



Health & Social Care  
Information Centre

# Assuring Transformation

---

**Implementation Guidance**

**January 2015**

Superseded



This information standard (SCCI2007) has been approved for publication by the Department of Health and/or NHS England 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 Standardisation Committee for Care Information (SCCI), a sub-group of the National Information Board.

This information standard comprises the following documents:

- specification
- implementation guidance (this document).

An Information Standards Notice (SCCI2007 Amd 07/2014) has been issued as a notification of use and implementation timescales. Please read this alongside the listed documents.

The controlled versions of these documents can be found on the [HSCIC website](#).

Date of publication      06 January 2015

**Author: HSCIC Data Collection team**Version:

**Publication Copy 1.0**

**Date of publication: 06 January 2015**

## Contents

Glossary.....	4
1 Overview .....	5
2 Introduction .....	5
3 Implementation .....	6
3.1 Information Governance .....	6
3.2 Events.....	6
3.3 Guidance.....	6
3.4 Communication.....	7
3.5 Submission .....	7
Appendix A	
Process Overview.....	8
Appendix B	
User Registration form .....	10
Appendix C	
User Terms and Conditions of Access .....	14
Appendix D	
Operational Guidance.....	15
Log in page .....	15
Register new users .....	16
Manual entry .....	17
Bulk Upload .....	20
Data Extraction.....	25

## Glossary

**AT** – Assuring Transformation

**AT** – Area Team

**Caldicott Guardian** – Nominated senior person who oversees information governance.

**CAP system** – The Clinical Audit Platform. This is a secure data input platform designed specifically to collect data for national audits. It can be accessed at <https://clinicalaudit.hscic.gov.uk/> using a single sign on account.

**CCG** – Clinical Commissioning Group

**CSU** – Commissioning Support Unit

**Data Dictionary** – The NHS Data Model and Dictionary provides a reference point for assured information standards to support health care activities within the NHS in England.

**Data Template** – This is a blank CSV template which can be populated with data for the Assuring Transformation Collection.

**HSCIC** – Health and Social Care Information Centre

**ISN** – Information Standards Notice

**Look Up Tables** – Excel tables which contain a list of Organisations related to the collection.

**Operational Guidance** – This provides collection specific guidance on how to use the Clinical Audit Platform.

**Organisation Code** – This relates to the ODS code for an Organisation or Organisation Site. More information can be found at <http://systems.hscic.gov.uk/data/ods>.

**PID** – Personal Identifiable data

**Registration Document** – This is a document required by the HSCIC to be sent from the submitting organisation's Caldicott Guardian which provides contact details for data submitters who have been approved to handle PID. This information is used to allow users access to the CAP system

**SCCI** – Standardisation Committee for Care Information

**Single Sign-On Account** – This is an account with the HSCIC which is required to access a variety of tools which the HSCIC uses.

**SSO** – Single Sign-On Account. This is an account which allows the user to access HSCIC data submission platforms that they are registered for.

# 1 Overview

This document defines the patient level Assuring Transformation data collection. It summarises current data collection arrangements and provides direction to sources of supporting information and related documentation.

## 2 Introduction

### 2.1 Background

The Department of Health 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 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 autism, who may also have mental health needs or behaviour that challenges.

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. It will also be used to triangulate with the Learning Disability Census completed by providers. This process is important for informing The Winterbourne View Joint Improvement Programme.

---

<sup>1</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/213215/final-report.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/213215/final-report.pdf)

<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)

## 3 Implementation

### 3.1 Information Governance

The legal basis for collecting and analysing the data and producing the specified reports is established by directions issued by the NHS Commissioning Board (operating as NHS England) using its powers under the Health and Social Care Act 2012. The basis for dissemination of identifiable data is established by provision of the Health Service (Control of Patient Information) Regulations 2002, enacted under section 251(1) of the National Health Service Act 2006, with the following approval of applications from the Health Research Authority Confidentiality Advisory Group on behalf of the Secretary of State for Health concerning:

- CAG 8-02 (a)/2014 Assuring Transformation: Data collection by Clinical Commissioning Groups to populate patient registers and reporting
- CAG 8-02 (b)/2014 Data collection by NHS England Area Teams responsible for commissioning secure mental health and child and adolescent mental health services to populate patient register and reporting.
- CAG 8-02 (c)/2014 Assuring Transformation: Enhanced Quality Assurance Process Data flow (Disclosure by HSCIC to NHS England)

The Health and Social Care Information Centre is exempt from Section 251 support when mandated to collect data and when acting as data controller. This is set out in Sections 254 and 255 of the Health and Social Care Act 2012. As a result explicit consent is not required; however, Providers will be encouraged to comply with the Confidentiality Advisory Group (CAG) conditions with regard to Fair Processing for example to inform the patient and/or their Guardian that their information may be used and of their right to object to this as well as provide the leaflet which explains the objections process and how it is managed. In addition the Clinical Commissioning Group must have in place systems and procedures which comply with the CAG guidance on the management of objections.

### 3.2 Events

A series of engagement events will be held during January 2015 to explain and present the rationale for the collection, reasons for transfer to the HSCIC, new method of data submission, etc. There will also be the opportunity to discuss any data quality issues or to raise questions about the process.

### 3.3 Guidance

Individuals required to submit data will be provided with a range of documents and visual guidance, including operational guidance, YouTube video, contact details for help and support (both email and phone). These documents will be available via the HSCIC AT website ([www.hscic.gov.uk/assuringtransformation](http://www.hscic.gov.uk/assuringtransformation)). Links

to these documents will also be sent in emails announcing the collection to the Submitters.

### 3.4 Communication

Individuals required to submit data will be contacted in January 2015 requesting them to sign up for an SSO Account to enable access to the Clinical Audit Platform. They will be provided with full operational instructions including timelines, data quality parameters, data specifications and definitions.

### 3.5 Submission

Data from the previous period's submission will be made available to the Submitter. For month 1 this will be via a secure electronic file transfer mechanism, from the HSCIC directly to the Submitter. The Submitter will liaise with their relevant Providers to confirm/update the information and upload the file back to the Clinical Audit Platform. The data will be validated upon submission and any resulting errors will need to be corrected before the submission will be accepted onto the system. Details of validation rules are shown at Appendix 1 of the Collection Specification document and will also be available via the HSCIC AT website ([www.hscic.gov.uk/assuringtransformation](http://www.hscic.gov.uk/assuringtransformation)). Any validation errors will show up as data are submitted, indicating which field contains the error and explaining what the error is. For subsequent months the data will be preloaded into the Clinical Audit Platform. The Submitters will update the data throughout the month.

The HSCIC will take a cut of the data at a point in the month. The data will be analysed and published in accordance with a pre-announced publication plan.

# Appendix A

## Process Overview

1. Contact details for Submitters (CCGs and NHS specialist units) have been provided by NHS England. In early/mid January 2015 the HSCIC Data Collections Team (DCT) will email the Submitters with background information and details of the new process for collecting and submitting the data.
2. The process will be:
  1. The designated person or contact from the organisation completes the registration form which needs to be signed by the Commissioner's Caldicott Guardian. See [User Registration Form \(Appendix B\)](#).
  2. Commissioner's Caldicott Guardian sends the registration form from their own mailbox to the HSCIC's Contact Centre.
  3. Contact Centre checks the authenticity of the form against the Caldicott Register (in the public domain), processes and registers the Submitters to enable them to use the Clinical Audit Platform (CAP).
  4. Submitters will receive further information to guide them through the CAP system (See [Implementation Guidance \(Appendix D\)](#)) and general guidance on questions, etc. See [Appendix 1 Collection Specification](#).
  5. Submitters in the first instance will need to extract their pre-populated data (this has been taken from their December data submitted to NHS England), and check that their data is correct, or amend accordingly. The extract will be in .csv format that can be viewed, amended and saved using MS Excel.
  6. New questions have been added for the February and subsequent collections, this will require Submitters to update the blank fields (responses/answers) that are new for this month and which need to be populated.
  7. Once this has been completed, Submitters will make any changes that have occurred for the period, save as .csv file and bulk upload the data onto the CAP system. (See [Appendix D Implementation Guidance](#)).
  8. Once the file is uploaded a series of validation checks will run. Any data that does not satisfy the validation criteria will not be submitted successfully. Validation errors need to be resolved in order for the data to be submitted.

9. Going forward the Submitter will need to enter and update their data as and when changes occur so that a snapshot of the period's data can be taken.
10. If the Submitter has no changes within the period, they need to access the system and press the "Submission Confirmation" button to confirm that there are no changes this month.
11. The data will be extracted from the system post-submission, held in a safe haven (the Data Management Environment (DME)) where authorised analysts will perform analysis and publish the data.

Superseded

## Appendix B

### User Registration form

#### Step 1

Individuals required to submit data for the Assuring Transformation collection will first need to create a Single Sign-On (SSO) account by registering online here:

<https://login.hscic.gov.uk/Login.aspx>

Please note: It is best to have more than one person registered to cover holidays and absences.

#### Step 2

Following creation of an SSO account a registration form will be emailed to the individual. This needs to be completed electronically. One form is required for each organisation; however an organisation may register as many users as required using more than one form.

The user requiring registration needs to complete parts A and B overleaf. Any queries can be addressed to the Health and Social Care Information Centre (HSCIC) on 0300 300 5678.

When the user has electronically completed parts A & B, they must email it to their Caldicott Guardian.

#### Step 3

The Caldicott Guardian then electronically completes part C and emails the completed form (as a Word document) to the Contact Centre [enquiries@hscic.gov.uk](mailto:enquiries@hscic.gov.uk) (with subject field titled "Assuring Transformation - User Registration").

**It is essential that the Caldicott Guardian emails the completed form themselves, as the source email address of the Caldicott Guardian is used as part of the verification of the Caldicott Guardian's identity.**

Once the registration form has been received and approved, the user is accepting the terms and conditions of use as set out in *Appendix C* and will receive a notification email that the registration has been approved.

---

Additional users will require a new registration form.

**Assuring Transformation (AT)****User Registration form - sample**

Please electronically complete the form carefully by typing in the grey shaded text boxes so as to avoid any delays in processing. You can easily move between the grey boxes by using the 'Tab' key.

**PART A: ORGANISATION SECTION**

Organisation Name:

e.g. **North Bristol NHS Trust: Southmead hospital**

National Code:

e.g. **This should appear in the subject field on your email:**

**PRIMARY CONTACT** (the main contact for AT Collection updates, administration and data collection)

Primary contact name:

Job Title:

Address:

Postcode:

Telephone:

E-mail:

Number of data users for whom access is required: **1**

**Please note that if the Primary Contact require access as well, then their details must also be entered in Part B.**

**PART B: USER ADMINISTRATION**

Please give details of all users who require access to Assuring Transformation

User 1

Name:

Job Title:

Telephone:

Email Address: this must be the email used for the SSO account in step 1

User 2

Name:

Job Title:

Telephone:

Email Address: this must be the email used for the SSO account in step 1

User 3

Name:

Job Title:

Telephone:

Email Address: this must be the email used for the SSO account in step 1

## **PART C: CALDICOTT GUARDIAN APPROVAL**

Please approve all of the user details in part B, by electronically completing your details below and emailing the completed form using your personal email address to:

[enquiries@hscic.gov.uk](mailto:enquiries@hscic.gov.uk)

With the subject field titled

“Assuring Transformation - User Registration”

### **Details of Organisation’s Caldicott Guardian**

Name:

Telephone:

Email:

Date:

## Appendix C

### User Terms and Conditions of Access

Assuring Transformation contains confidential patient information and people, to whom access is granted, have a duty of confidentiality under the terms of the Data Protection Act.

Your local Caldicott Guardian has overall responsibility for this data and you will be required to comply with all of the conditions that apply locally to the handling of patient data.

Specifically in respect of Assuring Transformation and the Health and Social Care Information Centre (HSCIC), please note the following:

- Do not access another user's record unnecessarily. Inappropriate access of another user's record is a breach of the terms and conditions of use. This activity will be monitored.
- Do not reveal your password to anyone else – do not write it down.
- If you think that someone may have seen your password, contact the HSCIC to change your details
- All data stored by the HSCIC is subject to FOI requests and the government's transparency agenda. For more information go to <http://www.hscic.gov.uk/transparency>

Single sign-on (SSO) registration must be done first and can be made via the following URL:

<https://login.hscic.gov.uk/Login.aspx>

Assuring Transformation can be accessed via the following URL:

<https://clinicalaudit.hscic.gov.uk>

For further help and guidance with Assuring Transformation please do not hesitate to contact the HSCIC using the following details:

Email: [enquiries@hscic.gov.uk](mailto:enquiries@hscic.gov.uk) Telephone: 0300 300 5678

## Appendix D

# Operational Guidance

## Scope

This operational guidance was created to help external users to use the Clinical Audit Platform to submit data for the Assuring Transformation collection 2015.

## Using Clinical Audit Page

### Log in page

1. **Link.** The link will take you to the Clinical Audit Home page where you need to click on the 'Sign In' button.

<https://clinicalaudit.hscic.gov.uk/>

**hscic** Health & Social Care Information Centre

Sign In

Clinical Audit Home | AT Home | Add/Search for Patient Record | Reporting | File Submission Dashboard

Back Home

To continue please Sign In using the link at the top of the page.

**Need help?**  
For technical problems and login queries, please contact the IC on:  
**0845 300 6016**  
enquiries@hscic.gov.uk

2. **Sign in box.** This will take you to the sign in page where you will find information about the requirements to sign into the Clinical Audit Platform. If you already have a single sign-on account with the HSCIC you can use your username and password to sign in (Go to Point 3), or if you do not have a single sign-on account then you should register here.



**Health & Social Care Information Centre**

You have arrived at the Health & Social Care Information Centre account sign in page.

Our accounts use a single sign-on system. This means you log in once to gain access to the Health & Social Care Information Centre tools and web applications such as [MyIC](#) and [iView](#). Use your existing username and password to login.

HSCIC staff are reminded that we are currently in the process of migrating to new @hscic.gov.uk email addresses. For now, HSCIC staff will need to authenticate using their @ic.nhs.uk email addresses if their email address is their username.

From your Health & Social Care Information Centre account you can manage your details and preferences from one secure place by using the 'My Account' feature.

\*Some tools contain data that will require authorisation before you can use them.

To find out more about us and our services [access our website](#).

[Terms and conditions](#) | [Privacy and cookies](#) | [Internet disclaimer](#)

Copyright © 2013, the Health and Social Care Information Centre. All rights reserved.

**Sign in**

Username

Password

**Sign in** ▶

We use cookies to improve our website and your experience using it. Without them, parts of this site will not work. If you need more information or want to change your cookie preferences, please see our [privacy policy](#).

[Forgotten details?](#)

Don't have an account?

**Register** ▶

Having trouble? Contact us on **0845 300 6016** or [enquiries@hscic.gov.uk](mailto:enquiries@hscic.gov.uk)

## Register new users

To register you will need to enter your email address and chosen password (with at least 8 characters and at least one digit or punctuation mark). You will be asked to re-enter your email address/password to confirm they have been correctly entered, to input a Display name, Forename(s), Surname, Job Title and Organisation and to enter the on-screen verification code.

Further support with registration can be obtained by contacting us on **0300 303 5678** or [enquiries@hscic.gov.uk](mailto:enquiries@hscic.gov.uk)

3. Once you are signed in you will be taken to the Home page where you can access the Assuring Transformation collection.

**hscic** Health & Social Care Information Centre

You are signed in as Liliana Valles **Sign Out** ▶

[Clinical Audit Home](#) | [AT Home](#) | [Add/Search for Patient Record](#) | [Reporting](#) | [File Submission Dashboard](#)

◀ Back Home

**Assuring Transformation**

- ▶ [Add / Search for Patient Record](#)
- ▶ [File Submission Dashboard](#)
- ▶ [Reporting](#)

**Need help?**

For technical problems and login queries, please contact the IC on:

**0845 300 6016**

[enquiries@hscic.gov.uk](mailto:enquiries@hscic.gov.uk)

Here you are offered with a choice depending on how you intend to submit your data:

- **Manual entry.** If you intend to enter details of each patient individually (recommended for those with only a small number of patients to record), click the option Add / Search for Patient Record (see Point 4 below)
- **Bulk uploads.** If you will be uploading data for multiple patients using a pre-prepared spreadsheet (recommended for those with a large number of patients to record), click the File Submission Dashboard option (see Point 5 below)

## Manual entry

4. **Manual entry.** To add a patient record click on “Add / Search for a Patient Record”.

### Assuring Transformation


- Add / Search for Patient Record
- File Submission Dashboard
- Reporting

Enter the NHS Number and Date of Birth of the patient and select the ‘Submit’ button

The screenshot shows the HSCIC (Health & Social Care Information Centre) interface. At the top left is the HSCIC logo. To its right, it says "Health & Social Care Information Centre". On the top right, it says "You are signed in as Liliana Valles" and a "Sign Out" button with a right arrow. Below this is a navigation bar with links: "Clinical Audit Home", "AT Home", "Add/Search for Patient Record" (which is highlighted), "Reporting", and "File Submission Dashboard". Below the navigation bar is a breadcrumb trail: "Back" (with a left arrow) and "Home > Add / Search for Patient Record".

The screenshot shows the "Add / Search for Patient Record" form. It has a large grey 'C' shape on the left side. The form contains two input fields: "NHS Number" and "Date of Birth" (with a placeholder "dd/mm/yyyy"). Below the input fields is a "Submit" button with a right arrow, which is highlighted with a red dashed box.

After clicking “Submit” two more fields will appear:


 Health & Social Care Information Centre
 You are signed in as Liliana Valles [Sign Out](#)

[Clinical Audit Home](#) | [AT Home](#) | [Add/Search for Patient Record](#) | [Reporting](#) | [File Submission Dashboard](#)

[Back](#) Home > Add / Search for Patient Record

NHS Number: 889 073 5155    Date Of Birth: 11/01/1989    Name: Not yet added

**Patient Information**

**Patient Details**

NHS Number:  \*required  
 Date of birth:  \*required  
 Gender:  \*required  
 Ethnic category:  \*required

[Back](#) [Submit](#)

Once you have provided Gender and Ethnic category click "Submit". The following screen will appear. Click on the link "Add a new status submission".


 Health & Social Care Information Centre
 You are signed in as Liliana Valles [Sign Out](#)

[Clinical Audit Home](#) | [AT Home](#) | [Add/Search for Patient Record](#) | [Reporting](#) | [File Submission Dashboard](#)

[Back](#) Home > Add / Search for Patient Record

NHS Number: 889 073 5155    Date Of Birth: 11/01/1989    Name: Not yet added

**Record Tree**


 Patient: 889 073 5155    [Edit Record](#)    [Delete record](#)    [Add a new status submission](#)

You will be taken to a screen where you will be required to enter Patient Information for each individual included in your return on **a series of 4 tabs**. Once you have entered the full information onto one tab, click any of the other tab headings or on the "Next" button at the bottom to move to the next tab. You can navigate around the form in this way at any time during the process.

## Status Submission

Details
In-patient
Advocacy
Case management

Status submission date  \*required

Q5a. What was the patient's source of admission?  i \*required

Q5b. Postcode of patient of source of admission  i \*required

Q6. Is the patient subject to?  i \*required

Q7. Is the patient a former resident of Winterbourne View Hospital?  \*required

Q7a. Has the patient been subject to multiple moves/replacement breakdown?

Q7b. Has the service been subject to special measure or deemed non-compliant by the CQC during the past 12 months?

Q7c. Have any safeguarding concerns been raised in relation to the current service during the past 12 months?

Q7d. Is the alert still active?

Q7e. If service closed, at what date?

Q7f. Has the service been subject to any whistle blowing actions during the past 12 months?

Q7g. Has support been provided, related to any potential trauma experienced at Winterbourne View?

Q7h. Please describe the support provided

Q7i. Was any support required or requested?

Next ➤

Most of the fields are mandatory and depending on your answer to some questions some other questions will be greyed out or made available for you to respond. You will not be able to successfully submit your record until all required fields have been completed satisfactorily.

Once you have entered all the patient information you can submit the record by clicking on the 'Submit' button at the bottom of the screen on the last tab (Case Management).

< Prev
Submit >


**Validation:** To ensure Data Quality some fields have built-in data validations. If your data does not satisfy the validation criteria, it will not be submitted successfully. Errors will be indicated on the screen, the field box containing the error will be highlighted in red and below it a description of the error will appear, as shown here:

## Status Submission

[Details](#) | [In-patient](#) | [Advocacy](#) | [Case management](#)

Status submission date  \*required  
 It is not possible to overlap episodes.

The system will not successfully submit your patient record until all errors are rectified. When the patient record has been submitted successfully you will see this screen:



 Health & Social Care Information Centre
 You are signed in as Liliana Valles [Sign Out](#)

[Clinical Audit Home](#) | [AT Home](#) | [Add/Search for Patient Record](#) | [Reporting](#) | [File Submission Dashboard](#)

[Back](#) Home > Add / Search for Patient Record

NHS Number: 886 210 0981    Date Of Birth: 11/01/1989    Name: Not yet added

**Record Tree**

-  Patient: 886 210 0981 [Edit Record](#) [Delete record](#) [Add a new status submission](#)
-  Status submission: 27/06/2014 [Edit Record](#) [Delete record](#)

## Bulk Upload

### 1. File Submission Dashboard

To upload details for multiple patients it is advisable to use a bulk upload which can be accessed by clicking the File Submission Dashboard option.

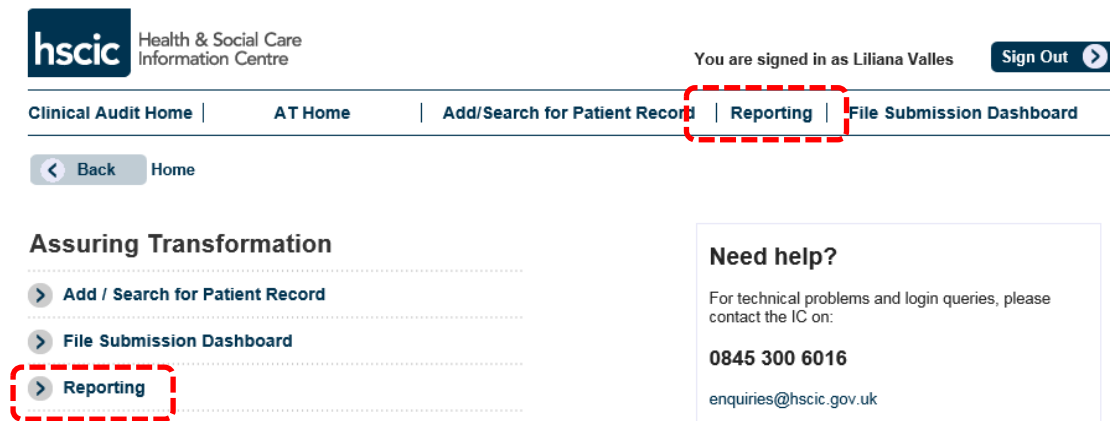
### 2. Preparing the Upload file

In order for the bulk upload to be successful the upload file must be prepared in such a way that the data collection tool will recognise and accept the file and the data columns contained within it

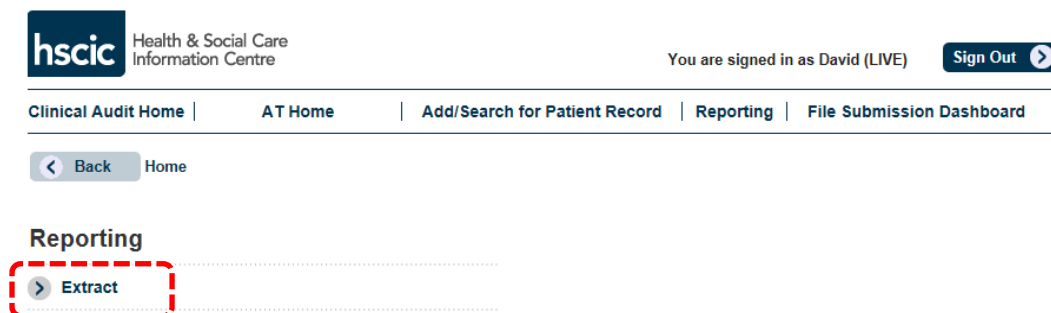
The easiest way to ensure that the file upload is successful is to download the template file which has been created for this purpose. The template file can be accessed in a number of ways, explained below.

A copy of the template file can be downloaded from the Assuring Transformation web page ([www.hscic.gov.uk/assuringtransformation](http://www.hscic.gov.uk/assuringtransformation))


Alternatively, a file can be downloaded from within the Data Collection tool itself using the Reporting option, using the steps below:



Click either of the reporting buttons shown above, which will take you to the extract screen below



Clicking the extract button will take you to the screen below where you will be prompted to enter a from and to date. Although at this stage you are only using the extract option to download a template file, the from and to boxes cannot be left empty so for this purpose it is advisable to enter future dates in these boxes to ensure that the extracted file is actually empty.


 Health & Social Care Information Centre
 You are signed in as David (LIVE) [Sign Out](#)

[Clinical Audit Home](#) | [AT Home](#) | [Add/Search for Patient Record](#) | [Reporting](#) | [File Submission Dashboard](#)

[Back](#) Home > Report

### Extract

From date  \*required

To date  \*required

[Export](#)

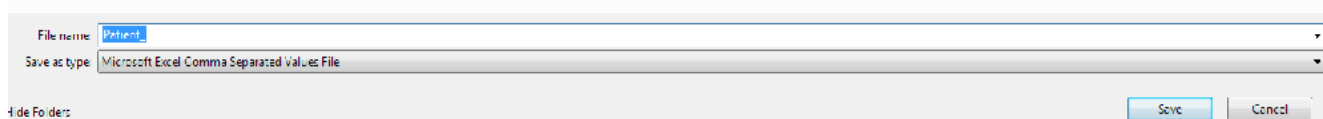
Once the dates have been entered, and the Export button clicked, after a short while the following message will appear at the bottom of the screen:



Click the arrow next to the word Save, and choose the 'Save As' option in order to save the file in a suitable location. This will be your template file that you will use to prepare your upload.

Please note that you should always save the file with a filename beginning with the word 'patient' followed by an underscore, for example, patient\_XXX.csv or patient\_XXXX\_XXXX.csv

The file should always be saved as a comma separated values (csv) type.



The file is now ready to be populated in preparation for bulk uploading of patient details. Please refer to the general guidance document for help with populating the template file with actual patient data.

Once your upload file has been populated, save it using a suitable filename and csv filetype as explained on page 11.

Click on File Submission Dashboard, and then on the Browse button.

When you have located your file, click on the ‘Upload’ button. On the lower right side of the screen a progress bar will appear:

When all the records have been processed, the “File Submission Details” page will be displayed.

- Here you can see the number of files successfully imported, files imported with warnings and unsuccessful files.
- If there were unsuccessful files, a description of the errors found will be listed at the bottom of the page.

Row	NHS Number	Status	Notifications
6	8822255429	Record Import Unsuccessful - Errors Generated	Review Date is out of range - date cannot be after the date of submission
7	8814114412	Record Import Unsuccessful - Errors Generated	Date Of Planned Transfer cannot be before Admission date

The report of errors or problems can be exported into a csv file. Click the button “Download CSV”.

Whenever you have “Unsuccessful files”, you will need to fix your data by opening the .csv file, amending the relevant field(s) and re-saving the file. When you are satisfied and the errors are resolved you can re-upload the file. If there are any errors remaining you will be required to repeat this process. If all errors are successfully resolved the screen will look like this:

### File Submission Details

<b>File Name:</b> patient_RQ8.csv ✔ Successfully imported: 22	<b>File Type:</b> patient ⚠ Successfully imported with warnings: 0	<b>No. Of Records:</b> 0 ❌ Unsuccessful: 0
--	---	---

[Download CSV](#)

Show  entries Search:

Row	NHS Number	Status	Notifications
No errors/warnings to display.			

Your return will now be successfully submitted. If you have any further questions about the submission process, please contact [seft.team@hscic.gov.uk](mailto:seft.team@hscic.gov.uk) for help.

## Data Extraction

The Reporting function allows you to extract any data you have entered into the system. To access the Reporting tab click on the Reporting tab.

Simply choose the period you wish to Extract Data for and then click Export. Having done this you will receive a message asking you whether you want to **Save, Open** or **Cancel**.

If you click open you will be presented with an excel spreadsheet with your data on it.

*Please note that when you first log in to the Assuring Transformation Collection you will be required to take a data extract. This data extract will contain your pre populated data. The spreadsheet will leave blanks where data is required. From here simply fill in the blanks and then save as .csv*

*This file can then be used for Bulk Upload purposes (See page 20).*

---

**Published by the SCCI Publication and Notification Service**  
**Health and Social Care Information Centre**

Copyright © 2015 Health and Social Care Information Centre. All rights reserved.

This work remains the sole and exclusive property of the Health and Social Care Information Centre and may only be reproduced where there is explicit reference to the ownership of the Health and Social Care Information Centre.

This work may be re-used by NHS and government organisations without permission.