

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: Kate Anderson Section: Workforce and Facilities	
Section 1: Statistical End Product	Patient Environment Action Team (PEAT)	
Section 2: Original Administrative/Management Source/System	Name	Estates & Facilities Management ("EFM")
	Name of the organisation responsible	Asckey Data Services Ltd (ASCKEY)
	Purpose of the administrative source	Management information for trusts and independent providers
	Unit of Inquiry	All eligible participating organisations (voluntary collection)

Information provided is believed to be correct as of January 2013 and may be subject to change.

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	Intended Coverage	All NHS hospitals with 10 or more in-patient beds; any independent providers choosing to participate
	Actual Coverage	All eligible NHS hospitals, 140 independent hospitals (independent hospital numbers based on 2011, actual participation varies year on year)
	Geographical Coverage	England
	Lowest level of Geographical Coverage	Hospitals
	Extent to which statistical end-producers can influence system?	Annual review of process and question set in which the NHS IC participates
	Data definitions used	Standard scores on a 0 – 5 scale and Yes/No/NA responses Details on assessment form and guidance note published alongside statistical release.
	Classification systems used	Results are on a 5-point scale of Excellent, Good, Acceptable, Poor, Unacceptable Details on assessment form and guidance note published alongside statistical release.
	Data Collection Process	1)Periodicity/Timing 2)Validation process
	Access Arrangements	Annual collection from January to March Validation by inclusion of external assessors in assessment process (target – 15 to 20% annually)
		Access is controlled by NHS IC and through personal log-in. Once data is committed system is closed and can only be accessed with NHS IC approval

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	Dissemination Procedures	Pre-release access is granted to the Care Quality Commission and Department of Health for management purposes.
	Publication procedure	Results for all participating organisations published through website
	Timing/Periodicity of public release	Annually.
	Nature of changes to system that could impact on statistics	As a result of the review there may be some minor changes to the process for 2010, but these are not expected to be sufficient in quantity to invalidate comparability with previous years.
Section 3: Change Process	Change procedures are managed by the NHS IC but are subject to discussion with, and agreement of, policy leads in the Department of Health. An annual review process involving all data suppliers and all other interested parties/data users is undertaken.	
Section 4: The subsequent statistical production process	Validation procedures	Retrospective validation is not possible. Validation is undertaken at the time of inspection through inclusion of independent assessors.
	Quality assessment	None specifically

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	Periodicity of release	Annual
	Potential impact of changes to the source on the statistics produced	Policy changes and changes to improve the assessment process can lead to changes in outcomes. However in most years only minimal changes are made and these are not sufficient to invalidate comparability with previous years.
	Procedures for mitigating such discontinuities	The PEAT process has been operating for 12 years, and only once has there been a change which has required development of a new scoring/reporting process. Should such a change be considered for the future there would be a clear signal that the methodology had changed and year-on-year comparisons were no longer possible from the time the new process was introduced.

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