

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	COVER (Cover of Vaccination Evaluated Rapidly)
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>The COVER programme was developed to improve immunisation coverage by providing rapid feedback of clear, accurate and relevant information and to enable changes in vaccine coverage to be detected quickly. COVER data is collected from Local Authorities (LAs) (previously collected from Primary Care Trusts (PCTs)) on childhood immunisation coverage at ages one, two and five years. The COVER programme is run by Public Health England (PHE, previously the Health Protection Agency (HPA)).</p> <p>Aggregated data collected through COVER is sent to the HSCIC in an Excel spreadsheet.</p>
Section 2: Quality assurance	<i>Please give details of any arrangements for auditing the quality of administrative data from this system which is used for statistical purposes</i>

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	<p>The Data are subject to quality assurance procedures by PHE prior to being sent to the HSCIC. PHE also undertake quarterly collections of the same data and this is an important means of identifying any data quality issues prior to the annual collection. On receipt of the COVER data from PHE, the HSCIC second check the data for completeness and to ensure that wherever there are unexpected/large changes from the previous year(s), that an adequate explanation(s) has been given. Where there is no documentation to explain the reason then further investigation with PHE/the LA is undertaken. Data submitted are also compared at a regional and local level to identify any outliers which may require further investigation (e.g. where coverage in an LA is substantially higher or lower than in others). Checks are also undertaken on the calculated coverage figures.</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> <p>The data are used for monitoring trends, operational management and performance monitoring.</p>
<p>Section 4: Access and Dissemination</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>The quarterly COVER statistics are published by Public Health England: https://www.gov.uk/government/collections/vaccine-uptake These are provisional data and the annual statistics are derived from a separate collection.</p> <p>HSCIC Statistical Governance policy available from http://www.hscic.gov.uk/pubs/calendar (See Statistical Governance Policy under User Documents)</p>

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	<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	Quarterly COVER data is published by PHE (see above) but these are provisional data and the annual statistics are derived from a separate collection.
	Range	General Public
	Nature	Publication/ Management information
	Timing	Quarterly
Section 5: Non-statistical publication	<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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	None other than by data owners as above
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>NHS Immunisations Statistics, England.</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>PHE publish quarterly statistics from the COVER collection before the HSCIC publish the annual statistics.</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</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/ons/guide-method/best-practice/disclosure-control-of-health-statistics/index.html</p>



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