

## Statement of Administrative Sources

### Annex B: Supporting metadata

<b>Organisation</b>	Health and Social Care Information Centre (HSCIC) <a href="http://www.hscic.gov.uk/">http://www.hscic.gov.uk/</a>	
<b>Enquiries</b>	Please contact the HSCIC Contact centre Telephone: 0300 3035678 and email: <a href="mailto:enquiries@hscic.gov.uk">enquiries@hscic.gov.uk</a>	
<b>Responsible Statistician</b>	Name: Nicola Dawes Section: HES/SUS Analysis and Development	
<b>Section 1: Statistical End Product</b>	Provisional Monthly Patient Reported Outcome Measures (PROMs) in England Finalised Patient Reported Outcome Measures (PROMs) in England	
<b>Section 2: Original Administrative/Management Source/System</b>	<b>Name</b>	HES
	<b>Name of the organisation responsible</b>	NHS Trusts
	<b>Purpose of the administrative source</b>	Administering patient care
	<b>Unit of Inquiry</b>	Finished consultant episode (a continuous period of admitted patient care under one consultant with one healthcare provider)

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	<b>Intended Coverage</b>	Activity in English NHS hospitals and English NHS commissioned activity in the independent sector.				
	<b>Actual Coverage</b>	All episodes submitted by the NHS				
	<b>Geographical Coverage</b>	England				
	<b>Lowest level of Geographical Coverage</b>	Hospital provider				
	<b>Extent to which statistical end-producers can influence system?</b>	NHS Information Standards Board controls what information is collected from hospital administration systems.				
	<b>Data definitions used</b>	See Data Dictionary: <a href="http://www.datadictionary.nhs.uk/">http://www.datadictionary.nhs.uk/</a>				
	<b>Classification systems used</b>	ICD10 for diagnoses: <a href="http://apps.who.int/classifications/apps/icd/icd10online/">http://apps.who.int/classifications/apps/icd/icd10online/</a>  OPCS for procedures and interventions: <a href="http://www.hscic.gov.uk/standards">http://www.hscic.gov.uk/standards</a>				
	<b>Data Collection Process</b>	<table border="1"> <tr> <td><b>1)Periodicity/ Timing</b></td> <td>1. Provisional monthly data are collected with provisional / final annual data used for this publication.</td> </tr> <tr> <td><b>2)Validation process</b></td> <td>2. When submitting data there are some validation checks which ensure valid data items are entered. In addition, data validation and cleaning is carried out when the HSCIC receives HES data.</td> </tr> </table>	<b>1)Periodicity/ Timing</b>	1. Provisional monthly data are collected with provisional / final annual data used for this publication.	<b>2)Validation process</b>	2. When submitting data there are some validation checks which ensure valid data items are entered. In addition, data validation and cleaning is carried out when the HSCIC receives HES data.
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	<p><b>Access Arrangements</b></p>	<p>Access to HES data is strictly controlled by the NHS National Information Governance Board. Two committees of this Board, the Ethics &amp; Confidentiality Committee and the Database Monitoring Sub Group, approve any access to HES data.</p> <p>The data are stored within the SQL database warehouse in a closed area, with secure access. Only authorised staff members have permissions to run queries from these data tables. Permission is through Clear Data Access Approval and is reviewed on a regular basis.</p>
	<p><b>Dissemination Procedures</b></p>	<p>N/A</p>
	<p><b>Publication procedure</b></p>	<p>N/A</p>
	<p><b>Timing/Periodicity of public release</b></p>	<p>N/A</p>
	<p><b>Nature of changes to system that could impact on statistics</b></p>	<p>System change details available at:  <a href="http://www.hscic.gov.uk/isce/publication">http://www.hscic.gov.uk/isce/publication</a></p>
<p><b>Section 3: Change Process</b></p>	<p>Dataset change notice process is followed in accordance with <a href="http://www.hscic.gov.uk/isce/publication">http://www.hscic.gov.uk/isce/publication</a></p>	

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<b>Section 4: The subsequent statistical production process</b>	<b>Validation procedures</b>	Data are dual run and compared to historical figures to validate trends. Incoming PROMs questionnaire data can only be submitted by accredited 3 <sup>rd</sup> party data suppliers that have met NHS England’s quality standards under the Patient Questionnaire Framework (PQF).  In addition, incoming data are subject to electronic validation checks to ensure data are valid, in the correct format and all mandatory data items are present. Files that fail validation are rejected.
	<b>Quality assessment</b>	The statistical output is published with an accompanying data quality note which highlights any underlying issues discovered with the data.
	<b>Periodicity of release</b>	Monthly (headline figures and basic publication) Quarterly, Annual (full report)
	<b>Potential impact of changes to the source on the statistics produced</b>	Substantive changes to source data, for example, new diagnosis or treatment codes and changes to geographical boundaries, will result in breaks in time series data.
	<b>Procedures for mitigating such discontinuities</b>	Discontinuities are explained and footnoted in publications.