**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:NameTitle PhoneEmail |
| 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 | Not applicable  |  |
| **Has an SRO been identified?**  | Y/N  | If yes, provide full contact details including organisationIf 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 ReviewY/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 who will contact you within 2 working days to discuss next steps.