

Question	Answer
<p>What does the NCMP IT system do?</p>	<p>The NCMP IT system allows online entry of pupil measurements plus the following additional functionality:</p> <ul style="list-style-type: none"> ▪ Provides a secure environment according to NHS standards in which pupil identifiable records can be processed and stored. ▪ Provides an updated offline data collection tool to allow for offline electronic capture of measurements at the point of measurement for easy transfer into the online system. This is for use in situations where online access is not available at the point of measurement. ▪ Provides each local authority with a list of schools in their area eligible for inclusion in the NCMP. ▪ Calculates derived information including BMI centile, and identifies the correct weight classification for every child's record using the British 1990 growth reference (UK90). ▪ Facilitates the local production of result letters to parents to inform them of their child's measurement information. The system will allow use of the national template letters or locally developed letters. ▪ Supports the secure return of validated NCMP data to NHS Digital. ▪ Provides local users with progress and summary information that will aid delivery, such as: schools visited; children absent on the day of measurement; children who have not been sent feedback letters; numbers of eligible / measured children; and live data quality information to improve accuracy. ▪ Facilitates the production of local, regional and national data quality reports on the data collected.
<p>What user guidance is provided?</p>	<p>Printable guidance is available in the form of a series of PDF documents explaining how to use each part of the system.</p> <p>A series of interactive guides are also available. These guides allow users to simulate use of the system to gain an understanding of how it works and can be used to support training of staff using the system. The guidance can be accessed at: http://www.hscic.gov.uk/ncmp. In addition, the system includes on-screen prompts and tips to guide users through each process.</p>
<p>Who is the data controller for the system?</p>	<p>Each local authority is the data controller (under the Data Protection Act 2018) for the personal information they are processing. As such, local authorities will need to ensure that this is accurately reflected in their DPA registration.</p>

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<p>What IT requirements need to be in place?</p>	<p>As the system is an Internet browser-based online system, the IT requirements for its use are minimal. The following is a list of IT considerations:</p> <ul style="list-style-type: none">• Internet browsers: To access the online tool users need to have one of the following browsers:<ul style="list-style-type: none">– Internet Explorer versions 7 and above– Firefox– Chrome• Microsoft Office: The NCMP offline spreadsheet based data entry aid is based on Excel 2010 in Office Open XML format. This works for Office 2007 onwards. For older versions of Office a downloadable compatibility pack needs to be applied. This can be downloaded for free from Microsoft. <p>Laptops: To use the offline spreadsheet for recording pupil measurements users need a laptop that they can take on their school visit. Since laptops will hold sensitive personal information in the spreadsheet they should operate disk encryption and be password protected.</p>
<p>Do I require an N3* connection to use the system?</p> <p><i>* N3 is a Virtual Private Network operated for the NHS</i></p>	<p>No. The system operates over the HTTPS communications protocol which encrypts data transmitted in both directions. Therefore, an N3 connection is not required.</p>
<p>What are the information governance implications of the NCMP system?</p>	<p>Several information governance implications exist with the NCMP system. The transfer of responsibility for NCMP to local authorities in 2013 increased these implications as there may be additional data flows between the local authority and the provider of the measurement exercise. Since local operation of the system will vary considerably dependent on approaches for delivery of the NCMP, local authorities need to determine these implications as they relate to their authority, and should engage the support of their information governance officer and data protection officer. Consideration should be given to:</p> <ul style="list-style-type: none">• Any updates that may be required to the local authority's data protection registration.• Ensuring local delivery of the NCMP is within the information governance requirements set by the NHS Information Governance Toolkit v 11 and the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.• Design of pre-measurement letters to parents to include privacy notices. Public Health England's (PHE) NCMP Operational Guidance includes a sample letter for this purpose. In most circumstances the sample letter should

serve as an appropriate privacy notice. However, as local processes may vary, authorities should check that this covers all organisations that they will share data with, and make any necessary amendments to the letter.

Drafting of data sharing agreements to govern the sharing of data with the other parties involved in the collection of the NCMP data.

What rights do local authorities and NHS Digital have to hold and process the data held?

Secondary legislation which came into force on 1st April 2013 granted permission to local authorities and NHS Digital to hold and process personal identifiable data for the purposes of the National Child Measurement Programme.

See section 15 of [The Local Authority \(Public Health, Health & Wellbeing Boards & Health Scrutiny\) Regulations 2013](#).

What growth charts are used by the NCMP IT system to classify body mass index in children?

In May 2012, a new 2-18 growth chart was launched by the Royal College of Paediatrics and Child Health (RCPCH). This combined the existing UK/WHO growth charts for 2-4 year olds with the UK1990 charts for children aged 4 and over. Because all children measured as part of the NCMP are 4 and above, this does not affect the growth reference used for the NCMP. For the NCMP, NHS Digital provides an online system for data entry and validation and production of result letters according to the UK 1990 standards.

Further information - a factsheet and training slide set – about the 2-18 charts is available here: <http://www.rcpch.ac.uk/child-health/research-projects/uk-who-growth-charts/uk-growth-chart-resources-2-18-years/school-age>

I am the super user for my local authority and would like to add some additional users. Please can you add them for me?

This process is the responsibility of the local authority. NHS Digital is only responsible for the initial Primary Super User set up. As soon as the primary super user has been set up, this person can then grant further access to other users within the local authority and associated provider organisations. Please see the *Setting Up User Accounts* guidance document.

I am a super user and I'd like to grant access to a colleague. They have created an NHS Digital account but their name hasn't appeared on the list of pending users for me to assign to my local authority.

If the name of the user you want to add does not appear in the list of registered users, this person may need to log in to their account via the NCMP link (<https://ncmp.hscic.gov.uk/>) rather than the generic NHS Digital link in order to activate the NCMP credentials. If the name still does not appear, this person may already be assigned to a different local authority with this email address (as is often the case with Providers working across multiple LAs). If this is the case, the user will need to create a second NHS Digital account with a different email address as it is not possible to use the same account (and therefore the same email address) with more than one local authority.

I was the primary super user as nominated by the Director of Public Health, however I am about to leave the organisation.

As a super user, you have the authority to assign the same level of access you have, to a colleague. Please ensure that all the privileges assigned to you are handed over to your replacement, including assigning all schools across. This is particularly important even if a full time replacement has yet to be taken on,

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<p>Please can you tell me what I should do to hand over my responsibilities?</p> <p>Please can you also tell me how I have my email address removed from the distribution list when I leave my post regardless of my role.</p>	<p>you are the only person within your organisation who has the specified rights to assign these privileges so they will be need to be handed over to a temporary member of staff if your permanent replacement has yet to start.</p> <p>The NCMP email distribution list is based on system users who hold an NCMP account. If you leave your role, please ask a colleague with Super User status at your organisation to remove you from the list of users for that LA which will automatically remove you from the distribution list.</p>
<p>Please could you let me know if I have to re-register all my NCMP users or will they automatically be registered from the previous school year with their roles assigned and linked to the Local Authority, Provider organisation and their allocated schools?</p>	<p>All your collectors will still be registered and assigned to your local authority and will have retained their allocated roles, however they will need to be reassigned to any provider groups and schools. This is an Information Governance requirement that needs to take place yearly to ensure that schools are correctly assigned to the appropriate person and cannot be accessed by someone who no longer requires it and to allow for any changes in Providers who may also have changed.</p>
<p>Can we load details of schools?</p>	<p>The system is pre-loaded by NHS Digital with details of schools within each local authority's postcode boundary and the expected number of children in Reception and Year 6. Users may make changes to these as required to reflect any changes to schools or the number of pupils within their local authority.</p>
<p>There are some schools missing from my local authority, please can you add these?</p>	<p>NHS Digital receives a list of all state-maintained schools from the Department for Education at the start of the school year, however on some occasions some schools are missing from this list. We cannot add schools to your local authority from here, however if you consult page 18 of #1 Setting up Schools List guidance document, full instructions are provided.</p>
<p>How important is it to ensure we have provided accurate eligible pupil count figures for our schools?</p>	<p>Eligible Pupil Numbers are headcounts showing the number of pupils eligible for measurement. These are initially assigned using Department for Education census data but should be only used as a guide. Please adjust the LA edited pupil counts column to show the number of pupils on the school's reception and year 6 class lists who are eligible for measurement. Children considered not eligible for measurement are those who are no longer at school, and those who are not able to be measured due to physical or cognitive impairment. In these cases, decrease the LA edited pupil count for that school and if you have left the unmeasured record in place, enter the appropriate non-measurement reason.</p> <p>It is really important to check and edit the LA edited pupil count figures for both Reception and Year 6. This is to ensure your participation rates are accurate. This can be done before or after visiting the schools, depending on when you have the correct figures to hand. Some organisations retrieve these from the school on the day of measurement, from School census material or from another reliable source.</p>
<p>If a state school has withdrawn from the programme, will this</p>	<p>Yes, this school and its pupils remain eligible therefore the headcount figures for children on roll in Reception and Year 6 should remain but this school will be recorded as an opt out and</p>

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affect my participation rate?	your overall participation rate will be slightly affected by this.
Can we load details of pupils to be measured?	<p>Details of pupils can be exported from child health information systems (CHIS) or other systems and then imported into the NCMP system.</p> <p>Additionally, pupil details may be entered directly through the online user interface.</p>
Can we update the system with recorded measurements?	<p>Measurements can be recorded and entered in three ways:</p> <ul style="list-style-type: none">• recorded online at the point of measurement• recorded on the offline spreadsheet at the point of measurement, then uploaded through the online upload tool• recorded on paper at the point of measurement, then input individually online after measurement <p>Additionally, measurement details can be exported from other systems (if those systems have export functionality) and then imported into the system.</p>
Can we record pupils who have opted out of the programme?	<p>A pupil record can be updated to reflect that a parent or guardian has opted their child out from the programme. It can also be updated to reflect where a pupil has refused to participate. The system will then restrict any measurement data from being input for the pupil.</p>
Can we record measurements of pupils for whom the standard growth curve is not appropriate or who are unable to be measured, perhaps because of illness or disability?	<p>Measurements cannot be recorded for pupils for whom the standard growth curve is not appropriate. However, to avoid excluding pupils, measurement should always be offered and feedback managed outside of the usual feedback process. In these circumstances parents and guardians should be consulted to establish their preferred approach.</p>
There are some children in our schools who have been either kept back a year or put forward so that they attend year reception or year 6 classes but are either younger or older than their counterparts. The system will not accept these records as it says they are either too old or too young. What can I do?	<p>It is not possible to produce letters for these children and these records will be prevented from going through the upload process. It is the age of the pupil that is of greatest importance rather than the year group, although for the sake of inclusion many schools do like to include these children on the day of measurement. If you would like to produce letters for these children, you can enter the details onto this online bmi calculator: http://www.nhs.uk/tools/pages/healthyweightcalculator.aspx and create your own bespoke letters for these individuals.</p>
Is there a limit as to how many times I can upload data into the system? Will new data overwrite any previously uploaded and saved data and how will it know which records to update?	<p>There is no limit to the number of times you can upload the pupil file to the system, each upload will overwrite the previous matching pupil records, however any blanks in your newest dataset will not overwrite existing data for those records.</p> <p>When you upload data for records that have previously been entered, either pre or post-measurement, the system will match records using the following hierarchy (moving on to the next</p>

	<p>option if there is no data entered for the relevant field):</p> <ol style="list-style-type: none"> 1. NCMP system ID (this is generated when records are exported from the system) 2. LA pupil reference 3. NHS number 4. First name, surname, sex and DOB <p>When the system finds a match it will update any fields that have changed but blanks will not overwrite existing data. You can be confident to upload your records as long as you are content that any fields that are different in your new upload file will overwrite the data in the system.</p>
<p>We are using Data Entry Aid (populated) for nurses to record measurement data. As the system sorts pupil records alphabetically by their last name, when we export data the entry aid, our Year 6 and Reception year records are mixed up. I could not sort the spreadsheet as the sort / filter function is disabled. Is there any way of sort these by school year and then by last name, either on the IT system or on the exported Data Entry Aid?</p>	<p>To display the data in the data entry aid as you require please do the following:</p> <ol style="list-style-type: none"> 1. Click on “Pupil Grid” for the school you wish to create a data entry aid for 2. Select the year that you wish to create a data entry aid for from the “Year” dropdown and select “Filter” 3. Select “Last name” from the “Sort Column” dropdown and select “Asc” or “Desc” and then select “Sort” 4. Select “Populated” under “Data Entry Aid” at the top. The data should have been sorted as required.
<p>Can we tailor feedback letters to meet our local requirements?</p>	<p>The system works with the national template letters in Microsoft Word format. It is possible to tailor these to meet local requirements.</p>
<p>How are children assigned to the clinical BMI classifications?</p>	<p>The NCMP system uses z-scores (measures of standard deviation), not BMI centiles, to assign clinical BMI classifications.</p> <p>The z scores used by the system are:</p> <ul style="list-style-type: none"> • BMI z-score of ≤ -2 assigned as ‘underweight’ • BMI z-score of > -2 and $< 4/3$ assigned as ‘healthy weight’ • BMI z-score of $\geq 4/3$ and < 2 assigned as ‘overweight’ • BMI z-score of ≥ 2 assigned as ‘very overweight’ <p>These cut offs for clinical categories do not equate exactly to a centile:</p> <ul style="list-style-type: none"> • -2 is 2.27501319 etc. which rounds to the 2nd centile • $4/3$ is 90.87887803 etc. which rounds to the 90th centile • 2 is 97.72498681 etc. which rounds to the 97th centile <p>The commonly used thresholds for the BMI classifications are:</p> <ul style="list-style-type: none"> • 2nd centile is typically considered to be underweight • 91st centile is typically considered to be overweight • 98th centile is typically considered to be very overweight. <p>Therefore, in some cases the rounded BMI centile does not</p>

match the commonly used thresholds. For example, a child with a z score of 2.01 and a BMI centile of 97.778 would have a BMI classification of “very overweight” but the rounded BMI centile would be 97. Consequently, the following adjustments are made:

- Underweight/Healthy Boundary: If BMI z-score is >-2 but rounded BMI centile is 2 then adjust BMI centile to 3.
- Healthy/Overweight Boundary: If BMI z-score is $\geq 4/3$ but rounded BMI centile is 90 then adjust rounded BMI centile to 91.
- Overweight/Very Overweight Boundary: If BMI z-score is ≥ 2 but rounded BMI centile is 97 then adjust BMI centile to 98.

There are some children who have been kept back a year or put forward so that they attend year R or year 6 classes but are either younger or older than their counterparts. The system will not accept these records as it says they are either too old or too young. What can I do?

It is not possible to produce letters for these children and these records will be prevented from going through the upload process. It is the age of the pupil that is of greatest importance rather than the year group, although for the sake of inclusion many schools do like to include these children on the day of measurement. If you would like to produce letters for these children, you can enter the details onto this online bmi calculator <http://www.nhs.uk/tools/pages/healthyweightcalculator.aspx> and create your own bespoke letters for these individuals.

At our LA, we have recalculated our BMI methodology using four in one (duodecimal) growth charts which is the method we use locally. Using this method, the children are not showing as overweight or very overweight.

The NCMP system uses a child’s BMI centile to assess whether a child is overweight or obese. This approach is in line with guidance from the National Institute for Health and Care Excellence (NICE). Public Health England’s Operational Guidance advises that “Comparison of a child’s height and weight centile to assess whether they are overweight or obese is not accurate and this method should not be used”. Further information is available here:

<https://www.gov.uk/government/publications/national-child-measurement-programme-operational-guidance>.

I am the Super User for the NCMP for my local authority. I have tried to view the data uploaded for the latest school year so far but the tabs are greyed out.

This is to do with not having the other required roles assigned in order to access these areas of the system. Super User can add new users, remove users, and assign roles and schools to users. The Super User role does not have access to any other system functions however they can assign themselves additional roles.

Please can you tell me which ethnic codes are accepted by the system

Please see document ‘Reference Data’ available here: <http://www.hscic.gov.uk/ncmpsystem>

In the national report, some records that were submitted by my LA have been allocated to a neighbouring LA. Why has this happened?

The NCMP national report presents LA data in three ways:

- By the upper tier LA who submitted the data (Online Table 2).
- By upper and lower tier LA, based on the LA in which the school is located (Online Table 3A).
- By upper and lower tier LA, based on the LA in which the child lives (Online Table 3B).

There will be differences in results between submitting local authority (Online table 2) and those based on the location of the school (Online table 3A) where a local authority has an arrangement with a neighbouring local authority to collect measurements in a few schools outside of their own geographical boundary.

There will be differences in results between those based on the location of the school (Online table 3A) and those based on child residence (Online table 3B) where children attend schools located in a local authority different to the one in which they live.

Further detail is provided in section annex G of the appendices that accompany the national report.

The Public Health Outcomes Framework (PHOF) indicator recently changed to use table 3B (results based on the postcode of the child).

A school in my LA has switched to an Academy so I want to put the pupils in the new school.

The main thing to be aware of is that the pupils must not appear twice, ie. in the predecessor school and the new Academy school. Please refer to page 11 of the Setting Up Schools List guidance document for details of how to add a new school. Once this is done, you need to remove the old school from your school list (details on page 15 of 'Setting Up Schools List') before you enter the pupils at the new school.

Note it is not essential to move the pupils to the new school if you would prefer to leave them at the predecessor school. This is fine for NHS Digital analysis purposes as we only show results at LA level in our published reports. The most important consideration for us is that they don't appear at both schools as this will result in them being double counted.

Two schools in my LA have merged together into one school and I want to put the pupils in the new school.

As with the question on the transfer of a school to academy status, the most important consideration is to make sure the pupils do not appear twice at the predecessor school and the new school. Therefore please follow the guidance above on how to do this. Again it is not essential for NHS Digital for the pupils to be transferred to the new school and they can be left in their predecessor school, but it is important they do not appear twice in the dataset.

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Is it possible for children who are educated at home to be included in the NCMP and for their details to be entered into the NCMP system?

Home-schooled children cannot be captured on the NCMP system. The NCMP covers children in state-maintained schools only, however Public Health England would encourage home-schooled children to be offered measurement separately to NCMP where local resources allow for this.

So there is no need to include details about non-measured children who were home-schooled in your data submission.

I am based at a school and we would like to see NCMP school feedback results for children attending this school.

The NCMP regulations do not allow schools to see individual children's results. However we appreciate that schools are very interested in understanding the levels of overweight and obesity in their school as part of ongoing work on the child obesity agenda. Public Health England (NCMP@phe.gov.uk) has recently produced a short report for each school participating in the NCMP providing information on school level obesity prevalence (overweight prevalence will also be added in time for next year's school feedback) and links to national healthy weight resources to support schools. The NCMP school feedback letters are being sent to schools from their respective local authorities, we expect most LAs will distribute letters during June/early July. Please contact your local authority public health team to discuss whether they have any local analysis of historic NCMP data.

Why do the prevalence figures shown in the national report for my LA not match those shown on the system's Progress Dashboard?

The Progress Dashboard is based on clinical BMI classifications but the national report is based on population BMI classifications. The Data Quality Dashboard provides prevalence figures based on population BMI classifications.