

Statement of Administrative Sources

Annex A: Information on administrative source

Enquiries	Please contact the Health and Social Care Information Centre (HSCIC) Contact centre Telephone: 0300 3035678 and email: enquiries@hscic.gov.uk
Name of Administrative Source	Hospital Episode Statistics (HES)
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>Information about patients and their hospital activity is entered into Patient Administration System (PAS) at each NHS organisation administering hospitals. This is submitted to the Secondary Uses Service (SUS) and an extract is taken to create HES.</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>The data collection is covered by the information standards specified in the Commissioning Data Sets. It is expected that Trusts will have robust governance arrangements, including data management</p>

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	<p>protocols, in place to ensure that all data submitted is measured and recorded in accordance with the related standard.</p> <p>Data in HES is coded as per the HES data dictionaries: http://www.hscic.gov.uk/hesdatadictionary When submitting data from PAS to SUS there are some validation checks which ensure valid data items are entered. Trusts have the facility to improve their data and resubmit. In addition, data validation and cleaning is carried out when the HSCIC receives HES from SUS, and data quality notes are published alongside all releases of HES official and national statistics.</p> <p>A programme of audits of data submitted to SUS for payment by results purposes is undertaken by Department of Health.</p> <p>HSCIC also publishes an annual report 'The Quality of Nationally Submitted Health and Social Care Data' which highlights issues around the recording of the underlying data that are used for HES, as well as examples of good and poor practice.</p> <p>The UK Statistics Authority conducted case studies of quality assurance and audit arrangements of administrative data sources. HES was used as a case study and further information can be found in the published report (Annex C, case study 3), available at: http://www.statisticsauthority.gov.uk/assessment/monitoring/administrative-data-and-official-statistics/quality-assurance-and-audit-arrangements-for-administrative-data.html</p>
<p>Section 3: Application</p>	<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>

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	HES data are collected whilst hospitals administer patient care.	
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>The HSCIC do not share or disseminate HES data during the period before they are converted into Official Statistics. We are not aware of sharing by supplier organisations prior to publication by us.</p> <p>HSCIC Statistical Governance policy available from http://www.hscic.gov.uk/pubs/calendar (See Statistical Governance Policy under User Documents)</p> <p>HSCIC Freedom of Information process available from http://www.hscic.gov.uk/foi</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 Information Governance Statement of Compliance Policy available from http://systems.hscic.gov.uk/infogov/igsoc/background/index_html</p>	
	Specify if shared Inside/Outside The HSCIC	
	Range	

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	Nature	
	Timing	Quarterly
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> <p>The following Official or National statistics series are derived in whole or in part from HES:</p> <p>National Statistics</p> <ul style="list-style-type: none"> • Hospital Episode Statistics: Admitted patient care • Hospital Outpatient Activity • Statistics on Obesity, Physical Activity and Diet - England <p>Official Statistics not designated as National Statistics</p> <ul style="list-style-type: none"> • Accident and Emergency Attendances in England • NHS Maternity Statistics • Adult Critical Care data in England • Provisional Monthly Hospital Episode Statistics for Admitted Patient Care, Outpatients and Accident & Emergency Data 	

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	<ul style="list-style-type: none"> • Provisional Accident & Emergency Quality Indicators for England - by provider • Finalised Patient Reported Outcome Measures (PROMs) in England • Provisional Patient Reported Outcome Measures (PROMs) in England • Summary Hospital-level Mortality Indicator (SHMI) • NICE Technology Appraisals in the NHS in England (Innovation Scorecard)
<p>Section 7: Synergies</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>n/a</p>
<p>Section 8: Security/Data Protection arrangements</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</i></p> <p>It is important that the people who are described by HES data are confident that their data is being:</p> <ul style="list-style-type: none"> - collected and held legally - handled confidentially, with due care and respect for privacy - managed in accordance with relevant legislation, eg Data Protection Act 1998. <p>HES is stored in a record level data warehouse and it contains information that could (if it was made freely available) potentially identify patients or the consultant teams treating them. In some cases record level data may be provided for medical/health care research purposes or to bodies responsible for the management of the health and care system. Access to HES data is strictly controlled; the information may be given following a stringent application procedure, where the project can justify the need and where aggregated data will not suffice. Any such request where there may be potential for identification of an</p>

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	<p>individual is referred to the appropriate governance committee. The HSCIC publishes a quarterly register of data releases, which includes releases of HES data.</p> <p>Given the scope of HES data and the variety of uses to which it could be put, it is essential that HES security procedures are understood and applied consistently by users who access the data directly. All users must adhere to the written protocol issued by the HSCIC on the dissemination of HES data (called the HES Analysis Guide). For example, guidance is given on handling the very small numbers that sometimes occur in tables to reduce the risk that local knowledge could enable the identification of either a patient or clinician.</p> <p>HES data are stored to strict standards: a system level security protocol is in place. This details the security standards that are in place to ensure data are secure and only accessed by authorised users.</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/ons/guide-method/best-practice/disclosure-control-of-health-statistics/index.html</p> <p>HSCIC Freedom of Information process available from http://www.hscic.gov.uk/foi</p>
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