

Statement of Administrative Sources

Annex B: Supporting metadata

Community and Mental Health Team
31 May 2016

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Organisation	The Health and Social Care Information Centre http://www.hscic.gov.uk/	
Enquiries	Please contact the Health and Social Care Information Centre Contact centre Telephone: 0845 300 6016 and email: enquiries@hscic.gov.uk	
Responsible Statistician	Name: Dan Collinson Section: Community and Mental Health	
Section 1: Statistical End Product	Mental Health Services Monthly Statistics	
Section 2: Original Administrative/Management Source/System	Name	Mental Health Services Data Set (MHSDS)
	Name of the organisation responsible	Organisations that provide specialist secondary mental health, learning disabilities and autism spectrum disorder services
	Purpose of the administrative source	Manage patient care
	Unit of Inquiry	Referrals to treatment for people in specialist secondary mental health, learning disabilities and autism spectrum disorder services
	Intended Coverage	All referrals into service providers and organisations that provide specialist secondary mental health, learning disabilities and autism spectrum disorder services. Mandatory for NHS funded services including independent providers, optional for all others.
	Actual Coverage	All referrals submitted by service providers and organisations that provide specialist secondary mental health, learning disabilities and autism spectrum disorder services.
	Geographical Coverage	England
	Lowest level of Geographical Coverage	Clinical Commissioning Groups and Local Authorities
	Extent to which statistical end-	MHSDS is a mandated NHS dataset approved by SCCI, ref

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		producers can influence system?	SCCI0011 Amd 68/2015: http://www.hscic.gov.uk/isce/publication/SCCI0011 The dataset is maintained by the Health and Social Care Information Centre and any changes made via a change control process.
		Data definitions used	Where possible the collection uses data dictionary definitions. Full details of data definitions can be found at http://www.hscic.gov.uk/mhsds/spec
		Classification systems used	ICD10 diagnosis classification
Data Collection Process	1)Periodicity/Timing 2)Validation process		1) Monthly. Provisional submission one month following; final submission two months following. 2) Prior to the amalgamation of data from providers' own source systems, that data will be subject to individual organisation's internal validation and assurance processes. Once the data has been brought together into an MHSDS data submission, the data are validated and assured at various stages during the processing. The assurance includes: <ul style="list-style-type: none"> • Validation of NHS number, date of birth and postcode • Validation of individual data elements against code and format specifications • Referential integrity checks across different parts of the return • Comparisons of metrics between through the processing of individual submissions and across submissions to check for consistency and coverage <p>The HSCIC publishes data quality reports on a selection of data elements in the data set every month.</p>
		Access Arrangements	Access to source systems will be subject to individual organisation's information security arrangements. Access to processed, record level, anonymised MHSDS data is subject to the HSCIC Data Access and Information Sharing Policy available from http://www.hscic.gov.uk/media/1450/Data-access-information-sharing-

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		policy/pdf/DAIS_Policy_Final_4.0_updated.pdf
	Dissemination Procedures	n/a
	Publication procedure	Data is published in line with the HSCIC guidelines.
	Timing/Periodicity of public release	Monthly
	Nature of changes to system that could impact on statistics	<p>Changes to MHSDS are subject to Standardisation Committee for Care Information (SCCI) approval.</p> <p>Changes to local recording practices within clinical systems and to clinical system providers specifications can impact on these statistics. Changes to submissions for each provider are subject to validation processes discussed earlier to identify and address any potential impact.</p>
Section 3: Change Process	<p>Changes to publications need to be announced as a Methodological Change on publication page(s). Also see http://www.hscic.gov.uk/pubs/methchanges</p> <p>Dataset changes would undergo the SCCI (Standardisation Committee for Care Information) process: http://www.hscic.gov.uk/isce/publication/standards</p>	
Section 4: The subsequent statistical production process	Validation procedures	Many data items are validated on submission. Additional work is done by the Data Management and Quality team including directly contacting data providers.
	Quality assessment	The statistical output is published with an accompanying data quality statement which highlights any underlying issues discovered with the data. Data quality reporting is also published at individual data provider level.

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	Periodicity of release	Monthly
	Potential impact of changes to the source on the statistics produced	Substantive changes to source data will result in breaks in time series data. For example, new diagnosis codes or changes in geographical boundaries.
	Procedures for mitigating such discontinuities	Discontinuities are assessed on an individual basis and are explained and footnoted in publications.