Financial and Residential Activity Collection (FRAC) Data Collection Guide

Statistical Services Branch

2021-2022

Version 1.0

Table of Contents

1. Overview

The Financial and Residential Activity Collection (FRAC) is an annual collection of **recurrent** expenditure, revenue, staffing and other hospital related data reported by the three hierarchical levels of the public health system; being declared public hospitals (acute and psychiatric), Hospital and Health Services[1] (HHSs) and the jurisdiction (the State).

Financial and residential activity reporting is mandatory and is prescribed in the Data Supply Requirements, Appendix 1 Reference Documents of the HHS Service Agreements.

Data reported to the FRAC is used as a source of information for:

- Local Hospital Networks/Public hospital establishments NMDS 2021-22 (PHE-NMDS)
- Queensland Health Block Funded Hospitals Funding Model
- Report on Government Services (RoGS)
- Australian Government's My Hospitals and
- Independent Health and Aged Care Pricing Authority (IHACPA)

Expenditure reported to the FRAC should align to the annual expenditure data reported as part of the annual National Hospital Cost Data Collection (NHCDC).

The NHCDC is the collection of public hospital cost data from a range of public hospital facilities nationally. The objective of the NHCDC is to provide all governments with a robust dataset, developed using nationally consistent methods of costing hospital activity. The dataset is used for benchmarking, funding and planning hospital services and is the primary dataset used to develop the National Efficient Price and produce weights for the funding of public hospital services on an activity basis.

Queensland Health, in keeping with the Addendum to the National Health Reform Agreement, is required to attest as to the completeness and quality of NHCDC data submitted by providing a Statement of Assurance.

Specifically, this statement includes:

- steps taken to promote completeness and accuracy of activity data
- efforts applied to ensure the classification of activity was in accordance with the current year's standards, data plans and determinations
- variations in activity volumes and movements between activity-based funding and block funding, and
- as determined by the signing officer, other information deemed useful and relevant.

In preparation for these submissions, it is critical that clinical costing data is finalised, complete and available to Healthcare Purchasing and Funding Branch (HPFB), Healthcare Purchasing and System Performance Division by the requested date (see memoranda to HHSs and Mater Health Services).

---

[1] Referred to as Local Hospital Network (LHN) nationally.

2. Scope

The scope of the FRAC includes components relative to the three hierarchical levels of the public hospital system:

- **public acute and psychiatric hospitals** (PHE component)
- **HHS**[2] (excluding public acute and psychiatric hospitals) (HHS component)
    - HHS reporting is the 'gap amounts' i.e. total HHS minus all of the declared public hospitals in the HHS and includes the non-hospital facilities of the HHS.
- **jurisdiction** (public hospital services managed by the State e.g. Surgery Connect, Community Services Funding Branch)

3. Data Collection Approach

The FRAC is managed overall by the Statistical Services Branch (SSB), with the data collection approach being that the HPFB prepare, distribute and validate in-scope expenditure, product stream and human resources (HR) data; and SSB receive and validate revenue, specialised services, teaching and accreditation status data. The SSB compiles and provides the complete Queensland Health's data submission to the Australian Institute of Health and Welfare (AIHW).

Recurrent expenditure, product streams and staffing

Information on recurrent expenditure, product streams and staffing is found in this info sheet.

Revenue, Specialised Services, Teaching and Accreditation Status data

The FRAC form types required to be completed by reporting entities are:

Type of Data	Reporting Entity	FRAC Form Name
Revenue	Hospital	MTHACFR3
	HHS	MTHACFR3
	State	MTHACFR3
Specialised Services	Hospital	MTHACFR7
Teaching Status	Hospital	MTHACFR10
Accreditation Status	Hospital	MTHACFR11

Revenue, Specialised Services, Teaching Status and Accreditation Status data are to be supplied by populating FRAC form templates, then uploading through the MAC Online application to the SSB. The MAC Online User Guides provide information on using this application.

---

[2] Includes non-hospital facilities e.g. community health centres, primary health care centres, nursing homes, aged care and other residential care type facilities and Multi Purpose Health Services (MPHSs)

> **Note:**
>
> FRAC templates must **not** be altered in any way. Modified templates will not upload to MAC Online, preventing data submission.

Data validation

Data entered into a FRAC form are validated at source before the form can be submitted for HHS Chief Executive approval. Validation exceptions are raised when the reported activity for the reference year is compared to the previous year and fails predetermined acceptance criteria (e.g. variance percentage is high, same value both periods, null values etc).

Reporting entities must respond to validation exceptions with relevant and meaningful comments that detail the reason/s for the data reported. Comments provided are retained within SSB's databases and are utilised to respond to queries raised from within the Department of Health as well as the Commonwealth Government. Therefore, it is important that the comments provided clearly state the reasons for the variations. Reporting entities will be contacted by SSB seeking comments on data anomalies that appear where adequate comments are not provided.

In addition to validations applied by the MAC Online application, the SSB also undertake manual data quality checks to ensure the quality of the data and, where necessary, contact HHSs for explanation or amendment to data. This may include data quality, time-series validation checks raised by the Australian Institute of Health and Welfare where the Department is required to seek further clarification and/or commentary on the data as reported.

Nil activity report

If there is no information to report on a FRAC form, a nil return is required to be submitted in MAC Online. When uploading a nil statement, please ensure the financial year, facility name and facility ID fields are completed. The Nil Data button on the 'Data Entry' screen can also be used to submit a nil statement:

| - | MTHACFR3 (v4) | 1 | 00201 | ROYAL BRISBANE & WOMEN'S HOSPITAL | 01-JUL-19 to 30-JUN-20 | NEW | 30-SEP-2020 | OPEN | Upload | 0 | Nil Data |

Resubmission of FRAC data

> **Resubmission of data requires that the previously submitted form be "unlocked" in MAC Online and <u>uploaded again</u>.**
>
> **DO NOT amend figures directly into the form in MAC Online using the edit function.**

4.   Further information

New/amended General Ledger codes

General ledger account codes for 2021-2022 were sourced from the Finance Branch and based on the new S/4 general ledger Chart of Accounts.

Account Hierarchy

The 'FRAC' account code hierarchy created in S/4HANA is specifically used to support AIHW reporting requirements. As required, the Financial and Asset Accounting team provide advice as to the correct mapping for any expenditure and revenue account codes (as per the Queensland Health Chart of Accounts).

This account hierarchy is incorporated in DSS 'FRAC' reports within the 'Finance' folder to assist with expenditure and revenue reporting where required.

The Department of Health job codes have been mapped to AIHW staffing categories in the 'HR Payroll SAP' folder to assist with 'FRAC' FTE and salaries & wages reporting.

FRAC Contacts

FRAC Contacts	
Healthcare Purchasing and Funding Branch	Colin McCrow Manager Activity Costing (HFCU) phone: 07 3708 5894 email: colin.mccrow@health.qld.gov.au
Statistical Services Branch	Joanne Georgiou Manager Statistical Collections and Integration phone: 07 3708 5661 email: joanne.georgiou@health.qld.gov.au

5.   Abbreviations

Abbreviation	Description
AIHW	Australian Institute of Health and Welfare
DSS	Decision Support System
FRAC	Financial and Residential Activity Collection
FTE	Full-time Equivalent
HHS	Hospital and Health Service
HPFB	Healthcare Purchasing and Funding Branch
HR	Human Resources
IHACPA	Independent Health and Aged Care Pricing Authority
MAC	Monthly Activity Collection
LHN/PHE NMDS	Local Hospital Networks / Public Health Establishments National Minimum Data Set
SSB	Statistical Services Branch