

Health Accounts Course

Module 5:

The Health Accounts Production Tool

Submodule 5.2:

Study Setup – Starting with HAPT



Content

- Creating a new HAPT study
 - Add a new study from scratch
 - Importing studies from the old HAPT
- Steps to produce Health Accounts with HAPT
- Defining currencies
- Setting up classifications
 - Adding new classifications
 - Adapting classifications
 - Importing classifications
- Notifications
- Preparing your Health Accounts
 - Policy questions
 - Financial flow chart

Additional Content:

- Suggested reading
- Questions and answers

Creating a new HAPT study

Several ways to create a study:

Add a new study
from scratch

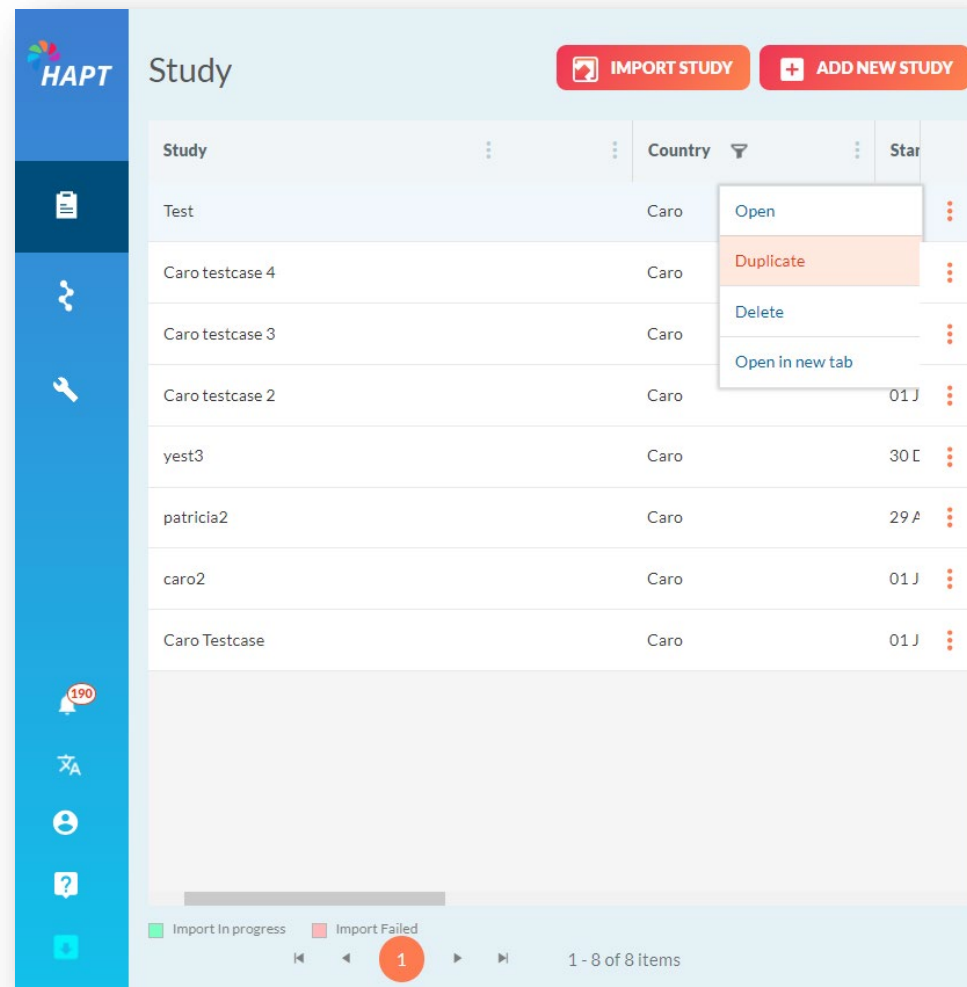
The best way if this is your first study. Select “Add New Study” from the study list.

Import a study
from the old
Production Tool
(old HAPT)

If you have already created studies with the old HAPT, import your work and continue with new possibilities of the new HAPT. No need to reimport your data or redo your settings.

Duplicate another
study

If you have already created a study in the new HAPT, you can duplicate it and adapt it with new data (e.g. new year). It is also helpful to back up your study before doing major changes.



The screenshot shows the HAPT Study management interface. On the left is a blue sidebar with icons for Home, Study, Settings, and Help. The main area is titled 'Study' and contains a table of studies. At the top right are buttons for 'IMPORT STUDY' and 'ADD NEW STUDY'. A context menu is open over the 'Test' study row, showing options: 'Open', 'Duplicate' (highlighted in orange), 'Delete', and 'Open in new tab'. The table has columns for Study, Country, and Start date. The bottom of the interface shows a status bar with 'Import In progress' and 'Import Failed' indicators, a pagination control showing '1' of 8 items, and a total count of '1 - 8 of 8 items'.

Study	Country	Start
Test	Caro	
Caro testcase 4	Caro	
Caro testcase 3	Caro	
Caro testcase 2	Caro	01 J
yest3	Caro	30 E
patricia2	Caro	29 A
caro2	Caro	01 J
Caro Testcase	Caro	01 J

Add a new study from scratch

Add New Study

Name *

Caro testcase

Description ⓘ

This is a testcase for training purposes

Country *

Caro

ICD Version *

ICD10

Country can not be edited later in study

Year *

2023

Start Date *

01-January-2023

End Date *

31-December-2023

CANCEL

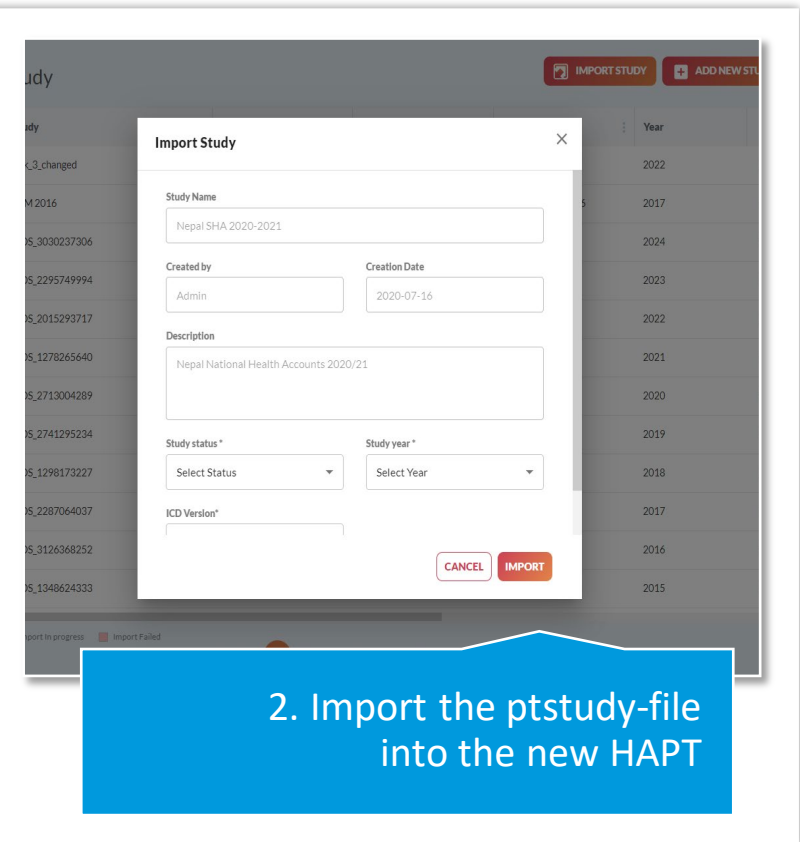
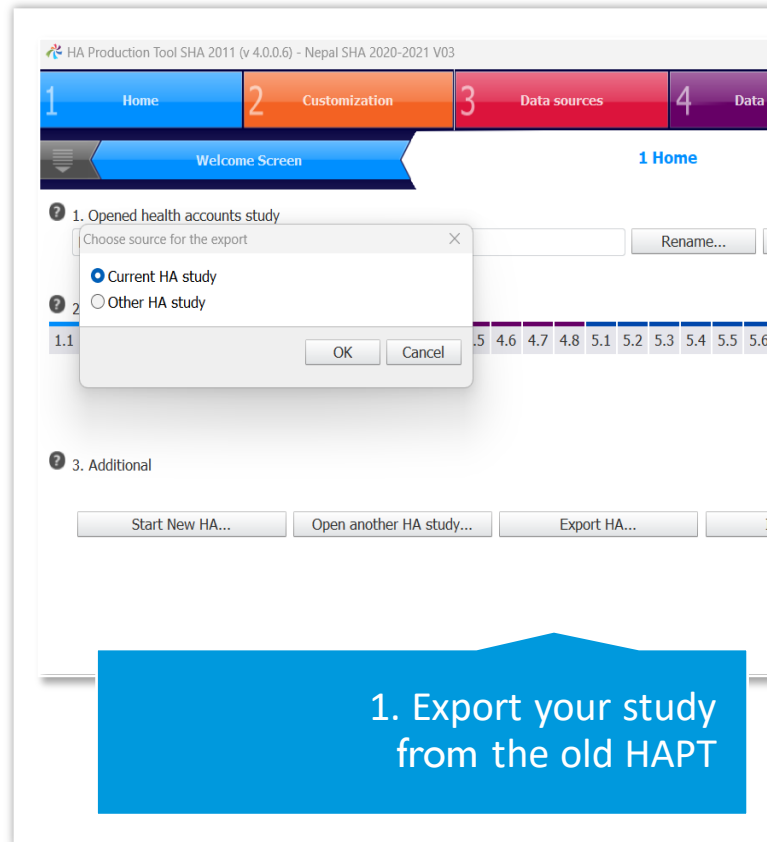
ADD

- To create a new study from scratch, select 'Add new Study' from the top right corner of the study list.
- In the 'Add new Study' dialogue fill in the fields. Fields marked with a star (*) are mandatory.
- Provide a detailed description of your health accounts and the situation in your country. Also describe specific issues with the study or the data. Be as specific as possible to provide the best information to other people not aware of the situation in your country.
- The ICD version cannot be changed once the study is created.
- Select either calendar year or government fiscal year. The end date is automatically set to a duration of one year.
- Choose the 'Year' that covers most of the given period.

Importing studies from the old HAPT

2 steps to import your old studies into the new HAPT:

The imported studies contain all data from the old PT, including your Data Sources, Currencies, Double Counting Rules, Data Weightings, as well as your user defined Reports, Tables and Classifications.



Steps to produce Health Accounts with HAPT

1

Setup your Study: Good preparation will save you a lot of time. Be sure which classifications and categories you need. Also get a picture of the flows you will need to include. Answer health policy questions regarding your country's current situation.

2

Prepare and collect data: Try to complete data collection at the beginning. Check completeness with your flow chart. When it is necessary to prepare the data in Excel, document your steps. Check your data for double counting.

3

Map data to SHA codes: Try to automate steps but ensure quality. Use all functionalities provided by the tool, it will help you save time. Make a note of your steps!

4

Validate your data: Check for warnings, errors and flagged rows. Compare your output graphs with the flow chart of the preparation module. Check tables for consistency and completeness. Analyse your results over time and with the help of timeseries delivered by the tool.

Defining currencies

- To edit currency settings, go to [Study Setup >> Currency](#)
- The default currency is pre-selected by the tool but can be changed by the user.
- Additional currencies can be added if data is also delivered in other currencies.
- You can analyse your data in national currencies and US Dollars in the Analysis Section of HAPT. There is no need to add currencies here for this purpose.

The screenshot displays the HAPT web application interface for defining currencies. The top navigation bar shows the study name 'Caro Testcase' and the date range '01.01.2020 - 31.12.2020 | 16.05.2023'. The 'STUDY SETUP' tab is selected, and the 'Currency' sub-tab is active. The 'Default Currency' is set to 'Caro Dollar (CRD)'. An 'ADD NEW CURRENCY' button is visible. The table below lists the 'Other Currency' and 'Exchange Rate'. The first entry is 'US Dollar (USD)' with an exchange rate of '1 US Dollar (USD) = 1 Caro Dollar (CRD)'. The pagination bar at the bottom indicates '1 - 1 of 1 items'.

Other Currency	Exchange Rate
US Dollar (USD)	1 US Dollar (USD) = 1 Caro Dollar (CRD)

Setting up classifications – Adding new classifications

- There are several **obligatory classifications (FS, HF, HC, HP, HK)** that cannot be switched off and should be used for all studies.
- **Selecting the classifications** is an essential step in producing health accounts. You can easily switch the ruler to de-/select non-mandatory classifications.
- It is highly recommended to select your classifications **before importing data**, although you can also de-/select additional classifications later.
- You can also add **user defined classifications** by clicking “Add new classifications”. These classifications will appear in orange letters.

< All studies Caro Testcase | Caro | 01.01.2020 - 31.12.2020 | 30.01.2024 | View details

Set as Final ☐ 0.

STUDY SETUP DATA COLLECTION MAPPING VALIDATION

Currency Classifications Preparation Module

Sync Data ADD NEW CLASSIFICATION

Note: Please remove conflicting classification/categories and then only perform Sync operation

Please sync classification data to get updated values

<input type="checkbox"/>	Expenditure	Classifications	Mapping Levels	Change Order Up/Down	Select for study	
<input type="checkbox"/>	Current	FS,RI Current health expenditure by institutional units providing reve...	6	↑ ↓	<input type="checkbox"/>	
<input type="checkbox"/>	Current	FS Revenues of health care financing schemes	6	↑ ↓	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Current	FA Financing agents	6	↑ ↓	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Current	HF Financing schemes	6	↑ ↓	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Current	HP Health care providers	6	↑ ↓	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Current	HC Health care functions	6	↑ ↓	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Current	FP Factors of health care provision	6	↑ ↓	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Current	DIS Classification of diseases / conditions	6	↑ ↓	<input checked="" type="checkbox"/>	

SHA Framework Programme (not SHA) User defined

Setting up classifications – Adapting classifications


You can also adapt the classifications that are already in the tool by creating customised categories. But there are restrictions:

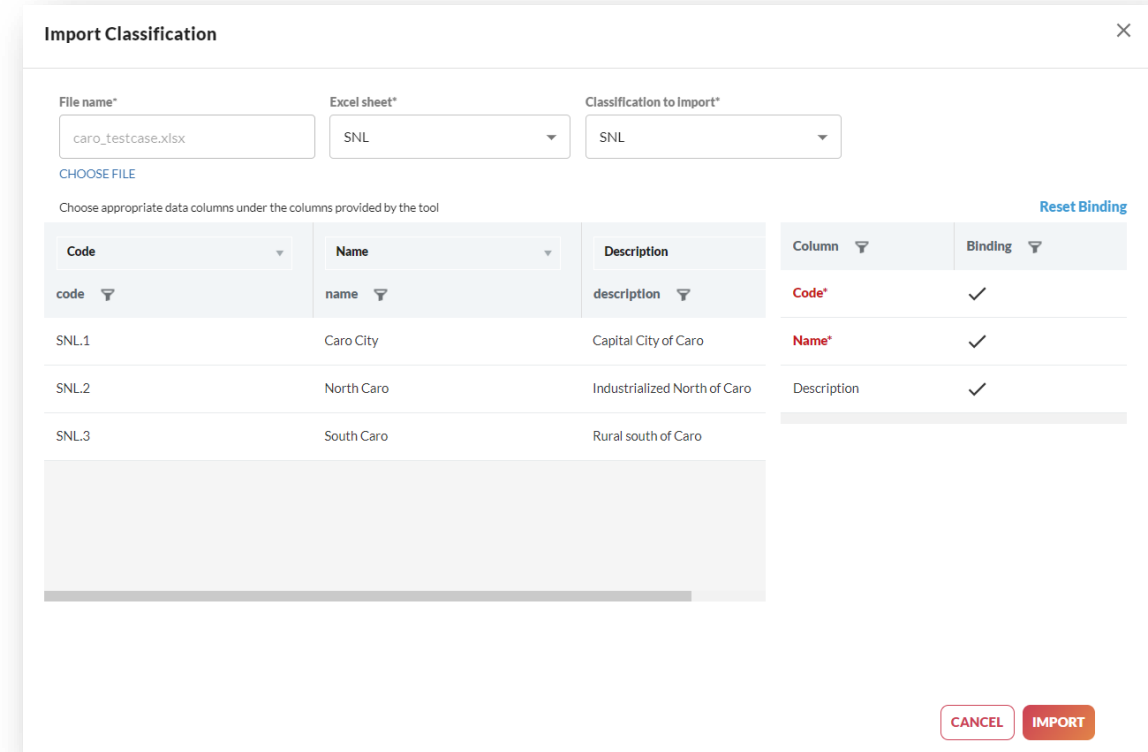
- You **cannot** add categories at the same level as **SHA categories** (blue font colour), as the framework should be consistent and comparable across all countries.
- You can add customised categories at the same level as Programme (not SHA) categories (black font colour) and for **User defined classifications/categories** (orange font colour) .
- You cannot create subcategories under .nec items, ("not elsewhere classified") as .nec must be the lowest level.

Classifications	
▼ HC.6 Preventive care	
▶ HC.6.1 Information, education and counselling (IEC) programmes	
▼ HC.6.2 Immunization programmes	
HC.6.2.1 Routine immunization programmes	
HC.6.2.2 Mass immunization campaigns	
<input type="checkbox"/> HC.6.2.4 Test	
HC.6.2.nec Other and unspecified immunization programmes	
HC.6.3 Early disease detection programmes	
<div><div></div> SHA Framework</div> <div><div></div> Programme (not SHA)</div> <div><div></div> User defined</div>	

Setting up classifications – Importing classifications

If several changes are necessary, it may be easier to import them from Excel or other studies.

1. To open the import classifications dialogue, open your study and go to [Study Setup >> classifications](#). Then click on the import icon  in the upper right corner.
2. You can import classifications from other studies and from an Excel spreadsheet.
3. Specify the classification into which you want to import.
4. When importing from Excel, you need to bind the columns by selecting the appropriate column names of your Excel sheet. If the names are the same, the columns are bound automatically.
5. Click import when finished and check notifications for any errors.



Import Classification

File name* Excel sheet* Classification to Import*

[CHOOSE FILE](#)

Choose appropriate data columns under the columns provided by the tool

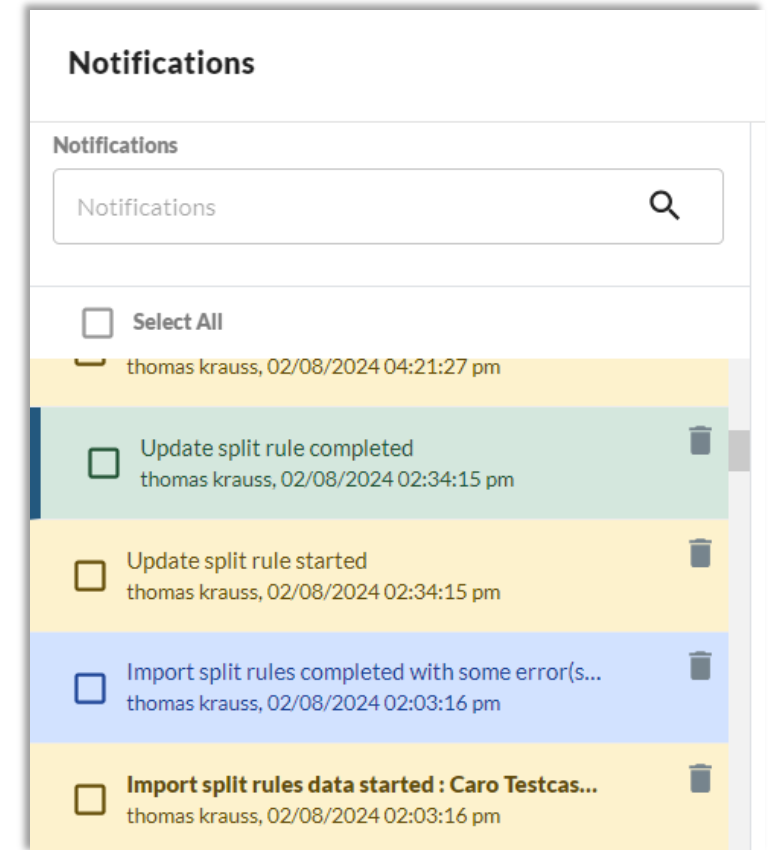
Code	Name	Description	Column	Binding
code	name	description	Code*	✓
SNL.1	Caro City	Capital City of Caro	Name*	✓
SNL.2	North Caro	Industrialized North of Caro	Description	✓
SNL.3	South Caro	Rural south of Caro		

[Reset Binding](#)

[CANCEL](#) [IMPORT](#)

Notifications

- Useful and important messages are displayed in the Notifications area, which you can open from the left side menu.
- Check notifications frequently, especially after import.
- Content may change depending on the country that is currently open.
- All messages regarding the country currently open are displayed, even those of other users.
- Search for messages and check date and time stamp to keep the overview.
- Sometimes exported files must be downloaded from the notifications centre.





- Green** Operation was successful
- Yellow** Operation started/in progress
- Blue** Operation completed with some errors
- Red** Operation failed

Preparing your Health Accounts – Policy Questions

Answer health policy questions regarding your country's current situation.

These questions help to improve your own understanding of the health care situation in your country, accounting quality and completeness, and to increase the credibility of the data produced. They are also essential to enable external stakeholders to better understand your health accounts.

[All studies](#) | **Caro Testcase** | **Caro** | 01.01.2020 -31.12.2020 | 30.01.2024 | [View details](#) | Set as Final ☐   0.

STUDY SETUP

DATA COLLECTION

MAPPING

VALIDATION

Currency

Classifications

Preparation Module

Document Policy Questions

Graphical Flow

Is there a mandatory salary-based health insurance scheme in your country ?

Enter answer

Is there a mandatory salary-based health insurance scheme in your country ?

Enter answer

If yes, are employers also contributing on top of employees?

Enter answer

If yes, are employers also contributing on top of employees?

Enter answer

If yes, is enrolment possible for self-employed people (informal sector)?

Enter answer

If yes, is the Government subsidizing the enrolment for any particular group (elder people, deprived population)?

Enter answer

If yes, is the Government subsidizing the enrolment for any particular group (elder people, deprived population)?

Enter answer

If yes, is the Government subsidizing the enrolment for any particular group (elder people, deprived population)?

Enter answer

Is the Government funding line towards voluntary health insurance companies?

Enter answer

Is the Government funding line towards voluntary health insurance companies?

Enter answer

Is the Government funding line towards local NGOs and/or Foundations?

Enter answer

Is the Government funding line towards local NGOs and/or Foundations?

Enter answer

Is the Treasury receiving foreign monies that are ultimately spent on health? More specifically, are these lines being disbursed following national rules/procedures?

Enter answer

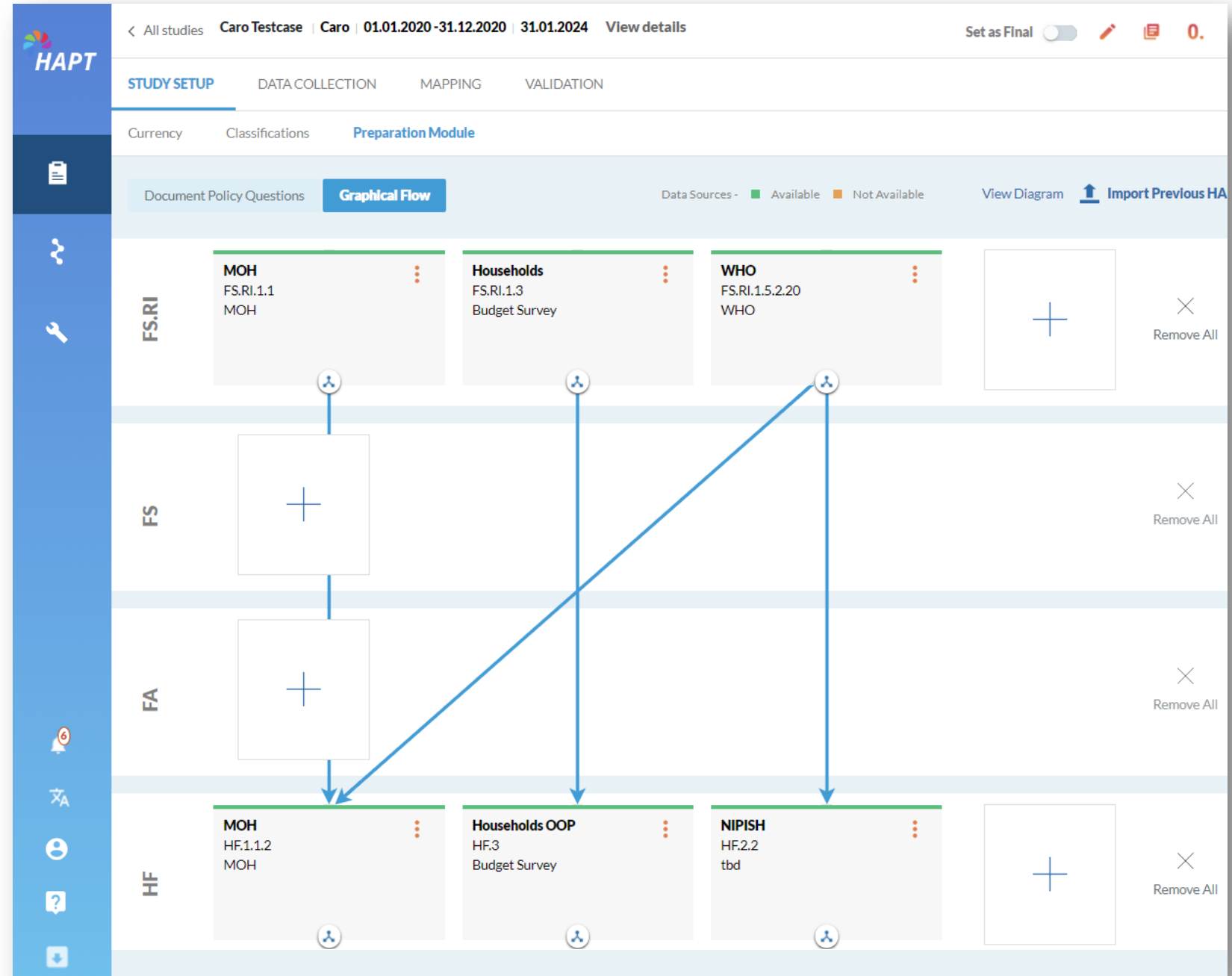
Is the Treasury receiving foreign monies that are ultimately spent on health? More specifically, are these lines being disbursed following national rules/procedures?

Enter answer

SAVE

Preparing your Health Accounts – The Financial Flow chart

- Structure your data in as much detail as possible.
- Add nodes by clicking on the plus sign. Add data sources to the nodes for later data collection.
- The chart will guide you through the data collections and mapping process. **Keep it up-to-date.**
- This chart does not affect your data, it is a sketch of your accounts.



Suggested reading



Suggested reading

- Health Accounts Production Tool (HAPT), User Guide, WHO, Geneva. To be downloaded from HAPT
- Health Accounts Production Tool (HAPT), HAPT PO Guide, WHO, Geneva.
- OECD, EUROSTAT, World Health Organization: A System of Health Accounts 2011: Revised edition. Paris: OECD Publishing; 2017.
<https://iris.who.int/handle/10665/355269>
- World Health Organization, European Union, and Organisation for Economic Co-operation and Development, A system of health accounts 2011 (concise version), revised edition, June 2017, ISBN: 978 92 4 004923 9,
<https://www.who.int/publications/i/item/9789240049239>
- Notes on new-added and deleted codes, 2022, WHO, Geneva
<https://apps.who.int/nha/database/DocumentationCentre/GetFile/60032291/en>
- World Health Organization (2023), Quality control of SHA-based health accounts data, Geneva.

Questions and answers



Question & Answer [1]



Do I need to declare all
classifications and categories before
I start mapping data?

Question & Answer [1]



Do I need to declare all classifications and categories before I start mapping data?

No, but it's recommended to do so.

If you add any subcategory later, your data will be updated. That means any row bound to the respective category will be switched to the “.nec” item of the new subcategory. Therefore, you again need to verify all mapping as well as all split rules concerning this category.

If you add a classification, you will also need to revise the mapping process for all your data, even though the old mapping of the already existing classifications will remain untouched.

Question & Answer [2]



Can I do Health Accounts
without filling the preparation
module (Financial Flow chart
and policy questions)?

Question & Answer [2]



Can I do Health Accounts without filling the preparation module (Financial Flow chart and policy questions)?



Yes, this module is not mandatory and has no impact on the results of your Accounts.

It is recommended that you complete this, as it has been shown that it improves accounting quality and completeness, and it also gives the team helpful insights to analyse the results.

Question & Answer [3]



I have produced Health Accounts with the old HAPT and want to switch to the new HAPT. What should I do?

Question & Answer [3]



I have produced Health Accounts with the old HAPT and want to switch to the new HAPT. What should I do?



First, export your latest study in the old HAPT and import it to the new HAPT. Get yourself familiar with the new tool. Test the new functionalities and generate your reports.

To start from scratch, create a new study for the current period and import your data sources and data, either from excel or your old studies. Perform the mapping, create split and double counting rules or import your work from former studies. You can decide on each data source how to process.

You can also duplicate your old study and edit your complete dataset.

Health Accounts Course

Module 5: The Health Accounts Production Tool

Submodule

5.1 Overview

5.2 Study Setup - Starting with HAPT

5.3 Data collection

5.4 Data preparation

5.5 Mapping with HAPT

...

This is the end of the second submodule “Study Setup - Starting with HAPT”.

Join us for submodule 5.3 of the course, where you will learn about data collection.