

# Monthly Mixed-Sex Accommodation Return: Collection Guidance

NHS England and NHS Improvement



# Monthly Mixed-Sex Accommodation Return Guidance

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1.0 – 1.2	November 2010	N/A
1.3	October 2016	<ul style="list-style-type: none"><li>• Removing references to PCTs</li><li>• Updating web links</li><li>• Adding further clarification to the accompanying FAQs</li><li>• Updating the revisions policy text in line with the revisions policy for NHS data collected through Unify2</li></ul>
1.4	September 2019	<ul style="list-style-type: none"><li>• Updated to reflect change from collecting data via Unify2 to SDCS</li><li>• Rebranding of document to reflect integration of NHS England and NHS Improvement</li></ul>
1.5	October 2019	<ul style="list-style-type: none"><li>• Changed to reflect the updated policy guidance “Delivering Same-Sex Accommodation” published September 2019. This national collection guidance replaces the previous guidance and collection FAQ documents.</li><li>• Key changes in the policy affecting the national collection include handling of assessment centres, critical care and further information on handling of transgender patients</li></ul>

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## General

### 1.1 Overview of requirement

The mixed-sex accommodation (MSA) return collects monthly data on all unjustified occurrences of patients receiving care that are in breach of the sleeping accommodation guidelines. Data are published to enable enhanced patient choice and to drive improvement.

### 1.2 Purposes

This guidance is aimed to aid the submission of MSA data for the national return collected via Strategic Data Collection Service (SDCS). For more detailed information on what constitutes a breach of the MSA policy and what should be reported nationally, please refer to the latest policy guidance "[Delivering Same-Sex Accommodation, September 2019](#)". Reporting from January 2020 data should reflect these updates. This also includes:

- a decision matrix (annex A) providing a framework to help determine the nature of a breach, whether it is clinically justified or not,
- further information regarding trans patients and gender variant children (annex B),
- a question and answer section including scenarios to illustrate how breaches should be counted.

### 1.3 Scope

The mixed-sex accommodation (MSA) return is a Provider by Commissioner ("Prov/Comm") collection, with Trusts, and other providers of NHS-funded care (including Independent and Voluntary Sector providers of NHS care) submitting their data broken down by local provider site and CCG. No patient level information is to be submitted nationally.

All NHS-funded patients are included in the scope of this collection, but privately-funded patients are excluded.

Only breaches in relation to sleeping accommodation are to be reported in the national MSA return (in line with the policy guidance referenced above). Justified occurrences of MSA and unjustified mixing in relation to bathroom / toilet facilities (including passing through) are outside of the scope of the national MSA return (although they are to be monitored locally).

All providers with the facilities to admit 10 or more patients at any one time are included in the data return. If a particular site (not a single ward - a site constitutes a combination of all wards at that site) does not have the facilities to admit 10 or more patients at any one time, then no data submission is required for that site.

If it is not possible for patients to be placed in mixed-sex accommodation at a provider (e.g. a same-sex provider), a "nil return" should be submitted each month (see section 1.7).

## **1.4 What is the process for submission of data to the MSA data return?**

The data is collected online by NHS England and NHS Improvement via SDCS (NHS Digital's online data collection tool).

Organisations are required to submit their MSA data using an excel proforma available for download on the SDCS portal.

In the proforma, a separate worksheet should be completed for each commissioner to which the breaches relate. Within each commissioner worksheet, a breakdown by provider site is also required. For each NHS provider, only their hospital sites will be selectable.

Data suppliers need only provide details of occurrences of MSA sleeping breaches. For example, if an organisation has only one breach at one site, only add in the relevant commissioner and that site to your proforma. There is no need to add all other sites with zero breaches.

Further details of how to submit a nil return (i.e. where no breaches have occurred) are included in section 1.7)

Providers the upload their complete proforma via the SDCS portal.

CCGs will be able to view data for their patients online.

## **1.5 What should I do if I do not have access to SDCS?**

Please contact the NHS Digital data collections team at [data.collections@nhs.net](mailto:data.collections@nhs.net) who will set up an account for you.

## **1.6 CSV upload**

The option of using a 'CSV upload' to populate a submission proforma is available to organisations. When using this option though, great care must be taken to ensure all data – particularly hospital sites and codes - are correctly inputted.

## **1.7 Nil Returns**

Should no breaches occur in your organisation during a month, a proforma is still required to be submitted. This is so we can differentiate between organisations with no breaches and those who have not submitted a proforma. To submit a nil return complete the 'control panel' as usual. When 'add commissioner organisation' is selected, users will be able to select 'nil return' as the 'commissioner organisation'. Then the template can be submitted in the normal manner and the blank proforma will be uploaded.

## **1.8 Non-English commissioners**

Data on Non-English residents who breach the MSA guidelines should be submitted as part of this collection. For these patients, there is the option to select 'Non-English Commissioner' (Code: NONC) on the MSA proforma. However, the non-English commissioned breaches will be excluded from the published counts of MSA breaches.

## **1.9 Submission timings**

The deadline for providers to submit data is normally by close of play on the seventh working day after the reference month has ended. Providers should upload data onto SDCS and sign off no later than this deadline. For example, for December 2019 data, providers are required to submit by close on 10 January 2020 (due to the New Year's day public holiday).

## **1.10 Providers / commissioners**

The roles and responsibilities of providers and commissioners for this return are outlined in section 1.7 of the policy guidance. Submitted data must be accurate and comply with national guidelines and data definitions. The MSA data collection is "Prov/Comm" to enable a commissioner breakdown of the number of breached patients. Providers and commissioners are encouraged to enter discussions about breaches as soon as possible.

## **1.11 Central validation**

As with all central returns, it is the responsibility of submitting organisations to ensure they are content with the quality of the data they have submitted. NHS England and NHS Improvement will carry out basic validation on the data centrally. This includes:

- checking that all expected organisations have submitted an MSA return
- sense checks on the submitted data, looking for suspect values
- comparisons with data from last month.

## **1.12 Publication timings**

Data will be published on the [NHS England and NHS Improvement website](#) and is expected to take place at 9.30 am on the second Thursday of the month around 6 to 7 weeks after the reference period. The full set of publication dates is described in the [12 months statistics calendar](#).

## 1.13 Revisions

NHS England and NHS Improvement will consider all requests for revisions to published MSA data in line with the SDCS revisions policy:

<https://www.england.nhs.uk/statistics/code-compliance/>

The policy is consistent with the Code of Practice for Statistics and the UK Statistics Authority's guidance on data revisions.

Data revisions are normally published every six months (generally in June and December), alongside the latest release of new monthly data. For example, revisions for October to March are usually published alongside April data in June and revisions for April to September are usually published alongside October data in December.

Providers should submit revision request forms as soon as possible. Revision request forms are available to providers on the NHS Futures website (see national guidance > revisions guidance and forms) or can be requested from [england.nhsdata@nhs.net](mailto:england.nhsdata@nhs.net).

Providers should ensure commissioners are aware of any revision requests being submitted.

## 1.14 Contact

For any queries relating to upload issues please contact: [data.collections@nhs.net](mailto:data.collections@nhs.net)

For all other queries please contact: [england.nhsdata@nhs.net](mailto:england.nhsdata@nhs.net)