**Data Coordination Group (DCG) Submission Form**

| **Request** | **Requesting Organisation** *(please state the name of the organisation making this submission):* | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Request Type:**  *Select as required* ***and*** *indicate if new or change to an existing item* | Information Standard | | Y/N | New/ Change | **Title:** | | | |
| Collection on going | | Y/N | New/ Change |
| Collection One Off | | Y/N | New/ Change | Lead Contact Details:  Name  Title  Phone  Email | | | |
| Extraction | | Y/N | New/ Change |
| Survey | | Y/N | New/ Change |
| Questionnaire | | Y/N | New/ Change |
| Audit | | Y/N | New/ Change |
|  | To be confirmed | | Y/N | New/ Change |
| **Data Type\*:**  *Depending on the data type, additional IG consultation will be required* | Identifiable | | Y/N | | **Funding:**  *Is funding in place and at what stage* | | Yes |  |
| Pseudonymous | | Y/N | | No |  |
| Event-level | | Y/N | | Applied for or commitment to fund |  |
| Aggregated | | Y/N | | Applicable financial year or ongoing? |  |
| If unsure which type(s) apply, please contact: [england.informationstandards@nhs.net](mailto:england.informationstandards@nhs.net) | | | | Not applicable |  |
| **Has an SRO been identified?** | Y/N | If yes, provide full contact details including organisation  If No – what action is being taken to secure an SRO, as the item cannot progress without an identified SRO | | | | | | |
| **Brief Plain English Description** |  | | | | | | | |
| **Reason for Request and Impact of not progressing** |  | | | | | | | |
| **Links to Strategy or existing Programme** | Eg Five Year Forward View, NIB Domain, NHS Business Plan priorities, ongoing programme | | | | | | | |
| **Dates** | Target Implementation date | | | | |  | | |
| Data required by when? | | | | |  | | |
| Collection / Extraction / Survey/Questionnaire End date (if not ongoing) | | | | |  | | |
| Frequency of collection/extraction (eg yearly, monthly, biannual) | | | | |  | | |
| Any other relevant date | | | | |  | | |
| **Information Governance (IG) considerations** |  | | | | | | | |
| **Other requirements** | Eg If using a terminology, what are the plans to move from Read codes to SNOMED CT? | | | | | | | |
| **Requested outcome from the DCG** | Eg Approval to Proceed to Next Steps, Advice and Guidance, Other | | | | | | | |
| **Any Supporting Information?** | Eg Legal requirement, estimated Burden Cost, Ministerial Remit and Guidance, Other | | | | | | | |
| **Publishing the data** | Briefly describe the plans for publishing the data once it has been collected? | | | | | | | |
| **Alternative contact details** |  | | | | | | | |

**\*Definitions of Data Type:**

|  |  |
| --- | --- |
| **Identifiable** | The data to be collected identifies an individual or individuals, either directly or by reference to other data held by the organisation. |
| **Pseudonymous** | The data includes no data fields that directly or indirectly identify an individual. It does include a data field that uniquely represents an individual, but this cannot be linked by the organisation holding the data to ascertain an individual’s identity. |
| **Event-level** | A record in the data to be collected represents a single event such as an inpatient episode, call-centre call, or response to a survey. Such data may also be identifiable or pseudonymous. |
| **Aggregated** | Information created by performing statistical functions – i.e. numbers. |

**Definition of Request Types**

|  |  |
| --- | --- |
| **Information Standard** | Standards are agreed ways of doing something, written down as a set of precise criteria so they can be used as rules, guidelines or definitions. They describe a consistent repeatable process or product that must be applied. It requires application and has impact across multiple organisations, services and/or ICT systems. As specified in the Health and Social Care Act 2012, ‘an information standard is a document containing standards in relation to the processing and use of information’. |
| **Collection** | A collection is a systematic gathering of a specified selection of data or information for a particular stated purpose from existing records held within health and care systems. A collection could be on-going or one-off and be carried out for a specific time period, eg monthly, quarterly or every six months. A collection could be gathered in the form of highly structured data sets or as a questionnaire, survey or audit. |
| **Extraction** | An extraction is a type of collection that is pulled from an operational system by the data controller and transmitted to the receiving organisation without additional processing or transcription by the sending organisation. |

**The following section will be completed by DCG Secretariat:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Received | Scheduled Meeting Date | DCG Tag | External Ref No. | IG Review  Y/N | Urgency Indicator |
|  |  |  |  |  |  |
| Additional information to support the submission eg outcome of IG review | | | | | |

Please return this completed form to the Data Coordination Group secretariat at [england.informationstandards@nhs.net](mailto:england.informationstandards@nhs.net) who will contact you within 2 working days to discuss next steps.