

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: Paul Niblett Section: Social Care Statistics	
Section 1: Statistical End Product	Personal Social Services Expenditure and Unit Costs, England	
Section 2: Original Administrative/Management Source/System	Name	Council Finance Systems (PSS Ex1)
	Name of the organisation responsible	Councils with Adult Social Services Responsibilities (CASSR's)
	Purpose of the administrative source	To record finance transactions for accounting and audit purposes.

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	Unit of Inquiry	Social care user aggregated to CASSR level and Expenditure in £ aggregated to CASSR level.
	Intended Coverage	All adult social care expenditure by CASSR's.
	Actual Coverage	All adult social care expenditure by CASSR's.
	Geographical Coverage	England
	Lowest level of Geographical Coverage	CASSR
	Extent to which statistical end-producers can influence system?	There is a regular meeting which is chaired by the Chartered Institute for Public Finance and Accounting (CIPFA) and attended by Council representatives, the Department of Health (DH), Care Quality Commission, the NHS IC and external parties interested in particular projects.
	Data definitions used	Guidance is given to councils in order for the aggregated returns to be completed. This is published on the NHS IC web site at http://www.ic.nhs.uk/services/social-care/social-care-collections
	Classification systems used	N/A
	Data Collection Process	1)Periodicity/Timing 2)Validation process Annual Council finance departments will be party to internal and external auditing. The annual submission is signed off by senior management within the council.
	Access Arrangements	Data is collected via the Data Depot which is an online data collection tool operated by the NHS IC. Authorised users have a log on and password in order to access the data depot.
	Dissemination Procedures	N/A
	Publication procedure	N/A
	Timing/Periodicity of public release	N/A
	Nature of changes to system	Changes to the definitions of data items and discontinuation of

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	that could impact on statistics	data items following review and consultation could impact the continuity of time series in the statistics.
Section 3: Change Process	Any formal changes to the data collection, including adding or removing data items and clarifications to definitions, are discussed in detail through the Chartered Institute for Public Finance and Accounting (CIPFA) working group (chaired by a director of finance in a council) and include other representatives from councils, Department of Health, Care Quality Commission the NHS IC and other key stakeholders). The recommendations are then sent to the Outcomes & Information development (OID) board for consideration and approval. The OID board is co-chaired by the Department of Health and the Association of Directors of Adult Social Services (ADASS) and includes the key stakeholders for adult social care.	
Section 4: The subsequent statistical production process	Validation procedures	Validations are conducted by the NHS IC Social Care Collection Team which includes: <ul style="list-style-type: none"> • Analysis of aggregated data against previous time series. • Quality Assurance across different data collections where similar data is collected.
	Quality assessment	Information on the quality of the data is summarised in the publication
	Periodicity of release	Annual
	Potential impact of changes to the source on the statistics produced	Changes to the definitions of data items and discontinuation of data items following review and consultation means that there is a break in the time series. Here is a link to a review of the PSS Ex1 collection. http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsStatistics/DH_088428

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	Procedures for mitigating such discontinuities	Ensuring that any discontinuities are clear, for example thick black lines across tables and charts containing trends and the inclusion of footnotes on all tables and charts. The publication also contains information showing how the data collection has changed over time and the impact on the data.
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