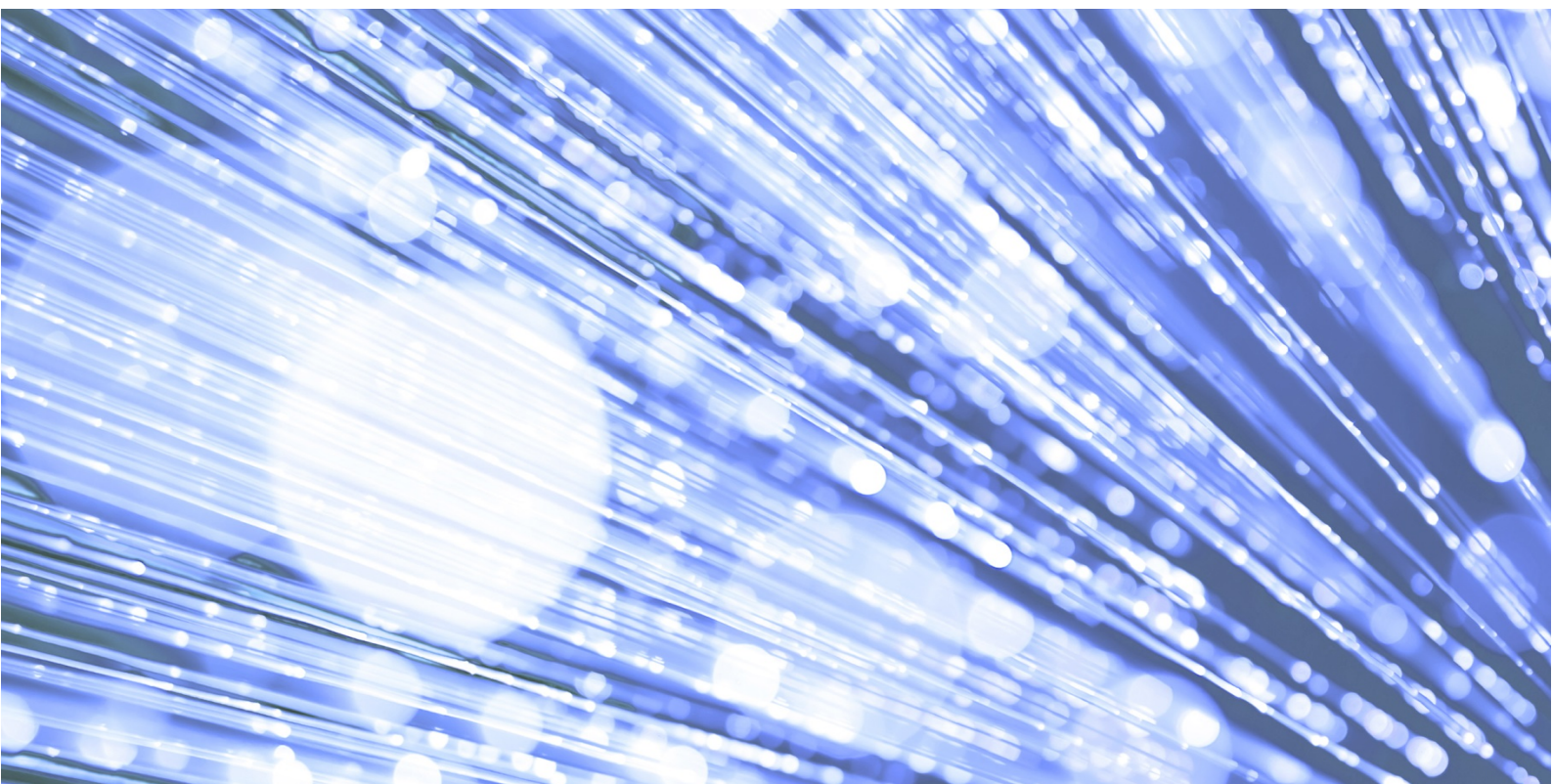


DCB2007 Amd 35/2020

# Assuring Transformation

Implementation Guidance

Published 23 December 2020



**Information and technology**  
**for better health and care**

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# Data Coordination Board

This information standard (DCB2007) has been approved for publication by the Department of Health and Social Care under [section 250 of the Health and Social Care Act 2012](#).

Assurance that this information standard meets the requirements of the Act and is appropriate for the use specified in the specification document has been provided by the Data Standards Assurance Service (DSAS) and approved by the Data Coordination Board (DCB).

This information standard comprises the following documents:

- Requirements Specification
- Change Specification
- Implementation Guidance
- Data Set Specification.

An Information Standards Notice (DCB2007 Amd 35/2020) has been issued as a notification of use and implementation timescales. Please read this alongside the documents for the standard.

The controlled copies of these documents can be found on [the NHS Digital website](#). Any copies held outside of that area, in whatever format (e.g. paper, email attachment), are considered to have passed out of control and should be checked for currency and validity.

Date of publication: 23 December 2020



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## Glossary:

A glossary is available in the Requirements Specification.

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# 1. Purpose

The following guidance is intended to support the implementation of the full collection or changes to the Assuring Transformation data collection.

Full details of the collection and related data items are available in the Requirements Specification and the Assuring Transformation Data Specification v3.0 documents on the Information Standards and Collection webpage: <https://digital.nhs.uk/iscep/publication/dcb2007>

Additional user guidance documents are available on the Assuring Transformation website:

<https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-collections/assuring-transformation/content>

This guide is not exhaustive but aims to make users aware of guidance available, draw attention to essential steps for full implementation, and help services already submitting to the Assuring Transformation data collection to assess their readiness for the changes. Users should make use of this document when preparing a high level picture of how their organisation intends to tackle this implementation to meet the anticipated timescales.

## 1.1 Scope of Document

This document provides guidance on how to implement the full data collection, and how to implement changes resulting from the release of the Assuring Transformation Information Standards Notice (ISN) and should be read in conjunction with the following documents on the Information Standards and Collection webpage:

- Requirements Specification
- Change Specification
- Information Standards Notice
- Assuring Transformation Data Specification v3.0.

The Information Standards and Collection webpage can be found here:

<https://digital.nhs.uk/isce/publication/dcb2007>

Additional documentation to assist users is available on the Assuring Transformation webpage in the 'Guidance' section. Available documents include:

- AT Instructions and guidance notes
- AT operational guidance
- AT summary guidance

- AT FAQs
- AT template
- AT registration form
- Provider collaborative lists
- Current patient export instructions

The Assuring Transformation webpage can be found here:

<https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-collections/assuring-transformation>

Providers have the flexibility to adopt any local data collection process or system as long as the local data collection frameworks can output data as per the Assuring Transformation requirements.

## 1.2 Out of Scope of Document

The following areas are out of scope of this document:

- Detailed justification for the development of the collection
- Detailed breakdown of the collection questions, data items and validations
- Detailed breakdown of the changes to the collection.

Information about the changes to the data can be found in the Assuring Transformation Data Specification v3.0 document on the [Information Standards and Collections webpage](#).

## 2. Overview

Assuring Transformation is a data collection that was introduced in response to the review of events at Winterbourne View Hospital in 2012. The collection looks at patients with a diagnosed learning disability and / or autism spectrum disorder (hereafter 'autism') in an inpatient hospital setting. This data is submitted by Clinical Commissioning Groups (CCGs), Commissioning Support Units (CSUs), Provider Collaboratives and NHS England Specialised Commissioning Hubs. The collection also supports the identification of other areas for improvement.

This collection is mandatory and from February 2015 CCGs, CSUs and specialised commissioning teams have been required to upload their data to the Clinical Audit Platform (CAP) system.

Data can be submitted at any point in time to the NHS Clinical Audit Platform (CAP) but must be submitted a minimum of once per month for individuals who are in scope of Assuring Transformation. Data is downloaded for analysis by the NHS on a weekly and monthly basis, and

aggregate results are published on a monthly, quarterly and annual basis by NHS Digital. More information is available here: <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-collections/assuring-transformation/reports-from-assuring-transformation-collection>.

## 2.1 Background

The Department of Health and Social Care published *Transforming Care: A national response to Winterbourne View Hospital*<sup>1</sup> and the *Concordat: Programme of Action*<sup>2</sup> in December 2012. The first document describes the facts about Winterbourne View, the changes needed in the system and looks at what the Government needs to do based on the lessons learnt. The review of services received indicated that failings were widespread within the operating organisation but importantly also evident across the wider care system. The Concordat and sixty-three actions detailed within the review seek to address poor and inappropriate care and achieve the best outcomes for people with a learning disability or autistic people, who may also have mental health needs or behaviour that challenges.

Since then, NHS England has published *Building the Right Support*<sup>3</sup>, which gives commissioners a clear framework to develop more community services for people with learning disabilities and / or autistic people who display behaviour that challenges, including those with a mental health condition, and close some inpatient facilities.

The purpose of this data collection is to ensure that the public reporting on progress to implement the NHS commitments in the Winterbourne View Concordat is transparent and robust. This data collection also enables NHS England to measure its progress against commitments in the NHS Long Term Plan (Human Behavioural Guidance).

All commissioners of learning disability services, and commissioners of services whereby that commissioning activity renders the patient to be in scope of the collection, must comply with this information standard and collection. This includes:

- Clinical Commissioning Groups (CCGs)
- Commissioning Support Units (CSUs)
- NHS England Specialised Commissioning Hubs
- Provider Collaboratives.

The following section describes how the collection should be used by clinical and operational staff and providers, as well as system suppliers in order for them to implement the full data collection or

<sup>1</sup> <https://www.gov.uk/government/publications/winterbourne-view-hospital-department-of-health-review-and-response>

<sup>2</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/213217/Concordat.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/213217/Concordat.pdf)

<sup>3</sup> <https://www.england.nhs.uk/learning-disabilities/natplan/>

to implement current changes for existing submitters. The main areas/roles affected by the implementation and their responsibilities are outlined below:

- Clinical and Administrative Staff in provider organisations: will be responsible for capturing information as part of the on-going care of the patient i.e. for primary use purposes and will be responsible for capturing information such as demographics and details of contacts / activities.
- Suppliers of data collection systems: will develop systems ensuring that data items can be captured electronically and output or derived to nationally agreed standards to allow extraction and/or derivation to produce the Assuring Transformation collection.
- Assuring Transformation Informatics Staff: will be responsible for the collation of information, which may come from a range of disparate systems, into a single data extract which can be input into the CAP system in order to complete the Assuring Transformation data collection. This will include ensuring the data is complete and of a sufficient quality. This group can include Commissioning Managers and Information Analysts.

## 2.2 Data Users

### 2.2.1 Primary Use

Assuring Transformation is not intended for primary data use, for the direct care of the patient. Assuring Transformation is not a specification for the standardisation of a patient care record, nor is it a patient care record.

Assuring Transformation is based on clinical and operational information. Providers of data should therefore look to re-use their clinical and operational systems to extract the relevant data.

### 2.2.2 Secondary Use

Assuring Transformation is intended for secondary use purposes rather than for the direct care of the patient. Information generated by this collection will be used by the following organisations:

At a local level:

- Clinical Commissioning Groups
- Commissioning Support Units
- NHS England Specialised Commissioning Hubs
- Provider Collaboratives.

The following groups of people are likely to analyse information captured through the collection:

- commissioning managers

- information analysts
- mental health professionals
- learning disability professionals
- autism spectrum disorder professionals.

At a national level:

- NHS England
- Department of Health and Social Care
- NHS Digital.

## 3. Organisational Guidance

Health and Care organisations and system suppliers should be aware of the requirements and conformance criteria specified for the standard. These are described in the Requirements Specification document available on the NHS Digital website:

<https://digital.nhs.uk/isce/publication/dcb2007>

### 3.1 Resources / Costs

Providers of services will have a requirement to collect data for both clinical and patient administration primary purposes. The Assuring Transformation collection is designed to build on this requirement by gathering this information and using it for a number of secondary purposes, including national reporting and dissemination to commissioners. As such, funding is not available for sites to:

- Procure or install data collection systems.
- Train staff in order to facilitate data collection.
- Undertake additional activities required to facilitate data extract submission.

It is not within the scope of this document to provide advice with regard to the procurement of systems.

Data providers should expect some resource to be required for data collection and to enable extraction of the required data items. This is likely to be the case whether the data provider is new to the collection or making amendments following publication of the ISN, and should be provided for as part of the contract between commissioner and provider.

## 3.2 Information Governance

Explicit consent is not required (as explained in 4.2.1 below); however, providers are strongly encouraged to inform patients that their information will be used locally to support secondary uses, to inform patients of their right to object and to act on these objections wherever possible and in line with local policy, as directed by the local Caldicott Guardian.

Guidance for data and information sharing at both operational and secondary uses levels exists nationally, for example:

- [The NHS Confidentiality Code of Practice](#) (2003)

*“This document is a guide to required practice for those who work within or under contract to NHS organisations concerning confidentiality and patients’ consent to the use of their health records.”*

Report of the Review of Patient Identifiable Information (1997) (Caldicott Report)

- [The Information Governance Review](#) (2013) (Caldicott 2):

*“The guidance in this report is intended to help health and social care professionals and staff in sharing information appropriately in their day-to-day activities. There will however, always be exceptional and difficult circumstances where solutions are not obvious. In these situations, professionals and staff should seek advice from Caldicott Guardians or their professional bodies, and use their judgement to act in the best interests of their patients and clients.”*

NHS Digital has also published [A Guide to Confidentiality in Health and Social Care](#) (2013) which provides good practice advice and guidance for healthcare staff.

All data providers must ensure compliance with the fair processing requirement of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). To meet these requirements, data providers must make available information and guidance to patients and/or their legal guardians to inform them that their data (or their child’s data where applicable) will be used for secondary uses (such as service development analysis and national statistical research) in the form of a [Fair Processing Notice or Privacy Notice](#).

## 3.3 Consent and opt-out

The national data opt-out does not apply to confidential patient information about people with learning disabilities and/or autism who are in hospital for a mental disorder which is disclosed under the following approval:

- Assuring Transformation: Enhanced Quality Assurance Process Data flow (CAG 8-02 (a-c)/2014).

These flows continue to operate a separate opt-out mechanism and consent guidance and details of how to opt-out of the Assuring Transformation data collection can be found on the NHS England webpages.

<https://www.england.nhs.uk/learning-disabilities/care/atd/>

This includes a patient leaflet to ensure their understanding of the process.

NHS England wishes to support service providers to assist patients to better understand their rights and, under the Data Protection Act and the General Data Protection Regulation, to give them the information they need to make decisions about how information about them is used. The guidance therefore focuses on information sharing between service providers and NHS Digital. In particular, the guidance explains what service providers need to do when a patient wishes to prevent information from identifying them or information held about them by NHS Digital being used for purposes other than direct care.

All commissioners have been made aware of the Guidance on fair processing and management of patient objections and of their legal obligations with respect to fair processing and making the patient information leaflet available to all patients and their families/carers.

If an objection is raised, the commissioner needs to consider the basis for any objection and advise the patient of the decision. Whilst the commissioner is making a decision, the patient's data can continue to be processed under the 'public interest override of the common law duty of confidentiality', to ensure that no harm comes to the patient, that their care is monitored and that the Assuring Transformation data continues to cover everyone in inpatient settings.

The commissioner will need to convene a panel (with membership as per the published guidance) to decide whether it is appropriate to continue processing the data. The guidance explains the criteria the panel should use in coming to its decision.

The patient must be informed of the outcome and it should be recorded. If an objection is upheld, the Assuring Transformation team at NHS England should be informed and will provide additional advice if required. A secure mailbox has been provided for commissioners to contact NHS England: [england.wvdata@nhs.net](mailto:england.wvdata@nhs.net)

### **3.4 Potential safety/ confidentiality/ risk considerations**

Assuring Transformation utilises information already collected in potentially a variety of disparate provider systems and collated in a non-clinical setting for secondary uses purposes. There are consequently no known safety implications or potential adverse effects for patients in the application of these changes to this Information Standard.

As with all secondary use data sets and collections, there is a small underlying risk that the capture of additional information may be time consuming thus potentially impacting upon patient care. To mitigate this risk every effort has been taken to ensure that these changes to Assuring Transformation are already routinely captured.

### 3.4.1 Clinical Safety Considerations

The following statement is provided by NHS Digital after their assessment of the changes to the standard, against the existing clinical safety standards:

*Please note that the primary purpose of the proposed 'DCB2007 Amd 35/2020: Assuring Transformation' is for secondary uses only and will therefore have no direct impact on Clinical Safety and as such is not in scope of DCB0129. Consequently, a Clinical Safety Case Report is not required to support this standard.*

*However, the implementation of 'DCB2007 Amd 35/2020: Assuring Transformation' may require modification to the health IT system, including any possible SNOMED changes, from which the collection/extraction is made. The safety implications of any such modifications must be considered by the manufacturer and all other parties involved under DCB0129 and the deploying organisation under DCB0160.*

The clinical safety standards (published by the Data Coordination Board) relevant here are:

DCB0129: available at <https://digital.nhs.uk/isce/publication/dcb0129>

DCB0160: available at <https://digital.nhs.uk/isce/publication/dcb0160>

Any concerns, potential safety risks identified or adverse incidents resulting from the implementation of these changes to Assuring Transformation should be reported immediately to the NHS Digital via the Contact Centre.

## 3.5 Data Quality

Assuring Transformation does not mandate design of local systems or specific local data quality measures. However, highlighted below, are areas that should be considered by data providers within their local governance arrangements to ensure good data quality in respect of the submission. Note that in addition to the below, more information about data quality requirements is also in the Requirements Specification and the user guidance.

## 3.6 Corporate Data Quality Framework

Each organisation will have its own corporate framework for managing data quality in respect to data collection, submission and publication. Such a framework is likely to involve a number of

components such as leadership and direction from a senior officer, organisational and departmental data quality objectives, data quality audits and a performance management framework. It is recommended that appropriate components of the corporate data quality framework include Assuring Transformation, so that data quality relating to the collection is at the heart of the organisation's data quality framework.

### 3.7 Data Quality Risks

At organisational, departmental and individual levels, risks related to data quality should be identified and mitigated. Examples of risks, which could be considered, are:

- Organisational - does the organisation have a corporate policy and objectives for managing data? Is there a senior officer with overall responsibility for data quality?
- Team - are all relevant staff aware of the purpose and importance of collecting data for this national collection? Are there sufficient resources available to continue data collection during staff absences?
- Individuals - do staff have sufficient time within their work routine to collect the data? Is there a need for additional training so staff can possess appropriate skills to collect the data (especially where systems are upgraded)?

### 3.8 Organisational and Departmental Objectives

In any organisation, resources will be deployed towards organisational and departmental objectives. The organisation's performance management framework will identify the extent to which objectives are met, and, where necessary, revised.

Where the data collection is used to monitor progress towards objectives, there will be greater emphasis on collecting good quality data. It may be necessary to embed the subject area into the organisation's performance management framework (and therefore set local objectives) to ensure data is collected in a reliable and timely manner.

The structure and internal processes of each data provider, as well as the departmental areas covering the collection, will vary and, to a certain extent, depend on the priority given to IT and informatics. Some organisations will have well developed processes and systems that, with minimum effort, will accommodate the collection. Other organisations, for who processes and systems are underdeveloped or in their infancy, or who are new to submission of the collection may require significant changes. In such instances, organisations may choose to plan the implementation of or changes to this Information Standard as a priority to ensure sufficient resources are deployed for conformance.

The implementation of a new or re-engineered process may be more successful where organisations use peer organisations to identify and replicate areas of good practice.

## 3.9 Timelines

The data should be submitted in a timely manner, so that the collection can deliver meaningful, relevant and timely information for stakeholders. This should be followed by a review of data quality to implement improvement actions. Any delays in data submissions may have adverse impact on data quality if insufficient time is allowed to make improvements.

Information about the timeframes for data submission is detailed in the Requirements Specification.

## 3.10 Documentation of Change

Where a new process for data capture, validation, collation, submission or review is developed or changes are made to existing processes, up to date documentation will assist in developing efficient processes. This can also provide continuity to the data collection process during periods of staff absences and personnel changes.

## 3.11 Step by Step Implementation Guide

The steps below describe the implementation of the Assuring Transformation data collection for both new and existing data submitters.

Existing users should pay particular attention to:

- Understand how the data is grouped within the collection
- Review and understand changes made to the collection
- Decide how data items will be collected
- Understand submission process
- Fully understand the validation requirements provided by the CAP.

Step	Description
Understand the background to the project, and the scope of the Information Collection	Review this <i>Implementation Guidance</i> along with the <i>Requirements Specification</i> to fully understand the background, objectives and scope to this collection.
Understand how the data is grouped within the collection	Review the <i>Assuring Transformation Data Specification v3.0</i> and user guidance to understand at a higher level how the questions / data items are grouped, and how those groups relate to each other. Existing data submitters should review the changes to the collection for v3.0.

Step	Description
Review and understand changes made to the collection	<p>Review this Implementation Guidance, as well as the <i>Change Specification, Requirements Specification, Assuring Transformation Data Specification v3.0</i> and user guidance.</p> <p>Submitters should pay particular attention to the conformance dates (<i>as detailed in the Assuring Transformation Data Specification v3.0</i>) as these are phased. Some data items are mandatory from 1 April 2021, whereas others are mandatory from 1 June 2021.</p>
Decide how data items will be collected	<p>Look more closely at each individual data item in the <i>Assuring Transformation Data Specification v3.0</i> and user guidance and check whether local systems record the data in a way that means it can be submitted within the Assuring Transformation collection.</p> <p>Read the user guidance documents for further guidance on interpretation. Existing data submitters will need to ensure they record new data items in a way that means they can be submitted within the Assuring Transformation collection.</p>
Ensure the organisation complies with Information Governance requirements.	<p>The <i>Implementation Guidance</i> signposts additional information relating to Information Governance (IG) issues surrounding the use of health service data. More information is available in the 'Information Governance' section of this document and the Requirements Specification document.</p>
Understand submission process	<p>Review the <i>Operational Guidance</i> on the Assuring Transformation webpage to fully understand the data submission process.</p>
Obtain CAP login credentials	<p>Undertake the authorisation process to enable members of staff to be authorised to access the CAP to enter data.</p> <p>Detailed instructions are available in the <i>Operational Guidance</i> and on the AT website.</p>
Compile data for submission	<p>Use local processes and technologies to generate the submission data prior to input onto CAP.</p> <p>The collection does not stipulate any particular local processes that should be used to collect / generate the required data. It may be that some data providers will construct a temporary local data warehouse to enable them to aggregate data from a number of different sources.</p> <p>The <i>Operational Guidance</i> document on the NHS Digital website provides further support on the submission process and the CAP which defines the exact structure and content of the required data.</p>
Fully understand the validation requirements provided by the CAP	<p>The <i>Assuring Transformation Data Specification v3.0</i> defines the questions, and user guidance documentation defines associated validations that will be returned to data providers by the CAP and lists any error and warning messages that may be produced.</p> <p>Review this <i>Implementation Guidance</i>, the <i>Assuring Transformation Data Specification v3.0</i> and the user guidance to</p>

Step	Description
	<p>ensure a thorough understanding of the validations that may be applicable and also how they can be addressed.</p> <p>Existing data submitters will need to review the above documents for changes to Assuring Transformation v3.0.</p>
Keep up to date with news and updates	<p>Review the Assuring Transformation email newsletters and website for updates on the collection and best practice and attend any stakeholder engagement events which may have relevance to your organisation.</p> <p>To sign up to the newsletter, please email NHS Digital via <a href="mailto:ATdata@nhs.net">ATdata@nhs.net</a> (please include 'FAO Assuring Transformation' in the subject line).</p>

## 4. Operational Guidance

### 4.1 Information Standards Notice Process

All approved new data standards, and changes to existing standards, are communicated to the providers and system suppliers through the publication of an ISN. These notices are published on the [NHS Digital webpages](#).

The key aim of the ISN is to provide clear and unambiguous instruction to all stakeholders on the action required of them relating to the particular information standard and the associated timescales. The ISN and supporting guidance will provide the stakeholders with sufficient detail to enable them to plan for and implement the information standard.

The ISN imposes a legal requirement on in scope providers to adhere to the standard. The contractual agreement between provider and system suppliers will dictate the local process for aligning with described requirements.

### 4.2 Users

The majority of the information defined within Assuring Transformation will already be captured routinely by clinicians and administrative staff as part of their existing work practices for the on-going care of patients.

The Assuring Transformation Data Specification v3.0 and user guidance describes the data items included within the collection and fully defines the requirements and mandation of each item. It is the responsibility of data providers to review this document to assess their conformance with the data item requirements outlined for this collection.

## 5. Maintenance

The Assuring Transformation data collection will be formally maintained by NHS Digital.

As this collection has been approved as a full operational standard, it is subject to on-going maintenance such as to ensure it remains 'fit for purpose'.

As mentioned above, the purpose of this data collection is to ensure that the public reporting on progress to implement the NHS commitments in the Winterbourne View Concordat is transparent and robust. This data collection also enables NHS England to measure its progress against commitments in the NHS Long Term Plan (<https://www.longtermplan.nhs.uk/>) around quality of care and reducing reliance on inpatient care.

The detailed content of the collection has been guided by consultation with various stakeholder groups. Stakeholders include various sections of Department of Health and Social Care policy, NHS England, Care Quality Commission, service providers and commissioners. Other changes arise from data providers identifying issues in the current requirements which do not align with current practice, such as the need for permissible value amendments.

This data collection must remain fit for purpose; this requires the inclusion of new data items, amendment of existing items or removal of no longer required items.

The maintenance process ensures the information standard continues to reflect changes to priorities, policy, practice and/or underlying classifications.

The scope of the maintenance process covers:

- Management of change requests from users and stakeholders
- Specification of changes to the data set in response to changes in policy, practice, coding and classifications
- The process for authorisation and approval of changes to items, including obtaining DCB standard change approval
- Undertaking periodic reviews of questions, data items, definitions and data values
- Updating documentation in respect of policy and practice; to clarify or improve pre-existing guidance; and amend identified errors.

This documentation includes: Assuring Transformation Data Specification v3.0, Operational Guidance and user guidance (provided this does not change the approved standard).

## 5.1 Review of changes

Relevant policy, practice and classifications, including NHS Data Model and Dictionary and Information Standards Notices (ISNs), will be continually monitored by the development team. Where changes are identified, implications for the data set will be assessed.

## 5.2 Requests for changes to collection requirements

Requirements for future versions of the collection can be submitted to NHS Digital by the sponsor, stakeholders and users to NHS Digital via [ATdata@nhs.net](mailto:ATdata@nhs.net) (please include 'FAO Assuring Transformation' in the subject line). Each request should be supported by a valid business requirement i.e. what change is needed, justification (i.e. why is it needed) and also any associated timescales.

## 6. Risks / Issues

In the event that a technical risk or issue needs to be raised by a supplier or service provider, this should be communicated to NHS Digital by writing to [enquiries@nhsdigital.nhs.uk](mailto:enquiries@nhsdigital.nhs.uk). To help us redirect your questions to the most appropriate team and to speed up our response times, please include 'Assuring Transformation' in your subject line.

## 7. Implementation Support

### 7.1 Frequently Asked Questions (FAQs)

An FAQ document will be maintained on the Assuring Transformation webpage containing answers to frequently asked questions around the data set and submission process. The Assuring Transformation webpage can be found at:

<https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-collections/assuring-transformation>.

### 7.2 Support

For specific enquiries relating to the Assuring Transformation collection and standard including scope, data items, definitions and data values, future requirements and changes, submission deadlines, analysis and reporting of data please contact:

NHS Digital

Telephone: 0300 303 5678

Email: [enquiries@nhsdigital.nhs.uk](mailto:enquiries@nhsdigital.nhs.uk) (please include 'FAO Assuring Transformation' in subject line)

## 7.3 News and service updates

Users will be contacted through a targeted email from NHS Digital when new guidance documents are published. NHS Digital and NHS England will also run joint webinars prior to the introduction of changes to the data collection.

NHS Digital communicates to data submitters via an Assuring Transformation Newsletter. This is used to inform submitters of any changes, technical issues affecting the collection, data quality initiatives etc.

To sign up to the newsletter, email NHS Digital via [ATdata@nhs.net](mailto:ATdata@nhs.net) (please include 'FAO Assuring Transformation' in the subject line).

## 7.4 Additional Sources of Information

### Data Coordination Board (DCB)

The Data Coordination Board oversees the development, assurance and approval of information standards, data collections, and data extractions. The DCB is a sub-group of the Digital Delivery Board (DDB).

<https://digital.nhs.uk/data-and-information/information-standards/information-standards-and-data-collections-including-extractions>

(Prior to 1<sup>st</sup> April 2017, the approval of standards was undertaken by the Standardisation Committee for Care Information (SCCI).)

### Coding Guidance

<https://digital.nhs.uk/services/terminology-and-classifications>

## 7.5 Disclaimer

This document is intended to provide guidance for users in relation to the capture and submission of information for the Assuring Transformation collection. It is not intended to represent official policy or legislative guidance.

If you are concerned that any aspect of this guidance does not accurately reflect the intended purpose and/or official policy, legislative or practice guidance; please send details to NHS Digital at [enquiries@nhsdigital.nhs.uk](mailto:enquiries@nhsdigital.nhs.uk) (including 'FAO Assuring Transformation' within the subject line).