

## Statement of Administrative Sources



### Annex B: Supporting metadata

<b>Organisation</b>	The Information Centre for Health and Social Care (The NHS Information Centre for health and Social Care) <a href="http://www.ic.nhs.uk/">http://www.ic.nhs.uk/</a>	
<b>Enquiries</b>	Please contact the NHS Information Centre (NHS IC) Contact centre Telephone: 0845 300 6016 and email: <a href="mailto:enquiries@ic.nhs.uk">enquiries@ic.nhs.uk</a>	
<b>Responsible Statistician</b>	Name: Claire Thompson Section: Mental Health and Community Care	
<b>Section 1: Statistical End Product</b>	Establishment of Memory Services - Results of a survey of PCTs, final figures, 2011	
<b>Section 2: Original Administrative/Management Source/System</b>	Name	Establishment of Memory Services Survey
	Name of the organisation responsible	All organisations commissioning memory assessment services
	Purpose of the administrative source	Collection of data about Memory services funded via Department of Health funding.
	Unit of Inquiry	Number of services

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	Intended Coverage	All commissioners of NHS funded Memory services
	Actual Coverage	79% of all commissioners of NHS funded Memory services
	Geographical Coverage	England
	Lowest level of Geographical Coverage	Commissioning PCT
	Extent to which statistical end-producers can influence system?	The data collection is mandated and approved by the Review of Central Returns (ROCR).
	Data definitions used	See Memory Services guidance: <a href="http://www.ic.nhs.uk/services/omnibus-survey/using-the-service/data-collections/national-audit-of-dementia--establishment-of-memory-services">http://www.ic.nhs.uk/services/omnibus-survey/using-the-service/data-collections/national-audit-of-dementia--establishment-of-memory-services</a>
	Classification systems used	n/a
	Data Collection Process	1)Periodicity/Timing 2)Validation process
	Access Arrangements	One-off some internal validation of counts which represent calculations from other elements of the form;
	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	One-off
		None
<b>Section 3: Change Process</b>	Not applicable	

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<b>Section 4: The subsequent statistical production process</b>	Validation procedures	Validation is carried out upon submission within the NHS IC's Omnibus Survey system. Further offline validation is carried out as part of preparing the data for analysis, including comparisons with previous quarter's data.
	Quality assessment	Included in the publication.
	Periodicity of release	One-off
	Potential impact of changes to the source on the statistics produced	Any changes to the source data would be likely to impact on the statistics produced.
	Procedures for mitigating such discontinuities	This is a one-off collection and publication so mitigation is not required.

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