

## 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>	Establishment of Memory Services Omnibus 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>A one-off data collection from PCTs. Data collected covers provision of memory services, spend on memory assessment services in 2008/09 and 2009/10, range of services included in memory services and accreditation by the Royal College of Psychiatrists. Data are collected, from PCTs, based on their administrative records, using the IC's online data collection tool, Omnibus Survey. The collection page contains various validation rules. Data cannot be submitted until all validation errors have been cleared. Data are captured on a SQL database and further offline validation is 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 IC's Omnibus Survey system. The return cannot be submitted unless all the validation rules are met. Further offline checks are carried out.</p>

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<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>The data are used locally to monitor commissioning of and spend on memory services.</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>Validated data sets are shared within different production teams within the NHS Information Centre.</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> <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> <table border="1" data-bbox="555 1230 2056 1326"> <tr> <td data-bbox="555 1230 1216 1326">Specify if shared Inside/Outside The NHS IC</td> <td data-bbox="1216 1230 2056 1326">Within the NHS IC</td> </tr> </table>		Specify if shared Inside/Outside The NHS IC	Within the NHS IC
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	Range	Mental Health and Community Care team and Omnibus team.
	Nature	Production, analysis and publication.
	Timing	Approximately 2 months prior to publication.
<b>Section 5: Non-statistical publication</b>	<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>	
<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> <p>Establishment of Memory Services - Provisional results of a survey of PCTs, 2011</p> <p>Establishment of Memory Services - Results of a survey of PCTs, final figures, 2011</p> <p>NHS IC publications calendar: <a href="http://www.ic.nhs.uk/publicationscalendar">http://www.ic.nhs.uk/publicationscalendar</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>None prior to publication.</p>	
<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 eg: any data sharing agreements, relevant legislation.</i></p> <p>None other than those listed below. This is aggregate data.</p>	

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	<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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