



Breast screening: achieving and maintaining the 36-month round length

Appendix 3: How to create batches

Definition of age ranges for batch selection

Routine screening population at selection: 49 years and ≥ 8 months to 70 years 11 months (prior to 71st Birthday)

Younger cohort Agex trial at selection: 46 years and 10 months to 49 years and <8 months

Older cohort AgeX trial at selection: 71 years and 0 months to 73 years and 11 months (prior to 74th Birthday)

Services will use one or more of the following methods to create a batch:

- call/recall both
- next test due date
- outcodes using area postal codes
- GP practice codes
- GP groups
- years of birth
- months of birth


Batches are created by using the same methodology for next test due (NTD) and recall interval/safety period (RI/SP) batches on the National Breast Screening System (NBSS).

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On the National Breast Screening System (NBSS)

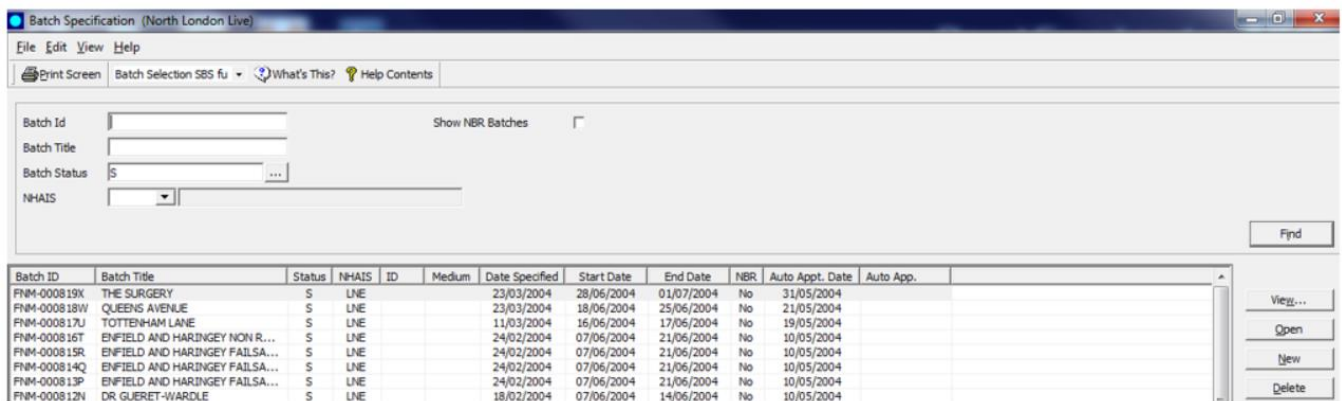
For a full user guide see TA013 'How to specify a batch V2'.

Main menu from NBSS:



The screenshot shows the 'Main Menu (North London Live)' window. It features a menu bar with 'File', 'Edit', 'View', 'Tools', and 'Help'. Below the menu bar are two buttons: 'Print Screen' and 'Help Contents'. A 'Menu code:' field contains the text 'SBS', followed by a 'Go' button and an 'Advanced Search...' button. At the bottom, a large grey banner reads 'Available Transactions'.

The following screen will appear ready to start specifying the batch:



The screenshot shows the 'Batch Specification (North London Live)' window. It has a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar are buttons for 'Print Screen', 'Batch Selection SBS fu', 'What's This?', and 'Help Contents'. The main area contains input fields for 'Batch Id', 'Batch Title', 'Batch Status' (with a dropdown menu), and 'NHAIS'. A 'Show NBR Batches' checkbox is also present. A 'Find' button is located on the right. Below these fields is a table with the following data:

Batch ID	Batch Title	Status	NHAIS	ID	Medium	Date Specified	Start Date	End Date	NBR	Auto Appt. Date	Auto App.
FM-000819X	THE SURGERY	S	UNE			23/03/2004	28/06/2004	01/07/2004	No	31/05/2004	
FM-000818W	QUEENS AVENUE	S	UNE			23/03/2004	18/06/2004	25/06/2004	No	21/05/2004	
FM-000817J	TOTTENHAM LANE	S	UNE			11/03/2004	16/06/2004	17/06/2004	No	19/05/2004	
FM-000816T	ENFIELD AND HARINGEY NON R...	S	UNE			24/02/2004	07/06/2004	21/06/2004	No	10/05/2004	
FM-000815R	ENFIELD AND HARINGEY FAILSA...	S	UNE			24/02/2004	07/06/2004	21/06/2004	No	10/05/2004	
FM-000814Q	ENFIELD AND HARINGEY FAILSA...	S	UNE			24/02/2004	07/06/2004	21/06/2004	No	10/05/2004	
FM-000813P	ENFIELD AND HARINGEY FAILSA...	S	UNE			24/02/2004	07/06/2004	21/06/2004	No	10/05/2004	
FM-000812N	DR GUERET-WARDLE	S	UNE			18/02/2004	07/06/2004	14/06/2004	No	10/05/2004	

On the right side of the table, there are buttons for 'View...', 'Open', 'New', and 'Delete'.

Start specifying the batch on NBSS as follows:

1. RI/SP (batch specification)

Batch Specification

Print Screen SBS Specify Batch What's This? Help Contents

Batch: New Entry

NHAIS: BSS BS-SELECT

Mode: C - Create Batch Specification

Screening Start Date: 28-Apr-2017 End Date:

Batch Title:

Screening Location:

Screening Period:

Run Type: ☒ Standard ☐ Failsafe ☐ NTD Date

2 Criteria (Standard/Failsafe)

Selection Date:

Call/Recall:

Year of Birth From: Year of Birth To:

Month of Birth From: Month of Birth To:

Recall Interval:

Safety Period:

For Randomisation: Research Trial Code:

Save Quit

Basics

Batch: New Entry

NHAIS: BSS BS-SELECT

Mode: C - Create Batch Specification

Screening Start Date: 28-Apr-2017 End Date:

Batch Title:

Screening Location:

Screening Period:

Run Type: ☐ Standard ☐ Failsafe ☒ NTD Date

2. Next test due date (specification batch screen)

2 Criteria (NTD Date)

NTD End Date

Call/Recall

Month/Yr of Birth From / Month/Year of Birth To /

Client must already have an NTD Date ☐

On the Breast Screening Select (BSS) system

See BSS user guide for further information on batching processes

3. Specify on BSS (using the RI/SP batch icon below) used for calling people from the screening round plan

Batch Management ▾ Outcome

- Batch List
- Create Routine Failsafe Batch
- Create RI/SP Batch
- Create NTDD Batch

4. BSS batch specification: use batch ID created in NBSS to complete the batch specification screening in BSS as below

5. Create RI/SP batch – BSS

6. Parameters RI/SP batch

Default Safety Period	24	months
Default RI/SP Recall Interval	36	months
Ignore NBR Episode Types for the purpose of Recall :		
Ignore Self Referrals	<input type="text" value="Yes"/>	
Ignore GP Referrals	<input type="text" value="Yes"/>	
Ignore Early Recall	<input type="text" value="Yes"/>	
<input type="button" value="Update"/>		

7. Blank RI/SP: to create the batch specification on BSS from NBSS

Create RI/SP Batch

[BSO Contact List](#) [Monitoring Reports ▾](#) [Failsafe Reports ▾](#) [Estimating ▾](#)

A Recall Interval/Safety Period (RI/SP) batch includes all screening subjects, who match the demographic criteria, if they have not been invited for screening in the 12 months prior to the Date for Selection. The Recall Period of 12 months is calculated using a Recall Interval of 36 months and the default Safety Period of 24 months.

BSO Batch ID

Batch Title

Date for Selection

Safety Period **24 months**

Calculated Recall Period Cut-off Date

Include Year of Birth from to

Include Month of Birth from to

Call or Recall **Both** *(includes Call and Recall subjects)*

GP Practices ☒ Include all GP Practices
☐ Specify by GP Practice
☐ Specify by GP Practice Group

Outcodes ☒ Include all Outcodes *(including screening subjects without an outcode)*
☐ Specify by Outcode
☐ Specify by Outcode Group

8. Next test due date specification: to create the batch specification on BSS

A "Next Test Due Date" (NTDD) batch includes all screening subjects within the age range specified who have an NTDD set on their record that is on or before the "NTD End Date". Screening subjects within the age range will also be selected if they have no NTDD set on their record.

BSO Batch ID

Batch Title

NTD End Date

Select Range by ☒ Age ☐ Date of Birth

Start Age (youngest) YY y MM m

End Age (eldest) YY y MM m

☐ Include younger women (from age 49) if they have a 'due' NTDD

Call or Recall ☒ Both *(includes all subjects regardless of previous history)*

GP Practices ☒ Include all GP Practices ☐ Specify by GP Practice ☐ Specify by GP Practice Group

Outcodes ☒ Include all Outcodes *(including screening subjects without an outcode)* ☐ Specify by Outcode ☐ Specify by Outcode Group