

## Statement of Administrative Sources

### Annex A: Information on administrative source

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<b>Enquiries</b>	Please contact the Health and Social Care Information Centre (HSCIC) Contact centre Telephone: 0300 3035678 and email: <a href="mailto:enquiries@hscic.gov.uk">enquiries@hscic.gov.uk</a>
<b>Name of Administrative Source</b>	Community Mental Health Services Survey (CQC)
<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>Patients who accessed a mental health service were asked to complete a survey about their experiences of the service.</p> <p>Adult aged 18 or over who had received care or treatment for a mental health condition were eligible to complete the survey. Those who had only been seen once for an assessment, current inpatients and those in alcohol and drug abuse services were excluded from completing this survey. Patients who accessed learning disability services and specialist forensic services were also excluded.</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>None known.</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>Mental health services should take action to improve when the results are made available to them.</p> <p>The CQC will also use the data to help their constant review of mental health services.</p>

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<p><b>Section 4: Access and Dissemination</b></p>	<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>HSCIC Statistical Governance policy available from <a href="http://www.hscic.gov.uk/pubs/calendar">http://www.hscic.gov.uk/pubs/calendar</a> (See Statistical Governance Policy under User Documents)</p> <p>HSCIC Freedom of Information process available from <a href="http://www.hscic.gov.uk/foi">http://www.hscic.gov.uk/foi</a></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>HSCIC Information Governance Statement of Compliance Policy available from <a href="http://systems.hscic.gov.uk/infogov/igsoc/background/index.html">http://systems.hscic.gov.uk/infogov/igsoc/background/index.html</a></p>	
	Specify if shared Inside/Outside The HSCIC	Shared within the HSCIC and available publically.
	Range	Anyone with internet access and the correct software..
	Nature	Used in the production of official statistics publications and indicators.
	Timing	Data is gathered and released annually.

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<p><b>Section 5: Non-statistical publication</b></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><b>Section 6: Statistical publication</b></p>	<p><i>Please provide a list of each of the ‘Official’ or ‘National’ statistics series derived from this system.</i></p> <p>HSCIC publications calendar: <a href="http://www.hscic.gov.uk/pubs/calendar">http://www.hscic.gov.uk/pubs/calendar</a></p> <p>NHS Outcomes Framework – Publications</p>
<p><b>Section 7: Synergies</b></p>	<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>

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<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</i></p> <p>Relevant IG polices:</p> <p>HSCIC Statistical Governance policy available from <a href="http://www.hscic.gov.uk/pubs/calendar">http://www.hscic.gov.uk/pubs/calendar</a>(then click on “Statistical Governance Policy”)</p> <p>HSCIC Disclosure control Procedure available from <a href="http://www.hscic.gov.uk/pubs/calendar">http://www.hscic.gov.uk/pubs/calendar</a> (then click on “Disclosure Control Procedure”)</p> <p>ONS Confidentiality Guidance and working papers <a href="http://www.ons.gov.uk/ons/guide-method/best-practice/disclosure-control-of-health-statistics/index.html">http://www.ons.gov.uk/ons/guide-method/best-practice/disclosure-control-of-health-statistics/index.html</a></p> <p>HSCIC Freedom of Information process available from <a href="http://www.hscic.gov.uk/foi">http://www.hscic.gov.uk/foi</a></p>
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