

Statement of Administrative Sources



Annex B: Supporting metadata

Organisation	The Information Centre for Health and Social Care (The NHS Information Centre for health and Social Care) http://www.ic.nhs.uk/	
Enquiries	Please contact the NHS Information Centre (NHS IC) Contact centre Telephone: 0845 300 6016 and email: enquiries@ic.nhs.uk	
Responsible Statistician	Name: Paul Niblett Section: Social Care Statistics	
Section 1: Statistical End Product	Adult Social Care Survey, England - 2010-11	
Section 2: Original Administrative/Management Source/System	Name	Social Services Activity Data Referrals, Assessments and Packages of Care (RAP) return and Adult Social Care – Combined Activity Return (ASC – CAR) Council finance Systems
	Name of the organisation responsible	Councils with adult Social Services Responsibilities (CASSR's)
	Purpose of the administrative source	Management of services users and carers care.

Information provided is believed to be correct as of September 2011 and may be subject to change.

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	Unit of Inquiry	Social care user level.
	Intended Coverage	All users and carers that have been referred to adult social service departments.
	Actual Coverage	All users and carers that have been referred to adult social service departments.
	Geographical Coverage	England
	Lowest level of Geographical Coverage	CASSR
	Extent to which statistical end-producers can influence system?	There is a quarterly Social Services User Survey Group (SSUSG) meeting which is chaired by the NHS IC and attended by Council representatives, the Department of Health, Care Quality Commission and external parties interested in particular projects such as charity organisations. The minutes and papers for these meetings are published on the NHS IC web site at http://www.ic.nhs.uk/services/social-care/review-approval-and-development/ssusg
	Data definitions used	Guidance is given to councils in order for the returns to be completed. This is published on the NHS IC web site at <ul style="list-style-type: none"> • http://www.ic.nhs.uk/services/social-care/social-care-collections • http://www.ic.nhs.uk/services/social-care/social-care-collections/user-surveys
	Classification systems used	N/A
	Data Collection Process	1)Periodicity/Timing 2)Validation process
	Access Arrangements	Data is collected via an excel data return submitted to the NHS IC via a secure electronic file transfer system.

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	Dissemination Procedures	N/A
	Publication procedure	N/A
	Timing/Periodicity of public release	N/A
	Nature of changes to system that could impact on statistics	Changes to the definitions of data items and discontinuation of data items following review and consultation could impact the continuity of time series in the statistics.
Section 3: Change Process	Any formal changes to the data collection, including adding or removing data items and clarifications to definitions, are discussed in detail through the Social Services User Survey Group (SSUSG) and the Adult Review Group (both chaired by the NHS IC and including representatives from councils, Department of Health, Care Quality Commission and other key stakeholders).	
Section 4: The subsequent statistical production process	Validation procedures	The NHS IC data collection tools validate the data on submission. Further validations are conducted by the NHS IC Social Care Collection Team which includes: <ul style="list-style-type: none"> • Analysis of aggregated data against previous time series. • Quality Assurance across different data collections where similar data is collected.
	Quality assessment	Information on the quality of the data is summarised in the publication
	Periodicity of release	Annual

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	<p>Potential impact of changes to the source on the statistics produced</p>	<p>Changes to the definitions of data items and discontinuation of data items following review and consultation means that there is a break in the time series.</p> <p>Here is a link to a national Statistics consultation for all social care data collections. http://www.ic.nhs.uk/services/social-care/social-care-collections/a-strategic-direction-for-adult-social-care-information</p>
	<p>Procedures for mitigating such discontinuities</p>	<p>Ensuring that any discontinuities are clear for example thick black lines across tables and charts containing trends and the inclusion of footnotes on all tables and charts. The publication also contains information showing how the data collections have changed over time and the impact on the data.</p>

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