

## 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: Jane Winter Section: Hospital Episode Statistics (HES) Analysis	
<b>Section 1: Statistical End Product</b>	Provisional Monthly Hospital Episode Statistics for Admitted Patient Care, Outpatients and Accident and Emergency Data	
<b>Section 2: Original Administrative/Management Source/System</b>	<b>Name</b>	Hospital Episode Statistics (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 episodes (a continuous period of admitted patient care under one consultant within one healthcare provider)
	<b>Intended Coverage</b>	Activity in English NHS Hospitals and English NHS commissioned activity in the independent sector
	<b>Actual Coverage</b>	All episodes, appointments and attendances submitted by the NHS
	<b>Geographical Coverage</b>	England
	<b>Lowest level of Geographical</b>	Postcode of patient's home address (but any release of this is subject to

## Statement of Administrative Sources

<b>Coverage</b>		disclosure control and access to postcode is strictly governed).
<b>Extent to which statistical end-producers can influence system?</b>		Standardisation Committee for Care Information (SCCI) controls what information is collected from hospital administration systems.
<b>Data definitions used</b>		HES data dictionaries available at: <a href="http://www.hscic.gov.uk/hesdatadictionary">http://www.hscic.gov.uk/hesdatadictionary</a>
<b>Classification systems used</b>		The World Health Organization's ICD-10 (International Classification of Diseases and Related Health Problems) classification for diagnosis information.  OPCS-4 (Office of Population, Censuses and Surveys: Classification of Interventions and Procedures, 4th Revision) classification for procedures and interventions.
<b>Data Collection Process</b>	<b>1)Periodicity/Timing</b>  <b>2)Validation process</b>	1) Provisional monthly HES data is collected and published on a monthly basis – precise dates vary from month to month.  2) There are validity checks on data items entered into SUS. Data is then cleansed by SUS before it enters the HES database. Data quality notes are also published alongside the reports.
<b>Access Arrangements</b>		Access to HES data is strictly controlled; data may be provided following a stringent application process. All applications, other than for aggregate data, are evaluated by the Data Access Advisory Group (DAAG). DAAG will then make a recommendation to the HSCIC Senior Information Risk Officer (SIRO), who has responsibility for approving the release of the data.
<b>Dissemination Procedures</b>		The HSCIC do not share or disseminate HES data during the period before they are converted into Official Statistics. Post publication dissemination managed by DARS: <a href="http://www.hscic.gov.uk/dars">http://www.hscic.gov.uk/dars</a>
<b>Publication procedure</b>		Register of data releases published on HSCIC website

## Statement of Administrative Sources

	<b>Timing/Periodicity of public release</b>	Quarterly
	<b>Nature of changes to system that could impact on statistics</b>	Information Standards Notices (ISNs) are published by the Standardisation Committee for Care Information (SCCI) to announce new or changes to information standards and data collections <a href="http://www.hscic.gov.uk/isce/publication/isn">http://www.hscic.gov.uk/isce/publication/isn</a>
<b>Section 3: Change Process</b>	<a href="http://www.hscic.gov.uk/isce/process">http://www.hscic.gov.uk/isce/process</a>	
<b>Section 4: The subsequent statistical production process</b>	<b>Validation procedures</b>	Data is dual run and compared to historical figures to validate trends.
	<b>Quality assessment</b>	Monthly data quality dashboards are produced by the HSCIC for the NHS to assess the comprehensiveness of data submitted and if it is compliant with data standards. More information available at: <a href="http://www.hscic.gov.uk/sus/dashboards">http://www.hscic.gov.uk/sus/dashboards</a> Further investigation carried out on an annual basis and data quality notes produced.
	<b>Periodicity of release</b>	Monthly
	<b>Potential impact of changes to the source on the statistics produced</b>	Substantive changes to source data (e.g. new diagnosis or treatment codes, or changes in geographical boundaries) will result in breaks in time series data.
	<b>Procedures for mitigating such discontinuities</b>	Discontinuities are explained and footnoted in publications.