

Statement of Administrative Sources



Annex A: Information on administrative source

Enquiries	Please contact the NHS Information Centre (NHS IC) Contact centre Telephone: 0845 300 6016 and email: enquiries@ic.nhs.uk
Name of Administrative Source	Dental Services dental data
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>NHS Dental Services collect data from all dental practitioners through the FP17 form, which records information on the patient, their dental attendances and some clinical information (such as the treatment received).</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>Automatic live validation of all datasets are carried out upon submission by NHS Dental Service's system. This will instantly feedback to data suppliers any issues with the data around quality and validity of the data so that suppliers can make immediate necessary amendments ensuring that only valid data are available for analysis and contract management. A series of exception reports are available to data suppliers and commissioning teams, further driving up data quality. Month on month trend data available,</p>

Information provided is believed to be correct as of June 2010 and may be subject to change.

Copyright © 2010, Re-used with the permission of The Health and Social Care Information Centre. All rights reserved.

	<p>helping contract holders and commissioners to monitor any unusual changes in activity. PCTs and contract holders meet at key times in the year to discuss performance where such issues are addressed. In extreme cases, issues referred to Dental Reference Service for extensive audit where fraud is suspected</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>The primary use of these data is for transfer of payments via the relevant Primary Care Trust (PCT) or Health Board. Information made available to practitioners and PCTs to monitor contract performance.</p>
Section 4: Access and Dissemination	<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>Contract management reports made available each month to practitioners and PCTs via closed system. Covers large range of measures, similar to those subsequently published via Official Statistics.</p> <p>NHS IC Statistical Governance policy available from www.ic.nhs.uk/publicationscalendar (then click on “Statistical Governance Policy”)</p> <p>NHS IC Freedom of Information process available from www.ic.nhs.uk/foipublicationscheme/policies (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>NHS IC Data Access and Information Sharing Policy available from www.ic.nhs.uk/foipublicationscheme/policies (then click on “IG policies and procedures”)</p> <p>NHS IC Information Governance Legal Compliance Policy available from www.ic.nhs.uk/foipublicationscheme/policies (then click on “IG policies and procedures”)</p>

Information provided is believed to be correct as of June 2010 and may be subject to change.

Copyright © 2010, Re-used with the permission of The Health and Social Care Information Centre. All rights reserved.

	Specify if shared Inside/Outside The NHS IC	Information shared by NHS Dental Services with dental practitioners and Primary Care Trusts for contract management purposes via automated system
	Range	NHS – dental practitioners and PCTs
	Nature	Contract performance and management
	Timing	Monthly with some information available live on submission
Section 5: Non-statistical publication	<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>	
Section 6: Statistical publication	<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"> ▪ NHS Dental Statistics for England (quarterly and annual publications. Annual publication includes workforce and clinical data) ▪ Dental Working Hours for England and Wales ▪ Dental Earnings and Expenses for England and Wales <p>NHS IC publications calendar: http://www.ic.nhs.uk/publicationscalendar</p>	
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>Some differences between data available via NHS Dental Services and NHS IC publication. Largely through different basis of counting activity, with NHS IC looking at completed episodes but the contract management data covering all episodes. Clinical data subject to further cleaning before publication by NHS IC</p>	
Section 8: Security/Data	<p><i>Please explain any additional arrangements for ensuring the security of statistical processes that draw</i></p>	

Information provided is believed to be correct as of June 2010 and may be subject to change.

<p>Protection arrangements</p>	<p><i>on administrative data other than those listed below</i></p> <p>Data sharing agreement with NHS Dental Services. Additional security measures in place for workforce data where password protected file shared with small number of IC analysts. Data stored on IC system under password protected directory.</p> <p>Relevant IG polices:</p> <p>NHS IC Statistical Governance policy available from www.ic.nhs.uk/publicationscalendar (then click on “Statistical Governance Policy”)</p> <p>NHS IC Small numbers Procedure available from www.ic.nhs.uk/foipublicationscheme/policies (then click on “IG policies and procedures”)</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>NHS IC Freedom of Information process available from www.ic.nhs.uk/foipublicationscheme/policies (then click on “Freedom of Information Process”)</p>
---------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Information provided is believed to be correct as of June 2010 and may be subject to change.

Copyright © 2010, Re-used with the permission of The Health and Social Care Information Centre. All rights reserved.