



England

National Child Measurement Programme

IT System User Guide part 5

Progress and Data Quality Monitoring

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Introduction	3
Who Should Read This Guidance?	3
How Will This Guidance Help Me?	3
What Is A Super User?	3
Available NCMP IT System Guidance	3
Log In To The NCMP IT System	5
Data Monitoring	6
Progress Indicators.	6
Data Quality Indicators	7
View progress monitoring and data quality by school or provider group	10
Improving Data Quality	11

Introduction

Who should read this guidance?

This guidance is intended for individuals within Local Authority (LA) teams and associated Provider organisations who are responsible for administering the National Child Measurement Programme (NCMP) in their area.

For security and Information Governance considerations, access to the NCMP IT system is restricted depending on your role within the programme. Therefore, you may not have user permissions to access some areas referred to in this guidance.

How will this guidance help me?

This guidance will show you how to:

- Monitor the progress of child measurement in your LA.
- View and understand data quality indicators.

Available NCMP IT system guidance

- 1 Setting Up Schools List.
- 2 Setting Up User Accounts.
- 3 Pupil Data Management.
- 4 Generating Feedback Letters.
- 5 Progress and Data Quality Monitoring.**
- 6 Data Submission.

What is a super user?

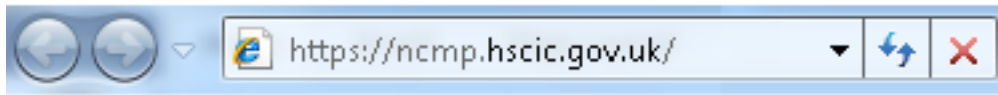
Each LA will typically have one user who is responsible for the administration of the NCMP IT system. The super user can:

- Add and remove users.
- Assign user roles in accordance with information governance requirements.
- Assign schools to users in accordance with Information Governance requirements.

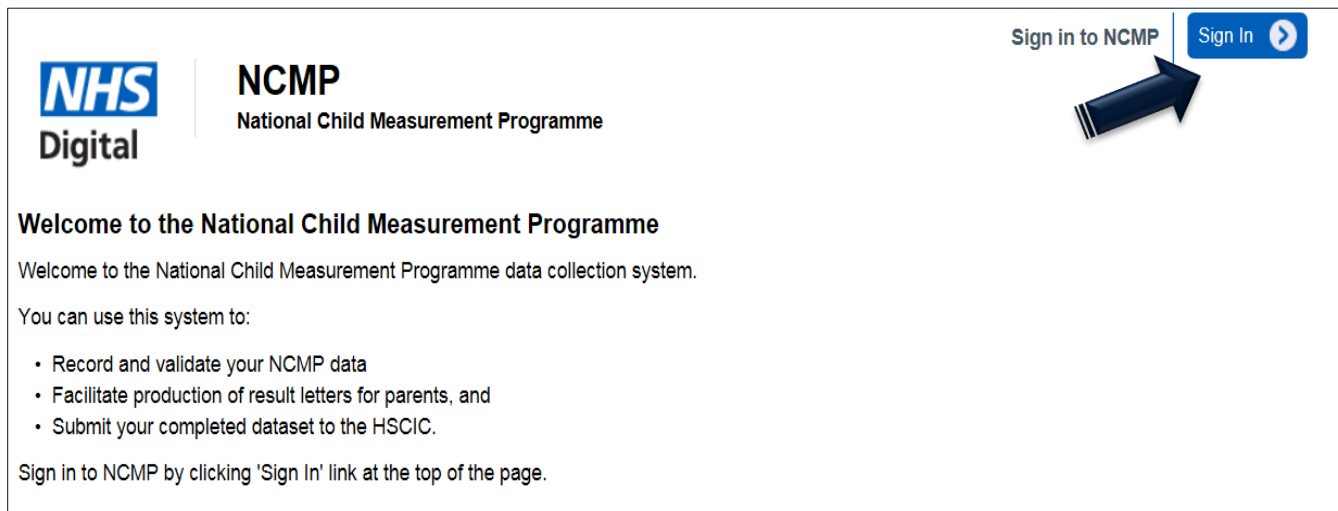
Log in to the NCMP IT system

Once you have a NHS England account, you can log in to NCMP IT system.

1. Open your web browser.
2. Enter the following web address (URL) in the address bar at the top of the browser:




3. This URL will take you to the Sign In screen.

A screenshot of the NCMP Sign In screen. At the top left is the NHS Digital logo. To its right is the NCMP logo and the text "National Child Measurement Programme". In the top right corner, there is a "Sign in to NCMP" link and a blue "Sign In" button with a right-pointing arrow. A large blue arrow points from the "Sign in to NCMP" link to the "Sign In" button. Below the logos, the heading "Welcome to the National Child Measurement Programme" is followed by the text "Welcome to the National Child Measurement Programme data collection system." and "You can use this system to:". A bulleted list follows: "Record and validate your NCMP data", "Facilitate production of result letters for parents, and", and "Submit your completed dataset to the HSCIC." At the bottom, it says "Sign in to NCMP by clicking 'Sign In' link at the top of the page."

4. Click the **Sign In** link at the top right of the screen as shown above.
Enter your username and password and click the **Sign In** button.

Data monitoring

The NCMP IT system provides indicators for LAs to monitor the progress and quality of the NCMP data collection in their area. The indicators are shown on two dashboards Progress & Data Quality. Initially the indicators displayed will be for all the schools that you have been assigned. However, it is possible to set up groups of schools to view indicators by – see “View progress monitoring and data quality information by school or provider group” on page 9 for further details.



You must have been assigned the role of **Monitor** or **Super Monitor** to access the Progress & Data Quality indicators.

Progress indicators.

These indicators provide an overall snapshot of participation rates for Reception (Year R) and Year 6 for the NCMP schools in your current selection. They show the status of the collection in these schools and a breakdown of the parental feedback letters generated for each BMI category. The feedback letter table includes both NCMP and non-NCMP records

Home
Schools
Pupil Data
Monitoring
Submission

[Return to year selection](#)

Monitoring

All my assigned schools

▼

Go

[View schools in current selection](#)
[Manage groups](#)
[Extract indicators](#)

Progress

Data Quality

Progress Dashboard (applies to all schools unless stated)

Progress indicators for the current school selection

Participation

	Pupils from NCMP schools			Number measured from non-NCMP schools	Number measured from all schools
	Number of eligible pupils	Number measured	Percentage measured		
Year R	3240	18	0.6%	0	18
Year 6	2693	69	2.6%	0	69

Number of NCMP schools in current selection: 77

Number (%) of NCMP schools which have not provided measurements: 72 (93.5%)

Feedback letters exported

	Clinical thresholds (Number of feedback letters exported out of the total measured within category)				
	All Categories	Underweight	Healthy weight	Overweight	Very overweight
Year R	12 of 18 (66.7%)	0 of 0 (0%)	0 of 0 (0%)	0 of 0 (0%)	12 of 18 (66.7%)
Year 6	12 of 69 (17.4%)	1 of 2 (50%)	0 of 37 (0%)	11 of 30 (36.7%)	0 of 0 (0%)

Data quality indicators

The Data Quality indicators shown on this tab display data quality for NCMP schools (state-maintained and mainstream) only – data from non-NCMP schools (independent and special) is excluded. The default is for DQ indicators for all NCMP schools to be displayed but you can also build a selection of schools to view DQ indicators by.

Records without measurements are included in DQ indicators not related to measurement: year and sex; postcodes; ethnic breakdown and blank NHS numbers.

BMI prevalence figures are based on population thresholds as used in the national report. However, there may be some small differences between the dashboard and national report figures due to the report figures being based on rounded figures which is a requirement for disclosure control. Dashboard figures are based on unrounded data.

In 2019 the functionality of the Data Quality dashboard was enhanced to highlight indicators breaching the required thresholds. For example, the proportion of blank postcodes should not exceed 5% and so if you have more than 5% blank postcodes then this indicator will be highlighted red. You can review the required threshold by hovering your mouse pointer over the highlighted indicator. This will enable you to easily identify any data quality issues and make any required corrections.

Further information about how we validate NCMP data is available [here](#).

Progress
Data Quality

Data Quality Dashboard (applies to NCMP schools only)

Data quality indicators for the schools assigned to you

	YR	Y6		YR	Y6
% of year R / year 6 pupils	30.1	69.9	BMI Prevalence		
			Underweight (%)	1.3	15.8
			Healthy Weight (%)	86.1	74.9
			Overweight (%)	8.2	3.5
			Very Overweight (%)	4.4	5.7
			Ethnic Breakdown		%
			Any other Ethnic group	0.2	
			Asian	1.9	
			Black	1.0	
			Chinese	0.2	
			Mixed	1.5	
			Not stated	1.5	
			White	78.8	
			Unknown	14.8	
			Date of Measurement		%
			DoM is weekend	5.5	
			DoM is in August	0	
			NHS Number		%
			Blank NHS numbers	91.3	

	M	F
% male / female year R	49.3	50.7
% male / female year 6	48.9	51.1

	%
Postcodes	
Blank child postcodes	13.3
Records sharing identical child and school postcodes	6.4

	%
Heights and Weights	
"Extreme" heights	41.0
"Extreme" weights	26.5
"Extreme" BMIs	1.8
Whole number heights	24.8
Whole number weights	23.3
Half number heights	12.6
Half number weights	7.4

Unsuppressed Warnings	
All Unsuppressed Warnings	926
Blank Child Postcode	207
Records Sharing Identical School and Child Postcode	99
DoM is Weekend	50
DoM is in August	0
"Extreme" Heights	346
"Extreme" Weights	220
"Extreme" BMIs	4



Data quality indicators include records from NCMP schools matching the various criteria (e.g. blank postcodes) regardless of whether warnings have been suppressed. A table is provided beneath the data quality dashboard showing the number of records with unsuppressed warnings. These counts include independent records.

	YR	Y6
% of year R / year 6 pupils	51.0	49.0
	M	F
% male / female year R	49.0	51.0
% male / female year 6	51.0	49.0

Postcodes

	%
Blank child postcodes	1.0
Records sharing identical child and school postcodes	3.0

Heights and Weights

	%
"Extreme" heights	1.0
"Extreme" weights	2.0
"Extreme" BMIs	3.0
Whole number heights	12.0
Whole number weights	8.0
Half number heights	10.0
Half number weights	11.0

Year and sex

The proportion of children for each school year and sex should be between 40% and 60%. Please check your data if this is not the case – it could indicate an issue with the way that sex or dates of birth have been entered. Incorrect sex or date of birth could affect the child’s BMI score and category.

Postcodes

Blank child postcodes

The proportion of blank postcodes should not exceed 5%. Please ensure that you provide as many child postcodes as possible. These are important for geographical analyses.

Records sharing identical child and school postcodes

The proportion of children with the same postcode as their school should not exceed 2%. Please check your data if this is not the case – a high percentage could indicate that the school’s postcode has been mistakenly entered as the child postcode. This would affect geographical analyses. Please do not enter school postcode if the child postcode isn’t available.

Heights and weights

Extremes

The proportion of extreme measurements should not exceed 1%. Please check your data if this is not the case. Clusters of extreme measurements within a school could indicate errors in the measurement process.

Whole/Half number measurements

The proportion of records where the recorded measurement is a whole number (for example 120.0) or a half number (for example 120.5) should not exceed 20%. Statistically, it is expected that about 10% of records will be whole numbers and 10% of records will be half numbers but we currently allow up to 20%. Please check your data if you have more than 20% whole/half number measurements since this very probably indicates that measurement data has not been

entered to the required level of accuracy. **Please note: a breach reason will need to be provided when finalising your data if whole/half number measurements exceed 20%. Reasons along the lines of “measurement data are correct and as entered” will be queried by the central NCMP team, since this is almost statistically impossible. See [Data Submission guidance](#) for further details.**

BMI Prevalence	YR	Y6
Underweight (%)	4.0	0
Healthy Weight (%)	84.0	72.0
Overweight (%)	10.0	16.0
Very Overweight (%)	2.0	12.0

BMI prevalence

Please check that the split into the different weight categories is as expected. Changes over time are to be expected but please investigate if the changes are larger than expected.

Ethnic Breakdown	%
Any other Ethnic group	0.2
Asian	1.9
Black	1.0
Chinese	0.2
Mixed	1.5
Not stated	1.5
White	78.8
Unknown	14.8

Ethnic breakdown

The proportion of records with an unknown ethnicity should not exceed 15%.

The proportion of records sharing the same ethnicity should not be 100%. This excludes “unknown” and “not stated”.

Please also check that the ethnic breakdown is as expected for your area. Due to the varied ethnic profiles across LAs it is not possible for the system to highlight unexpected ethnic profiles and we rely on local knowledge within LAs for checking that the profile is as expected.

Date of Measurement	%
DoM is weekend	5.5
DoM is in August	0

DoM is weekend

The proportion of measurements carried out at the weekend should not exceed 2%. Please check your data if the percentage of weekend measurements is higher than expected – this could indicate an issue with the dates of measurement that have been entered. An incorrect date of measurement could affect the child’s age and therefore their BMI score and category.

DoM is in August

The proportion of measurements carried out in August should not exceed 1%. Please check your data if the percentage of August measurements is higher than expected – this could indicate an issue with the dates of measurement that have been entered. An incorrect date of measurement would affect the child’s age and therefore their BMI score and category.

NHS Number

Blank NHS numbers

%

2.0

Blank NHS numbers

The proportion of records with blank NHS numbers should not exceed 25%. Please ensure that you provide as many child NHS numbers as possible. These will be important for data linkage and longitudinal analyses.

View progress monitoring and data quality information by school or provider group

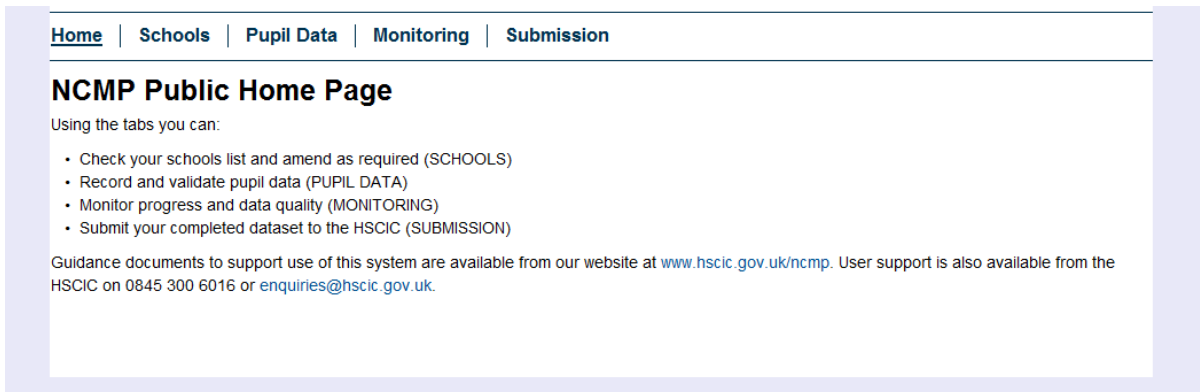
The system allows users to view data quality and progress information by provider or by groups of schools, as well as being able to view this information for all schools.



To view provider data quality and progress information you must have all the local authority schools assigned to you.

This functionality allows comparisons of data quality across different providers or nurse teams operating across different groups of schools.

Select **Monitoring**

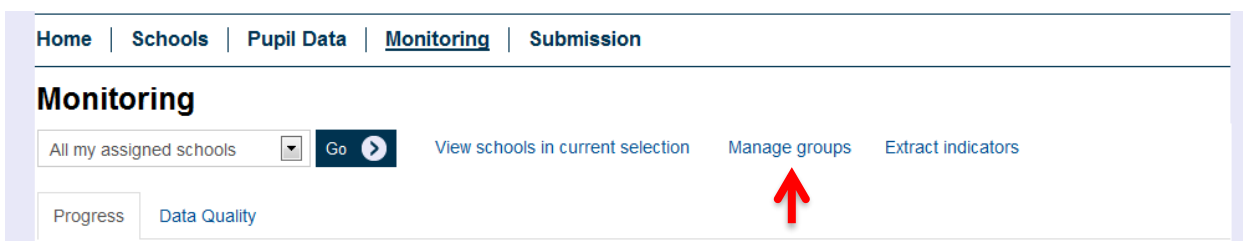


1. The data quality and progress information displayed initially will apply to all schools that are assigned to you. If you have created providers then they will appear in the dropdown list and can be selected.

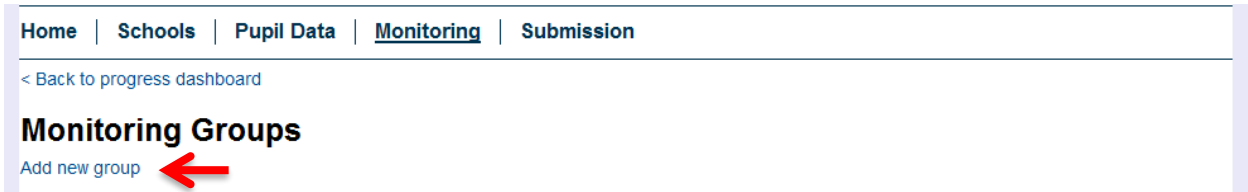
Monitoring



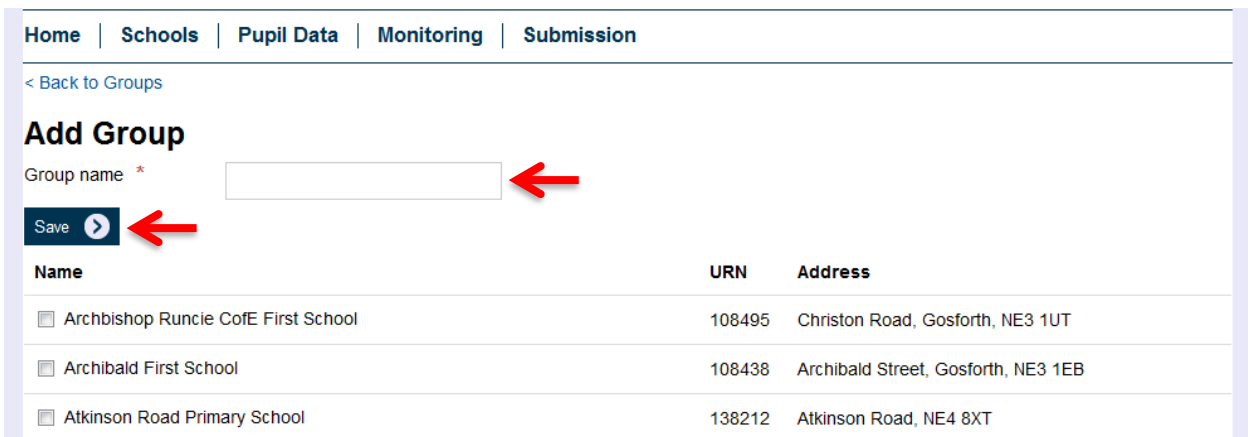
2. To create a group of schools to view the information by select **Manage groups**



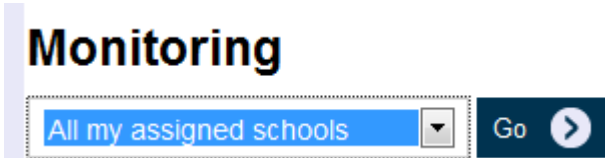
3. Select **Add new group**



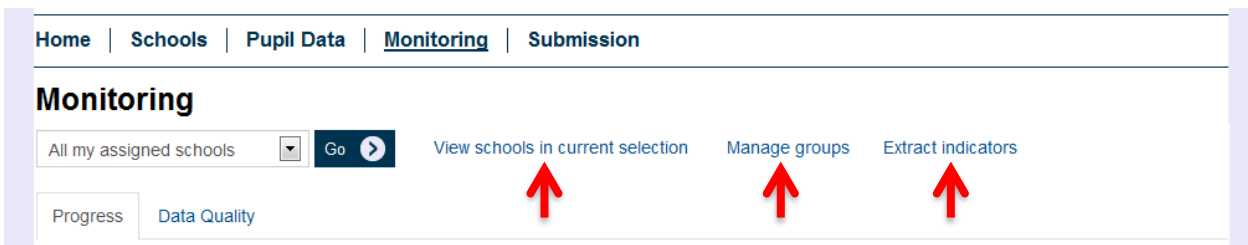
4. Enter a name for the school group, select **Save**. The above screen will be displayed – select **Back to progress dashboard**



5. The school group will now appear in the dropdown list and can be selected. To view data quality and progress information for the school group, select this school from the dropdown menu and select **Go**



6. You can view the schools in a selected group or provider by selecting **View schools in current collection**. To edit or delete a school group select **Manage groups**



7. You can extract a table showing the data quality and progress information for all your school groups and providers – select **Extract indicators**. This is useful for making comparisons across the groups.

Improving data quality

If you have been tasked with improving data quality (i.e. completing blank postcodes or completing blank NHS Numbers) and you have been assigned the role of **Super Monitor** by your LA's *Super User*, you can quickly drill down to pupil record level to view or make amendments. This applies where the indicator text is shown as a hyperlink.

For example, by clicking the link *Blank child postcodes*, all pupils from all schools with blank postcodes are shown.

	YR	Y6
% of year R / year 6 pupils	51.0	49.0
	M	F
% male / female year R	49.0	51.0
% male / female year 6	51.0	49.0
Postcodes	%	
Blank child postcodes	1.0	
Records sharing identical child and school postcodes	3.0	

[Home](#) | [Schools](#) | [Pupil Data](#) | [Monitoring](#) | [Submission](#)

[< Back to school list](#) [Return to year selection](#)

Archbishop Runcie CofE First School - Pupils Export Records Measurement Form Data Entry Aid
Letter generation | Data | Combined Blank | Populated Blank | Populated

[Clear All](#) [Add New Pupil](#)

Search the pupil grid for individual or groups of records:

First name Last name Date of Birth Pupil Ref NHS Number Postcode Telephone

Parent Email Measure Date Start Measure Date End Feedback Letter Start Feedback Letter End

[Search](#)

Filter and sort the pupil grid or your search results:

Year Sex Ethnicity BMI Cat Measured Feedback Generated Non Measure Reason

All All All All All All All

[Filter](#)

Items per page: 50 Sort Column: Last name Order: Asc [Sort](#)

[Child Identifiers](#) [Address Details](#) [Measurement](#) [Pupil Notes](#) [Parent Contact Details](#)

1 2 3 4 5 > >> Showing results 1 to 25 of 207 records

	First name	Last name	Date of Birth*	Address	Postcode	
▲	Andrew	Addison	19/09/2001	37 Elmfield Rd, Byker		X
▲	Paul	Aistrop	30/09/2001	72 Coast Road, Gosforth		X
▲	Keith	Aldridge	12/10/2008	10 Deane Avenue, Jesmond		X
▲	Keith	Aldridge	12/10/2008	21 East Road, Benton		X
▲	Micheal	Alexander	13/10/2008	95 Market Road, HeatonJesmond		X

Any failing data quality indicators will be highlighted and will need to explained

You may need to click on one of the page tabs to access the required data. For example, to access child postcodes, select the Address Details tab.

Information and technology for better health and care

NCMP IT system guidance

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