

Statement of Administrative Sources



Annex B: Supporting metadata

Organisation	The NHS Information Centre for health and Social Care (NHS IC) http://www.ic.nhs.uk/		
Enquiries	Please contact the 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	Social Care and Mental Health Indicators from the National Indicator Set (2010-11 will be final year this report is produced)		
Section 2: Original Administrative/Management Source/System		Sources 1 and 2	Source 3
	Name	<ol style="list-style-type: none"> 1. Social Services Activity Data Referrals, Assessments and Packages of Care (RAP) return and Adult Social Care – Combined Activity Return (ASC – CAR) 2. Council finance Systems (PSS Ex1) 	<ol style="list-style-type: none"> 3. Mental Health Minimum Data Set (MHMDS)

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Name of the organisation responsible	Councils with adult Social Services Responsibilities (CASSRs)	Providers of specialist mental health services
Purpose of the administrative source	Management of services users, carers and patients care and accounting.	Management of services users, carers and patients care and accounting.
Unit of Inquiry	Social care user aggregated to CASSR level and Adults using specialist mental health services.	Social care user aggregated to CASSR level and Adults using specialist mental health services.
Intended Coverage	All users and carers that have been in contact with adult social service departments and all specialist NHS mental health service providers.	All users and carers that have been in contact with adult social service departments and all specialist NHS mental health service providers.
Actual Coverage	All users and carers that have been in contact with adult social service departments and all specialist NHS mental health service providers.	All users and carers that have been in contact with adult social service departments and all specialist NHS mental health service providers.
Geographical Coverage	England	England
Lowest level of Geographical Coverage	CASSR	Source data includes postcode of patient's usual residence for those in contact with specialist mental health services.
Extent to which statistical end-producers can influence system?	The National indicator Set is maintained by the Department for Communities and Local Government (DCLG) more information on consultations and reviews of the	The National indicator Set is maintained by the Department for Communities and Local Government (DCLG) more information on consultations and reviews of the

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		indicators can be found on their website For changes to MHMDS and the Social Care Returns, see section 3 below ('Change Process')	indicators can be found on their website For changes to MHMDS and the Social Care Returns, see section 3 below ('Change Process')
	Data definitions used	Definitions for the Indicators are published by the DCLG	Definitions for the Indicators are published by the DCLG
	Classification systems used	N/A	N/A
	Data Collection Process	1)Periodicity/ Timing 2)Validation process	1)Periodicity/ Timing 2)Validation process
	Access Arrangements	Annual Councils routinely carry out data quality and validation reports and the annual submission is signed of by senior management within the council.	Quarterly MHMDS is submitted 5 times a year with 4 quarterly submissions and one annual submission. This product uses the annual submission. Provider organisation's own data quality processes. Data items with a code set are validated against a schema on submission.
		Data is collected via the Data Depot, Internet Data Collection tool and Omnibus system all of which are online data collection tools operated by the NHS IC. Users have a log on	Access to source systems will be subject to individual organisation's information security arrangements. Access to processed, record level, anonymised MHMDS data is subject

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		and password in order to access these systems Once data is published the information is available via our National Social Care Intelligence service online analytical tool.	to the NHS Information Centre's Data Access and Information Sharing Policy: In addition, any access to full, record level MHMDS which includes some sensitive data items, is controlled by The Database Monitoring Sub Group of the NHS Information Governance Board.
	Dissemination Procedures	N/A	N/A
	Publication procedure	N/A	N/A
	Timing/Periodicity of public release	N/A	N/A
	Nature of changes to system that could impact on statistics	Changes to the definitions of data items and discontinuation of data items following review and consultation could impact the continuity of time series in the statistics.	Changes to the definitions of data items and discontinuation of data items following review and consultation could impact the continuity of time series in the statistics.

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Section 3: Change Process	<p>Any formal changes to the data collection, including adding or removing data items and clarifications to definitions, are discussed in detail through the Adult Review Group (chaired by the NHS IC and including representatives from councils, Department of Health, Care Quality Commission and other key stakeholders). The recommendations are then sent to the Outcomes & Information Development Board (OIDB) 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.</p> <p>MHMDS is a mandated NHS dataset approved by the Review Of Central Returns (ROCR). The dataset is maintained by the NHS Information Centre and any changes made via a change control process.</p>		
Section 4: The subsequent statistical production process		Social Care Council information (Sources 1 and 2)	MHMDS (Source 3)
	Validation procedures	<p>The NHS IC data collection tools validate the data on submission. Further validations are conducted by the NHS IC Social Care Collection Team which includes:</p> <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. 	<p>Data items with a code set are validated against a schema on submission. Further validation and assurance is undertaken at various stages during the flow of the data, from the point that trusts submit the data, during processing and on receipt of the data for loading into the NHS Information Centre database for analysis.</p>
	Quality assessment	<p>Information on the quality of the data is summarised in the publication</p>	<p>Information on the quality of the data is summarised in the publication</p>
	Periodicity of release	<p>Annual – Data published for 201-11 is the last year that this report will be produced.</p>	

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	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 could mean a break in the time series.
	Procedures for mitigating such discontinuities	Only comparable data was used in time series tables and charts. The publication also contained information showing which indicators were comparable over time.

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