

Ontario Case Costing Initiative

MILESTONE 4 - REVIEW TOOL

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A. OBJECTIVES OF MILESTONE REVIEWS

As part of the management of the participating hospital's contribution to the Ontario Case Cost Initiative, four milestones have been established, each with a set of objectives. The first two milestones are aimed at ensuring that participating hospitals have all required mechanisms in place to begin implementing case costing. **Milestones 3 and 4 are aimed at ensuring that the case cost information produced by the participating hospitals is valid, reliable and ready for incorporation into the central database.**

The general objectives of the Milestone Reviews are the following:

- Education of participating hospitals
- Monitoring of hospital progress
- Minimising reliability and validity error
- Identifying corrective action if the hospital is not on track

B. OBJECTIVES OF MILESTONE 4 REVIEW

The Milestone 3 Review was conducted on three months of test data to identify and resolve any systematic errors that may arise during the early implementation stages of the hospital systems. The review was aimed at verifying that the hospital case costing systems are generating reliable and valid data by following the OCCI case costing standards. For each hospital, several issues were identified which had to be resolved before the full year live data submission was made.

The Milestone 4 Review is aimed at ensuring the reliability and validity of the full year live data submission. It is aimed at ensuring that any errors identified and corrected as a result of the Milestone 3 Review do not reappear in the full year submission. The objectives of the Milestone 4 Review are the following:

- Assessing compliance of the hospital's case costing system with the OCCI Standards.
- Providing assistance to the hospital on issues related to the production of the case cost data required.
- Identifying and resolving any remaining errors in the hospital's case costing methodology and the data generated.

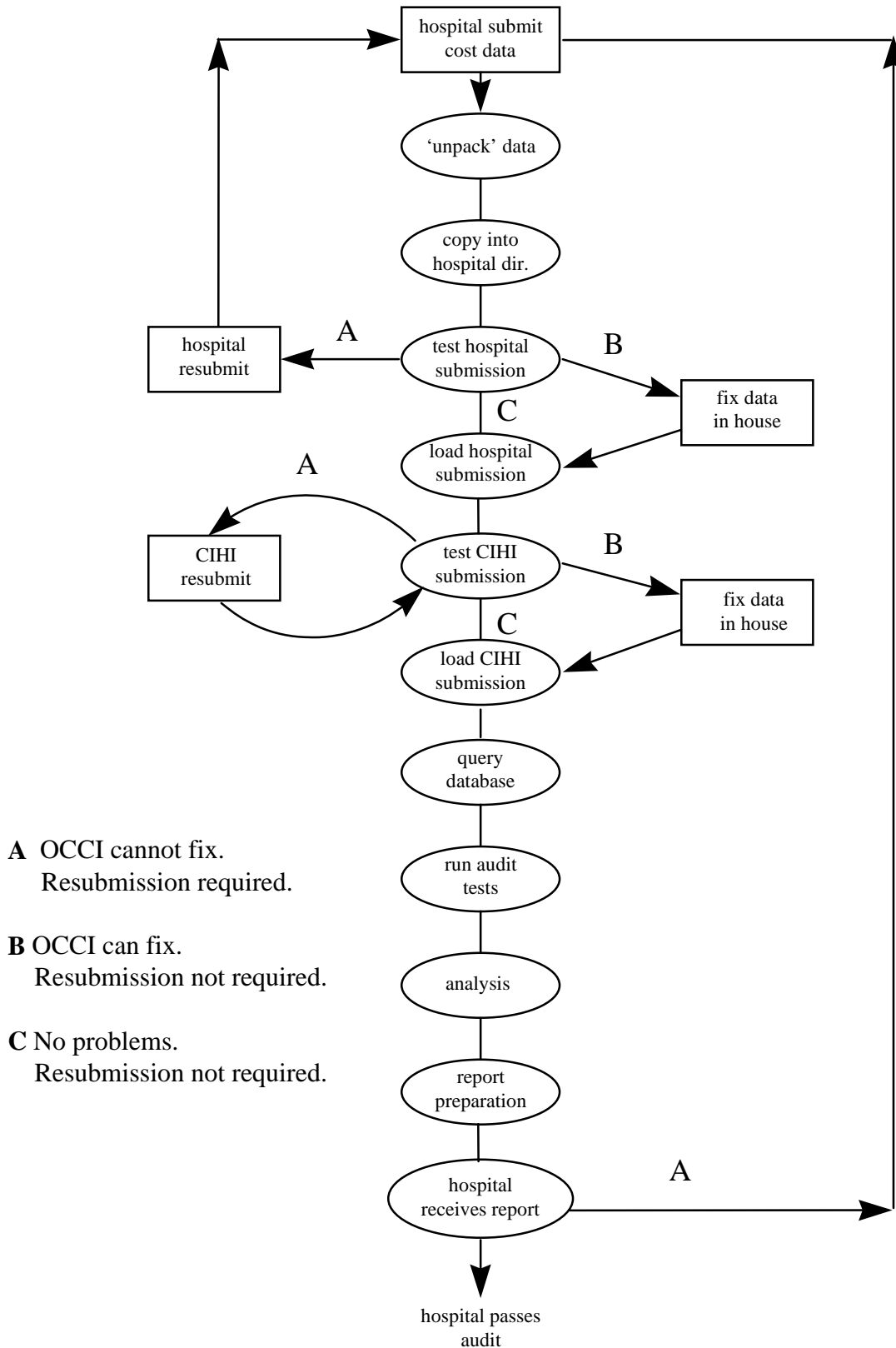
C. OVERVIEW OF GENERAL REVIEW APPROACH

1. Description of Approach

Milestone 4 involves the Ontario Case Costing Unit Analysts conducting a series of statistical tests on the hospital fiscal year submission. A statistical data analysis approach very similar to that used in Phase 2 of the Milestone 3 Review is used to review the full year hospital submissions. The same Milestone 3 criteria also apply to Milestone 4. A hospital is considered to have passed Milestone 4 if its submission(s) pass all the review criteria as outlined in section D of this report. If errors are identified, the hospital would be required to correct them and resubmit the case cost data to the Case Costing Unit.

The approach of the reviewing process (Figure 1) is found on the following page. This flow diagram identifies all the steps required to complete the data analysis. Once a hospital submits the full year submission, the data are immediately copied into the hospital's directory. The hospital's data are then tested by the database loading system's testing program to ensure that there are no errors related to formatting (e.g. invalid functional centre code) and completeness (e.g. missing register account number). At this point the submission may be sent back to the hospital for correction (indicated by A), edited in the OCCI offices (indicated by B), or if free of formatting errors, loaded into the database (indicated by C). The hospital's discharge abstracts from the Canadian Institute for Health Information (CIHI) for the costing period undergo similar tests as the cost data. The CIHI data is loaded into the database once it is free from errors. The data is then queried and analyzed following the methodology outlined in Section D. An Audit Results Report is sent to the hospital outlining the results and any outstanding issues that require resolution. If no issues are outstanding, then the hospital data submission is passed and committed to the provincial database. However, if problems are present that cannot be dealt with at the OCCI offices, the hospital must resubmit their data upon which the whole review process will begin again. If the data meets all review criteria, then the hospital has passed Milestone 4.

Figure 1 - Flow of Milestone 4 Audit Process



2. Review Process

Each year, hospitals will receive a letter from the ministry outlining changes to the submission process (if any) and deadlines data submissions for the various patient populations. Hospitals must submit their data by the required deadline date, along with a G/L cost report (see Appendix A). The hospitals are also required to submit a signed letter indicating that the OCCI methodology was followed, or a report detailing any departures from the current case costing methodology.

The hospitals' data will be audited using the data analysis techniques outlined in Section D. The hospitals will be informed of the results and will receive a report outlining the issue(s) identified that require resolution.

3. Compliance

As part of the review methodology, compliance rates have been used to define passing standards. The compliance rate indicates the extent to which the review criteria have been met. The compliance rate is usually 100% when testing for adherence to OCCI case costing standards. When samples are taken and similar information from different sources is compared, a compliance rate of 95% is set. This is to allow for variations due to timing-related issues and minor non-systematic errors. The objective of the review is to identify systematic errors which produce consistent aberrations in the data.

D. MILESTONE 4 REVIEW METHODOLOGY

For detailed information on the Milestone 4 Review Methodology, please see the Milestone 3 - Data Compliance Review Tool. That section provides detailed information on the review criteria, the tests performed and the passing standards.