

## Statement of Administrative Sources



### Annex A: Information on administrative source

<b>Enquiries</b>	Please contact the NHS Information Centre (NHS IC) Contact centre Telephone: 0845 300 6016 and email: <a href="mailto:enquiries@ic.nhs.uk">enquiries@ic.nhs.uk</a>
<b>Name of Administrative Source</b>	KT31 Community Contraception Collection
<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>Annual data collection on NHS community contraception services including services provided by Trusts in NHS clinics and domiciliary visits, as well as Brook services. Data collected includes attendances (by gender and age) at community contraception clinics, and methods of contraception. Data are collected using the NHS IC's online collection tool, Omnibus Survey. The collection page contains various validation rules and submission is not permitted until all validation errors have been resolved. Once submitted, data are captured on an SQL database and further offline validation carried out.</p>
<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>Rigorous online validation is carried out upon submission within the NHS IC's Omnibus Survey system. Further offline</p>

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	<p>validation is carried out by the NHS IC's Lifestyles team after submission.</p> <p>Further information is available in the <i>NHS Community Contraceptive Services: England, 2010/11 Data Quality Statement</i> available at  <a href="http://www.ic.nhs.uk/webfiles/publications/003_Health_Lifestyles/Contraceptive%20services%2011/NHS_Community_Contraceptive_Services_Data_Quality_Statement.pdf">www.ic.nhs.uk/webfiles/publications/003_Health_Lifestyles/Contraceptive%20services%2011/NHS_Community_Contraceptive_Services_Data_Quality_Statement.pdf</a></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>Data are used locally for management purposes, and nationally to monitor uptake of Long Acting Reversible Contraceptives (LARCs). Once received and validated by the NHS IC's Omnibus team the data are handed over to the NHS IC Lifestyles team to analyse and publish.</p> <p>Further information is available in the <i>Users and Uses of the Statistics</i> document available at  <a href="http://www.ic.nhs.uk/webfiles/publications/003_Health_Lifestyles/Contraceptive%20services%2011/Users_and_Uses_of_Statistics_Contraceptive_Services.pdf">www.ic.nhs.uk/webfiles/publications/003_Health_Lifestyles/Contraceptive%20services%2011/Users_and_Uses_of_Statistics_Contraceptive_Services.pdf</a></p>
<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 data is collected from suppliers annually, validated, and then shared internally with the NHS IC Lifestyles team for analysis. Information at national level does not exist until the NHS IC receives information from all provider organisations and aggregates it – therefore national information is not shared prior to publication. Local providers may share their own local information with other organisations but this would not be known to the NHS IC</p> <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>

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	<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 Inside/Outside The NHS IC	The data is collected from suppliers annually, validated, and then shared internally with the NHS IC Lifestyles team for analysis. Information at national level does not exist until the IC receives information from all provider organisations and aggregates it – therefore national information is not shared prior to publication. Local providers may share their own local information with other organisations but this would not be known to the NHS IC
	Range	Information available publically via NHS IC website upon publication, subject to disclosure controls for small numbers.  Until 24 hours before publication, data is accessed and shared among NHS IC production staff only. At that point, it is shared in accordance with pre-release access legislation.
	Nature	Local information may be shared by the provider organisations for Management Information purposes prior to the NHS IC receiving it.
	Timing	None
<b>Section 5: Non-statistical</b>	<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>	

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<b>publication</b>	None
<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>• NHS Contraceptive Services</li> </ul> <p>NHS IC publications calendar: <a href="http://www.ic.nhs.uk/publicationscalendar">http://www.ic.nhs.uk/publicationscalendar</a></p> <p>These statistics were recently assessed by the UK Statistics Authority. An assessment report - <i>Assessment Report 122 - Statistics on Contraceptive Services</i> – was published on 30 June 2011 and is available at <a href="http://www.statisticsauthority.gov.uk/assessment/assessment/assessment-reports/assessment-report-122---statistics-on-contraceptive-services.pdf">http://www.statisticsauthority.gov.uk/assessment/assessment/assessment-reports/assessment-report-122---statistics-on-contraceptive-services.pdf</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> <p>The annual report produced by the NHS IC contains information on NHS community contraception services. This has been collected annually since 1988/89 through the KT31 return, which includes services provided by:</p> <ul style="list-style-type: none"> <li>• Trusts in NHS clinics and as domiciliary visits</li> <li>• Brook</li> </ul> <p>This data is not published by any other bodies prior to publication of the NHS IC's annual report.</p> <p>A new quarterly attendance level collection known as Sexual and Reproductive Health Activity Dataset (SRHAD) started in 2010/11 and it is currently running alongside the KT31 return. The Department of Health (DH) expect that KT31 will run together with SRHAD until all sexual and reproductive health services are able to submit SRHAD returns, at which point the KT31 will be retired. The Department expects that services will be able to submit SRHAD returns by April 2013. When national compliance is achieved, the data will be published via quarterly and annual reports.</p>

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	<p>Further information is available in the <i>NHS Community Contraceptive Services: England, 2010/11 Data Quality Statement</i> available at <a href="http://www.ic.nhs.uk/webfiles/publications/003_Health_Lifestyles/Contraceptive%20services%2011/NHS_Community_Contraceptive_Services_Data_Quality_Statement.pdf">www.ic.nhs.uk/webfiles/publications/003_Health_Lifestyles/Contraceptive%20services%2011/NHS_Community_Contraceptive_Services_Data_Quality_Statement.pdf</a></p>
<p><b>Section 8: Security/Data Protection arrangements</b></p>	<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>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 <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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