

# Statement of Administrative Sources

## Annex B: Supporting metadata

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<b>Organisation</b>	The Health and Social Care Information Centre <a href="http://www.hscic.gov.uk/">http://www.hscic.gov.uk/</a>	
<b>Enquiries</b>	Please contact the Health and Social Care Information Centre Contact centre Telephone: 0300 303 5678 and email: <a href="mailto:enquiries@hscic.gov.uk">enquiries@hscic.gov.uk</a>	
<b>Responsible Statistician</b>	Name: Stephanie Gebert, Analytical Section Head Section: Community and Mental Health	
<b>Section 1: Statistical End Product</b>	<ul style="list-style-type: none"> <li>• Psychological Therapies: Annual report on the use of IAPT services</li> <li>• Monthly Improving Access to Psychological Services (IAPT) reports</li> </ul> <p>Both available from <a href="http://www.hscic.gov.uk/iaptreports">http://www.hscic.gov.uk/iaptreports</a></p>	
<b>Section 2: Original Administrative/Management Source/System</b>	Name	Improving Access to Psychological Therapies (IAPT) data set
	Name of the organisation responsible	Health and Social Care Information Centre
	Purpose of the administrative source	Collection of management and administrative data about referrals and appointments activity for talking therapies.
	Unit of Inquiry	Referrals and persons. Note that a person may have more than one IAPT referral in a given time period.
	Intended Coverage	All providers of IAPT services in England.
	Actual Coverage	As above.
	Geographical Coverage	England
	Lowest level of Geographical Coverage	Provider
	Extent to which statistical end-producers can influence system?	Data set is held in-house and is periodically updated.
	Data definitions used	See <a href="http://www.hscic.gov.uk/media/13514/IAPT-v15-Technical-">Technical Output Specification</a> , published at: <a href="http://www.hscic.gov.uk/media/13514/IAPT-v15-Technical-">http://www.hscic.gov.uk/media/13514/IAPT-v15-Technical-</a>

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		<p><a href="#">Output-Specification/xls/IAPT_Data_Set_v1.5_Technical_Output_Specification.xls</a> and <a href="#">Metadata file</a>, published at: <a href="http://www.hscic.gov.uk/iaptmonthly">www.hscic.gov.uk/iaptmonthly</a></p>
	Classification systems used	ICD-10 diagnosis classifications.
Data Collection Process	<p>1)Periodicity/Timing 2)Validation process</p>	<p>Data are submitted on a monthly basis; providers have two submission windows (primary and refresh) of approximately one month in which to submit activity for a given monthly period.</p> <p>Data are validated at file and record level. On submission of an invalid file, providers receive a notice of rejection. On submission of invalid records, the file is not rejected but providers are informed of records which did not meet criteria.</p>
	Access Arrangements	<p>Clear Data Access forms must be signed by anybody with access to the databases. These are held by the Information Asset Owner.</p> <p>Data are collected and pseudonymised at the point of linkage; HSCIC staff only have access to pseudonymised data and no Patient Identifiable Data is contained in databases.</p>
	Dissemination Procedures	<p>Providers receive extracts of their own processed data following the closing of the refresh submission window.</p> <p>Data are published on the HSCIC website, and also directly linked from the IAPT subpages: <a href="http://www.hscic.gov.uk/iaptreports">http://www.hscic.gov.uk/iaptreports</a> <a href="http://www.hscic.gov.uk/iaptmonthly">http://www.hscic.gov.uk/iaptmonthly</a></p>
	Publication procedure	Publications are in line with the HSCIC's internal Statistical Governance Publication Process. See:

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		<a href="http://teams2/PublicationsProcess/default.aspx">http://teams2/PublicationsProcess/default.aspx</a>
	Timing/Periodicity of public release	Monthly, with quarterly supplementary information published every 3 months. Annual report and detailed data tables published each year.
	Nature of changes to system that could impact on statistics	Last dataset version change took place in July 2014 and affected the calculation of recovery measures. Changes described on <a href="http://www.hscic.gov.uk/iaptmonthly">http://www.hscic.gov.uk/iaptmonthly</a> .  No substantial changes to the dataset are planned in the next year.
<b>Section 3: Change Process</b>	Changes to publications need to be announced as a Methodological Change on publication page(s). Also see <a href="http://www.hscic.gov.uk/pubs/methchanges">http://www.hscic.gov.uk/pubs/methchanges</a> .  Dataset changes would undergo the SCCI (Standardisation Committee for Care Information) process: <a href="http://www.hscic.gov.uk/isce/publication/standards">http://www.hscic.gov.uk/isce/publication/standards</a>	
<b>Section 4: The subsequent statistical production process</b>	Validation procedures	Validation is done at the point of submission and in subsequent loading stages. Any substantial changes to the dataset would follow the processes of the Dataset Maintenance team within the Community & Mental Health team.
	Quality assessment	Information on data quality is available in the DQ Statement, here: <a href="http://www.hscic.gov.uk/media/16923/IAPT-DQ-Month/pdf/IAPT-month-dqs.pdf">http://www.hscic.gov.uk/media/16923/IAPT-DQ-Month/pdf/IAPT-month-dqs.pdf</a> Further, in-depth reports about the data quality of specific publications are available within each publication. These give information about to what extent values in each field are VODIM (valid, other, Default, Invalid, Missing).
	Periodicity of release	Monthly, with quarterly supplementary information published every 3 months. Annual report and detailed data tables published each year.

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	Potential impact of changes to the source on the statistics produced	Previous methodological change affected the calculation of outcomes data (e.g. recovery), preventing time series analysis.
	Procedures for mitigating such discontinuities	Appropriate caveats in publications and explanations in reports.