

Statement of Administrative Sources

Annex B: Supporting metadata

Organisation	Health and Social Care Information Centre (HSCIC) http://www.hscic.gov.uk/home		
Enquiries	Please contact the HSCIC Contact centre Telephone: 0845 300 6016 and email: enquiries@hscic.gov.uk		
Responsible Statistician	Name: Clare McConnell Section: Screening and Immunisations		
Section 1: Statistical End Product	Breast Screening Programme – England		
Section 2: Original Administrative/Management Source/System		Source 1	Source 2
	Name	NHS Breast Screening Programme Central Return Data Set (KC62)	NHS Breast Screening Programme Central Return Data Set (KC63)
	Name of the organisation responsible	NHS Cancer Screening Programmes	Health and Social Care Information Centre
	Purpose of the administrative source	Programme management/monitoring	Programme management/monitoring
	Unit of Inquiry	All eligible population aggregated by Breast Screening Unit (BSU)	All eligible population aggregated by Primary Care Organisation (PCO) and Local Authority (LA)
	Intended Coverage	All BSUs in England	All PCOs and LAs in England

¹ Information provided is believed to be correct as of December 2013 and may be subject to change.

Statement of Administrative Sources

	Actual Coverage	All BSUs in England	All PCOs and LAs in England
	Geographical Coverage	England	England
	Lowest level of Geographical Coverage	Reporting region	PCO and LA
	Extent to which statistical end-producers can influence system?	There are bi-annual meetings with the Breast Screening Evaluation Group as well as bi-annual meetings of the Regional Quality Assurance Co-ordinators, where any recommendations for changes are addressed.	There are bi-annual meetings with the Breast Screening Evaluation Group as well as bi-annual meetings of the Regional Quality Assurance Co-ordinators, where any recommendations for changes are addressed.
	Data definitions used	See Breast Screening in Data Dictionary: http://www.datadictionary.nhs.uk/data_dictionary/messages/central_return_data_sets/data_sets/nhs_breast_screening_programme_central_return_data_set_(kc62)_fr.asp?shownav=1	See Breast Screening in Data Dictionary: http://www.datadictionary.nhs.uk/data_dictionary/messages/central_return_data_sets/data_sets/nhs_breast_screening_programme_central_return_data_set_(kc63)_fr.asp?shownav=1
	Classification systems used	Nil	Nil
	Data Collection	1)Periodicity/ Timing	
		1) Annual Collection 2) Validation by the regional Quality	1) Annual Collection 2) Validation by the regional Quality

2 Information provided is believed to be correct as of December 2013 and may be subject to change.

Statement of Administrative Sources

	Process	2)Validation process	Assurance Reference Centres and further validation by the HSCIC	Assurance Reference Centres and by the HSCIC
	Access Arrangements		Access is controlled by the HSCIC. Individual requests for data are considered and where appropriate a Data Sharing Agreement is drawn up and signed off before data is shared.	Access is controlled by the HSCIC. Individual requests for data are considered and where appropriate a Data Sharing Agreement is drawn up and signed off before data is shared.
	Dissemination Procedures		Not aware of any disseminations	Not aware of any disseminations
	Publication procedure		n/a	n/a
	Timing/Periodicity of public release		n/a	n/a
	Nature of changes to system that could impact on statistics		Changes in screening policy (e.g. to the target age group and women at high risk of breast cancer) will impact on the data collection and statistics.	Changes in screening policy (e.g. to target age group and women at high risk of breast cancer) will impact on the data collection and statistics.
Section 3: Change Process	Source 1		Change procedures are managed by the NHS Cancer Screening Programmes through the bi-annual Evaluation Group meetings.	

³ Information provided is believed to be correct as of December 2013 and may be subject to change.

Statement of Administrative Sources

	Source 2	Change procedures are managed by the NHS Cancer Screening Programmes through the bi-annual Evaluation Group meetings.	
Section 4: The subsequent statistical production process		Source 1	Source 2
	Validation procedures	Validation against historical sources and local/national data. Mixture of automated and manual quality assurance.	Validation against historical sources and local/national. Mixture of automated and manual quality assurance.
	Quality assessment	Regular consultation with users through the Breast Screening Evaluation Group and QA Co-ordinators group meetings. User comments invited on format and outline of publication. Key stakeholders/users are consulted on the format and outline of the report prior to publication. Information on quality is summarised in the Quality Statement in the publication and in the Appendix on Data Validation and Data Quality.	Regular consultation with users through the Breast Screening Evaluation Group and QA Co-ordinators group meetings. User comments invited on format and outline of publication. Key stakeholders/users are consulted on the format and outline of the report prior to publication. Information on quality is summarised in the Quality Statement in the publication and in the Appendix on Data Validation and Data Quality.
	Periodicity of release	Annual	Annual

4 Information provided is believed to be correct as of December 2013 and may be subject to change.

Statement of Administrative Sources

	Potential impact of changes to the source on the statistics produced	Policy changes (e.g. to the target age group) will impact on historic comparisons.	Policy changes (e.g. to the target age group) will impact on historic comparisons.
	Procedures for mitigating such discontinuities	Data is reported in several overlapping age bands. Where new age groups are introduced, existing age groups are continued for at least 5 years to cover the periodicity of the screening programme.	Data is reported in several overlapping age bands. Where new age groups are introduced, existing age groups are continued for at least 5 years to cover the periodicity of the screening programme.

⁵ Information provided is believed to be correct as of December 2013 and may be subject to change.

6 Information provided is believed to be correct as of December 2013 and may be subject to change.

Copyright © 2012, Re-used with the permission of the Health and Social Care Information Centre. All rights reserved.