

Statement of Administrative Sources

Annex B: Supporting metadata

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Statement of Administrative Sources

Organisation	The Health and Social Care Information Centre http://www.hscic.gov.uk/	
Enquiries	Please contact the Health and Social Care Information Centre Contact centre Telephone: 0845 300 6016 and email: enquiries@hscic.gov.uk	
Responsible Statistician	Name: Stephanie Gebert Section: Community and Mental Health	
Section 1: Statistical End Product	Learning Disability Services Monthly Report	
Section 2: Original Administrative/Management Source/System	Name	Assuring Transformation (AT)
	Name of the organisation responsible	CCGs
	Purpose of the administrative source	Manage patient care
	Unit of Inquiry	Inpatients with 'a bed' normally designated for the treatment or care of people with a learning disability or those with 'a bed' designated for mental illness treatment or care who have been diagnosed or are understood to have a learning disability and/or autistic spectrum disorder.
	Intended Coverage	All CCGs in England who commission inpatient care for people with learning disabilities and/or autism
	Actual Coverage	All CCGs in England who commission inpatient care for people with learning disabilities and/or autism
	Geographical Coverage	England
	Lowest level of Geographical Coverage	Source data includes postcode of patient's usual residence and postcode of ward
	Extent to which statistical end-	AT is a mandated NHS dataset approved by Review of Central

Statement of Administrative Sources

		producers can influence system?	Returns (ROCR). The dataset is maintained by the Health and Social Care Information Centre and any changes made via a change control process.
		Data definitions used	Where possible the collection uses data dictionary. See NHS Data Dictionary for MHMDS definitions: http://www.datadictionary.nhs.uk/data_dictionary/messages/clinical_data_sets/data_sets/mental_health_minimum_data_set_fr.asp?shownav=1
		Classification systems used	ICD10 diagnosis classification
Data Collection Process	1)Periodicity/Timing 2)Validation process		AT is an ongoing collection with data providers submitting data as and when something changes. HSCIC take a cut of the data at midnight on the last day of the month and use this snapshot for reporting purposes.
		Access Arrangements	<p>Access to source systems will be subject to individual organisation's information security arrangements.</p> <p>Access to processed, record level, anonymised AT data is subject to the NHS Information Centre's Data Access and Information Sharing Policy available from http://www.ic.nhs.uk/data-protection/freedom-of-information-foi/guide-to-information/our-policies-and-procedures (then click on "Data access information sharing policy").</p> <p>In addition, any access to full, record level AT which includes some sensitive data items, is subject to DARS approval.</p>
		Dissemination Procedures	Organisations that submit the data can download a report of all the data they have stored on the system. They can use this for internal purposes only.
		Publication procedure	n/a

Statement of Administrative Sources

	Timing/Periodicity of public release	n/a
	Nature of changes to system that could impact on statistics	Changes to AT are subject to Standardisation Committee for Care Information (SCCI) approval.
Section 3: Change Process	Changes discusses at the LD/AT board, then subject to SCCI approval.	
Section 4: The subsequent statistical production process	Validation procedures	Many data items are validated on submission. Additional work is done by the survey support team
	Quality assessment	Information on data quality is available in the publication for number of submitters, as well as compliance of new measures.
	Periodicity of release	Monthly
	Potential impact of changes to the source on the statistics produced	Substantive changes to source data will result in breaks in time series data. For example, new diagnosis codes or changes in geographical boundaries.
	Procedures for mitigating such discontinuities	Explanatory notes will be added for any discontinuities.

Statement of Administrative Sources