

iapt

Improving Access to Psychological Therapies

NHS

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The
Information
Centre

for health and social care

IAPT Data Standard

Preparing for Data Submission Checklist

Version 1.2

November 2011

Version History

Version	Date Issued	Brief Summary of Change	Owner's Name
1.0	August 2011	First issue	Nick Bridges / Margaret Oates
1.1	September 2011	Updates to checklist. Removal of duplicate items.	Nick Bridges / Margaret Oates
1.2	November 2011	Update to ISB web link following approval of data set amendment	Nick Bridges / Margaret Oates

Introduction

The IAPT Programme has been working with the NHS Information Centre and the Information Standards Board for Health and Social Care (ISB) to gain approval to adopt the IAPT data set as a National Operational Standard. Approval was granted and an Information Standard Notice (ISN) issued in March 2011. This will mean a change in the way we collect, submit, process and report IAPT data and will allow data to be used for secondary purposes, making information more transparent and accessible to patients and the general public.

The IAPT data standard will be mandated from April 2012. Every IAPT service will be expected to submit a full data extract (the data set) to the central data collection and processing system on a monthly basis from this date.

The year 2011/12 is a transition year during which services can make arrangements in readiness for April 2012. Services are strongly recommended to begin to make voluntary submissions in the lead up to April 2012. This will help services establish the local processes required to collate and submit the data set. The date for commencement of voluntary submissions will be shown on the NHS Information Centre IAPT web page, <http://www.ic.nhs.uk/iapt>

The following checklist has been developed to help services prepare for the implementation stage. It is not meant as an exhaustive list but aims to supplement existing guidance, draw attention to essential steps and help services assess their state of readiness. The list is not in order of priority. Some items may take longer than others to complete, for example, the process for obtaining a N3 connection is quite lengthy. If you need to apply for a N3 connection you should start the process as soon as possible.

Checklist

The following list is not exhaustive and is not in order of priority. Local circumstance will determine the actions required to implement the data set.

1. Review the guidance:
 - The IAPT ISN and Specification documents from the Information Standards Board website
 - <http://www.isb.nhs.uk/documents/isb-1520/amd-29-2011/index.html>
 - The IAPT Data Handbook available from <http://www.iapt.nhs.uk/services/measuring-outcomes/>
 - IAPT Data Set User Guide (available in October 2011) <http://www.ic.nhs.uk/iapt>

2. Register your interest in receiving updates on IAPT data set related issues at:
<http://www.ic.nhs.uk/services/mental-health/using-the-service/datasets-databases-and-data-collections/improving-access-to-psychological-therapies-iapt/register-for-iapt>
3. Communicate data set requirements and the implementation timeframe to the supplier(s) of your local IAPT data collection system(s).
4. Identify local resources required to produce monthly extracts, manage data quality issues, prepare the data set for submission, make the submission, resolve any data quality issues and undertake any resubmissions required.
5. Ensure those tasked with the collection, processing and submission of the data set (as described in checklist item 4) are fully aware of the requirement and their responsibilities.
6. Understand that a series of validations are undertaken following the submission of the data set – which can lead to either a failure of the submission or a warning message. Validation checks are shown in the Specification document (see checklist item 1).
7. Apply for an Organisation Code from the Organisation Data Service (ODS) if not already obtained. This code is used to uniquely identify your organisation when making a submission.
<http://www.connectingforhealth.nhs.uk/systemsandservices/data/ods>
8. Apply for N3 connectivity, if this is not already in place. A N3 connection is required to allow the submission of the data set. The N3 application process can take some time to complete, so it is recommended that this be commenced as soon as possible.
<http://www.n3.nhs.uk/>
9. Obtain and gain familiarity with the IAPT intermediate database (a Microsoft Access database¹). The data set must be submitted using the intermediate database, no alternative method exists. A need may exist to acquire skills in data manipulation and an understanding of Microsoft Access such as to populate the database in the required manner. The database can be requested from the NHS Information Centre Contact Centre at enquiries@ic.nhs.uk
10. Register with the Connecting for Health Systems and Service Delivery Team to gain access to the Bureau Service Portal. The

¹ Note: The Intermediate database only contains four empty data tables corresponding to the structure of the data set collection. It has no functionality such as a data entry interface.

data set is submitted through the portal, which requires a username and password to access it. More details on this process are included at appendix 1.

11. The data set contains patient identifiable data, such as NHS number, date of birth and postcode. Local processes for data extraction and storage must adhere to all required Information Governance standards to prevent the inappropriate disclosure of identifiable data.
12. Understand the data set submission timetable. The data set is submitted on a monthly basis. A primary submission (which is mandatory) and refresh submission (which is optional) can be made. A 'not for submission' option is also available which provides a testing function. The submission schedule is available from the Information Centre, <http://www.ic.nhs.uk/iapt>

Appendix 1: Bureau Service Portal access

Forms to register for portal access are available at:

<http://www.connectingforhealth.nhs.uk/systemsandservices/ssd/prodserv/vaprodopenexe/>

The registration process involves two stages:

1. Complete Caldicott Guardian Registration Certificate and submit
 - *Link called 'Download the Caldicott Guardian Certificate'*

Note: if your organisation has already registered with Open Exeter this step will not be required. Any queries relating to this should be addressed to the Exeter help desk.

One week or more after the Caldicott Guardian registration is submitted:

2. Complete *Data User Certification form and submit*
 - *Link called 'Download the Bureau Service Portal Data User Certificate'*

The Caldicott Guardian registration must occur first. Allow one week or more before submitting the Data User Certification Form.

Login details issued have an expiry date and as such will not be issued until closer to the go live data of the portal (the release date of which will be shown on the NHS Information Centre web page, <http://www.ic.nhs.uk/iapt>). You are encouraged to register as soon as possible.