

Covid-19 EPRR Acute Daily Discharge SitRep

Technical Specification

May 2021



Introduction

This is a revised version of the previous guidance (January 2021) relating to the Covid-19 EPRR Acute Daily Discharge SitRep, to reflect changes to this data collection.

The following changes have been made:

- Discharge to Assess pathways have been added to questions 4 and 7, which now request both discharge destination and pathway outcomes. This aligns with the focus on pathways in the Hospital Discharge and Community Support: Policy and Operating Model <https://www.gov.uk/government/publications/hospital-discharge-service-policy-and-operating-model>.
- Additional information on time of discharge is requested in questions 3, 4, 6 and 7. The previous metric of 17:00 hours remains but 17:01 hours – 23:59 hours has been added to enhance understanding of discharge rates and timeliness.
- Wording has been amended where it was flagged as being unclear.
- The questions refer to meeting or not meeting the criteria to reside, reflecting language in the Hospital Discharge and Community Support: Policy and Operating Model. References to meeting the criteria to be discharged have been removed.
- FAQs have been updated and are available on the NHS Futures platform ([Acute Daily Discharge SitRep FAQs](#)).

It is important this is a clinically driven data collection not one that should be done from information that may be an interpretation of the medical opinion from another information source.

This is an important data collection, the outputs of which are regularly reviewed by local, regional and national teams and your returns are helping to drive the effective implementation of wider Hospital Discharge policies, leading to better care for patients and service users by increasing understanding of discharge practices, the use of pathways, and demand and capacity availability. Thank you for your ongoing support in helping us to collect accurate and timely information

**Community Services and Ageing Well Programme
NHS England and NHS Improvement**

Background

The COVID acute daily discharge situation report (the SitRep) commenced on 8 April 2020 and collects data on the inpatient population of each acute Trust and their discharge status each day by submitting a template through the Strategic Data Collection Service (SDCS) portal.

This guide outlines how to complete the SitRep and associated revised content.

Submission process

The SitRep template needs to be populated by all acute Trusts with a type 1 A&E department and the Nightingale hospitals but excluding the specialist children's Trusts Sheffield Children's NHS Foundation Trust and Alder Hey Children's NHS Foundation Trust, and Birmingham Women's and Children's NHS Foundation Trust.

Please note that, in order to avoid double counting, organisations should not submit data on behalf of any other Trust – those Trusts will now be submitting their own data directly.

Daily reports must be signed off by a duty director, or other senior manager, appointed to this role by the Trust's chief executive. It is the responsibility of each Trust to ensure its return is accurate and reflects the real position for the relevant time period.

Collection of data for questions 1 to 7, 10, 11 and 12 should take place 7 days a week, in line with the return to Covid-19 incident arrangements.¹ Questions 8 and 9 are weekly collections and should be submitted on SDCS each Friday by 11:00.

The deadline for this collection is 11am, and there will be no opportunity to amend the data.

Guidance notes on data items

The full, revised set of questions for this data collection are reproduced below, with commentary in bold. Updated Frequently Asked Questions can be found on the NHS Futures platform.

We are seeking data for all individuals, and several questions (5, 6, 7 and 8) also ask about those with a length of stay of 21 days or over. One question (9) asks about those with a length of stay of 14 days or over. Three questions (10,

¹ See: https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/11/KW_Level_4-letter_4Nov.pdf

11 & 12) ask for data relating to people whose length of stays is both 14 days and over, and 21 days and over.

It is worth noting that **those with a length of stay of 14 days and over are a subset of total patients and will be counted within them, and those with a length of stay of 21 days and over are a subset of total patients and also a subset of the number of patients with a length of stay of 14 days and over.**

As per the above, data relating to question numbers 1–7 and 10-12 should be **collected daily** and the data submitted on SDCS by 11:00 the following day. Data for Questions 8 & 9 should be **collected on a weekly basis** and should be submitted on SDCS each Friday by 11:00.

Contacts and resources

Please direct queries relating to this collection to:
england.communityhealthservicesdata@nhs.net

An Excel workbook has been produced to assist Trusts to complete this data return, and an updated improved version of this will be supplied to nominated SitRep leads within providers.

The Excel workbook has been carefully designed to quickly fill in at the morning and afternoon board rounds under the guidance of clinicians, in order to keep the burden of collecting this important data to a minimum (though Trusts can use other systems they may already have in place – the use of the Excel workbook is not mandatory).

We are aware that, during the lifecycle of this SitRep, many Trusts have integrated the collection of data for this collection into their Patient Administration or Electronic Patient Record systems. This practice is very much encouraged as it helps to enhance the information on individual patient records, to help inform decisions on their care and treatment.

SitRep Questions

- 1) The total number of people who meet the criteria to reside

And the total then split into the following reasons to reside categories:

- a. Physiology
- b. Treatment
- c. Recovery
- d. Function

Data for this question should be collected on a daily basis, ready for collation by 11:00 hours on the following day.

- 2) The number of people who do not meet the criteria to reside that day.

These are the people who do not meet the criteria to reside as set out in Annex A of the Hospital Discharge Service: Policy and Operating Model.

Data for this question should be collected on a daily basis, ready for collation by 11:00 hours on the following day.

- 3) Of the total number of people who do not meet the criteria to reside that day:

- a. The number of people who have been discharged by 17:00 hours.
- b. The number of people discharged between 17:01 and 23:59 hours

Questions 2, 3 and 6 in this Acute Discharge SitRep are specifically concerned with understanding discharge rates and timeliness for patients who do not meet the criteria to reside.

Data for this question should be collected on a daily basis ready for collation by 11:00 hours on the following day.

- 4) Of the people discharged that day:

- a. The number of people discharged by 17:00 hours to the following locations
- b. The number of people discharged between 17:01 and 23:59 hours to the following locations

NOTE: letters in the green shaded boxes in the table correspond to the full definitions below. Black boxes represent out of scope combinations of care pathway and physical discharge location.

	Domestic Home	Care Home	Designated Setting	Hospice	Community Rehab Setting	Other Place	Hotel (as temp place of residence)
Pathway 0 - Home/Other - No support needed from health and social care	a					b	
Pathway 1 - Home/Hotel/Other - support for reablement, rehab, end of life care	c					d	e
Pathway 2 - <u>not</u> usual residence - rehab / short-term care in 24-hour bed-based setting		f	g	h	i		
Pathway 3 - admission to a care home which is likely to be permanent		j/k	l				

- a) Pathway 0 – Discharge to a domestic home. No active support needed from health and social care once home
- b) Pathway 0 – Discharge to a domestic setting (Other place). No active support needed from health and social care once home
- c) Pathway 1 – Discharge to a domestic home. Active support needed from health and social care services for reablement, rehabilitation or end of life care at home
- d) Pathway 1 – Discharge to a domestic setting (Other place). Active support needed from health and social care services for reablement, rehabilitation or end of life care at home
- e) Pathway 1 – Discharge to a Hotel. Active support needed from health and social care
- f) Pathway 2 – Discharge to a Care Home. For rehabilitation or short-term care in a 24-hour bed-based setting before return home
- g) Pathway 2 - Discharge to a Designated Setting. For care and isolation before moving to a Care Home
- h) Pathway 2 – Discharge to a Hospice. For short term 24 hour bedded support
- i) Pathway 2 – Discharge to a Community Rehabilitation Bed. For rehabilitation or short-term care in a 24-hour bed-based setting before return home
- j) Pathway 3 – Discharge as a new admission to a Care Home which is likely to be permanent
- k) Pathway 3 – Existing Care Home resident discharged back to Care Home

- l) Pathway 3 – Discharge to a Designated Setting for care and isolation before moving to a Care Home

Please report all discharges from acute beds to rehabilitation beds, even where the person continues to be treated by the same Trust.

Please count all discharges to designated settings as described in the Government guidance ‘Discharge into care homes: designated settings’.

Data for this question should be collected on a daily basis, ready for collation by 11:00 hours on the following day.

- 5) The total number of people with a length of stay of 21 days and over who meet the criteria to reside:
- a. And the total then split into the following reasons to reside categories:
 - i. Physiology
 - ii. Treatment
 - iii. Recovery
 - iv. Function
 - b. The total number of people with a length of stay of 21 days and over who do not meet the criteria to reside

Data for this question should be collected on a daily basis, ready for collation by 11:00 hours on the following day.

- 6) Of the total number of people who do not meet the criteria to reside that day and who have a length of stay of 21 days and over:
- a. The number of people who were discharged by 17:00 hours
 - b. The number of people discharged between 17:01 and 23:59 hours

Questions 3, 4 and 6 in this Acute Discharge SitRep are specifically concerned with understanding discharge rates and timeliness for patients who do not meet the Criteria to Reside.

Data for this question should be collected on a daily basis ready for collation by 11:00 hours on the following day.

- 7) Of the people, with a length of stay of 21 days and over, discharged that day:
- a. the number of people discharged by 17:00 hours to the following locations
 - b. the number of people discharged between 17:01 and 23:59 hours to the following locations

Answers provided for Questions 7a and 7b must be a direct subset of the number of patients reported for question 4a and 4b.

Data for this question should be collected on a daily basis, ready for collation by 11:00 hours on the following day.

	Domestic Home	Care Home	Designated Setting	Hospice	Community Rehab Setting	Other Place	Hotel (as temp place of residence)
Pathway 0 - Home/Other - No support needed from health and social care	a					b	
Pathway 1 - Home/Hotel/Other - support for reablement, rehab, end of life care	c					d	e
Pathway 2 - <u>not</u> usual residence - rehab / short-term care in 24-hour bed-based setting		f	g	h	i		
Pathway 3 - admission to a care home which is likely to be permanent		j/k	l				

- a) Pathway 0 – Discharge to a domestic home. No active support needed from health and social care once home
- b) Pathway 0 – Discharge to a domestic setting (Other place). No active support needed from health and social care once home
- c) Pathway 1 – Discharge to a domestic home. Active support needed from health and social care services for reablement, rehabilitation or end of life care at home
- d) Pathway 1 – Discharge to a domestic setting (Other place). Active support needed from health and social care services for reablement, rehabilitation or end of life care at home
- e) Pathway 1 – Discharge to a Hotel. Active support needed from health and social care
- f) Pathway 2 – Discharge to a Care Home. For rehabilitation or short-term care in a 24-hour bed-based setting before return home
- g) Pathway 2 - Discharge to a Designated Setting. For care and isolation before moving to a Care Home

- h) Pathway 2 – Discharge to a Hospice. For short term 24 hour bedded support
- i) Pathway 2 – Discharge to a Community Rehabilitation Bed. For rehabilitation or short-term care in a 24-hour bed-based setting before return home
- j) Pathway 3 – Discharge as a new admission to a Care Home which is likely to be permanent
- k) Pathway 3 – Existing Care Home resident discharged back to Care Home
- l) Pathway 3 – Discharge to a Designated Setting for care and isolation before moving to a Care Home

Please report all discharges from acute beds to rehabilitation beds, even where the person continues to be treated by the same Trust.

Please count all discharges to designated settings as described in the Government guidance ‘Discharge into care homes: designated settings’.

Data for this question should be collected on a daily basis, ready for collation by 11:00 hours on the following day.

- 8) Of the total number of people who have a length of stay of 21 days and over and who have been assessed as not meeting the criteria to reside:
 - a. The number of additional days in total they have remained in hospital since not meeting the criteria to reside decision was made.
 - b. A breakdown showing the number of people against each of the following reasons for why they continue to remain in hospital, despite not meeting the criteria to reside.
 - i. Declared as not meeting the criteria to reside at morning ward round and then later in day meets the criteria to reside, so discharge stopped.
 - ii. Awaiting a medical decision/intervention including writing the discharge summary.
 - iii. Awaiting therapy decision to discharge (no acute medical or nursing intervention required; therapist stating that person requires further rehabilitation in the acute hospital).
 - iv. Awaiting referral to community Transfer of Care Hub.
 - v. Awaiting medicines to take home.
 - vi. Awaiting transport.
 - vii. Awaiting confirmation from community Transfer of Care Hub that referral received and actioned. (The Transfer of Care Hub should make the decision on which pathway will best meet the needs as described by the hospital not prescribed by the hospital).
 - viii. Pathway 1: awaiting availability of resource for assessment and start of care at home.
 - ix. Pathway 2: awaiting availability of rehabilitation bed in community hospital or other bedded setting.

- x. Pathway 3: awaiting availability of a bed in a residential or nursing home that is likely to be a permanent placement.
- xi. Awaiting community equipment and adaptations to housing.
- xii. Individual/family not in agreement with discharge plans.
- xiii. Homeless/no right of recourse to public funds/no place to discharge to.
- xiv. Safeguarding concern preventing discharge or Court of Protection.
- xv. Repatriation/transfer to another acute Trust for specialist treatment or ongoing treatment.
- xvi. No plan.
- xvii. Awaiting Diagnostic test.
- xviii. Remains in hospital to avoid spread of (non-Covid 19) infectious disease and because there is no other suitable location to discharge to.

Data for this question should be collected by a weekly review process that is similar to the former Discharge Patient Tracking List (DPTL) process and requires weekly submission each Friday on behalf of all system partners.

- 9) Of the total number of patients who have a length of stay of 14 days or over and who have been assessed as not meeting the criteria to reside:
- a. The number of additional days in total they have remained in an acute hospital since not meeting the criteria to reside decision was made.
 - b. A breakdown showing the number of patients against each of the following reasons for why they remain in hospital, despite not meeting the criteria to reside:
 - i. Declared as not meeting the criteria to reside at morning ward round and then later in day meets the criteria to reside, so discharge stopped.
 - ii. Awaiting a medical decision/intervention including writing the discharge summary.
 - iii. Awaiting therapy decision to discharge (no acute medical or nursing intervention required; therapist stating that person requires further rehabilitation in the acute hospital).
 - iv. Awaiting referral to community Transfer of Care Hub.
 - v. Awaiting medicines to take home.
 - vi. Awaiting transport.
 - vii. Awaiting confirmation from community Transfer of Care Hub that referral received and actioned. (The Transfer of Care Hub should make the decision on which pathway will best meet the needs as described by the hospital not prescribed by the hospital).
 - viii. Pathway 1: awaiting availability of resource for assessment and start of care at home.

- ix. Pathway 2: awaiting availability of rehabilitation bed in community hospital or other bedded setting.
- x. Pathway 3: awaiting availability of a bed in a residential or nursing home that is likely to be a permanent placement.
- xi. Awaiting community equipment and adaptations to housing.
- xii. Individual/family not in agreement with discharge plans.
- xiii. Homeless/no right of recourse to public funds/no place to discharge to.
- xiv. Safeguarding concern preventing discharge or Court of Protection.
- xv. Repatriation/transfer to another acute Trust for specialist treatment or ongoing treatment.
- xvi. No plan.
- xvii. Awaiting Diagnostic test.
- xviii. Remains in hospital to avoid spread of (non-Covid 19) infectious disease and because there is no other suitable location to discharge to.

Data for this question should be collected by a weekly review process that is similar to the former Discharge Patient Tracking List (DPTL) process and requires weekly submission each Friday on behalf of all system partners.

- 10) Of the total number of people who are to be discharged to a care home:
- a. The total number who continue to reside in hospital because they have not received a Covid-19 test result within 48 hours of their prospective discharge (unless this is not required under the terms of 'Discharge into care homes: designated settings')
 - b. The number who continue to reside in hospital because they have not received a Covid-19 test result within 48 hours of their prospective discharge (unless this is not required under the terms of 'Discharge into care homes: designated settings'):
 - i. Who have a length of stay of 14 days and over
 - ii. Who have a length of stay of 21 days and over

Question 10b(i) should include the number of people in question 10b(ii)

Data for this question relates to Government policy on discharge of people to care homes and requirements around Covid-19 testing prior to discharge – set out in 'Discharge into care homes: designated settings'.

Data for this question should be collected on a daily basis, ready for collation by 11:00 hours on the following day.

- 11) Of the total number of care home residents who are to be discharged:
- a. The total number who have received a positive Covid-19 test result and who continue to reside in hospital because they are awaiting a place in a designated setting
 - b. The number who have received a positive Covid-19 test result and who continue to reside in hospital because they are awaiting a place in a designated setting:
 - i. Who have a length of stay of 14 days and over
 - ii. Who have a length of stay of 21 days and over

Question 11b(i) should include the number of people in question 11b(ii)

Data for this question relates to [Government policy on discharge of care home residents with a Covid-19 positive test to designated settings](#) – set out in ‘Discharge into care homes: designated settings’.

These designated settings will be used for those who would otherwise be returning to the care home from where they were admitted, or for the small proportion of individuals who are unable to go home and therefore being discharged to a care home for the first time.

Data for this question should be collected on a daily basis, ready for collation by 11:00 hours on the following day.

12) Data for question 12 relates to the establishment of COVID virtual wards to support early hospital discharge – set out in ‘CVW Standard Operating Procedure’.

Of the people who were discharged by 17:00:

- a. The total number intended to be discharged to a COVID virtual ward
- b. The number intended to be discharged to a COVID virtual ward:
 - i. Who have a length of stay of 14 days and over
 - ii. Who have a length of stay of 21 days and over

Question 12b(i) should include the number of people in question 12b(ii).

Patients reported in question 12 as being discharged to a COVID virtual ward should also be reported in question 6 and 7 as being discharged to the relevant location.

Data for this question should be collected on a daily basis, ready for collation by 11:00 hours on the following day.