



Public Health
England

Protecting and improving the nation's health

National Drug Treatment Monitoring System (NDTMS)

CDS P Supplier Scenarios

NDTMS Core Dataset P

About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. We do this through world-leading science, research, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. We are an executive agency of the Department of Health and Social Care, and a distinct delivery organisation with operational autonomy. We provide government, local government, the NHS, Parliament, industry and the public with evidence-based professional, scientific and delivery expertise and support.

Public Health England
Wellington House
133-155 Waterloo Road
London SE1 8UG
Tel: 020 7654 8000
www.gov.uk/phe
Twitter: @PHE_uk
Facebook: www.facebook.com/PublicHealthEngland

Any enquiries regarding this publication should be sent to NDTMS.admin@phe.gov.uk.



© Crown copyright 2020

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence v3.0. To view this licence, visit [OGIL](https://www.ogil.io). Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

Published February 2020
PHE publications
gateway number: GW-964

PHE supports the UN
Sustainable Development Goals



Revision history

1.1	K Cuddy	<ul style="list-style-type: none">• Dates within Objectives in 4 four settings amended to take into account the CDS-P trigger date on NDTMS Vendor test site• Objective Number titles amended in Young People setting, Adult Secure Setting and Young People Secure setting to reflect the section number in the document in each instance

Contents

About Public Health England	1
Revision history	2
1. Introduction	4
2. The Testing Process	5
3. Adult Community Scenarios	7
4. Young People Scenarios	11
5. Adult Secure Settings Scenarios	13
6. Young People Secure Settings Scenarios	15

1. Introduction

This document captures the test scenarios that must be covered within the sample files submitted to the NDTMS v2 system to achieve dataset accreditation at stage one. These test scenarios are aligned to NDTMS Data Set P and are applicable to Adult and Young People's (YP) community settings and both Adult and Young People's secure settings.

It is assumed that comprehensive testing will have already been carried out by the software provider (and their key users) prior to submission of the sample files to the NDTMS v2 system. As such the scenarios covered are not intended to be an exhaustive set of test conditions, but rather a selection of specific business scenarios that should cause particular validation processes to be activated.

This document should not be used in isolation, it is part of a package of documents supporting the NDTMS dataset and reporting requirements.

Please read this document in conjunction with:

- **NDTMS CSV File Format Specification** – defines the format of the CSV file used as the primary means of inputting the core data set into NDTMS
- **NDTMS technical definition** – provides the full list of fields that are required in the CSV file and the verification rules for each item.
- **NDTMS geographic information** – provides the locality information for example, DAT of residence, Local Authority
- **NDTMS business definitions** – provides the explicit definition of each of the fields we collect to ensure data is consistent. There is a separate definitions document for each of the datasets: adult drug, adult alcohol, young people and secure settings.

The sample files should be submitted in a form as defined in the NDTMS CSV File Format Specification and uploaded via the NDTMS Vendor test site (<https://phev2-vendor.ndtms.org.uk/>)

2. The Testing Process

Agency Codes

When submitting CDS-P test extracts as part of the initial compliancy process, the agency code contained in the extract must correspond with the agency code provided by PHE through the NDTMS Vendor test site.

Start and End Dates

The filename should have an <End-Date> of the day that the files were submitted to NDTMS and the <Start-Date> should reflect the start of the reporting period for the file. The file should also adhere to the naming convention for NDTMS files with 'P' included in the filename and the agency code matching the one as given to you through the NDTMS Vendor test site, for example G4321-20180101-20191231-TREAT-IN-P.

Testing Process

The supplier compliancy accreditation is staggered over two assessment stages.

The baseline stage involves the submission of a csv file containing the test scenarios outlined in this document. The test scenarios chosen must be applicable to both the latest dataset standards and to the requirements of the service that the Case Management System (CMS) is being tailored towards.

It is expected that the supplier will create a CMS that is compliant with the most current data reporting standards.

The second compliancy test is six months after the initial accreditation is granted and is an examination of files received from agencies that are using the CMS. Once the second stage of the compliancy test is rendered compliant by PHE, the software supplier will be regarded as dataset compliant.

Upon successfully meeting the criteria of each stage, the supplier will be listed as 'NDTMS Core Data Set' compliant on <https://www.gov.uk/government/publications/software-suppliers-for-the-national-drug-treatment-monitoring-system>. This will be recorded as follows; 'stage one compliant' initially with the date stage one compliancy was achieved and then again as 'fully compliant' with the date full compliancy was achieved.

Suppliers should use their clinical data applications to generate the scenarios and produce an appropriate NDTMS extract file. The test data **MUST NOT** be hand-crafted or manipulated after being extracted from the clinical system.

The NDTMS extract files should then be submitted via the Supplier DAMS account provided by PHE (on NDTMS Vendor test site) and then emailed, along with a screenshot of the successful upload, to NDTMS.admin@phe.gov.uk.

3. Adult Community Scenarios

Import the Adult Community CSV file in to your CMS and then make the following changes.

3.1 Objective: To ensure consenting and non-consenting clients are being extracted in accordance with CDS-P requirements

Client 1 (first name initial A, surname initial B)

- consent should be changed from “Yes” to “No” and the episode & interventions closed as at 10/01/2020
- add a new episode with a triage date 21/01/2020 and with episode baseline answers as per the initial episode

3.2 Objective: To ensure that new reference data options for parental question (PARENT) and the new early help fields (EHCS2 & EHCS3) are extracting correctly

Client 2 (first name initial C, surname initial D)

- parental responsibility for child aged under 18 should be changed from “No” to “Yes”
- do any of these children live with the client should be populated with “All of the children live with client” and “children with” field updated to say “3”
- what help are clients children/children living with client receiving? Answer “early help” for Q1, “child in need” for Q2 and “looked after child” for Q3

3.3 Objective: To ensure that new reference data items for episode fields VETERAN, HIVSTAT & REFHEPCTX are extracting correctly

Client 3 (first name initial E, surname initial F)

- is the client a veteran of the British armed forces? Should be changed from “No” to “Yes”
- is the client HIV positive? Should be changed from “No” to “Unknown”
- has the client been referred for Hep C treatment? Should be changed from “Yes” to “No”

3.4 Objective: To ensure that new reference data items for episode fields LIVSCRN, NALOXISS and NALOXAD are extracting correctly

Client 4 (first name initial G, surname initial H)

- has the client been referred to GP, alcohol nurse or specialise in liver disease for an investigation for alcohol related liver disease? Should be changed from “No” to “Yes”
- has the client been issued with naloxone at episode start? Should be changed from “Yes – nasal naloxone” to “No – service does not provide naloxone”
- has the client ever been administered with naloxone to reverse the effects of an overdose? Should be changed from “Unknown” to “Client declined to answer”

3.5 Objective: To ensure that new reference data items for episode fields REFLDSERV and REFHEPCTX are extracting correctly

Client 5 (first name initial J, surname initial K)

- enter 10/12/2019 for date client was initially referred to the service
- has the client been referred for Hep C treatment? Should be changed from “No” to “Yes”.

3.6 Objective: To ensure that new reference data items for SIRs are extracting correctly

Client 4 (first name initial G, surname initial H => as per Objective 3.4)

- add an SIR for the client, ensuring that fields for “methadone (oral solution)”, “is consumption of OST medication currently supervised?”, “methadone injection”, “benzodiazepine”, “gabapentin” and “naltrexone (oral)” are all completed as part of the SIR

3.7 Objective: To ensure that new reference data items for SIRs are extracting correctly

Client 5 (first name initial J, surname initial K => as per Objective 3.5)

- add an SIR for the client, ensuring that fields for “current daily dose of liquid oral methadone medication”, “buprenorphine (tablet/wafer)”, “diamorphine injection”, “stimulant”, “pregabalin” and “acamprosate” are all completed as part of the SIR

3.8 Objective: To ensure that new reference data items for SIRs are extracting correctly

Client 3 (first name initial E, surname initial F => as per Objective 3.3)

- add an SIR for the client, ensuring that fields for “current daily dose of oral buprenorphine medication”, “buprenorphine (tablet/wafer) with naloxone”, “chlordiazepoxide”, “diazepam” and “carbamazepine” are all completed as part of the SIR

3.9 Objective: To ensure that new reference data items for SIRs are extracting correctly

Client 2 (first name initial C, surname initial D => as per Objective 3.2)

- add an SIR for the client, ensuring that fields for “buprenorphine depot injection (rods or fluid)”, “other prescribed medication for alcohol withdrawal”, “disulfiram”, “vitamin B & C supplement” and “other medication” are all completed as part of the SIR

3.10 Objective: To ensure that new reference data items for CIRs are extracting correctly

Client 1 (first name initial A, surname initial B => as per Objective 3.1)

- add a CIR for the client relating to episode with triage 21/01/2020 and CIR Stage (CIRSTAGE) should be “Partial CIR”
- on this CIR, change “is the client HIV positive (CIRHIVSTAT)” to “Yes”, update “client referred to Hep C treatment (CIRREFHEPCTX)” to “Yes” & update Hep C test date (CIRHEPCTSTD)” to the date of the CIR
- complete all of the other BBV fields only on this CIR

3.11 Objective: To ensure that new reference data items for CIRs are extracting correctly
Client 2 (first name initial C, surname initial D => as per Objective 3.2 & 3.9)

- add a CIR for the client and CIR Stage (CIRSTAGE) should be “Full CIR”
- complete the CIR in full including the following updates: “what help are the client’s children/children living with the client receiving (CIREHCSC2)” answered as “Looked after child” & b) “what help are the client’s children/children living with the client receiving (CIREHCSC3)” answered as “Has a child protection plan”;
- also on this CIR, update “has the client been administered with naloxone to reverse the effects of an overdose in the last 6 months (CIRNALOXAD) to “Yes” & “has the client been issued with naloxone in the last 6 months (CIRNALOXISS)” to “Yes – injectable naloxone”.

3.12 Objective: To ensure that new reference data items for CIRs are extracting correctly
Client 3 (first name initial E, surname initial F => as per Objective 3.4 & 3.8)

- add a CIR for the client to update “health care assessment date (CIRHLCASSDT)” to the date of the CIR being entered
- on this CIR, update “does the client have parental responsibility for a child aged under 18 (CIRPARENT)” to “No”
- also on this CIR update “has the client been referred to GP, alcohol nurse or specialist in liver disease for an investigation for alcohol related liver disease (CIRLIVSCRN)” to “Yes”

3.13 Objective: To ensure that CDS-P updates to Referral Source (RFLS) and Discharge Reason (DISRSN) have been updated in the CMS
Client 6 (first name initial L, surname initial M)

- change referral source for this client to “domestic abuse service”
- discharge the client as “transferred – recommissioning transfer”, please close all interventions also

3.14 Objective: To ensure that CDS-P updates to Referral Source (RFLS) and Hep C test result PCR (RNA) status (HCVPCR) have been updated in the CMS
Client 7 (first name initial N, surname initial P)

- change referral source for this client to “housing/homelessness service”
- complete field “Hep C test result PCR (RNA) status” with “Negative (cleared by treatment)”

3.15 Objective: To ensure that CDS-P changes to existing reference data for Hep B status (HEPBSTAT & CIRHEPBSTAT) and Hep C status (HEPCSTAT & CIRHEPCSTAT) have been updated

Client 8 (first name initial Q, surname initial R)

- change Hep B status from “offered and refused” at episode level to “offered and accepted – not yet had any vaccinations”

- change Hep C status from “assessed as not appropriate to offer” at episode level to “offered and accepted – not yet had a test”
- add a CIR updating Hep B status within the CIR (CIRHEPBSTAT) to “offered and accepted – started having vaccinations” and update Hep C status within the CIR (CIRHEPCSTAT) to “offered and accepted – had a Hep C test”

3.16 Objective: To ensure that records previously submitted to NDTMS but which fall outside of the reporting year are included in the reporting year extract if subsequently edited
Client 9 (first name initial S, surname initial T)

- change client’s discharge date to 1/11/2017 and change discharge reason to “Incomplete – dropped out”

3.17 Objective: To ensure that the structure of the file is correct when a new client is added
Client 10 (first name initial N, surname initial C)

- add a new client called “New, Client”
- this client should have an episode triaged after 1/12/2019
- add a structured intervention including a SIR, a TOP and a CIR for the client

3.18 Objective: To ensure that csv file created by local CMS conforms to CDS-P guidance

- export the csv file from your system, name it as per your agency code on the NDTMS Vendor test site for example, G4321-20180101-20191231-TREAT-IN-P, ready for upload to NDTMS V2

Note: Although there are no IPS specific field changes in CDS-P you are advised to upload a trial IPS file also (if applicable to your case management system) as part of the testing process to ensure the upgrade has not affected IPS submissions.

4. Young People Scenarios

Import the YP Community CSV file in to your CMS and then make the following changes.

4.1 Objective: To ensure consenting and non-consenting clients are being extracted in accordance with CDS-P requirements

Client 1 (first name initial A, surname initial B)

- consent should be changed from “Yes” to “No” and the episode & interventions closed as at 10/1/2020
- add a new episode with a triage date 21/1/2020 and with episode baseline answers as per the initial episode

4.2 Objective: To ensure that new reference data options for parental question (PARENT) and the new early help fields (EHCS2 & EHCS3) are extracting correctly

Client 2 (first name initial C, surname initial D)

- parental responsibility for child aged under 18 should be changed from “No” to “Yes”
- do any of these children live with the client should be populated with “All of the children live with client” and “children with” field updated to say “3”
- what help are clients children/children living with client receiving? Answer “early help” for Q1, “child in need” for Q2 and “looked after child” for Q3

4.3 Objective: To ensure that new reference data items for episode fields YPGANGS & YPCRIMEX and updated reference data for episode fields YPSSLFHM & YPSSEXEX are extracting correctly

Client 3 (first name initial E, surname initial F)

- has the YP been involved in gangs? Should be changed from “No” to “Yes”
- has the YP been affected by child criminal exploitation at treatment start? Should be changed from “Client declined to answer” to “Yes”
- has the YP self-harmed prior to treatment start? Should be changed from “No” to “Client declined to answer”
- has the YP been sexually exploited prior to treatment start? Should be changed from “Yes” to “Unknown”

4.4 Objective: To ensure that new reference data items for CIRs are extracting correctly

Client 4 (first name initial G, surname initial H)

- add a CIR for the client and CIR Stage (CIRSTAGE) should be “Partial CIR”
- on this CIR, update “Hep B intervention status” (CIRHEPBSTAT) to “Offered & accepted – completed course”
- update “health care assessment date (CIRHLCASSDT)” to the date of the CIR being entered

- on this CIR, update “does the client have parental responsibility for a child aged under 18 (CIRPARENT)” to “No”

4.5 Objective: To ensure that new reference data items for CIRs are extracting correctly
Client 5 (first name initial J, surname initial K)

- add a CIR for the client and CIR Stage (CIRSTAGE) should be “Full CIR”
- complete the CIR in full including the following updates: “is YP subject to a Child Protection Plan (CIRYPCPL)” should be “Currently; “has the YP been offered a screen for sexually transmitted infections(CIRYPESTI)” should be “offered and refused” & “has the YP been offered a screen specifically for chlamydia(CIRYPSCCH)” should be “Assessed as not appropriate to offer”

4.6 Objective: To ensure that new reference data items for YPORs are extracting correctly
Client 6 (first name initial L, surname initial M)

- add a YPOR for the client to include the following: “how well does YP get on with family” (RATEFAM) recorded as “8” and “how well does YP get on with friends (RATEFRI) recorded as “10”

4.7 Objective: To ensure that CDS-P updates to Referral Source (RFLS) and also Discharge Reason (DISRSN) have been updated in the CMS
Client 7 (first name initial N, surname initial P)

- change referral source for this client to “helpline/website”
- discharge the client as “transferred – recommissioning transfer”, please close all interventions also

4.8 Objective: To ensure that records previously submitted to NDTMS but which fall outside of the reporting year are included in the reporting year extract if subsequently edited
Client 8 (first name initial Q, surname initial R)

- change client’s discharge date to 1/11/217 and change discharge reason to “Incomplete – dropped out”

4.9 Objective: To ensure that the structure of the file is correct when a new client is added
Client 9 (first name initial N, surname initial C)

- add a new client called “New, Client”
- this client should have an episode triaged after 1/12/2019
- add a structured intervention including a SIR, a YPOR and a CIR for the client

4.10 Objective: To ensure that csv file created by local CMS conforms to CDS-P guidance

- export the csv file from your system, name it as per your agency code on the NDTMS Vendor test site for example, G4321-20180101-20191231-TREAT-IN-P, ready for upload to NDTMS V2

5. Adult Secure Settings Scenarios

Import the Adult Secure Settings CSV file in to your CMS and then make the following changes.

5.1 Objective: To ensure consenting and non-consenting clients are being extracted in accordance with CDS-P requirements

Client 1 (first name initial A, surname initial B)

- consent should be changed from “Yes” to “No” and the episode & interventions closed as at 10/1/2020
- add a new episode with a triage date 21/1/2020 and with episode baseline answers as per the initial episode

5.2 Objective: To ensure that new reference data options for parental question (PARENT) and the new early help fields (EHCS2 & EHCS3) are extracting correctly

Client 2 (first name initial C, surname initial D)

- parental responsibility for child aged under 18 should be changed from “No” to “Yes”
- do any of these children live with the client should be populated with “All of the children live with client” and “children with” field updated to say “3”
- what help are clients children/children living with client receiving? Answer “early help” for Q1, “child in need” for Q2 and “looked after child” for Q3

5.3 Objective: To ensure that new reference data items for episode fields VETERAN & HIVSTAT are extracting correctly

Client 3 (first name initial E, surname initial F)

- is the client a veteran of the British armed forces? Should be changed from “No” to “Yes”
- is the client HIV positive? Should be changed from “No” to “Unknown”

5.4 Objective: To ensure that new reference data items for episode fields LIVSCRN & NPSUSE are extracting correctly

Client 4 (first name initial G, surname initial H)

- has the client been referred to GP, alcohol nurse or specialise in liver disease for an investigation for alcohol related liver disease? Should be changed from “No” to “Yes”
- has the client used New Psychoactive Substances (NPS) during their episode of treatment? Should be updated to “Yes”

5.5 Objective: To ensure that new reference data items for episode fields MHTINT and MHTXEXIT are extracting correctly

Client 5 (first name initial J, surname initial K)

- in the 28 days prior to custody, was the client engaged in any mental health interventions outside of substance misuse treatment? Should be changed from “No” to “Yes”
- close the episode for the client in full and exit the client from the establishment also
- as part of the data exit process; “did the client receive treatment for their mental health during the current stay” should to updated to “Yes”

5.6 Objective: To ensure that CDS-P updates to Discharge Reason (DISRSN) have been updated in the CMS

Client 6 (first name initial L, surname initial M)

- discharge the client as “transferred – recommissioning transfer”, please close all interventions also

5.7 Objective: To ensure that CDS-P changes to existing reference data for Hep B status (HEPBSTAT) and Hep C status (HEPCSTAT) have been updated

Client 7 (first name initial N, surname initial P)

- change Hep B status from “offered and refused” at episode level to “offered and accepted – not yet had any vaccinations”
- change Hep C status from “assessed as not appropriate to offer” at episode level to “offered and accepted – not yet had a test”

5.8 Objective: To ensure that records previously submitted to NDTMS but which fall outside of the reporting year are included in the reporting year extract if subsequently edited

Client 8 (first name initial S, surname initial T)

- complete client’s prison exit data as follows; prison exit date = 1/11/2017, prison exit reason is ‘released’, prison exit destination is ‘Leeds DAT’, referral on release status is ‘referred to structured treatment provider’, take home naloxone and training information is ‘Yes’, sentenced is ‘Yes’ & referred to Hep C treatment is ‘No’

5.9 Objective: To ensure that the structure of the file is correct when a new client is added

Client 9 (first name initial N, surname initial C)

- add a new client called “New, Client”
- this client should have an episode triaged after 1/12/2019
- add a structured intervention for the client and also add a TOP form

5.10 Objective: To ensure that csv file created by local CMS conforms to CDS-P guidance

- export the csv file from your system, name it as per your agency code on the NDTMS Vendor test site for example, G4321-20180101-20191231-TREAT-IN-P, ready for upload to NDTMS V2

6. Young People Secure Settings Scenarios

Import the Young People Secure Settings CSV file in to your CMS and then make the following changes.

6.1 Objective: To ensure consenting and non-consenting clients are being extracted in accordance with CDS-P requirements

Client 1 (first name initial A, surname initial B)

- consent should be changed from “Yes” to “No” and the episode & interventions closed as at 10/01/2020
- add a new episode with a triage date 21/01/2020 and with episode baseline answers as per the initial episode

6.2 Objective: To ensure that new reference data options for parental question (PARENT) and the new early help fields (EHCS2 & EHCS3) are extracting correctly

Client 2 (first name initial C, surname initial D)

- parental responsibility for child aged under 18 should be changed from “No” to “Yes”
- do any of these children live with the client should be populated with “Some of the children live with client” and “children with” field updated to say “4”
- what help are clients children/children living with client receiving? Answer “child in need” for Q1, “has a child protection plan” for Q2 and “looked after child” for Q3

6.3 Objective: To ensure that new reference data items for episode fields YPGANGS & YPCRIMEX and updated reference data for episode fields YPSSLFHM & YPSSEXEX are extracting correctly

Client 3 (first name initial E, surname initial F)

- has the YP been involved in gangs? Should be changed from “No” to “Yes”
- has the YP been affected by child criminal exploitation at treatment start? Should be changed from “Client declined to answer” to “Yes”
- has the YP self-harmed prior to treatment start? Should be changed from “No” to “Client declined to answer”
- has the YP been sexually exploited prior to treatment start? Should be changed from “Yes” to “Unknown”

6.4 Objective: To ensure that new reference data items for episode fields ACCMNEED, YPLCS, YPSSEXEX & YPSSLFHM are extracting correctly

Client 3 (first name initial E, surname initial F)

- “Accommodation need prior to entry into the secure estate” should be populated with “Independent YP with No Fixed Abode”
- “What was the care status of the young person in the 28 days prior to entry into the secure estate” should be populated with “Not a looked after child or child in need”

- “Was the young person being sexually exploited in the 28 days prior to entry into the secure estate” should be populated with “Unknown”
- “Has the young person self harmed in the 28 days prior to entry into the secure estate” should be populated with “Not Known”

6.5 Objective: To ensure that new reference data items for episode fields YPSESTAT, YPSGP & YPSUSS are extracting correctly

Client 4 (first name initial G, surname initial H)

- “What was the education/employment/training status of the young person in the 28 days prior to entry into the secure estate” should be populated with “Persistent absentee”
- “Was the young person registered with a General Practitioner in the 28 days prior to entry into the secure estate” should be populated with “Yes”
- “Was the young person engaged in unsafe sex in the 28 days prior to entry into the secure estate” should be populated with “Client declined to answer”

6.6 Objective: To ensure that new reference data items for episode fields YPCPL, YPASMFM and YPEBABDA are extracting correctly

Client 5 (first name initial J, surname initial K)

- “Was the young person subject to a Child Protection Plan (CPP) in the 28 days prior to entry into the secure estate” should be populated with “Has never been subject to Child Protection Plan (CPP)”
- “Does the young person feel they were affected by substance misuse in their close family/members of their household in the 28 days prior to entry into the secure estate” should be populated with “Yes”
- “Prior to entry into the secure estate, has the young person ever been affected by domestic abuse” should be populated with “No”

6.7 Objective: To ensure that new reference data items for YPORs are extracting correctly

Client 6 (first name initial L, surname initial M)

- add a YPOR for the client to include the following: “how well does YP get on with family” (RATEFAM) recorded as “4” and “how well does YP get on with friends (RATEFRI) recorded as “3”

6.8 Objective: To ensure that CDS-P updates to Discharge Reason (DISRSN) have been updated in the CMS

Client 7 (first name initial N, surname initial P)

- discharge the client as “transferred – recommissioning transfer”, please close all interventions also

6.9 Objective: To ensure that records previously submitted to NDTMS but which fall outside of the reporting year are included in the reporting year extract if subsequently edited

Client 8 (first name initial Q, surname initial R)

- complete client's prison exit data as follows; prison exit date = 10/11/2017, prison exit reason is 'released', prison exit destination is 'Sheffield DAT' & referral on release status is 'no onward referral'

6.10 Objective: To ensure that the structure of the file is correct when a new client is added

Client 9 (first name initial N, surname initial C)

- add a new client called "New, Client"
- this client should have an episode triaged after 01/12/2019
- add a structured intervention including a YPOR for the client

6.11 Objective: To ensure that csv file created by local CMS conforms to CDS-P guidance

- export the csv file from your system, name it as per your agency code on the NDTMS Vendor test site for example, G4321-20180101-20191231-TREAT-IN-P, ready for upload to NDTMS V2