

## Statement of Administrative Sources



### Annex B: Supporting metadata

<b>Organisation</b>	The Information Centre for Health and Social Care (The NHS Information Centre for health and Social Care) <a href="http://www.ic.nhs.uk/">http://www.ic.nhs.uk/</a>	
<b>Enquiries</b>	Please contact the NHS Information Centre (NHS IC) Contact centre Telephone: 0845 300 6016 and email: <a href="mailto:enquiries@ic.nhs.uk">enquiries@ic.nhs.uk</a>	
<b>Responsible Statistician</b>	Name: Paul Niblett Section: Social Care Statistics	
<b>Section 1: Statistical End Product</b>	Registered Blind and Partially Sighted People Year Ending March, England	
<b>Section 2: Original Administrative/Management Source/System</b>	Name	Register for the Blind and Partially Sighted
	Name of the organisation responsible	Councils with Adult Social Services Responsibilities (CASSR's)
	Purpose of the administrative source	Managing Service Users Care.
	Unit of Inquiry	Person registered as Blind and Partially Sighted aggregated to CASSR level.
	Intended Coverage	All people registered as Blind and partially Sighted. Note that registration is voluntary.

Information provided is believed to be correct as of Feb 2012 and may be subject to change.

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Actual Coverage		All people registered as Blind and partially Sighted.
Geographical Coverage		England
Lowest level of Geographical Coverage		CASSR
Extent to which statistical end-producers can influence system?		There is a quarterly Adult Review Group (ARG) meeting which is chaired by the NHS IC and attended by Council representatives, the Department of Health, Care Quality Commission and external parties interested in particular projects such as charity organisations. The minutes and papers for these meetings are published on the NHS IC web site at <a href="http://www.ic.nhs.uk/services/social-care/review-approval-and-development/adult-review-group">http://www.ic.nhs.uk/services/social-care/review-approval-and-development/adult-review-group</a>
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 <a href="http://www.ic.nhs.uk/services/social-care/social-care-collections">http://www.ic.nhs.uk/services/social-care/social-care-collections</a>
Classification systems used		N/A
Data Collection Process	1)Periodicity/Timing 2)Validation process	Triennial  The annual submission is signed off by senior management with in the council.
Access Arrangements		Data is collected via the Omnibus system 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 system.
Dissemination Procedures		N/A
Publication procedure		N/A
Timing/Periodicity of public release		N/A

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	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.
<b>Section 3: Change Process</b>	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 include 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.	
<b>Section 4: The subsequent statistical production process</b>	Validation procedures	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 analysis of aggregated data against previous time series.
	Quality assessment	Information on the quality of the data is summarised in the publication
	Periodicity of release	Triennial
	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.
	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.

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