

## Statement of Administrative Sources



### Annex A: Information on administrative source

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| <b>Enquiries</b>                     | Please contact the NHS Information Centre (NHS IC) Contact centre<br>Telephone: 0845 300 6016 and email: <a href="mailto:enquiries@ic.nhs.uk">enquiries@ic.nhs.uk</a>  |
| <b>Name of Administrative Source</b> | Social Services Activity Data: Referrals, Assessments and Packages of Care (RAP) return and Adult Social Care – Combined Activity Return (ASC – CAR)   |
| <b>Section 1: Collection</b>         | <p><i>Please give a short explanation of the processes through which the system's underlying 'raw data' are captured.</i></p> <p>Care workers, social workers, care managers and council administrative workers maintain operational databases used in the day to day management of services users care plans. A care record is created for each service user and carers when they are assessed for social services; this is a record of the individual's need and any services they require access to, this can also be referred to as a care plan. These records/ care plans are maintained and updated when care packages for users are reviewed and changed.</p> <p>This information is collated by each of the Councils with Adult Social Services Responsibilities (CASSR's) and an aggregate return is submitted to the NHS IC annually.<br/>The returns that use this administrative source are the Referrals, Assessments and Packages of Care return (RAP) and the Adult Social Care - Combined Activity Return (ASC-CAR).</p> |

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| <b>Section 2: Quality assurance</b>        | <p><i>Please give details of any arrangements for auditing the quality of administrative data from this system which is used for statistical purposes</i></p> <p>Councils routinely carry out data cleaning exercises on their systems to ensure the data is current (for example removing deceased clients). Team analysis of data is used by councils to monitor quality.</p>  |
| <b>Section 3: Application</b>              | <p><i>Please give a description of each of the main applications/uses to which the administrative or management data are put before they are transformed into official statistics</i></p> <p>This information is used in the day to day management of service users care plans and subsequent care packages which includes:</p> <ul style="list-style-type: none"> <li>• Social/Care workers caseload management</li> <li>• Provision of services to users</li> <li>• Monitoring of resources</li> <li>• Planning and commissioning of services</li> </ul> <p>This information is used for performance measurement which includes:</p> <ul style="list-style-type: none"> <li>• Users and Uses annex chapter within the 2011 report</li> <li>• Local Area Agreement's (LAA's)</li> <li>• Feeds into 8 National Indicators for adult social care services</li> <li>• The Care Quality Commission (CQC) performance assessment of councils with adult social services responsibilities (CASSR's).</li> </ul> |
| <b>Section 4: Access and Dissemination</b> | <p><i>Please provide a summary of the arrangements put in place for sharing and disseminating the administrative/management data during the period before they are converted into Official Statistics</i></p> <p>The NHS Information Centre also provides management information via the National Adult Social Care Intelligence Service (NASCIS) to councils for use prior to publication. Councils have access to raw unvalidated data via NASCIS before it is published</p>   |

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|  | <p>NHS IC Statistical Governance policy available from <a href="http://www.ic.nhs.uk/publicationscalendar">www.ic.nhs.uk/publicationscalendar</a> (then click on “Statistical Governance Policy”)</p> <p>NHS IC Freedom of Information process available from <a href="http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures">http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures</a> (then click on “Freedom of Information Process”)</p> <p>Link to National Statistician’s Guidance: Use of Administrative or Management Information <a href="http://www.statisticsauthority.gov.uk/national-statistician/guidance/index.html">http://www.statisticsauthority.gov.uk/national-statistician/guidance/index.html</a></p> <p>NHS IC Data Access and Information Sharing Policy available from <a href="http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures">http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures</a> (then click on “Data access information sharing policy”)</p> <p>NHS IC Information Governance Legal Compliance Policy available from <a href="http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures">http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures</a> (then click on “Information governance legal compliance”)</p> |   |
|  | Specify if shared<br>Inside/Outside The NHS IC   | <p>Councils may share their own information with external research organisations if they choose to out source benchmarking.</p> <p>If requested, unpublished data may be released in line with National Statistics Code of Practice</p> <p>Councils may also share information with their neighbouring councils assess performance and promote best practice.</p> |
|  | Range  | CASSR’s, Government Office Regions and Senior Officials in the Department of Health and the Care Quality Commission   |

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|   | Nature  | Management Information purposes and performance monitoring.   |
|   | Timing  | If requested the NHS IC shares information with other organisations more than 24 hours prior to publication for management information purposes.<br><br>The councils may share information throughout the year for operational reasons. |
| <b>Section 5: Non-statistical publication</b> | <p><i>Please provide a summary of any exceptional arrangements put in place for placing the administrative/management data in the public domain during the period before they are converted into official statistics. If none, please state None.</i></p> <p>None</p>   |   |
| <b>Section 6: Statistical publication</b>     | <p><i>Please provide a list of each of the 'Official' or 'National' statistics series derived from this system.</i></p> <ul style="list-style-type: none"> <li>• Community Care Statistics: Social Services Activity, England</li> <li>• Social Care and Mental Health Indicators from the National Indicator Set</li> <li>• Social Care Indicators from the National Indicator Set, provisional</li> <li>• Adult Social Care Survey, England</li> </ul> <p>NHS IC publications calendar: <a href="http://www.ic.nhs.uk/publicationscalendar">http://www.ic.nhs.uk/publicationscalendar</a></p> |   |
| <b>Section 7: Synergies</b>                   | <p><i>Please provide a mapping which explains the relationship between any public manifestations of the administrative/management data, and any subsequent statistical releases or publications.</i></p>  |   |

2010-11 is the final year of publication for these reports

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|   | There is no publication of these data by other bodies before the NHS IC publishes  |
| <b>Section 8: Security/Data Protection arrangements</b> | <p><i>Please explain any additional arrangements for ensuring the security of statistical processes that draw on administrative data other than those listed below eg: any data sharing agreements, relevant legislation.</i></p> <p>Relevant IG polices:</p> <p>NHS IC Statistical Governance policy available from <a href="http://www.ic.nhs.uk/publicationscalendar">http://www.ic.nhs.uk/publicationscalendar</a> (then click on “Statistical Governance Policy”)</p> <p>NHS IC Small numbers Procedure available from <a href="http://www.ic.nhs.uk/publicationscalendar">http://www.ic.nhs.uk/publicationscalendar</a> (then click on “Small Numbers Procedure”)</p> <p>ONS Confidentiality Guidance and working papers<br/> <a href="http://www.ons.gov.uk/about/consultations/closed-consultations/disclosure-review-for-health-statistics---consultation-on-guidance/">http://www.ons.gov.uk/about/consultations/closed-consultations/disclosure-review-for-health-statistics---consultation-on-guidance/</a></p> <p>NHS IC Freedom of Information process available from <a href="http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures">http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures</a> (then click on “Freedom of Information Process”)</p> |

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