

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	Community Care Statistics: Social Services Activity, England	
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)
	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 February 2012 and may be subject to change.

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		Unit of Inquiry	Social care user aggregated to CASSR 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 Adult Review Group (ARG) 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/adult-review-group
		Data definitions used	Guidance is given to councils in order for the aggregated returns to be completed. This is published on the NHS IC web site at http://www.ic.nhs.uk/services/social-care/social-care-collections
		Classification systems used	N/A
Data Collection Process	1)Periodicity/Timing 2)Validation process		Annual Councils routinely carry out data quality and validation reports and the annual submission is signed off by senior management within the council.
		Access Arrangements	Data is collected via Omnibus for RAP and ASC-CAR. Both of these data collection systems are operated by the NHS IC and authorised users have a log on and password in order to access them.
		Dissemination Procedures	N/A

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	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 Adult Review Group (chaired by the NHS IC and including representatives from councils, Department of Health, Care Quality Commission and other key stakeholders). The recommendations are then sent to the Outcomes & Information Development board (OIDB) for consideration and approval. The OIDB board is co-chaired by the Department of Health and the Association of Directors of Adult Social Services (ADASS) and includes the key stakeholders for adult social care.	
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
	Potential impact of changes to the source on the statistics produced	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.

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		<p>Here is a link to a national Statistics consultation for all social care data collections.</p> <p>http://www.ic.nhs.uk/services/social-care/social-care-collections/a-strategic-direction-for-adult-social-care-information</p>
	Procedures for mitigating such discontinuities	<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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