

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.



CCG - HWB Mapping
16-17.xlsx

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;

HWB Code	LA Name	CCG Code	CCG Name	% CCG in HWB	% HWB in CCG
E10000007	Derbyshire	02Q	NHS Bassetlaw CCG	0.2%	0.0%
E10000007	Derbyshire	05D	NHS East Staffordshire CCG	8.1%	1.4%
E10000007	Derbyshire	01C	NHS Eastern Cheshire CCG	0.3%	0.0%
E10000007	Derbyshire	03X	NHS Erewash CCG	92.2%	11.3%
E10000007	Derbyshire	03Y	NHS Hardwick CCG	94.6%	12.2%
E10000007	Derbyshire	04E	NHS Mansfield and Ashfield CCG	1.9%	0.5%
E10000007	Derbyshire	04J	NHS North Derbyshire CCG	98.3%	36.0%
E10000007	Derbyshire	04L	NHS Nottingham North and East CCG	0.2%	0.0%
E10000007	Derbyshire	04M	NHS Nottingham West CCG	5.0%	0.6%
E10000007	Derbyshire	03N	NHS Sheffield CCG	0.5%	0.4%
E10000007	Derbyshire	04R	NHS Southern Derbyshire CCG	48.2%	33.0%
E10000007	Derbyshire	01W	NHS Stockport CCG	0.1%	0.0%
E10000007	Derbyshire	01Y	NHS Tameside and Glossop CCG	14.1%	4.3%
E10000007	Derbyshire	04V	NHS West Leicestershire CCG	0.5%	0.2%

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.

The screenshot shows the Unify2 homepage. At the top left is the Department of Health logo and 'Unify2' branding. A navigation bar contains links: 'Data collection & management', 'Glossary', 'Report Library', 'Extraction Viewer', 'Extraction Admin', 'View Manage', and 'Data & system maintenance'. The 'Report Library' link is highlighted with a blue arrow. Below the navigation bar, there are sections for 'Data Links', 'Welcome', and 'News'. The 'Welcome' section includes a message: 'Welcome to Unify2, the system for sharing and reporting NHS performance information.'

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'

The screenshot shows the 'Report Library' interface. It displays three main sections, each with a '+' button on the left side, which are highlighted by blue arrows:

- Performance Report Library**: Folder Period Type: None. Period Types: Month. Buttons: Add Sub Folder, Edit, Save, Delete, Move Up, Move Down.
- A&E Monthly Reports**: Folder Period Type: Month. Period Types: Month. Buttons: Add Sub Folder, Edit, Save, Delete, Move Up, Move Down.
- Activity and Planning Reports**: Folder Period Type: Month. Reports table:

Report Name	Last Updated	By	Period
+ June 2016	11/08/2016 09:36:09	Mark Morrison	June

Buttons: Edit Report, Save, Add File, Delete, Public, Restricted to Audience/s. Release History table:

Audience Name	Release	Delete
Public	11/08/2016 09:36	Delete

Year: 2016-17, Period: April, Add Report button.
- Monthly Activity and Planning Reports**: Folder Period Type: Month. Reports table:

Report Name	Last Updated	By	Period
- July 2016	08/09/2016 09:55:07	Mark Morrison	July

Files table:

Icon	Filename	Type	Last Updated	Delete
	M04_1617_Activity_Report_V4.5_Publish.xlsb	Microsoft Excel Spreadsheet	07/09/2016 02:34:13	Delete
	M4 Trend Report 1617 v 2.1 Values Publish.xlsb	Microsoft Excel Spreadsheet	07/09/2016 02:33:14	Delete

Buttons: Edit Report, Save, Add File, Delete, Public, Restricted to Audience/s. Release History section.

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.



CCGs by Region.xlsx

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;

North Activity Report												
Non Elective Spells												
			Activity (Unadjusted)						% Growth compared to prior year			
Jul-16	Profile	Jul-16	Jul-16	Jul-16	YTD	YTD	YTD	3 month activity	12 month activity	YTD activity		
Outlier	Concern	Actual	Plan	Variance	Actual	Plan	Variance					
4	13	480,581	476,046	1.0%	1,898,426	1,878,420	1.1%	3.3%	2.7%	3.1%		
2	5	154,087	150,794	2.2%	604,512	595,602	1.5%	2.9%	0.9%	2.4%		
1	0	27,442	26,800	2.4%	107,676	104,946	2.6%	4.2%	1.2%	3.7%		
No	No	1,500	1,560	-3.8%	6,172	6,211	-0.6%	-3.7%	-3.1%	-3.0%		
No	No	1,614	1,509	7.0%	6,261	5,868	6.7%	9.5%	1.0%	6.4%		
Yes	No	2,118	1,996	6.1%	8,169	7,822	4.4%	6.1%	-1.1%	4.5%		
No	No	5,093	4,967	2.5%	20,117	19,124	5.2%	5.9%	1.6%	5.6%		
No	No	1,988	1,891	5.1%	7,757	7,328	5.9%	6.6%	8.8%	5.7%		
No	No	1,761	1,650	6.7%	6,817	6,837	-0.3%	5.1%	-0.4%	3.6%		
No	No	1,321	1,320	0.1%	5,304	5,259	0.9%	1.2%	-0.4%	0.8%		
No	No	2,415	2,261	6.8%	9,302	8,588	8.3%	8.4%	2.2%	7.8%		
No	No	1,030	983	4.8%	4,128	3,907	5.7%	8.7%	8.5%	8.8%		
No	No	2,308	2,187	5.5%	9,003	8,609	4.6%	8.8%	0.5%	8.8%		
No	No	2,410	2,476	-2.7%	9,788	10,108	-3.2%	-0.5%	0.4%	0.5%		
No	No	3,884	4,000	-2.9%	14,858	15,285	-2.8%	-1.1%	-0.3%	-1.3%		
0	0	32,778	32,369	1.3%	127,245	127,112	0.1%	2.3%	-0.8%	1.7%		
No	No	4,887	5,035	-2.9%	19,028	19,855	-4.2%	-2.8%	-4.3%	-2.7%		
No	No	1,108	1,131	-2.0%	4,226	4,314	-2.0%	2.2%	2.1%	3.7%		
No	No	3,059	2,796	9.4%	12,131	11,577	4.8%	8.7%	0.9%	8.4%		
No	No	3,373	3,092	9.1%	12,974	11,969	8.4%	15.5%	13.0%	14.1%		
No	No	4,731	5,034	-6.0%	18,190	19,655	-7.5%	-5.2%	-4.8%	-6.1%		
No	No	2,383	2,483	-4.0%	9,442	9,526	-0.9%	-2.0%	-2.4%	-1.6%		
No	No	2,347	2,405	-2.4%	8,897	8,979	-0.9%	-1.9%	-12.2%	-4.9%		
No	No	3,271	3,214	1.8%	12,557	12,353	1.7%	-0.7%	-3.7%	-2.5%		

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;

HWB Code	LA Name	CCG Code	CCG Name	% CCG in HWB	% HWB in CCG	CCG Data from Activity and Planning Report
E10000007	Derbyshire	02Q	NHS Bassetlaw CCG	0.2%	0.0%	1,500
E10000007	Derbyshire	05D	NHS East Staffordshire CCG	8.1%	1.4%	
E10000007	Derbyshire	01C	NHS Eastern Cheshire CCG	0.3%	0.0%	
E10000007	Derbyshire	03X	NHS Erewash CCG	92.2%	11.3%	
E10000007	Derbyshire	03Y	NHS Hardwick CCG	94.6%	12.2%	
E10000007	Derbyshire	04E	NHS Mansfield and Ashfield CCG	1.9%	0.5%	
E10000007	Derbyshire	04J	NHS North Derbyshire CCG	98.3%	36.0%	
E10000007	Derbyshire	04L	NHS Nottingham North and East CCG	0.2%	0.0%	
E10000007	Derbyshire	04M	NHS Nottingham West CCG	5.0%	0.6%	
E10000007	Derbyshire	03N	NHS Sheffield CCG	0.5%	0.4%	
E10000007	Derbyshire	04R	NHS Southern Derbyshire CCG	48.2%	33.0%	
E10000007	Derbyshire	01W	NHS Stockport CCG	0.1%	0.0%	
E10000007	Derbyshire	01Y	NHS Tameside and Glossop CCG	14.1%	4.3%	
E10000007	Derbyshire	04V	NHS West Leicestershire CCG	0.5%	0.2%	

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

HWB Code	LA Name	CCG Code	CCG Name	% CCG in HWB	% HWB in CCG	CCG Data from Activity and Planning Report
E10000007	Derbyshire	02Q	NHS Bassetlaw CCG	0.2%	0.0%	1,075
E10000007	Derbyshire	05D	NHS East Staffordshire CCG	8.1%	1.4%	1,221
E10000007	Derbyshire	01C	NHS Eastern Cheshire CCG	0.3%	0.0%	1,500
E10000007	Derbyshire	03X	NHS Erewash CCG	92.2%	11.3%	831
E10000007	Derbyshire	03Y	NHS Hardwick CCG	94.6%	12.2%	1,080
E10000007	Derbyshire	04E	NHS Mansfield and Ashfield CCG	1.9%	0.5%	1,946
E10000007	Derbyshire	04J	NHS North Derbyshire CCG	98.3%	36.0%	2,901
E10000007	Derbyshire	04L	NHS Nottingham North and East CCG	0.2%	0.0%	1,120
E10000007	Derbyshire	04M	NHS Nottingham West CCG	5.0%	0.6%	697
E10000007	Derbyshire	03N	NHS Sheffield CCG	0.5%	0.4%	4,440
E10000007	Derbyshire	04R	NHS Southern Derbyshire CCG	48.2%	33.0%	4,374
E10000007	Derbyshire	01W	NHS Stockport CCG	0.1%	0.0%	3,395
E10000007	Derbyshire	01Y	NHS Tameside and Glossop CCG	14.1%	4.3%	2,307
E10000007	Derbyshire	04V	NHS West Leicestershire CCG	0.5%	0.2%	2,742

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)

$$= 92.2\% \times 831 \text{ (\% shown to 1 decimal place, true value should be used)}$$

$$= \underline{766} \text{ (to the nearest whole number)}$$

Derbyshire HWB NEA data for July 2016 - Microsoft Excel

HWB Code	LA Name	CCG Code	CCG Name	% CCG in HWB	% HWB in CCG	CCG Data from Activity and Planning Report	CCG contribution to HWB
E1000007	Derbyshire	02Q	NHS Bassetlaw CCG	0.2%	0.0%	1,075	2
E1000007	Derbyshire	05D	NHS East Staffordshire CCG	8.1%	1.4%	1,221	99
E1000007	Derbyshire	01C	NHS Eastern Cheshire CCG	0.3%	0.0%	1,500	5
E1000007	Derbyshire	03X	NHS Erewash CCG	92.2%	11.3%	831	766
E1000007	Derbyshire	03Y	NHS Hardwick CCG	94.6%	12.2%	1,080	1,021
E1000007	Derbyshire	04E	NHS Mansfield and Ashfield CCG	1.9%	0.5%	1,946	37
E1000007	Derbyshire	04J	NHS North Derbyshire CCG	98.3%	36.0%	2,901	2,851
E1000007	Derbyshire	04L	NHS Nottingham North and East CCG	0.2%	0.0%	1,120	3
E1000007	Derbyshire	04M	NHS Nottingham West CCG	5.0%	0.6%	697	35
E1000007	Derbyshire	03N	NHS Sheffield CCG	0.5%	0.4%	4,440	24
E1000007	Derbyshire	04R	NHS Southern Derbyshire CCG	48.2%	33.0%	4,374	2,108
E1000007	Derbyshire	01W	NHS Stockport CCG	0.1%	0.0%	3,395	4
E1000007	Derbyshire	01Y	NHS Tameside and Glossop CCG	14.1%	4.3%	2,307	325
E1000007	Derbyshire	04V	NHS West Leicestershire CCG	0.5%	0.2%	2,742	14

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

Derbyshire HWB NEA data for July 2016 - Microsoft Excel

HWB Code	LA Name	CCG Code	CCG Name	% CCG in HWB	% HWB in CCG	CCG Data from Activity and Planning Report	CCG contribution to HWB
E1000007	Derbyshire	02Q	NHS Bassetlaw CCG	0.2%	0.0%	1,075	2
E1000007	Derbyshire	05D	NHS East Staffordshire CCG	8.1%	1.4%	1,221	99
E1000007	Derbyshire	01C	NHS Eastern Cheshire CCG	0.3%	0.0%	1,500	5
E1000007	Derbyshire	03X	NHS Erewash CCG	92.2%	11.3%	831	766
E1000007	Derbyshire	03Y	NHS Hardwick CCG	94.6%	12.2%	1,080	1,021
E1000007	Derbyshire	04E	NHS Mansfield and Ashfield CCG	1.9%	0.5%	1,946	37
E1000007	Derbyshire	04J	NHS North Derbyshire CCG	98.3%	36.0%	2,901	2,851
E1000007	Derbyshire	04L	NHS Nottingham North and East CCG	0.2%	0.0%	1,120	3
E1000007	Derbyshire	04M	NHS Nottingham West CCG	5.0%	0.6%	697	35
E1000007	Derbyshire	03N	NHS Sheffield CCG	0.5%	0.4%	4,440	24
E1000007	Derbyshire	04R	NHS Southern Derbyshire CCG	48.2%	33.0%	4,374	2,108
E1000007	Derbyshire	01W	NHS Stockport CCG	0.1%	0.0%	3,395	4
E1000007	Derbyshire	01Y	NHS Tameside and Glossop CCG	14.1%	4.3%	2,307	325
E1000007	Derbyshire	04V	NHS West Leicestershire CCG	0.5%	0.2%	2,742	14
HWB NEA figure							7,294

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.xlk

Annex A - Accessing Unify2

- If you already have login details, please access Unify2 via this link:

<http://nww.unify2.dh.nhs.uk/Unify/interface/homepage.aspx>

- 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;
<http://n3.nhs.uk/>