Guide to accessing CCG based NEA data from SUS via the 'Activity and Planning Report'

Background

Throughout 16/17 NHS England will be using the temporary National Repository (tNR) as the agreed source of the non-elective admissions (NEA) data monitoring. The tNR has been created in order to provide NHS England and others with a country-wide view of activity data for reporting and analysis. It includes Secondary Care data relating to Accident & Emergency, Outpatients and Admitted Patient Care in the form of Spells and Episodes. The detailed definition of the tNR NEA metric was set out in the Planning Round Technical Definitions.

The tNR is populated from the SUS Standard Extract Mart (SEM) which is extracted from the HSCIC each month. A timetable for extracting, processing and making the data available for use in the tNR has been agreed and published on the HSCIC website.

The BCF planning round established a HWB-level NEA activity plan by mapping the agreed CCG level activity plans to the HWB footprint. This was achieved by using the mapping formula provided in the planning return template. The HWB's were also asked whether they then wanted to plan for any additional quarterly reductions. If they did, then they were asked whether they would want to put in place a local risk sharing agreement.

Throughout 16/17 the NEA progress against plan and where applicable additional reductions and local risk sharing will be reported quarterly. The same tNR data extract as used by NHS England to manage activity levels against the CCG operational planning process will be utilised. To enable HWB to monitor progress the extract will be reported using the same BCF planning mapping formula.

Issue

Areas can access SUS directly but there is an issue with this, in that, an area is only able to see their own data in SUS and this causes some problems. As Health and Well-Being Board (HWB) data is mapped using CCG based data it is quite often the case that a HWB will need to see data from another CCG that they or their local CSU does not have access to.

Although that the data will be mapped centrally by NHS England and included in the quarterly reports it means that HWBs are limited in what in year monitoring they can do themselves.

Potential Solution

However, there is a potential solution to this issue as there is currently a report available on the Unify2 Report Library that contains monthly NEA data from SUS extracted using the same definitions as detailed in the BCF 16/17 planning guidance.

This report is available within the Unify2 report library and is made available to all users of the system. Unify2 is available to anyone with an N3 connection (CCGs, CSUs, Local Authorities etc.) and these reports are labelled as 'public' so can be viewed by anyone with an account.

Information on how to access Unify2 is contained at the end of this guide in Annex A

The report that areas would need to use is the Monthly 'Activity and Planning' Report "**M04_1617_Activity_Report_V4.5_Publish**" the 04 will change each month and relates to the latest month for the report, i.e. M01 is April, M02 is May and so on. This can be found in the "Activity and Planning Reports" section of the report library.

This report contains CCG data which will then need to be mapped to HWB level by using the CCG to HWB mapping (below) that is used for 16/17 and was part of the BCF planning returns.



Worked Example

Below is a worked example of how a HWB would calculate their NEA data for a single month using the Activity and Planning report.

This is a 4 step process comprised of the following steps;

- 1. Identify the CCGs that need to be included in the mapping.
- 2. Download the Activity and Planning Report for the current month
- 3. Locate the relevant CCG NEA data in the monthly report
- 4. Map the CCG data to get a HWB figure

In this example I will calculate the NEA data for July 2016 for Derbyshire HWB.

1. Identify the CCGs that need to be included in the mapping.

The first step is identify which CCGs are in the HWB mapping so that you can extract data that you will need to be able to complete the mapping. To do this you need to find your HWB in the mapping file using the filters at the top of the mapping file;

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At this stage it would be a good idea to copy the resulting table into a separate file so that you can keep a record of it and have somewhere separate to do the calculations.

2. Download the Activity and Planning Report for the current month

The next step is to download the current month's Activity and Planning Report from the Unify2 Report Library. To do this you need to log in to Unify2 and once you're on the homepage you need to go into the 'Report Library' by clicking on the link in the light blue bar.

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Once you have accessed the Report Library you need to expand the '+' buttons at the left hand side in the following order

- 'Performance Report Library'
- 'Activity and Planning Report'
- 'Monthly Activity and Planning Reports'

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Then to download a report you need to expand the '+' for the relevant month and click on the filename for Mnn_1617 _Activity_Report_V4.5_Publish.xlsb where *nn* relates to the month number.

It would be a good idea to save this file to your desktop or a local drive too

3. Find the relevant CCG NEA data in the monthly report

Now that you have downloaded the monthly report the next step is to locate the NEA data for the CCGs that you need (as per step 1).

To do this you need to navigate to the '*Region* Activity v Plan' tab, there are four of these tabs with one for each region. You just need to navigate to the relevant region tab for the CCG(s) that you need to use. Below is a file that lists which region a CCG is a part of.



In our example we need to obtain CCG data from the 'M&E Activity v Plan' and 'North Activity v Plan' tabs. Once in the correct tab you need to find the data table that relates to NEAs. This is labelled as **Non Elective Spells** and is the 4th table within each sheet and start on different rows within each tab. You then need to copy the data from column J for each CCG that you require for the mapping;

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286	England	4	13	480,581	476,046	1.0%	1,898,426	1,878,420	1.1%	3.3%	2.7%	3.1%	
288	North	2	5	154,087	150,794	2.2%	604,512	595,602	1.5%	2.9%	0.9%	2.4%	
290	Cheshire and Merseyside	1	0	27,442	26,800	2.4%	107,676	104,946	2.6%	4.2%	1.2%	3.7%	
291	NHS Eastern Cheshire CCG	No	No	1,500	1,560	-3.8%	6,172	6,211	-0.6%	-3.7%	-3.1%	-3.0%	
292	NHS Halton CCG	No	No	1,614	1,509	7.0%	6,261	5,868	6.7%	9.5%	1.0%	6.4%	
293	NHS Knowsley CCG	Yes	No	2,118	1,996	6.1%	8,169	7,822	4.4%	6.1%	-1.1%	4.5%	
294	NHS Liverpool CCG	No	No	5,093	4,967	2.5%	20,117	19,124	5.2%	5.9%	1.6%	5.6%	
295	NHS South Cheshire CCG	No	No	1,988	1,891	5.1%	7,757	7,328	5.9%	6.6%	8.8%	5.7%	
296	NHS South Setton CCG	No	No	1,761	1,650	6.7%	6,817	6,837	-0.3%	5.1%	-0.4%	3.6%	
297	NHS Southport And Formby CCG	No	No	1,321	1,320	0.1%	5,304	5,259	0.9%	1.2%	-0.4%	0.8%	
298	NHS St Helens CCG	No	No	2,415	2,261	6.8%	9,302	8,588	8.3%	8.4%	2.2%	7.6%	
299	NHS Vale Royal CCG	No	No	1,030	983	4.8%	4,128	3,907	5.7%	8.7%	8.5%	8.8%	
300	NHS Warrington CCG	No	No	2,308	2,187	5.5%	9,003	8,609	4.6%	8.8%	0.5%	8.8%	
301	NHS West Cheshire CCG	No	No	2,410	2,476	-2.7%	9,788	10,108	-3.2%	-0.5%	0.4%	0.5%	
302	NHS Wirral CCG	No	No	3,884	4,000	-2.9%	14,858	15,285	-2.8%	-1.1%	-0.3%	-1.3%	
304	Cumbria and North East	0	0	32,778	32,369	1.3%	127,245	127,112	0.1%	2.3%	-0.8%	1.7%	
305	NHS Cumbria CCG	No	No	4,887	5,035	-2.9%	19,028	19,855	-4.2%	-2.8%	-4.3%	-2.7%	
306	NHS Darlington CCG	No	No	1,108	1,131	-2.0%	4,226	4,314	-2.0%	2.2%	2.1%	3.7%	
307	NHS Durham Dales, Easington And Sedgefield CCG	No	No	3,059	2,796	9.4%	12,131	11,577	4.8%	8.7%	0.9%	8.4%	
308	NHS Hartlepool And Stockton-On-Tees CCG	No	No	3,373	3,092	9.1%	12,974	11,969	8.4%	15.5%	13.0%	14.1%	
309	NHS Newcastle Gateshead CCG	No	No	4,731	5,034	-6.0%	18,190	19,655	-7.5%	-5.2%	-4.8%	-6.1%	
310	NHS North Durham CCG	No	No	2,383	2,483	-4.0%	9,442	9,526	-0.9%	-2.0%	-2.4%	-1.6%	
311	NHS North Tyneside CCG		No	2,347	2,405	-2.4%	8,897	8,979	-0.9%	-1.9%	-12.2%	-4.9%	
312	NHS Northumberland CCG	No	No	3,271	3,214	1.8%	12,557	12,353	1.7%	-0.7%	-3.7%	-2.5%	-
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The actual NEA figure for the month will always be in column J of the Activity v Plan sheets and the row numbers are as follows;

North starts on row 279, M&E starts on row 256, London starts on row 255 and South starts on row 258.

Then paste it into the file where you have the mapping for your HWB;

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You need to repeat this until you have obtained all the CCG data you need to complete the mapping to your HWB;

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4. Map the CCG data to get a HWB figure

So the last step in the process is to map the CCG data you have obtained from the report to the HWB by multiply the value in the '% CCG in HWB' column (column F in our example) by the CCG data obtained from the report (column H in our example). By doing this you end up with the number of NEAs that each CCG contributes towards the final value for the HWB;

i.e. to get the proportion that NHS Erewash CCG contributes to Derbyshire HWB you need to do the following calculation;

NHS Erewash CCG contribution = % NHS Erewash CCG in HWB × NHS Erewash CCG NEAs (from report)

= 92.2% × 831 (% shown to 1 decimal place, true value should be used)

<u>= 766</u> (to the nearest whole number)

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3	ни	/B Code	LA Name	CCG (ode CC	G Name			HWB	in CCG	Planning I	Report	F	HWB										
4	E10	000007	Derbyshir	e 02Q	NH	IS Bassetlaw	CCG		0.25	6 0.0%		1,075			2	2								
5	E10	000007	Derbyshir	e 05D	NH	IS East Staffo	rdshire CO	G	8.19	% 1.4%		1,221			99									
6	E10	000007	Derbyshir	e 01C	NH	IS Eastern Ch	eshire CC	G	0.39	6 0.0%		1,500			5	5								
7	E10	000007	Derbyshir	e 03X	NH	IS Erewash C	G		92.29	6 11.3%		831			766	5								
8	E10	000007	Derbyshir	e 03Y	NH	IS Hardwick C	CG		94.6	6 12.2%		1,080			1,021									
9	E10	000007	Derbyshir	e 04E	NH	IS Mansfield	and Ashfi	eld CCG	1.9	6 0.5%		1,946			37	7								
10	E10	000007	Derbyshir	e 04J	NH	IS North Derb	yshire CC	G	98.3	6 36.0%		2,901			2,851									
11	E10	000007	Derbyshir	e 04L	NH	IS Nottinghar	n North a	nd East CCG	0.2	6 0.0%		1,120			з									
12	E10	000007	Derbyshir	e 04M	NH	IS Nottinghar	n West CO	G	5.09	6 0.6%		697			35	5								
13	E10	000007	Derbyshir	e 03N	NH	IS Sheffield C	CG		0.59	6 0.4%		4,440			24	ł								
14	E10	000007	Derbyshir	e 04R	NH	IS Southern E	erbyshire	CCG	48.2	6 33.0%		4,374			2,108	3								
15	E10	000007	Derbyshir	e 01W	NH	IS Stockport (CCG		0.19	6 0.0%		3,395			4	ł								
16	E10	000007	Derbyshir	e 01Y	NH	IS Tameside a	and Glosse	op CCG	14.19	6 4.3%		2,307			325	5								
17	E10	000007	Derbyshir	e 04V	NH	IS West Leice	CCG	0.59	6 0.2%		2,742			14										
18																								
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20																								

Finally you just need to sum all the CCG contributions to get an overall NEA figure for the HWB;

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1 Derbyshire HWB NEA data for July 2016																								
2																								
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3		HWB Co	de	LA Name	CCG Coo	le CCG	Name			HWB	in CCG	Planning	Report		HWB									
4		E100000	07	Derbyshire	02Q	NHS	Bassetlaw	CCG		0.29	6 0.0%		1,075			2								
5		E100000	07	Derbyshire	05D	NHS	East Staffo	ordshire CO	CG	8.19	6 1.4%		1,221		9	9								
6		E100000	07	Derbyshire	01C	NHS	Eastern Cl	neshire CC	G	0.39	6 0.0%		1,500			5								
7		E100000	07	Derbyshire	03X	NHS	Erewash C	CG		92.29	6 11.3%		831		76	i6								
8		E100000	07	Derbyshire	e 03Y	NHS	Hardwick	CCG		94.69	6 12.2%		1,080		1,02	1								
9		E100000	07	Derbyshire	04E	NHS	Mansfield	and Ashfi	eld CCG	1.99	6 0.5%		1,946		3	7								
10		E100000	07	Derbyshire	e 04J	NHS	North Der	byshire CC	G	98.39	6 36.0%		2,901		2,85	1								
11		E100000	07	Derbyshire	e 04L	NHS	Nottingha	m North a	nd East CCG	i 0.29	6 0.0%		1,120			3								
12		E100000	07	Derbyshire	e 04M	NHS	Nottingha	m West CO	CG	5.0%	6 0.6%		697		3	5								
13	-	E100000	07	Derbyshire	03N	NHS	Sheffield	CCG		0.5%	6 0.4%	2	4,440		2	4								
14		E100000	07	Derbyshire	04R	NHS	Southern	Derbyshire	e CCG	48.29	6 33.0%		4,374		2,10	8								
15		E100000	07	Derbyshire	01W	NHS	Stockport	CCG		0.19	6 0.0%		3,395			4								
16		E100000	07	Derbyshire	019	NHS	Tameside	and Gloss	op CCG	14.19	6 4.3%		2,307		32	5								
17	L	E100000	07	Derbyshire	e 04V	NHS	West Leio	estershire	CCG	0.5%	6 0.2%		2,742]	.4								
18																								
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So by following the 4 steps we have calculated the number of Non-Elective Admissions for Derbyshire HWB.

Below is the file that was created for Derbyshire for the purposes of the worked example that can be used by HWBs as a template if desired.



Derbyshire HWB NEA data for July 2016.xk

Annex A - Accessing Unify2

• If you already have login details, please access Unify2 via this link: <u>http://nww.unify2.dh.nhs.uk/Unify/interface/homepage.aspx</u>

• If you have an N3 connection but you do not yet have a Unify2 login, please register via this link: http://nww.unify2.dh.nhs.uk/Unify/AccessSecurity/Management/AccountRequest.aspx

Please ensure that you complete the first drop down box (Domain) on the account request form, before trying to select your organisation. For the domain, please select: Knowledge and Intelligence

• Please note that parts of the system don't work fully on Google Chrome or Internet Explorer 9 or above. If you have trouble with dropdown boxes (including submitting the request form), please try using IE in compatibility view.

• For further information on accessing an N3 connection please visit the N3 website using this link; <u>http://n3.nhs.uk/</u>