

Guidance for NHS England Collections for Data Providers and Commissioners

Background

For operational management and publication of official statistics, NHS England requires data to be collected from providers and commissioners, some of which are provider-based but reported by commissioner. In the long-term there is a commitment to derive some of this data from patient-level records or from operational transactions but in the short-term aggregate returns are required.

The process to collect this data is managed by NHS Digital via the Strategic Data Collection Service (SDCS). The data owner is NHS England.

This document provides guidance to Data Providers and to commissioners where they have an assurance role in reviewing local data submitted by commissioned providers.

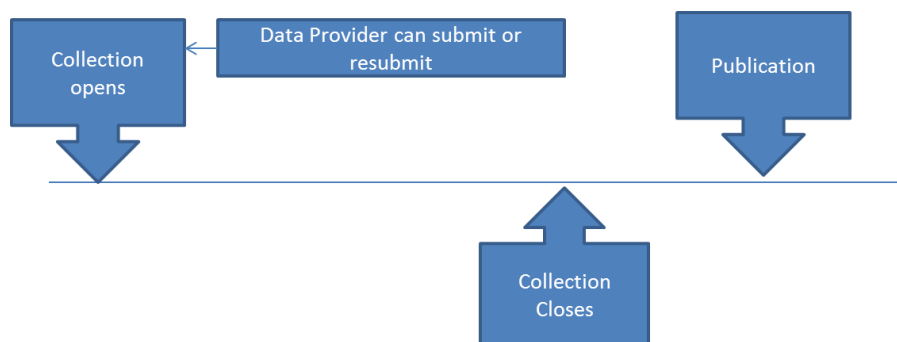
Oversight of Process

In establishing a collection there are internal processes set out by the Data Coordination Board (DCB) to access if the collection is warranted, if there is existing data that could be used and, if required, to assess the burden of data collection on Data Providers. DCB also has responsibility for commissioning the collection from NHS Digital.

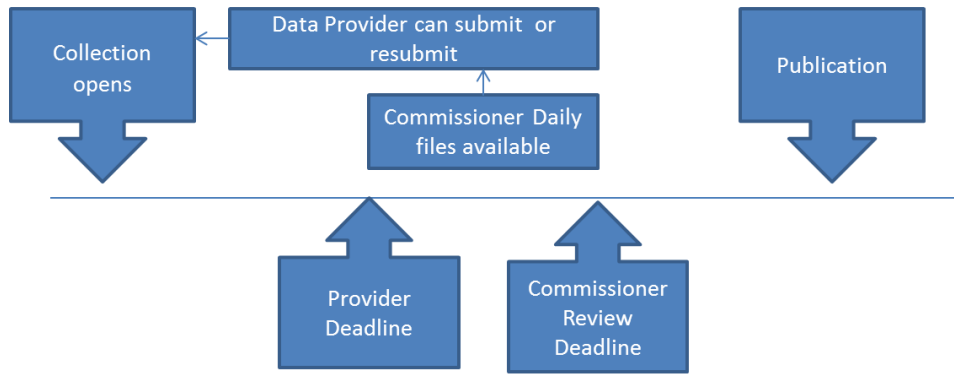
Data collected via SDCS will be passed to NHS England for publication and where appropriate access will be provided to pre- and post-publication data.

Data Providers will be contacted for each collection and support provided for the process. A timetable of collections will be available in SDCS and on NHS England statistical pages.

Once a collection is opened, Data Providers can submit data until the close date when data is then processed ready for publication. Each submission will overwrite the previous file.



For provider/commissioner based returns, the process is the same for Data Providers however daily files will be made available for commissioners to validate returns made by providers on their commissioned activity.



Once the collection is closed and data is published no further updates or revisions can be made without the approval of the data owner. Applications to make changes can be made via the revision request process.

Key Roles and Functions

- **Data Collection Owner**

In establishing the collection, the NHS England data collection owner will:

- develop the required collection template and frequency of return
- identify providers and contact details for NHS Digital
- provide user guidance for the collection
- identify who should have pre-publication access to data
- publish the data
- provide subject matter support for the collection
- assess revision requests.

- **Data Providers**

Data Providers will be identified for each collection. An organisation may be required to participate in multiple collections and each collection may have one or two data submitters depending on size and frequency of the collection. The number is restricted as each submission made in SDCS will overwrite the previous submission and it is therefore important to minimise the risk of this happening in error.

For each collection, contact will be made by the SDCS team providing guidance on logins and the submission processes. SDCS will provide support in the technical aspects of data submission. Data Providers will be able to submit an excel template, which in some collections may be populated using a CSV file.

Submitted data must be accurate and comply with national guidelines and data definitions. The Data Collection Owner for each collection can be contacted for any further clarification. Each excel template has a level of built-in validation checks, and further validation checks are undertaken by NHS England analysts and may result in queries to Data Providers.

Data Providers can resubmit their data, overwriting the original file until the collection closes in advance of publication. Once the provider submission deadline has passed, providers will need to contact the SDCS Data Collection Team to ask for their return to be reopened for resubmission.

SDCS and NHS England Data collection owners have a role in chasing any missing submissions from individual providers.

- **Commissioners**

For the small number of commissioner-based provider returns there are additional responsibilities for CCGs (which may be undertaken by CSUs). There are two important deadlines to be aware of for these collections:

- Data Provider submission deadline
- commissioner review deadline.

As an example, for the Referral-to-Treatment waiting time return (RTT) the commissioner review date is a working week, 5 days after the provider deadline. The dates for each collection can be found in the timetable currently available on the NHS England and NHS Digital websites.

Once providers begin to submit, a daily file will be made available by NHS Digital through their SEFT (Safe Electronic File Transfer) facility. The Data Collection Owner will confirm who is allowed to have access to this unpublished data and NHS Digital will be responsible for ensuring logon details limit the user to see those files relevant to that organisation. The file will contain the detail submitted by all providers and allocated to the commissioner. For details on how to access these files please see appendix A.

Commissioners are required to review data submitted to check for:

- data incorrectly submitted against their code
- missing data
- any inconsistencies in data.

If any issues are identified, the commissioner should raise these with the relevant providers. If the Data Provider resubmits their figures, this will be included in the next daily commissioner file available in SEFT. All changes will need to be completed prior to the commissioner review deadline.

As noted previously, changes to data submitted may be initiated by:

- the provider themselves as a result of identifying an issue
- the commissioner challenging the providers data
- NHS England identifying issues during the validation stage.

However, the actual resubmission will need to be made by the Data Provider and sufficient time needs to be allowed for this to be made. If the provider needs to

resubmit after the provider submission deadline they will have to contact the NHS Digital SCDS Data Collection Team as soon as possible to ask for their return to be opened for resubmission.

SDCS does not have a commissioner sign off functionality. If a commissioner is happy with the data submitted then no further action is required.

Any data submitted to SDCS by the collection deadline will be published. Following publication, the Data Provider can submit a revision request which will be considered next time that collection is being revised (usually once every six months). Guidance on the revisions process and policy can currently be viewed on the futureNHS collaboration platform and will be made available on the NHS England website in due course.

Reporting

Although a daily commissioner file will be available for review this should be treated as a provisional position and may be subject to change.

There is no set date when the data will be finalised prior to publication, so for final reports you should use published data which will be made available at the NHS England Statistical page <https://www.england.nhs.uk/statistics> on publication day. A file will also be made available via NHS Digital's SEFT portal (see appendix A).

Appendix A

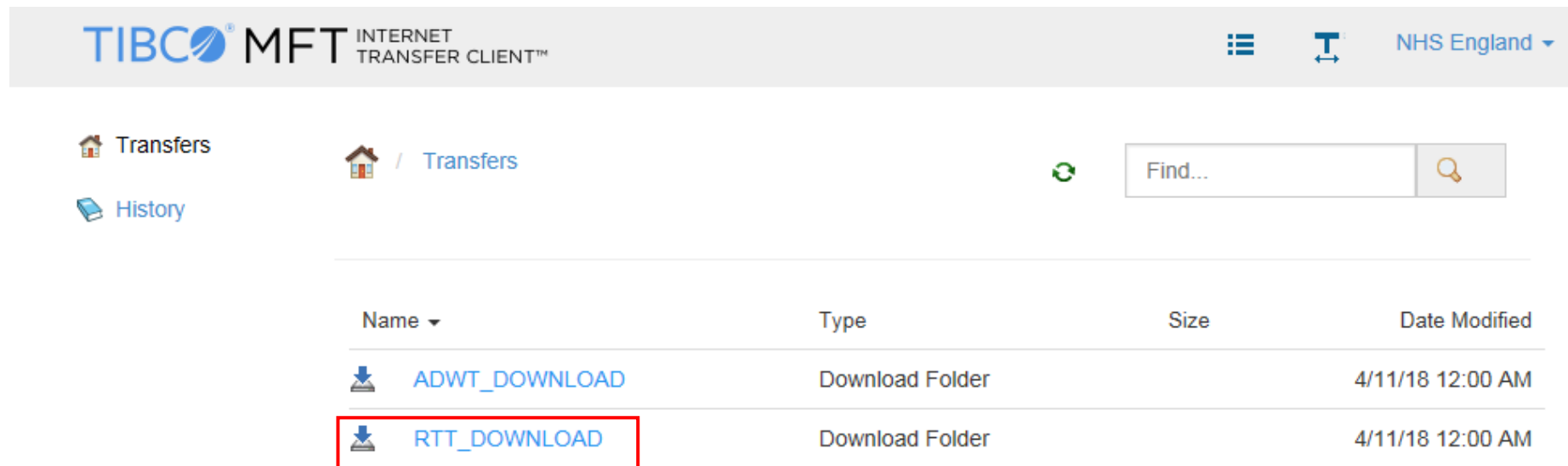
SEFT Access

CCGs/ CSUs will receive an invitation email with instructions of how to access the SEFT service. If you need to access SEFT and haven't received an invitation email, please contact england.nhsdata@nhs.net.

The NHS Digital Data Collection Service offers a highly responsive service and staff will be on hand to answer questions and/ or deal with any technical problems.

Navigation of SEFT is intuitive and guidance is set out below:


1. This is the main screen for users. Down the left-hand side is the 'Description' column, which shows the list of transfers/data collections that the user has access to. To view data, the user simply needs to click on the 'transfer' they wish to view.








The screenshot shows the TIBCO MFT Internet Transfer Client interface. The header includes the TIBCO MFT logo and the text 'INTERNET TRANSFER CLIENT™'. On the right side of the header, there are icons for a menu, a transfer, and the text 'NHS England'. Below the header, there is a navigation sidebar with 'Transfers' and 'History' options. The main content area shows a breadcrumb 'Transfers' and a search bar with the text 'Find...'. Below this is a table with the following columns: Name, Type, Size, and Date Modified. The table contains two rows: 'ADWT_DOWNLOAD' and 'RTT_DOWNLOAD'. The 'RTT_DOWNLOAD' row is highlighted with a red border.


Name	Type	Size	Date Modified
ADWT_DOWNLOAD	Download Folder		4/11/18 12:00 AM
RTT_DOWNLOAD	Download Folder		4/11/18 12:00 AM



2. After selecting the transfer, the user will be presented with a similar view to the one below. A list of all the files available for the user to download appears. The user can then click on the file and view or save it as required.

TIBCO® MFT INTERNET TRANSFER CLIENT™ ☰  NHS England ▾

 Transfers  / [Transfers](#) / [ADWT_DOWNLOAD](#)  

 History



Name ▾	Type	Size	Date Modified
 00C	Download Folder		3/29/18 10:20 AM
 00D	Download Folder		3/29/18 10:20 AM