

Statement of Administrative Sources



for health and social care

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	Northern Ireland Business Services Organisation (BSO) dental system
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 raw data is collected from HS45 forms (or electronic submission) completed by dentists who perform dentistry within Northern Ireland. This records information on the patient and information on the type of treatment conducted. The information supplied to NHS IC is aggregated at dentist level from this source.</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>A BSO IT system has been installed, which scans the HS45 forms and creates a database and log of all the scanned forms. A strict set of validation rules ensures incorrectly filled forms are rejected. Prior to this forms were keyed by hand but were still subject to the same validation rules.</p>

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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>Information is extracted every month by BSO from the dental payments system. It is the BSO's role to pay family practitioners including dentists, opticians, pharmacists and GPs. The dental payments data is analysed by BSO to provide information (usually in the form of databases and reports) internally within the BSO, the Northern Ireland Department of Health, the Assembly and the public.</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>Information is issued to the NHS IC by BSO under a Data Sharing Agreement set up by BSO. The data is then shared by the NHS Information Centre to HMRC with an NHS IC Data Sharing Agreement being put in place.</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 http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures (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 http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures (then click on "Data access information sharing policy")</p> <p>NHS IC Information Governance Legal Compliance Policy available from http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures (then click on "Information governance legal compliance")</p>

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	Specify if shared Inside/Outside The NHS IC	<ul style="list-style-type: none"> - Data is shared internally within the BSO (not by the NHS IC). - Data shared by the BSO with the Northern Ireland Department of Health, the Assembly and the public. - Raw BSO data shared by the NHS IC with HMRC. - Aggregated data is shared by the NHS IC with the Dental Working Group (DWG). DWG is chaired by the NHS IC and has representation from the four UK Health Departments, the British Dental Association, the secretariat for the Review Body on Doctors' and Dentists' Remuneration, the NHS Business Services Authority Dental Services, and the National Association of Specialist Dental Accountants.
	Range	<ul style="list-style-type: none"> - Shared by BSO with Ministers, Senior Officials and Health Service managers. - Data shared with HMRC analysts by the NHS IC. - Shared with DWG by the NHS IC
	Nature	<ul style="list-style-type: none"> - Shared by BSO for accountability. - Shared with HMRC by the NHS IC for analysis purposes to produce the required data to be published. - Shared with DWG for Quality Assurance purposes.
	Timing	<ul style="list-style-type: none"> - This individual level data is shared with HMRC in March to September. - Aggregate data is shared with DWG between May and October annually.
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>Dental Earnings and Expenses (for Northern Ireland)</p> <p>NHS IC publications calendar: http://www.ic.nhs.uk/publicationscalendar</p>	

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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>This data is used by the NHS IC to calculate earnings and expenses, which is not known to be available elsewhere.</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 eg: any data sharing agreements, relevant legislation.</i></p> <p>Data sharing agreement in place with BSO. Data is encrypted and password protected before it is sent to the NHS IC.</p> <p>Relevant IG policies:</p> <p>NHS IC Statistical Governance policy available from http://www.ic.nhs.uk/publicationscalendar (then click on “Statistical Governance Policy”)</p> <p>NHS IC Small numbers Procedure available from http://www.ic.nhs.uk/publicationscalendar (then click on “Small Numbers Procedure”)</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 http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures (then click on “Freedom of Information Process”)</p>

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