

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	ONS: National Survey of Bereaved People (VOICES- Views of Informal Carers, Evaluation of Services)
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>Each year a sample of approximately 49,000 adults in England are selected from the deaths registration database held by ONS. In order to ensure a representative sample of deaths in England and that it covers the key domains of interest, the sample is stratified by cause of death, place of death and geographic spread. Respondents are excluded from the sampling frame if the death was due to accident, suicide or homicide or where the death had occurred 'elsewhere' than the designated locations (home, care home, hospital or hospice) or where address details of the informant were missing.</p> <p>The VOICES questionnaire is sent by post to the person who registered the death of the deceased; this is usually a relative or friend of the deceased. If the informant feels unable to take part, they are asked to pass the questionnaire on to another family member or friend of the deceased if appropriate.</p>

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	<p>Completed questionnaires returned to ONS are scanned and processed through a bespoke data capture system, excluding the front page of the questionnaire which contains the name and address of the informant and the name of the deceased. All data are stored under Study ID number only on a secure server with restricted access to those ONS staff working on the survey.</p>
<p>Section 2: Quality assurance</p>	<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>A weighting process minimises the effects of non-response bias by accounting for the sampling process. The sampling and non-response weights are based on the age and sex of the deceased, cause of death, place of death and regional spread, as little is known about the survey respondents.</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 Department of Health commissioned the VOICES survey to follow up on a commitment made in the End of Life Care Strategy. The results are used to inform policy decisions and to enable evaluation of the quality of end of life care in different settings, across different ages and different causes of death.</p>

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<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>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	Shared within the HSCIC and available publically
	Range	Everyone with access to the internet and the appropriate software
	Nature	The production of official statistics publications and indicators.
	Timing	Data is released annually from the ONS and used in both annual and quarterly publications.

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<p>Section 5: Non-statistical publication</p>	<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>
<p>Section 6: Statistical publication</p>	<p><i>Please provide a list of each of the ‘Official’ or ‘National’ statistics series derived from this system.</i></p> <p>HSCIC publications calendar: http://www.hscic.gov.uk/pubs/calendar</p> <p>NHS Outcomes Framework – Publications</p>
<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>None prior to Publication</p>

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<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>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 Disclosure control Procedure available from http://www.hscic.gov.uk/pubs/calendar (then click on “Disclosure Control 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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