Quality rules web page - FAQ

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Why has the way in which the quality rules are displayed changed?

For certain collections there will be a monthly release of the new HESA validation kit into the live environment. To ensure users of the validation kit are informed about which quality rules are live, a quality rules web page has been developed. This quality rules web page is updated with rules information when the validation kit is migrated to the live environment.

How has the quality rule naming convention changed?

The naming convention applied to quality rules has changed for collections using the new HESA validation kit. All rules, whether schema, business, exception or continuity now share a common naming convention, captured in the rule identifier, in the format of 'QR.Collection.Entity.FieldName.Number' e.g. 'QR.C15025.Contract.SOBS.1.'

This allows all quality rules to be displayed within a single quality rules web page, with the stage at which the rule is enacted displayed separately. For users the advantage is that all information with regard to the rules relating to a particular entity or field are available from one page rather than from multiple pages.

How will I navigate to the quality rules I am looking for?

The quality rules web page is located at https://www.hesa.ac.uk/QualityRules/Index.html?col=C15025.

Users will be able to access the quality rules web page from the collection's coding manual through three different levels of navigation:

1. A link from the coding manual's default page, under the 'Submission process and quality assurance' section, will direct the user to the Quality rules web page displaying all the rules.

2. A link from the coding manual's entity page, within the 'Quality rules' row, will direct the user to the Quality rules web page displaying all the rules which have the entity in the rule ID.

3. A link from the coding manual's field page, within the 'Quality rules' row, will direct the user to the Quality rules web page displaying all the rules which have that field in the rule ID.

   (Note: a link to the quality rules web page will exist from all of the coding manual's entity or field pages. This link may return the result 'No matching records found' in the quality rules web page if the entity or field does not have any associated quality rules (neither live in the current validation kit, nor identified as having been deleted)).

What information can I see about a quality rule?

Five fields are currently displayed on the quality rules web page for each rule

1. **Rule ID** (In the Format QR.Collection.Entity.field.number of rule for that field).

2. **Rule description** (Text field with the wording of the rule).

3. **Stage** (Business rule, Exception rule or Continuity rule).

4. **Tolerance** (Error or Warning).

5. **Status** (Deleted, Amended, Added or Carried forward).

Each field column is sortable.

What is a quality rule stage?

This identifies the stage at which the quality rule is enacted during the submission process:

1. **Business -** ensures consistency between elements within the submission, or that elements meet certain criteria, Business rules are enacted after structural rules. Business rules (and rules enforced by the XML schema) are available in the downloadable HESA validation kit for remote testing against a HE provider's data.

2. **Exception** - include checks that require comparison with data across an entire return.

   Insert will continue to appear as an identifiable rule stage for one UKPRN quality rule 'Institution.UKPRN must be the same as that for the submitting institution' as it is an Aardvark system rule and not included in the downloadable validation kit).

What is a quality rule tolerance?

Tolerance is the term given to the severity of a rule, and includes the terms Error and Warning.

1. **Error** - if the rule has a tolerance set to Error and the rule is enacted, the user cannot continue with their submission of data until resolved.

2. **Warning** - if the rule has a tolerance setting of Warning and the rule is enacted, the user can continue with their submission of data.

What is a quality rule status?

Status allows the user to see whether the quality rule is:

1. **Carried forward** - identifies that the quality rule has been carried forward from a previous collection unchanged.
   (Note: For the first release of the quality rules, all carried over rules will be displayed as N/A).

2. **Added** - identifies a new rule for this collection.

3. **Amended** - identifies that an existing quality rule has been changed in some way.

4. **Deleted** - identifies that a previously existing rule has been deleted.

How do I search quality rules?

Linking to the quality rules web page via a coding manuals' field automatically narrows the quality rules results display to those applicable to the field.

Linking to the quality rules web page from the coding manual's default page will display results for every live or deleted quality rule for the collection.

To search for specific rule criteria the user can begin typing into the search box at the top left of the page. This searches the all content of all the fields displayed on the quality rules web page. When at least two characters are typed in the search box the system will begin to retrieve results to match. The more precise the text entered, the fewer results will be displayed. A search could be as general as 'clinical' returning all rules with 'clinical' in the rule description, or as precise as 'Contract.CLINICAL' returning all rules that have 'Contract.CLINICAL' contained in the Rule ID.

By default, the maximum number of results shown per page matching a search is 10. The user can change this to 10, 25, 50 or 100. The total number of records displayed matching the user's search is displayed at the bottom left of the screen.

When the text in the search box is deleted the search is cleared and every live or deleted quality rule for the collection will again be displayed.

What happens if I search and there are no results?

If a search does not result in the display of any records a message under the rule ID header stating 'No matching records found' is displayed. This will also be the case if the user navigates from a coding manual's field page that currently does not have any associated quality rules (neither live in the current validation kit, nor identified as having been deleted)).

Can I print off the rules from the quality rules web page?

Yes, using the user's web browser print facility the contents of the screen at any given time may be printed (based on the selected number of records to display per page).

If users wish to view and work with the quality rules information off-line an Excel download facility is included at the bottom left of the screen. This facility downloads all of the collection's rules without any

searches applied. This Excel download includes additional fields that are included in the HESA quality rules specification. It is intended that these fields will also be added to the quality rules web page (as an expand information function) in a later release.

Additional fields within the Excel download include:

1. **Structural rule** - identifies whether a rule can be switched or not.
2. **Field name** - the field which the quality rule relates to – as per the field name in the rule ID.
3. **Entity** - the entity which the field relates to, as per the entity name in the rule ID.
4. **Recently changed** – indicates if the rule has been changed since the last release (Note: this will only be populated with 'No' in the first release, so users will have to rely on the Status field in the first instance).
5. **Plain English description** - a plain English version of the rule description text.
6. **Further guidance** - additional information regarding the application of the quality rule.
7. **Reason for change** - background to any change to a quality rule. (Note: the first release may contain the reason for change from the previous collection for some of the HIN rules).
8. **Previous name of rule** - the name of rule if it existed in a previously collection.
9. **Category** - a grouping assigned by the HESA Data Quality Assurance team.
10. **Additional fields** - additional fields to be displayed to the user via the validation kit report. (Note: this may include reference to internal HESA documents).
11. **Country** – the administration(s) that the rule is applicable to.

As the quality rules information will be updated with each live release, the information in the Excel download will change. Users are therefore encouraged not to rely on any down loaded version of the quality rules as the definitive source of live or deleted rules.

Is this going to be the final version of the quality rules web page?

No, this is the first version of the quality rules web page. HESA has already identified additional developments, and as we receive feedback from users we will make changes to its functionality. The next phase of development includes incorporating the additional quality rule information included in the Excel download as a 'expand rule information' function and filtering.

Filtering will enable the user to filter their results based on various criteria using a tick box system, including filter by tolerance (warning or error); filter by stage (business rule, exception rule or a continuity rule); filter by what is new (view only quality rules that have been added, amended or deleted since the last release).

If users have comments or suggestions HESA would like to hear from you. Contact Institutional Liaison: liaison@hesa.ac.uk, tel 01242 211144.