

Statement of Administrative Sources

Annex A: Information on administrative source

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Statement of Administrative Sources

Enquiries	Please contact the Health and Social Care Information Centre Contact centre Telephone: 0845 300 6016 and email: enquiries@hscic.gov.uk
Name of Administrative Source	Assuring Transformation
Section 1: Collection	<p><i>Please give a short explanation of the processes through which the system's underlying 'raw data' are captured.</i></p> <p>Data are collected via the Clinical Audit Platform (CAP) tool. CAP is a live system and data providers are expected to keep data up to date on an ongoing basis. Submission is mandatory for all CCGs who commission patients who fall within scope of the collection.</p> <p>For reporting purposes, a snapshot of the live system is taken at midnight on the last day of the calendar month.</p>
Section 2: Quality assurance	<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>Data are validated on data entry. A valid NHS number and date of birth is needed to register a patient on CAP. Questions that are dependent on each other are validated at data entry.</p> <p>Additional validation on landing the data taken place by the analysts. Checking for duplicate records, invalid site codes and some date inconsistencies. Issues are investigated by the survey support team with the data providers.</p>
Section 3: Application	<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>Data are collected for the purpose of ensuring that the public were 'aware of NHS commitments within the Transforming Care Programme' which was launched in the wake of the Winterbourne View scandal on the treatment of inpatients with Learning Disabilities.</p>
Section 4: Access and Dissemination	<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>

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	<p>HSCIC Statistical Governance policy available from http://www.hscic.gov.uk/pubs/calendar (then click on “Statistical Governance Policy”)</p> <p>HSCIC Freedom of Information process available from http://www.hscic.gov.uk/foi (then click on “Freedom of Information Process”)</p> <p>Link to National Statistician’s Guidance: Use of Administrative or Management Information http://www.statisticsauthority.gov.uk/national-statistician/guidance/index.html</p> <p>HSCIC Data Access and Information Sharing Policy available at http://www.hscic.gov.uk/media/1450/Data-access-information-sharing-policy/pdf/DAIS_Policy_Final_4.0_updated.pdf</p> <p>HSCIC Information Governance Legal Compliance Policy available at http://www.hscic.gov.uk/media/1451/Information-governance-legal-compliance/pdf/NHSIC_Information_Governance_Legal_Compliance_Policy.pdf</p> <table border="1" data-bbox="517 730 2114 1070"> <tr> <td data-bbox="517 730 976 831">Specify if shared Inside/Outside The HSCIC</td> <td data-bbox="976 730 2114 831">Raw data shared with NHS England on a monthly basis. Unsuppressed aggregated data shared with NHS England and regions on a weekly basis.</td> </tr> <tr> <td data-bbox="517 831 976 927">Range</td> <td data-bbox="976 831 2114 927">Named staff in NHS England and the regions</td> </tr> <tr> <td data-bbox="517 927 976 999">Nature</td> <td data-bbox="976 927 2114 999">Management purposes, to allow NHS E to produce their own measures.</td> </tr> <tr> <td data-bbox="517 999 976 1070">Timing</td> <td data-bbox="976 999 2114 1070">Published monthly and quarterly. Released to NHS England monthly and weekly</td> </tr> </table>	Specify if shared Inside/Outside The HSCIC	Raw data shared with NHS England on a monthly basis. Unsuppressed aggregated data shared with NHS England and regions on a weekly basis.	Range	Named staff in NHS England and the regions	Nature	Management purposes, to allow NHS E to produce their own measures.	Timing	Published monthly and quarterly. Released to NHS England monthly and weekly
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<p>Section 5: Non-statistical publication</p>	<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>								
<p>Section 6: Statistical publication</p>	<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"> http://www.hscic.gov.uk/article/6328/Reports-from-Assuring-Transformation-Collection 								

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	HSCIC publications calendar: http://www.hscic.gov.uk/pubs/calendar
Section 7: Synergies	<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> <p>None prior to publication.</p>
Section 8: Security/Data Protection arrangements	<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 policies:</p> <p>HSCIC Statistical Governance policy available from http://www.hscic.gov.uk/pubs/calendar (then click on “Statistical Governance Policy”)</p> <p>HSCIC Small numbers Procedure available from http://www.hscic.gov.uk/pubs/calendar (then click on “Small Numbers Procedure”)</p> <p>ONS Confidentiality Guidance and working papers http://www.ons.gov.uk/about/consultations/closed-consultations/disclosure-review-for-health-statistics---consultation-on-guidance/</p> <p>HSCIC Freedom of Information process available from http://www.hscic.gov.uk/foi (then click on “Freedom of Information Process”)</p>