

## Statement of Administrative Sources

### Annex A: Information on administrative source

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<b>Enquiries</b>	Please contact the Health and Social Care Information Centre (HSCIC) Contact centre Telephone: 0300 3035678 and email: <a href="mailto:enquiries@hscic.gov.uk">enquiries@hscic.gov.uk</a>
<b>Name of Administrative Source</b>	'Smoking Status at Time of Delivery' 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>Clinical Commissioning Groups (CCGs) are required to submit data on smoking status at time of delivery (SATOD) at quarterly intervals via the HSCIC Omnibus web based system.</p> <p>The following data should be provided; the number of maternities, number of women known to be smokers at the time of delivery, the number of women who are known to be non-smokers at the time of delivery, and the number of women whose smoking status was not known at the time of delivery.</p>

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<p><b>Section 2: Quality assurance</b></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>Data from each CCG is checked to ensure that the sum of the number of women smoking, not smoking or smoking status unknown at time of delivery is equal to the total number of maternities. If not this data is returned to the CCG to amend and re-submit their data.</p> <p>Further validation is undertaken by the Omnibus system.</p>
<p><b>Section 3: Application</b></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>To help policy officials and other stakeholders to make local and national comparisons and to monitor the quality and effectiveness of stop smoking services for pregnant women.</p>

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<p><b>Section 4: Access and Dissemination</b></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 <a href="http://www.hscic.gov.uk/pubs/calendar">http://www.hscic.gov.uk/pubs/calendar</a> (See Statistical Governance Policy under User Documents)</p> <p>HSCIC Freedom of Information process available from <a href="http://www.hscic.gov.uk/foi">http://www.hscic.gov.uk/foi</a></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>  HSCIC Information Governance Statement of Compliance Policy available from <a href="http://systems.hscic.gov.uk/infogov/igsoc/background/index_html">http://systems.hscic.gov.uk/infogov/igsoc/background/index_html</a></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 quarterly by the HSCIC

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<p><b>Section 5: Non-statistical publication</b></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><b>Section 6: Statistical publication</b></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: <a href="http://www.hscic.gov.uk/pubs/calendar">http://www.hscic.gov.uk/pubs/calendar</a></p> <p>Clinical Commissioning Group Outcomes Indicator Set (CCG OIS) – Publications</p>
<p><b>Section 7: Synergies</b></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><b>Section 8: Security/Data Protection arrangements</b></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 <a href="http://www.hscic.gov.uk/pubs/calendar">http://www.hscic.gov.uk/pubs/calendar</a>(then click on “Statistical Governance Policy”)</p> <p>HSCIC Disclosure control Procedure available from <a href="http://www.hscic.gov.uk/pubs/calendar">http://www.hscic.gov.uk/pubs/calendar</a> (then click on “Disclosure Control Procedure”)</p> <p>ONS Confidentiality Guidance and working papers <a href="http://www.ons.gov.uk/ons/guide-method/best-practice/disclosure-control-of-health-statistics/index.html">http://www.ons.gov.uk/ons/guide-method/best-practice/disclosure-control-of-health-statistics/index.html</a></p> <p>HSCIC Freedom of Information process available from <a href="http://www.hscic.gov.uk/foi">http://www.hscic.gov.uk/foi</a></p>
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