

Final data production and cutover checklist

Final data production and cutover is one of the stages of migration from one clinical system to another. A full explanation of all the stages can be found in the <https://digital.nhs.uk/migrationguide>.

Using this checklist

This checklist is designed to be used alongside the online guide. You can print this checklist to edit by hand.

After downloading this checklist, it is good practice to check periodically for updates to the guide and checklist.

This checklist was last updated on 27/03/2025.



Final data production and cutover

The final data extract from the current supplier's system is taken and sent to the new supplier. This extract marks the start of the cutover period. It signifies the last point at which live data from the old system is available.

Practice staff must log off before the extraction begins. You will not be able to access the live clinical system until after the data transfer.

Who is involved

The people, teams or organisations who might be required in this stage of the migration are:

- project manager
- practice manager
- practice staff
- integrated care board (ICB)
- IT delivery partner (such as commissioning support unit)
- IT lead
- current clinical system supplier
- new clinical system supplier
- third-party system suppliers

Final data production tasks

- agree on final data production date
- data transfer setup
- recheck data for final data production

Agree on final data production date

Agree a final data production date with the new supplier:

New supplier name	Contact details	Final data production date

Data transfer setup

Arrange for the current supplier to set up the final data extract for transfer to the new supplier:

Current supplier name	Contact details	Final data extract date



Recheck data for final data production

Please note: It is not advisable to list any patient details in this checklist. Any personal information recorded here may violate GDPR requirements.

Recheck patient data from the initial data production

Notes:

Set a reminder to check a random sample of patients at go live

Notes:

Archive profiles of any staff that no longer work for the practice. This is so they don't get transferred to the new system

Notes:

Cutover period tasks

- carry out pre planned cutover activities
- co-ordinate message exchange for social care and health (MESH) updates
- ensure staff availability
- manual data entry

Carry out pre planned cutover activities

For a list of these activities, see the [Planning for cutover page](#) in the clinical system migration guide. Or see the checklist that you can download from it.

Do all planned activities for cutover. This includes manual data entry and contingency measures

Notes:

Coordinate message exchange for social care and health (MESH) updates

Tell partner services about any changes to the MESH inbox or queue address. This should be done before cutover

Notes:

Ensure staff availability

Make sure staff are available during cutover. Remember to include those who work remotely

Notes:

Make sure all staff know their responsibilities for the cutover period

Notes:



Manual data entry

Please note: It is not advisable to list any patient details in this checklist. Any personal information recorded here may violate GDPR requirements.

Make sure staff manually log all patient interactions during the cutover. These will need to be entered into the new live system later

Notes: