z	9	9	9		ISD, Scotland	
Scottish Provider	S	A-Z	A,C,D	0-9	0-9		ISD, Scotland	2nd character identifies the Health Board the organisation reports to. 3rd character identifies the organisation type: A= Health Unit C = Hospital Trust D = Nursing Home

**Table 4: CODING FORMATS for ORGANISATIONS in OTHER HOME COUNTRIES**

Organisation Type	Character Position						Code allocated by:	Notes/Comments
	1	2	3	4	5	6		
GP Practice - Alderney	A	L	D	0-9	0-9	0-9	<a href="#">NHS Prescription Services</a>	
GP Practice - Guernsey	G	U	E	0-9	0-9	0-9	<a href="#">NHS Prescription</a>	

							<a href="#">Services</a>	
GP Practice - Isle of Man (IOM)	Y	0-9	0-9	0-9	0-9	0-9	<a href="#">NHS Prescription Services</a>	
GP Practice - Jersey	J	E	R	0-9	0-9	0-9	<a href="#">NHS Prescription Services</a>	
Isle of Man (IOM) Government Department	Y	J	A-9				<a href="#">ODS</a>	Eg. YJM
Isle of Man (IOM) Government Directorate	Y	K	A-9				<a href="#">ODS</a>	Eg. YK1

Note: A-9 indicates that characters A-Z and 0-9 are valid: except B, I, O, S, U and Z (to avoid ambiguity).

For the [Organisation Data Service](#) contact details, see [Contact Details](#)

## ORGANISATION SITE CODE

Change to Attribute: Changed Description

Format/length:	see tables below
HES item:	
National Codes:	
Default Codes:	See the "Organisation Site Default Codes" in the <a href="#">Default Codes Summary Table</a>

This provides a unique identifier of each site for an [ORGANISATION](#).

Note: Only [ORGANISATION SITE CODES](#) which have been notified to and issued by the [Organisation Data Service](#) may be used.

## ORGANISATION SITE CODING FRAMES

- All NHS [ORGANISATION SITES](#) are coded using coding frames, as shown in the tables below:

Character Position	1	2	3	4	5	6	7	8	9
Format	a/n	a/n	a/n	a/n	a/n	a/n	a/n	a/n	a/n
A Frame	Organisation Type Identifier			Organisation Identifier		Site or Sub-Division Identifier			

<b>B Frame</b>	Organisation Type Identifier	Organisation Identifier	Site or Sub-Division Identifier				
<b>C Frame</b>	Organisation Type Identifier	Organisation Identifier	Site or Sub-Division Identifier				
<b>D Frame</b>	Organisation Type Identifier	Practice Identifier		Branch Surgery Identifier			
<b>E Frame</b>	Organisation Type Identifier	Organisation Identifier	Site or Sub-Division Identifier				
<b>F Frame</b>	Organisation Type Identifier	Organisation Identifier					
<b>G Frame</b>	Organisation Type Identifier	Organisation Identifier	Site or Sub-Division Identifier				
<b>H Frame</b>	Organisation Type Identifier		Organisation Identifier				
<b>J Frame</b>	Organisation Type Identifier	Organisation Identifier					

**NHS Organisation Sites:**

**A Frame:**

**Example**

Local Service Provider Site e.g. LSP0101

- LSP = Org Type Identifier
- 01 = Organisation Identifier
- 01 = Site or sub-division

## B Frame:

### Example

Strategic Health Authority Site e.g. Q3001

- Q = Organisation Type Identifier
- 30 = Organisation Identifier
- 01 = Site or sub-division

Also:

Primary Care Trust Site	e.g. 5CT49
Care Trust Site	e.g. TAK01
Other Statutory Authority Site	e.g. X1601
NHS Trust Site	e.g. RH802
Government Department Site	e.g. XDA01
Local Health Board Site (Wales)	e.g. 7A101
Welsh Local Health Board Site <b>(all closed 30 September 2009)</b>	e.g. 6C401
Treatment Centre	e.g. 5CG12

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## C Frame:

### Example

Independent Sector Healthcare Provider Site e.g. NT101

- NT = Organisation Site Type Identifier
- 1 = Organisation Identifier
- 01 = equals site or sub-division

Also:

Isle of Man Site	e.g. YK101
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## D Frame

### Example

GP Practice Branch Surgery: e.g. H81010002

- H (and length of code) = Organisation Identifier
  - 81010 = Organisation Identifier (parent GP Practice)
  - 002 = Branch Surgery Identifier
- 

## E Frame

### Example

Special Health Authority (SpHA) Site: e.g. T2A001

- T2 = Organisation Type Identifier
- A0 = Organisation Identifier
- 1 = Site or Sub-Division Identifier

---

## F Frame

### Example

Dispensary: e.g. FA002

- F = Organisation Type Identifier
- A002 = Organisation Identifier

---

## G Frame

### Example

Local Authority Site: e.g. V001AA

- V = Organisation Type Identifier
- 001 = Organisation Identifier
- AA = Site or Sub-Division Identifier

---

## H Frame

### Example

Prison: e.g. YDE01

- YDE = Organisation Type Identifier
- 01 = Site or Sub-Division Identifier

---

The structure and format of [ORGANISATION SITE CODES](#) maintained by the [Organisation Data Service](#), [NHS Prescription Services](#) and other agencies are detailed in the tables below. **J Frame**

### Example

For the [Organisation Data Service](#) contact details, see [Contact Details](#). Care Home Site: e.g. VN01A

- VN = Organisation Type Identifier
- 01A = Site or Sub-Division Identifier

---

The structure and format of [ORGANISATION SITE CODES](#) maintained by the [Organisation Data Service](#), [NHS Prescription Services](#) and other agencies are detailed in the tables below.

For the [Organisation Data Service](#) contact details, see [Contact Details](#).

## NHS ORGANISATION SITE CODES TABLES

### Coding Formats

#### Table 1: CODING FORMATS for ORGANISATION SITES in ENGLAND and WALES

Organisation Type	Frame Type	Character Position									Code allocated by:	Notes/Comments
	<a href="#">See Coding Frames Table</a>	1	2	3	4	5	6	7	8	9		
Care Home Site	J	V	L, M or N	A-9	A-9	A-9					ODS	e.g. VN01A, VM01A, VL01A
Care Trust Site	B	T	A-Y	A-Y	A-9	A-9					ODS	First three characters denote owning Care Trust  e.g. TAK01
Dispensary	F	F	A-Y	A-9	0-9	0-9					<a href="#">NHS Prescription Services</a>	e.g. FA002
Executive Agency Site	N/A <a href="#">See Note</a>	X	0-9	0-9	0-9	0-9					ODS	First three characters denote Executive Agency  e.g. X0901
Government Department Site	B	X	A-Y	A-Y	0-9	0-9					ODS	First three characters denote Government Department  e.g. XDA01
GP Practice Branch Surgery - England and Wales	D	A-H, J-N, P, W & Y	0-9	0-9	0-9	0-9	0-9	0-9	0-9	0-9	ODS	First 6 characters denote parent practice. Char 1 = W for Welsh GP Practice.  All other values represent English GP Practices  e.g. H81010002



Independent Sector Healthcare Provider Site	C	N	A-Y	A-9	A-9	A-9					<a href="#">ODS</a>	First three characters denote owning Private Healthcare Provider  e.g. NT101
Local Authority (LA) Site	G	V	A-9	A-9	A-9	A-Y	A-Y				<a href="#">ODS</a>	First four characters denote LA  e.g. V001AA
<a href="#">Local Health Board Site (Wales)</a>	B	7	A-9	A-9	A-9	A-9					<a href="#">ODS</a>	First three characters denote owning <a href="#">NHS Trust</a>  e.g. 7A101
Local Service Provider (LSP) Site	A	L	S	P	0-9	0-9	0-9	0-9			<a href="#">ODS</a>	First five characters denote LSP  e.g. LSP0101
NHS Trust Site	B	R	A-9	A-9	A-9	A-9					<a href="#">ODS</a>	First three characters denote owning NHS Trust  e.g. RH802
Other Statutory Authority (OSA) Site	B	X	0-9	0-9	0-9	0-9					<a href="#">ODS</a>	First three characters denote owning OSA  e.g. X1601
Primary Care Trust (PCT) Site	B	5	A-9	A-9	A-9	A-9					<a href="#">ODS</a>	First three characters denote owning Primary Care Trust  e.g. 5CT49
Prison	H	Y	D	E	A-9	A-9					<a href="#">ODS</a>	e.g. YDE01
Special Health	E	T	1	1-9	0-9	A-9					<a href="#">ODS</a>	First three

Authority (SpHA) Site												characters denote owning SpHA e.g. T115A
Strategic Health Authority (SHA) Site	B	Q	A-9	A-9	A-9	A-9					<a href="#">ODS</a>	First three characters denote owning SHA Trust e.g. Q3001
Treatment Centre	B	5, N or R	A-9	A-9	A-9	A-9					<a href="#">ODS</a>	First three characters denote owning NHS Trust, PCT or Private Healthcare Provider e.g. 5CG12, NT501, RBFTC
<a href="#">Welsh Local Health Board</a> Site	B	6	A-Y	0-9	A-9	A-9					<a href="#">Health Solutions Wales</a>	First three characters denote owning <a href="#">Local Health Board</a> e.g. 6C4A1  <b><u>All Welsh Local Health Board Sites closed on 30 September 2009.</u></b>  <b><u>Local Health Board Sites introduced from 1 October 2009.</u></b>

*Note: Codes for Executive Agency, Executive Agency Programme, Executive Agency Site and Executive Agency Programme Department do not easily fit into the coding frames as shown above and are therefore not included. This is due to their unusual structure in that there are more hierarchical 'tiers' than with other organisations.*

*Executive Agency and Executive Agency Programme are both considered Organisation level entities, although each Programme does have a relationship to an Executive Agency. Executive Agency codes are three characters long. Executive Agency Programme codes are six, and their first three characters are the same as the Executive Agency they are associated to.*

*Department codes of eight characters long can then be allocated underneath a Programme code (sharing the first six characters). Executive Agency Site codes of five characters long can be allocated under an Executive Agency code (and share the first three characters).*

*Note: A-9 indicates that characters A-Z and 0-9 are valid: except B, I, O, S, U and Z (to avoid ambiguity).*

**Table 2: CODING FORMATS for ORGANISATION SITES in OTHER HOME COUNTRIES**

Organisation Type	Character Position					Code allocated by:	Notes/Comments
	1	2	3	4	5		
Isle of Man (IOM) Site	Y	K	A-9	A-9	A-9	<a href="#">ODS</a>	First three characters denote parent IOM Directorate  e.g. YK101

Note: A-9 indicates that characters A-Z and 0-9 are valid: except B, I, O, S, U and Z (to avoid ambiguity).

For the [Organisation Data Service](#) contact details, see [Contact Details](#)

## ORGANISATION SITE TYPE

Change to Attribute: Changed Description

A list of [ORGANISATION SITE TYPES](#) according to the nature of the [ORGANISATION SITE](#)

Organisation Site Type Code	Organisation Site Type Name	Description
BS	BRANCH SURGERY	A Branch Surgery is the premises from which a Doctor visits but not their permanent practice base. Visits take place in order to undertake consultation, treatment or services for his or her patients. In order for a premises to become recognised as a Branch Surgery weekly visits should add up to more than a set hours per week.
CH	CARE HOME SITE	
CU	CARE TRUST SITE	
DI	DISPENSARY	
AE	EXECUTIVE AGENCY SITE	
GS	GOVERNMENT DEPARTMENT SITE	
PP	INDEPENDENT SECTOR HEALTHCARE PROVIDER SITE	
IS	ISLE OF MAN SITE	
ES	LOCAL AUTHORITY SITE	
LS	LOCAL HEALTH BOARD SITE (WALES)	
LP	LOCAL SERVICE PROVIDER SITE	
TS	NHS TRUST SITE	
OS	OTHER STATUTORY AUTHORITY SITE	
PU	PRIMARY CARE TRUST SITE	
PN	PRISON HEALTH SERVICE	
RS	REGIONAL OFFICE SITE	

HS	STRATEGIC HEALTH AUTHORITY SITE	
SH	SPECIAL HEALTH AUTHORITY SITE	
TC	TREATMENT CENTRE	
LU	WELSH LOCAL HEALTH BOARD SITE	<b>All Welsh Local Health Board Sites closed on 30 September 2009. Local Health Board Sites introduced from 1 October 2009.</b>

## ORGANISATION TYPE

Change to Attribute: Changed Description

A list of [ORGANISATION TYPES](#) of [ORGANISATIONS](#) according to the nature of the [ORGANISATION](#) (e.g. [NHS Trust](#), [Health Authority](#) etc).

Organisation Type Code	Organisation Type Name	Description
AR	APPLICATION SERVICE PROVIDER	
BM	BMS CALL CENTRE ESTABLISHMENT	Booking Management System (BMS) Call Centre Establishment
CN	CANCER NETWORK	
CR	CANCER REGISTRY	
CQ	CARE HOME HEADQUARTERS	
CT	CARE TRUST	
DD	DENTAL PRACTICE	
ED	EDUCATION - DEANERY	
UN	EDUCATION - UNIVERSITY	A University involved in Medical Training
EA	EXECUTIVE AGENCY	
AP	EXECUTIVE AGENCY PROGRAMME	
GD	GOVERNMENT DEPARTMENT	
GO	GOVERNMENT OFFICE REGION	
PR	GP PRACTICE	A single <a href="#">GENERAL PRACTITIONER</a> practising otherwise than in a partnership or two or more <a href="#">GENERAL PRACTITIONERS</a> practising in partnership. Includes all Practices in England and Wales.
HA	HEALTH AUTHORITY (HA)	A Corporate Body with succession and common seal established by the National Health Service Reform and Health Care Professions Bill 2002
IP	INDEPENDENT PROVIDER	
PH	INDEPENDENT SECTOR HEALTHCARE PROVIDER	
IM	ISLE OF MAN GOVERNMENT DEPARTMENT	
ID	ISLE OF MAN GOVERNMENT DIRECTORATE	

EL	LOCAL AUTHORITY	
LB	LOCAL HEALTH BOARD (WALES)	
LO	LOCAL SERVICE PROVIDER (LSP)	
NP	NATIONAL APPLICATION SERVICE PROVIDER (NPFIT PROJECTS)	
NS	NHS SUPPORT AGENCY	
TR	NHS TRUST	A legal entity set up by order of the Secretary of State under Section 5 of 'The National Health Service and Community Care Act 1990'. NHS Trusts may act as <a href="#">Health Care Providers</a> and provide hospital services, community services and/or other aspects of <a href="#">PATIENT</a> care, such as <a href="#">PATIENT</a> care and <a href="#">PATIENT</a> transport facilities. They may also act as commissioner when sub contracting <a href="#">PATIENT</a> care to other providers of health care.
NN	NON-NHS ORGANISATION	
OA	OTHER STATUTORY AUTHORITY (OSA)	An Authority set up within the NHS to provide specific health care related services and support to the NHS
OU	OTHER UNIT (IN SUPPORT OF NHS BUSINESSES)	
RO	PAN SHA (REPLACEMENT FOR IT CLUSTER)	The regional outposts of the <a href="#">Department of Health</a> tasked with performance managing <a href="#">Strategic Health Authorities</a> <b>All IT Clusters in England closed on 31 March 2007. Pan SHAs introduced from 1 April 2007.</b>
PX	PHARMACY HEADQUARTER	
PT	PRIMARY CARE TRUST	
SA	SPECIAL HEALTH AUTHORITY (SHA)	
TC	TRANSPLANT CONSORTIUM (TC)	
WA	WELSH ASSEMBLY	
WH	WELSH HEALTH COMMISSION	
LH	WELSH LOCAL HEALTH BOARD	<b>All Welsh Local Health Boards closed on 30 September 2009. Local Health Boards introduced from 1 October 2009.</b>
WR	WELSH REGIONAL OFFICE	
WC	WORKFORCE CONFEDERATION	

For enquiries about this Data Set Change Notice, please email [datastandards@nhs.net](mailto:datastandards@nhs.net)