

Statement of Administrative Sources



Annex A: Information on administrative source

Enquiries	Please contact the Health and Social Care Information Centre (HSCIC) Contact centre Telephone: 0845 300 6016 and email: enquiries@ic.nhs.uk
Name of Administrative Source	NHS Stop Smoking Services Quarterly Monitoring Return
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>Quarterly data collection on NHS Stop Smoking Services data from Primary Care Trusts (PCTs) covering information on the number of people setting a quit date, the number who successfully quit at the 4 week follow-up, the total spent on smoking cessation, pregnant women, breakdowns by ethnic groups and type of pharmacotherapy received. NHS Stop Smoking Services are provided with an electronic "Gold Standard monitoring form" where detailed information is recorded at consultations with clients. Data from the NHS Stop Smoking Services is collated by the PCTs and reported to the HSCIC by populating a spreadsheet template which is loaded to the Stop Smoking Services data collection tool. Data is downloaded to a central database for further validation and analysis.</p> <p>The Department of Health publish annual Service and Monitoring Guidance for the services, which contains more information on the collection and monitoring process. The latest guidance is available</p>

Information provided is believed to be correct as of February 2012 and may be subject to change.

	<p>from; www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_109696</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>Rigorous online validation is built into the HSCIC Stop Smoking Services collection tool. PCTs correct any errors before upload is complete. Further offline validation is carried out by the HSCIC after submission e.g. using data from previous quarter as reference.</p>
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>The data is not used in any way prior to transformation into official statistics. The quarterly stop smoking data is sent to the Department of Health after publication where it is used in the Quarterly Report.</p> <p>The Quarterly Report collates and presents the latest available performance data for a subset of supporting measures in the 2011-12 Operating Framework, of which "SQU18 - Number of 4-week smoking quitters who attended NHS Stop Smoking Services" is one. The smoking quitters data are presented in the report at England, SHA Cluster, SHA, PCT and PCT Cluster level and are traffic light rated against NHS plans. A time series at England level back to quarter 4 2009-10 is also shown.</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>The data is collected from suppliers quarterly, validated, and then shared within the production teams in the HSCIC. Information at national level does not exist until the HSCIC receives information from all provider organisations and aggregates it.</p> <p>Local providers may share their own local information with other organisations but this would not be known to the HSCIC.</p>

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<p>HSCIC Statistical Governance policy available from www.ic.nhs.uk/publicationscalendar (then click on “Statistical Governance Policy”)</p> <p>HSCIC 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>HSCIC 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>HSCIC 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>	
Specify if shared Inside/Outside The HSCIC	<p>The data is collected from suppliers quarterly, it is validated, and then shared internally with the production teams for analysis. Information at national level does not exist until the HSCIC receives information from all provider organisations and aggregates it.</p> <p>Local providers may share their own local information with other organisations but this would not be known to the HSCIC.</p>
Range	Information available publicly via HSCIC website upon publication, subject to disclosure controls for small numbers.
Nature	Production, analysis within publication by the HSCIC

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	Timing	
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>The following are all 'Official' statistics:</p> <p>Statistics on NHS Stop Smoking Services: England (Quarterly)</p> <p>HSCIC publications calendar: http://www.ic.nhs.uk/publicationscalendar</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>None</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>Relevant IG policies:</p> <p>HSCIC Statistical Governance policy available from http://www.ic.nhs.uk/publicationscalendar (then click on "Statistical Governance Policy")</p> <p>HSCIC Small numbers Procedure available from http://www.ic.nhs.uk/publicationscalendar (then click on "Small Numbers Procedure")</p>	

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	<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>HSCIC 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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