



Public Health
England

Protecting and improving the nation's health

National Drug Treatment Monitoring System (NDTMS)

CJIT technical definition

Core dataset P

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Revision history

| Version | Author | Purpose/reason |
|---------|-------------------|---|
| 4.1 | L Hughe | <p>Changes since V4.0</p> <ul style="list-style-type: none"> • CJIT date verification matrix added |
| 4.0 | J. Barrett-Wright | <p>CDS P – updates:</p> <ul style="list-style-type: none"> • Add EPISODEID into required fields for extraction on no consent records <p>Dropped fields:</p> <ul style="list-style-type: none"> • All fields in Treatment Outcomes (TOPs) section • IOMS - Client is on Integrated Offender Management Scheme • MAPPA - Client is on MAPPA • REFAGNCY - Agency referred to • EXITDEST - Prison exit destination to <p>New fields:</p> <ul style="list-style-type: none"> • VETERAN - British Armed Forces veteran • UTLA - Upper tier Local Authority • PARENT - Parental responsibility • EHCSC2 - Early help 2 • EHCSC3 - Early help 3 • NALOXISS - Client issued with Naloxone at episode start • NALOXAD - Client ever been administered with Naloxone to reverse overdose <p>Verification rule additions:</p> <ul style="list-style-type: none"> • 38 - Must be Y or N or Z (Client declined to answer) • 61 - If populated, should not contain the same value as EHCSC and EHCSC must not be null • 63 - If populated, field should not contain the same value as Early help 1 and Early help 1 must not be null • 64 - If populated, field should not contain the same value as Early help 1/2 and Early help 1/2 must not be null • 74 - If PARENT is 'Yes' this field should be populated |

| Version | Author | Purpose/reason |
|---------|--------|---|
| | | <p>Re-wording fields/reference items:</p> <ul style="list-style-type: none"> • NATION – Country of birth Field description ‘Nationality’ reworded to ‘Country of birth’ • SEXUALO – Person stated sexual orientation Field description updated from ‘Sexual orientation’ to ‘Client stated sexual orientation’ • PRNTSTAT - How many of these children live with the client? Field description updated from ‘Parental status’ to ‘How many of these children live with the client?’ • CHILDWTH – Children under 18 living with client Field description change from ‘Children living with client’ to ‘Children under 18 living with client’ • EHCSC - What help are the client's children/ children living with the client receiving? Field description changed from ‘Are the client’s children (biological or step, foster, adoptive, guardian) receiving early help or are they in contact with children’s social care?’ to ‘What help are the client's children/ children living with the client receiving?’ |

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1. Introduction

The National Drug Treatment Monitoring System (NDTMS) data helps drug treatment demonstrate the outcomes it achieves for the people it treats and in doing so aids accountability for the money invested in it. NDTMS is a national standard and is applicable to young people and adults within community and secure setting based treatment providers.

This document establishes the technical definition (data schema) for data that is collected as part of the NDTMS criminal justice data set.

It establishes for each item:

- section number:
 1. Client
 2. Episode
 3. Sub intervention review (SIR)
 4. Referral to structured treatment
- field description
- CSV file header
- layout
- verification rules
- CDS introduced

The criminal justice dataset is a national standard and is applicable to adults within community based treatment providers.

This document is intended to be a definitive and accessible source for use. It is not intended to be read from end to end, rather as a reference document, which is utilised by a variety of readers including:

- interpreters of data provided from PHE systems
- suppliers of systems to PHE
- suppliers of systems which interface to PHE systems
- PHE/National Drug Treatment Monitoring System (NDTMS) personnel

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

Please read this document in association with:

- **NDTMS CJIT CSV file format specification** – defines the format of the CSV file used as the primary means of inputting the core data set into NDTMS including the naming standard and layout to be used.
- **NDTMS CJIT reference data** – provides permissible values for each data item
- **NDTMS geographic information** – provides the locality information eg DAT of residence, Local Authority etc.
- **NDTMS business definitions** – provides the explicit definition of each of the fields we collect to ensure data is consistent.

To assist with the operational handling of CSV input files, each significant change to the NDTMS data set is allocated a letter.

The latest version (commonly referred to as the NDTMS data set P) for national data collection will come into effect 1 April 2020.

2. Data entities

The data items listed in this document may be considered as belonging to one of 4 different sections which are used throughout this document. These are:

1. Client
2. Episode
3. Sub intervention review (SIR)
4. Referral to structured treatment

In general, all data is required. Fields marked as 'mandatory' must be provided on all records, all other fields should be provided as and when the client progresses through their treatment.

Note, that if the client has not given consent for the data to be shared with NDTMS, then only AGENCY, CONSENT, CLIENTID and EPISODEID need to be provided – for further clarification please refer to Section 3 below.

CLIENTID, EPISODID, MODID, SUBMID, AND REFERID are included in this document for technical support purposes. It is expected that these values are unique and the nature of their population will depend upon the clinical software used by the agency which produces the NDTMS CSV extract.

All data items should be provided in code values only. Only headers and items relevant to the dataset letter being submitted should be present in the CSV file.

3. Extraction criteria for no consent records

All extraction criteria are covered in the NDTMS CSV file format specification.

Where the client has **not given consent** for their data to be shared with NDTMS, then the CONSENT field should be populated with “N” and the CLIENTID field populated with an identifier which uniquely identifies the client in the source system, since a client can have more than one episode of treatment the EPISODEID for each episode where consent has been withdrawn should also be provided – apart from AGENCY no other fields for this record should be populated.

Note CLIENTID and EPISODEID must be unique and not contain any attributable information; a possible source for this field could be the row number of the client in the source system.

Note: Consent is at the episode level, so it is possible that a client could consent to one episode and then not consent to another (in which case, there would be 2 records).

Software suppliers should produce one record for each no consent episode. If a client had 3 episodes (2 of which are no consent) then the software supplier should produce 2 no consent records eg one record per no consent episode and the full consented to episode.

Software suppliers should only extract no consent rows for those episodes in the date parameter of the file they are producing. Example: If the software provider is producing the recommended reporting year extract which currently includes clients still open or discharged on or after 1 January 2018, then only no consent clients who also fit this criteria should be provided in the CSV file.

4. Criminal justice data set fields

| 1. Client details | | | | | |
|-------------------|-------------------------------------|-----------------|----------|------------------|----------------|
| Col No | Field description | CSV file header | Layout | Additional rules | CDS introduced |
| 1 | Client ID | CLIENTID | C(36) | 1; 2; 20; 47 | CDS – L/Jan 14 |
| 2 | Initial of client's first name | FINITIAL | A(1) | 1; 2 | CDS – L/Jan 14 |
| 3 | Initial of client's surname | SINITIAL | A(1) | 1; 2 | CDS – L/Jan 14 |
| 4 | Client date of birth | DOB | YYYYMMDD | 1; 2; 3; 6, 7 | CDS – L/Jan 14 |
| 5 | Client sex at registration of birth | SEX | N(1) | 1; 2; 4; 93 | CDS – L/Jan 14 |
| 6 | Ethnicity | ETHNIC | C(2) | 1; 4 | CDS – L/Jan 14 |
| 7 | Country of birth | NATION | C(3) | 1; 4 | CDS – L/Jan 14 |
| 8 | CJIT Agency code | AGNCY | C(5) | 1; 2; 20 | CDS – L/Jan 14 |
| 9 | Client reference | CLIENT | C(max36) | 1; 2; 47 | CDS – L/Jan 14 |

| 2. Episode details | | | | | |
|--------------------|--------------------------------|-----------------|--------|------------------|------------------|
| Col No | Field description | CSV file header | Layout | Additional rules | CDS introduced |
| 10 | Episode ID | EPISODID | C(36) | 1; 2; 20; 47 | CDS – L/Jan 14 |
| 11 | Software system and version ID | CMSID | C(50) | 1; 2 | CDS - N / Apr 17 |
| 12 | Consent for NDTMS | CONSENT | A(1) | 1; 2; 4; 20 | CDS – L/Jan 14 |
| 13 | Postcode | PC | C(8) | 1; 28 | CDS – L/Jan 14 |

| 2. Episode details | | | | | |
|---------------------------|--|------------------------|---------------|-------------------------|-----------------------|
| Col No | Field description | CSV file header | Layout | Additional rules | CDS introduced |
| 14 | DAT of residence | DAT | C(4) | 1; 2; 4 | CDS – L/Jan 14 |
| 15 | Upper tier local authority | UTLA | C(9) | 1; 4 | CDS - P/Apr 20 |
| 16 | Date of event which prompted this contact | REFLD | YYYYMMDD | 1; 2; 3; 7; 31 | CDS – L/Jan 14 |
| 17 | What prompted the contact | CJRFLS | N(2) | 1; 4; | CDS – L/Jan 14 |
| 18 | Contact/Assessment date | TRIAGED | YYYYMMDD | 1; 2; 3; 7; 9 | CDS – L/Jan 14 |
| 19 | Offence | OFFENCE | N(2) | 1; 4 | CDS – L/Jan 14 |
| 20 | DAT/LA or Prison transferred from | PRISON | C(5) | 1; 4 | CDS – L/Jan 14 |
| 21 | Client stated sexual orientation | SEXUALO | (1) | 1; 4 | CDS - N/Apr 17 |
| 22 | Pregnant | PREGNANT | A(1) | 1; 4; 93 | CDS – L/Jan 14 |
| 23 | Religion | RELIGION | A(1) | 1; 4 | CDS - N/Apr 17 |
| 24 | Disability 1 | DISABLE1 | C(2) | 1; 2; 4 | CDS - N/Apr 17 |
| 25 | Disability 2 | DISABLE2 | C(2) | 1; 2; 4; 95 | CDS - N/Apr 17 |
| 26 | Disability 3 | DISABLE3 | C(2) | 1; 2; 4; 96 | CDS - N/Apr 17 |
| 27 | Drinking days (how many drinking days in last 28 days) | ALCDDAYS | N(2) | 1; 4; 23; 27 | CDS – L/Jan 14 |
| 28 | Units of alcohol (on a typical drinking day) | ALCUNITS | N(3) | 1; 4; 24; 27 | CDS – L/Jan 14 |
| 29 | Accommodation need | CJACCMNEED | N(1) | 1; 4; | CDS – L/Jan 14 |
| 30 | British Armed Forces veteran | VETERAN | A(1) | 1; 4 | CDS – P/Apr 20 |
| 31 | Parental responsibility for children under 18 | PARENT | A(1) | 1; 4; 38 | CDS – P/Apr 20 |

| 2. Episode details | | | | | |
|---------------------------|---|------------------------|---------------|-------------------------|-----------------------|
| Col No | Field description | CSV file header | Layout | Additional rules | CDS introduced |
| 32 | Parental status – Do any of these children live with the client? | PRNTSTAT | N(2) | 1; 4; 74 | CDS-N / Apr 17 |
| 33 | Children under 18 living with client | CHILDWTH | N(2) | 1; 4 | CDS-N / Apr 17 |
| 34 | What help are the client's children/ children living with the client receiving? | EHCS | N(2) | 1; 4 | CDS-N / Apr 17 |
| 35 | What help are the client's children/ children living with the client receiving? (2) | EHCS2 | N(2) | 1; 4; 61 | CDS – P/Apr 20 |
| 36 | What help are the client's children/ children living with the client receiving? (3) | EHCS3 | N(2) | 1; 4; 61; 63 | CDS – P/Apr 20 |
| 37 | Problem substance No 1 | DRUG1 | N(4) | 1; 2; 4 | CDS – L/Jan 14 |
| 38 | Route of administration of problem substance No 1 | ROUTE | N(1) | 1; 4 | CDS – L/Jan 14 |
| 39 | Problem substance No 2 | DRUG2 | N(4) | 1; 4 | CDS – L/Jan 14 |
| 40 | Problem substance No 3 | DRUG3 | N(4) | 1; 4 | CDS – L/Jan 14 |
| 41 | Injecting status | INJSTAT | A(1) | 1; 4 | CDS – L/Jan 14 |
| 42 | Caseload start date | CPLANDT | YYYYMMDD | 1; 14; 84 | CDS – L/Jan 14 |
| 43 | Has the client been issued with Naloxone at episode start? | NALOXISS | N(1) | 1; 4 | CDS – P/ Apr 20 |
| 44 | Naloxone administered to reverse the effects of an overdose? | NALOXAD | A(1) | 1; 4 | CDS – P/Apr 20 |
| 45 | Closure date | DISD | YYYYMMDD | 1; 3; 7; 10; 13; 84; 85 | CDS – L/Jan 14 |
| 46 | Closure reason | CJDISRSN | N(2) | 1; 4; 13 | CDS – L/Jan 14 |

| 3. Treatment intervention details | | | | | |
|--|---|------------------------|---------------|-------------------------|-----------------------|
| Col No | Field description | CSV file header | Layout | Additional rules | CDS introduced |
| 47 | Sub intervention ID | SUBMID | C(36) | 1; 5; 47 | CDS – L/Jan 14 |
| 48 | Recovery support assessment date | SUBMODDT | YYYYMMDD | 1; 5; 89; 90; 91; 92 | CDS – L/Jan 14 |
| 49 | Client provided with peer support involvement | RECPEER | A(1) | 1; 4 | CDS – L/Jan 14 |
| 50 | Client provided with facilitated access to mutual aid | RECMAID | A(1) | 1; 4 | CDS – L/Jan 14 |
| 51 | Client provided with family support | RECFMSP | A(1) | 1; 4 | CDS – L/Jan 14 |
| 52 | Client provided with parenting support | RECPRNT | A(1) | 1; 4 | CDS – L/Jan 14 |
| 53 | Client provided with housing support | RECHSE | A(1) | 1; 4 | CDS – L/Jan 14 |
| 54 | Client provided with employment support | RECEMP | A(1) | 1; 4 | CDS – L/Jan 14 |
| 55 | Client provided with education and training support | RECEDUT | A(1) | 1; 4 | CDS – L/Jan 14 |
| 56 | Client provided with supported work projects | RECWPRJ | A(1) | 1; 4 | CDS – L/Jan 14 |
| 57 | Client provided with recovery check ups | RECCHKP | A(1) | 1; 4 | CDS – L/Jan 14 |
| 58 | Evidence-based psychosocial interventions to support relapse prevention | RECRLPP | A(1) | 1; 4 | CDS – L/Jan 14 |
| 59 | Client provided with complementary therapies | RECCMPT | A(1) | 1; 4 | CDS – L/Jan 14 |
| 60 | Client provided with mental health interventions | RECGNH | A(1) | 1; 4 | CDS – L/Jan 14 |

| 3. Treatment intervention details | | | | | |
|-----------------------------------|--|-----------------|--------|------------------|----------------|
| Col No | Field description | CSV file header | Layout | Additional rules | CDS introduced |
| 61 | Client provided with smoking cessation interventions | RECSMOC | A(1) | 1; 4 | CDS – N/Apr 17 |
| 62 | Has there been facilitation to domestic abuse/violence support | RECDOMV | A(1) | 1; 4 | CDS-N / Apr 17 |

| 4. Referred to Structured Treatment | | | | | |
|-------------------------------------|---------------------------------------|-----------------|----------|------------------|----------------|
| Col No | Field description | CSV file header | Layout | Additional rules | CDS introduced |
| 63 | Referral to structured treatment ID | REFERID | C(36) | 1; 5; 47 | CDS – L/Jan 14 |
| 64 | Referral date to structured treatment | REFDATE | YYYYMMDD | 1; 3; 5 | CDS – L/Jan 14 |

Key:

- N Numeric
- A Alphabetic (upper case)
- C Alphanumeric
- DD Numeric day (including a leading zero, if relevant)
- MM Numeric month (including a leading zero, if relevant)
- YYYY Numeric year

5. Verification rules

When the data is received by NDTMS, it is subjected to a validation process. Each data item will be subjected to none, one or more verification rules. Note this list refers to the most significant validations performed only.

| Rule no | Description |
|---------|--|
| 1 | There must be no leading or trailing spaces in any field |
| 2 | Field is mandatory if CONSENT for NDTMS is Yes |
| 3 | Must be a valid date, down to the day (eg in the form YYYYMMDD) |
| 4 | Must be as specified in the appropriate section of the reference data document |
| 5 | Item is mandatory if any items in this section are not null |
| 6 | Date of Birth must be after 1902, and before Date of the event which prompted this contact, reporting period end date (One year plus one day before Date of the event which prompted this contact) |
| 7 | Date must be historic (i.e. on or before the current date) |
| 9 | Contact/Assessment date must occur on or after the Date of the event which prompted this assessment and before Closure Date |
| 10 | Closure Date must occur on or after the Date of the event which prompted this assessment and Contact/Assessment Date |
| 13 | Closure Reason must be provided if Closure Date is present (and vice versa) |
| 14 | Caseload Start Date must occur on or after the Contact/Assessment date and on or before Closure Date |
| 20 | If Consent for NDTMS is not Y then Client ID must be given and an agency code |
| 23 | Number of days must be a value between 0 and 28 (inclusive) |
| 24 | Units of Alcohol must be a value between 0 and 200 (inclusive) |
| 27 | Drinking Days must be provided if Units of Alcohol is present (and vice versa) |
| 28 | The Post Outcode and the Post Incode) Only partial postcodes should be submitted and must be separated by a space (e.g NW7 3). For NFA the postcode should be ZZ99 3. |

| | |
|----|---|
| 31 | Date must be on or after Date of Birth (plus 1 year and 1 day) |
| 47 | Must be unique and not hold or be composed of attributers which might identify the individual |
| 61 | If populated, should not contain the same value as EHCSC and EHCSC must not be null |
| 63 | If populated should not contain the same value as EHCSC2 and EHCSC2 should not be null |
| 74 | If PARENT is 'Yes' this field should be populated |
| 84 | An episode should only be extracted if it has a caseload start or closure date. (Extract criteria) |
| 85 | A referral to structured treatment cannot be added after the episode closure date. (Extract criteria) |
| 89 | A sub intervention cannot be entered after the caseload closure date |
| 90 | A sub Intervention should only be saved where there is a caseload start date |
| 91 | The sub Intervention assessment date should be before the caseload closure date |
| 92 | The sub intervention assessment date cannot be before the caseload start |
| 93 | When selected gender is male, PREGNANT does not need to be populated |
| 95 | If populated field should not contain the same value as Disability 1 AND Disability 1 must not be null |
| 96 | If populated filed should not contain the same value as Disability 1 or Disability 2 AND Disability 1 & Disability 2 must not be null |

CJIT date verification rules matrix

Read along the row then up the column

| | | A | B | C | E | F | H | I | J | K |
|---|---|------|-------|------------------|-------|---------|---------|------|----------|---------|
| | Data Item | 1902 | Today | DOB ¹ | REFLD | TRIAGED | CPLANDT | DISD | SUBMODDT | REFDATE |
| 1 | 1902 | X | < | ≥ | < | < | < | < | < | X |
| 2 | Today | > | X | > | ≥ | ≥ | ≥ | ≥ | ≥ | X |
| 3 | DOB - Date of birth of client ¹ | ≥ | < | X | < | < | < | < | < | X |
| 4 | REFLD - Date of event which prompted this contact | > | ≥ | > | X | ≥ | ≥ | ≥ | ≥ | X |
| 5 | TRIAGED - Contact/ assessment date | > | ≥ | > | ≥ | X | ≥ | ≥ | ≥ | X |
| 6 | CPLANDT - Caseload start date | > | ≥ | > | ≥ | ≥ | X | ≥ | ≥ | X |
| 7 | DISD - Closure date | > | ≥ | > | ≥ | ≥ | ≥ | X | ≥ | X |
| 8 | SUBMODDT - sub intervention review date | > | ≥ | > | ≥ | ≥ | ≥ | ≥ | X | X |
| 9 | REFDATE - Referral date to structured treatment | > | ≥ | > | ≥ | ≥ | X | ≥ | X | X |

¹ Date of birth must be at least 1 year and 1 day prior to today

| |
|------------------------|
| Key: |
| < Prior to |
| > After |
| <= Prior to or on |
| >= After or on |
| X No verification rule |

Appendix A – data structure

See NDTMS CSV file format document for full details of data structure and extraction:

www.gov.uk/government/publications/csv-file-format-for-criminal-justice-intervention-teams

For files containing sub-modality and referred to structured treatment data:

When providing Sub Modality data, No Referred to Structured Treatment data may be, provided on the same row.

When providing Referred to Structured Treatment data, No Sub Modality data may be provided on the same row.

In all cases, both client and episode data must be included in all rows.