Health Accounts Course

Module 5:

The Health Accounts Production Tool

Submodule 5.3:

Data collection

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Data source types, data sources and data

1. Data Source Type

All data in HAPT is organised by data sources. Any data source must belong to a Data Source Type, namely: **Donor, NGO, Employer, Insurance, Government, Miscellaneous, Household or Provider**.

2. Data Source

A Data Source is the owner of the data. Examples are WHO, GAVI, Statistical Office. Each data source must have a **name**, a **data type** ('actual' if the amount is already spent or 'budget' if the amount is not yet fixed) and a **data collection method**: 'Survey' (only if survey is created with HAPT), 'Secondary', or 'No data'.

3. Data

Data is stored in data rows. The data can have different variables, depending on their data source type (see Annex of the HAPT User Guide). Data can be gathered from HAPT surveys, or imported from files, or added manually. Each data row must contain **an amount and a currency**.

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The data collection module in HAPT

In the data collection module, you can

- Create, edit, duplicate and delete data sources

- Add, edit and delete data rows manually

- Import data from Excel files

- Create, fill and finalize surveys

- Edit survey labels

- Perform double counting for NGOs and Donors

- Assign data source types to Team Members (TM)

>> It is recommended to store data in the equivalent data source types, as it facilitates your work, increases transparency and prevents issues, but it's not mandatory.

Data sources – Adding and importing

- The first step in collecting HA data is to create an **exhaustive list** of all organizations which supply your data, for each data source type.
- It is recommended, that you **first add all data sources and their metadata** to HAPT. You can also add the data source or even several data sources at the time at which data is imported (only for secondary data).
- You can **import** a list of data sources from both Excel and old studies by selecting the import icon 🔺 on the top right corner of the screen while you are in the Data Collection Module.
- It is also possible to **add a data source manually** by selecting "Add new data source" in the corresponding data source type.
- Since the **Data Source Types** have different functionalities, it is wise to assign the data source to the correct type, as for some data sources types you can perform weighting, for others you can run surveys.

Import a list of data sources from another study

Import data sources

Study*
Caro Testcase
Caro | 2020

Data source types to Import   *Selected: 7*

☑ Select All
☑ Donor
☑ NGO
☑ Employer
☑ Insurance
☑ Government
☑ Miscellaneous
☑ Provider

CANCEL   IMPORT

⚠️ **Attention**: Data Sources <u>with the same data source name</u> will be overwritten and their data will be permanently deleted, when importing a data source list from Excel or another study!

Importing data from Excel

In the 'Data Collection' Module select a 'Data source Type' Submodule and select 'Import Data' to import data from Excel.

Fields marked with a star (*) are mandatory.

Select the columns you want to use to bind your data. Use the HAPT names as column headers in your Excel files so that the tool binds them automatically.

If you import data for an already existing data source, it will overwrite the data. If 'Import new rows' is selected, the data will be appended.

Preparing data for import

- Transforming data for import is not necessary in most cases. But this depends on several conditions. If you feel comfortable with Excel you can perform a lot of work before import. But most of it can also be done within HAPT.

- For the best experience, we recommend that your data is organized in columns that have the logical structure of the columns in HAPT: Use the same column names for the same content. Your data should at least include a column for the "amount", and a text that identifies your data row.

- We recommend that your Excel files have the same column names as the names used in HAPT, as this facilitates the import process and saves time due to automatic binding. Upper- and Lowercase are not taken into account.

- HAPT has built-in crosswalks from ICD-10 (International Statistical Classification of Diseases) to DIS classification and from ISIC- Rev.4 (International Standard Industrial Classification of All Economic Activities) to HP classification. A manual conversion before import is therefore not needed. The crosswalk tables can be found in the "Help" section of the tool. ISIC codes should be delivered as 4 digits (e.g., '8610'). ICD codes may be 3-digit ICD-Category code (e.g., 'A00') or 4-digit Sub-category code (e.g. 'A00.0') including a period as separator. Be aware that if subcategories are to be transposed, the tool also requires the category in another column.

- HAPT requires data with .xls and .xlsx file type for import. If your data is in another file format, you need to convert it beforehand. When your data exceeds 200,000 rows, you need to split your files.

- If your data is not properly recognized by the tool (e.g., another syntax for classification codes, code is not at the correct level) it might be useful to transform your data beforehand. Codes that do not correspond to the classifications are ignored during import, which means that the automatic mapping is not performed. Codes can be entered with (e.g., 'HC.3.2.1') or without the classification code (e.g., '3.2.1'). Levels must be separated by a (.) period sign.

Adding data rows manually

- Data can be entered from the beginning or added to already existing data.

- To do so, select the three-dots-menu of a data source and click 'view data rows'. In the next window select 'Add new data row'.

- You can add several data rows at once by increasing the value in 'Number of data row(s)'. In this case you need to enter the same expenditure amount and correct it manually later for each row.

- The available fields may differ, depending on the data source type.

- ICD-Codes are automatically transformed into DIS classification categories, and ISIC-Codes into HP classification categories.

- Keep in mind that you can also add data rows to the Excel file. The best approach must be decided on a case by case basis.

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.

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Questions and answers

Question & Answer [1]

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Does it make a difference in which data source type I store my data?

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Question & Answer [1]

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Does it make a difference in which data source type I store my data?

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Yes it does. Data source types have different functionalities. E.g., for some data source types, you can't perform weighting, for others you can't do surveys.

But the data source type has no impact on the amount of health expenditure. Calculations for all data source types follow the same methodology.

Question & Answer [2]

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Do I have to prepare the data before importing it into HAPT?

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Question & Answer [2]

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Do I have to prepare the data before importing it into HAPT?

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No, most things can be performed in HAPT, but there are some exceptions.

HAPT can only import .xls and .xlsx files. If your data is in another file format you need to convert it beforehand.

When your data exceeds 200 000 rows you need to split your files.

If your data is not properly recognized by the tool (e.g. another syntax for classification codes) it might be useful to transform your data beforehand.

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Module 5: The Health Accounts Production Tool

Submodule

This is the end of the third submodule "Data collection".

Join us for submodule 5.4 of the course, where you will learn about data preparation.

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