

Stop Smoking Services Monitoring Return

Frequently Asked Questions

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Information and technology
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Frequently asked questions

Q1) Section 1G and 1H on the return form asks if I have followed the exception reporting procedure. What is this?

A) Please refer to the NHS Stop Smoking Services: service and monitoring guidance available at

http://www.ncsct.co.uk/publication_service_and_delivery_guidance_2014.php

Q2) The guidance notes on the return form do not answer my query. Who do I contact?

A) Please email your query to: data.collections@nhs.net

Q3) I have successfully uploaded my return, but have realised that it is not complete.

A) If you realise your return is not complete before the submission deadline then amend your return and resubmit it.

If you realise your return is not complete after the deadline for submission please email data.collections@nhs.net

Q4) Which category should a Prisoner be recorded under in Part 1E?

A) Any prisoner setting a quit date should be recorded under the 'Prisoner' category in Part 1E rather than under the socio-economic of their last job

Q5) Please note there is no place in Part 1F to put numbers if client has used Zyban and Champix

A) Zyban and Champix are not licensed for use in combination. In the scenario of a smoker initially attempting to stop with Zyban who is unsuccessful and who then attempts to stop again with Champix instead, this should be treated as two separate treatment episodes and therefore two separate data entries. If this is not possible, please use the one recorded at the contact when the quit date was set.

Q6) Where a client has used more than one intervention type or setting which one should be recorded, as we are not allowed to record more than one?

A) Where a client has used more than one intervention type or setting, please count only the main one ('main' is defined as the one that is recorded the most) in Part 1G

and 1H. If this is not possible, please use the one recorded at the contact when the quit date was set.

Q7) What does the Health and Social Care Information Centre do with my submitted data?

A) The Health and Social Care Information Centre produces quarterly and annual reports using the data submitted by SSS. This can be accessed at the NHS Stop Smoking Services web page on the Health and Social Care Information Centre weblink provided below.

<http://digital.nhs.uk/searchcatalogue?q=stop+smoking&area=&size=10&sort=Relevance>

Q8) In Part 2A I am unable to provide a figure for “Total cost of pharmacotherapies issued as part of this service for the year”

A) The wording should read:

"Total cost of pharmacotherapies issued as part of this service for the year to date"

This is a cumulative total and represents the total spend on pharmacotherapies provided as part of a local authority commissioned stop smoking intervention. It is not the total allocation for the year, nor should it include the costs of any pharmacotherapies that are not provided as part of a local authority commissioned stop smoking intervention.

Q9) I know that you have to follow clients up within the 25-42 day period (actively) and then you are no longer able to follow them up. However, if you get a reply to your follow up outside of the 42 day window and still within the submission period for that quarter's collection, then are you allowed to update the 4 week quit outcome?

A) No. Reporting is as per the Russell Standard and so all outcomes not recorded in the 25-42 day window must be counted as lost to follow-up.

Q10) The current quarterly report does not have a field for unemployed/jobseekers who have been that way for under 1 year. Should we be recording those under the long term unemployed field or under the unable to code field?

A) Anyone who has been unemployed for less than 1 year should be recorded under their previous occupational code.

Q11) The data quality rule in the spreadsheet insists that the totals must equal the totals in Part 1a; however, some of the categories are not mutually exclusive so that the totals will be greater than those in Part 1a.

For example, if a client uses a patch and mouth spray in the first two sessions, then just a patch in the third session, they will match the definitions of both item #51 and #52:

A) Where a client has used more than one pharmacotherapy treatment type, please count only the main one ('main' is defined as the one that is recorded the most) in Part 1F. If this is not possible, please use the one recorded at the contact when the quit date was set.

Q12) Should I include VAT in the Financial figures

A) No. Financial figures should be exclusive of VAT.

If after reading the FAQ's you can not resolve your query, email:
data.collections@nhs.net