Adult Social Care Client Level Data Flows Local Authority Information Pack

Onboarding Steps

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Content

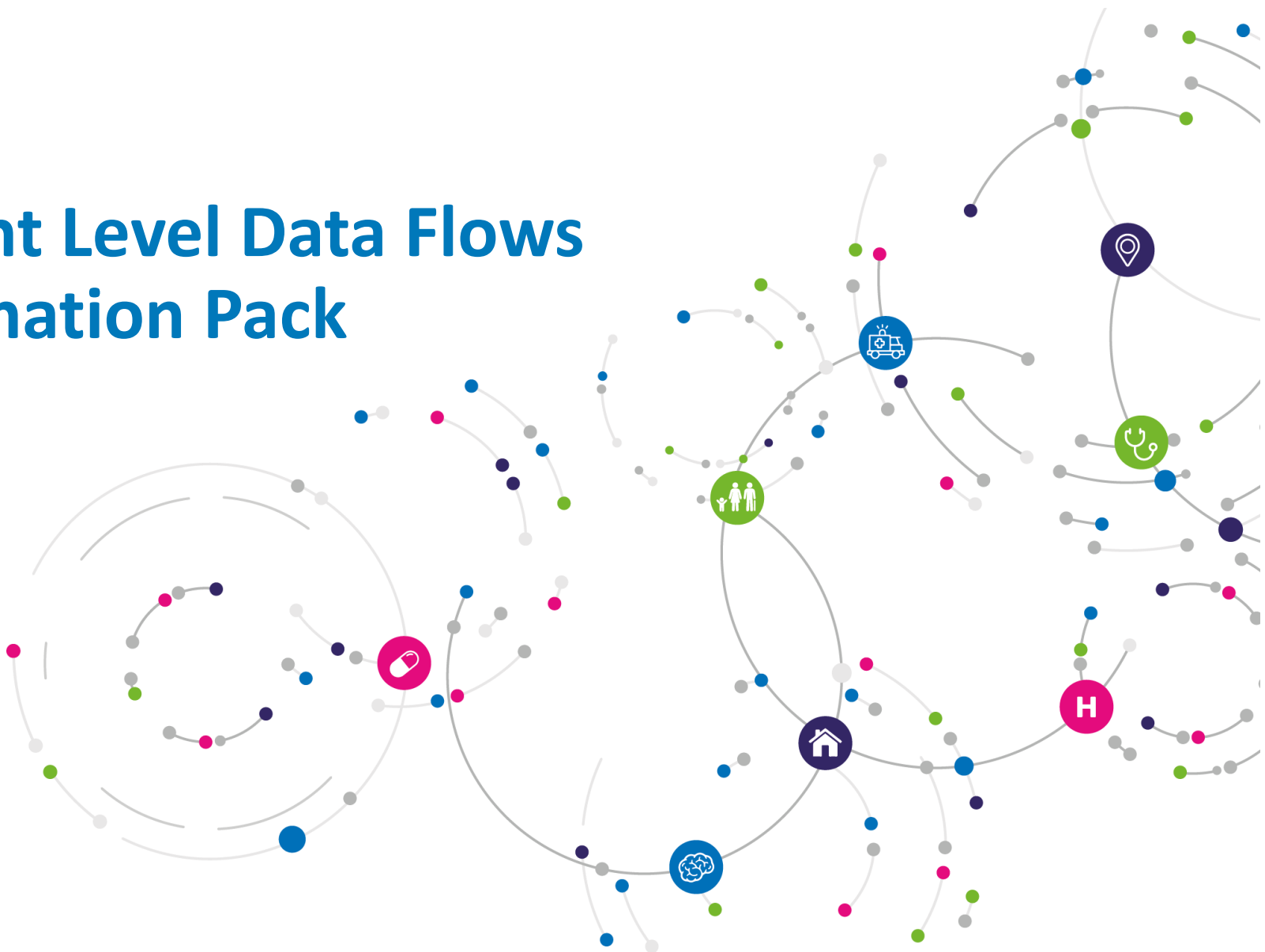# Adult Social Care - History

2015-2018

- Pilot work between the Department of Health and Social Care (DHSC) and North West DSCRO first proposed ~

- Group established with 3 interested CCGs/LAs out of 22 in total

2018-2019

- North West Pilots flow a client level data specification for linking ASC Client Level Data (CLD) with CCG health data

2019-2020

- Building on the success of the NW Pilots, the DHSC CLD Test-bed project developed and tested a 'minimum viable' data specification in two test bed LA areas
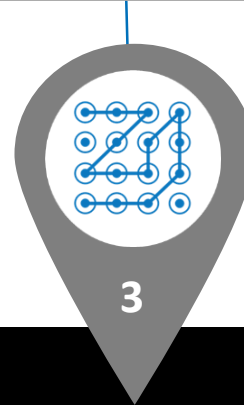
2021

- Directions published (found HERE) by NHS Digital to underpin the collection and roll out of the Adult Social Care Scheme.

- Department of Health and Social issued the following communication to Local Authorities updating them of the new Direction

2021-2022

Onwards.....

- Directions to be updated to MANDATE the Adult Social Care data collection

1   2   3   4   5

Meet the teams involved
Who we are working with to enable Adult Social Care data flows?

PROJECT SPONSOR

Department of Health & Social Care (DHSC) is a ministerial department, supported by 15 arm's length bodies and a number of other agencies and public bodies. DHSC support ministers in leading the nation's health and social care to help people live more independent, healthier lives for longer. DHSC are responsible for:

- supporting and advising our ministers: we help them shape and deliver policy that delivers the government's objectives
- setting direction: we anticipate the future and lead debate ensuring we protect and improve global and domestic health
- accountability: we make sure the department and our arm's length bodies deliver on our agreed plans and commitments
- acting as guardians of the health and care framework: we make sure the legislative, financial, administrative and policy frameworks are fit for purpose and work together
- troubleshooting: in the last resort, the public and Parliament expect us to take the action needed to resolve crucial and complex issues

WORKING WITH DSCROS

DSCRO: The DSfC programme, within NHS Digital, established a number of regional processing centres, known as Data Services for Commissioners Regional Offices (DSCROs). NHS Digital, through its DSCROs, is permitted to collect, hold and process Personal Confidential Data (PCD). This is for purposes beyond direct patient care to support NHS commissioning organisations and the commissioning functions within local authorities. These regional offices support the information needs of commissioners with the provision of appropriate data controls. DSCROs perform their services with staff from commissioning support units (CSUs) who are seconded into NHS Digital and work with data in the regional processing centres (RPCs). The service supports commissioners, typically clinical commissioning groups (CCGs) and LA Public Health, and specialised commissioners (NHS England) to plan and commission those healthcare services in their local area and nationally using the services provided through the DSCROs.

WORKING WITH DSCROS

NHS Digital: Previously know as the Health & Social Care Information Centre – HSCIC, NHS Digitals responsibilities are set out in the Health and Social Care Act 2012. These include the collection, analysis and presentation of national health and social care data. NHSD also have the powers to act as a safe haven and collect, hold and process personal confidential data (PCD) for purposes beyond direct patient care.

NHS ARDEN & GEM CSU

Arden & GEM (Lead CSU) has worked closely with the Department of Health and Social Care (DoHSC) over the past three and a half years and in this time established the North West (NW) pilot for Adult Social Care (ASC) data, whereby ASC data flows from local authorities into North West DSCRO (NHS Digital) for onwards dissemination to Clinical Commissioning Groups (CCGs), and potentially back to the Local Authorities (LA). AGEM as Lead CSU working closely with all parties involved, building collaborative relationships across the landscape and acting as ambassadors to actively promote and encourage involvement and participation of the scheme.

COMMISSIONING SUPPORT UNITS

COMMISSIONING SUPPORT UNITS
SUPPORTING THE DELIVERY OF INTEGRATED CARE

Commissioning Support Unit (CSU) is an Organisation. CSU's provide Clinical Commissioning Groups with external support, specialist skills and knowledge to support them in their role as commissioners, for example by providing: Business intelligence services, Clinical procurement services, Business support services, procurement of goods and services and some aspects of informatics. There are 5 CSUs in England all of which support 1 or more DSCRO services.

Practically, what does a DSCRO do?

DSCRO = Data Services for Commissioners Regional Office

- **Manages data warehouses, databases and huge numbers of datasets from across the health system.**
- **Keeps data secure, restricting access to authorised users only.**
- **Works at scale across large geographical regions and with multiple organisations.**
- **DSCROs typically receive 1000's of data flows each month through a variety of routes;**
  - Database to database transfers
  - sFTP
  - Secure email
  - DLP (Data Landing Portal)
- **Data flows with various levels of standardisation.**
- **National and local data flows.**
- **Manual and automated.**
- **Datasets can include a few columns or 1000's of columns of data and have any number of rows up to 10's, even 100's of millions.**
- **Manage patient identifiers**
  - Date of birth → Age
  - Postcode → LSOA
  - NHS number → pseudonym
  - Derive other data fields where appropriate.
- **Only allow data to be released using authorised means, to authorised users, in an allowed format.**
- **Data is typically released 'pseudonymised'**
  - Anonymised in line with the ICO Anonymisation Code of Practice
  - Personal non-confidential data
- **Data typically released via the DCSRO's CSU Data Management or Business Intelligence Services.**

BENEFITS OF USING A DSCRO

✓ Expertise in managing all aspects of datasets

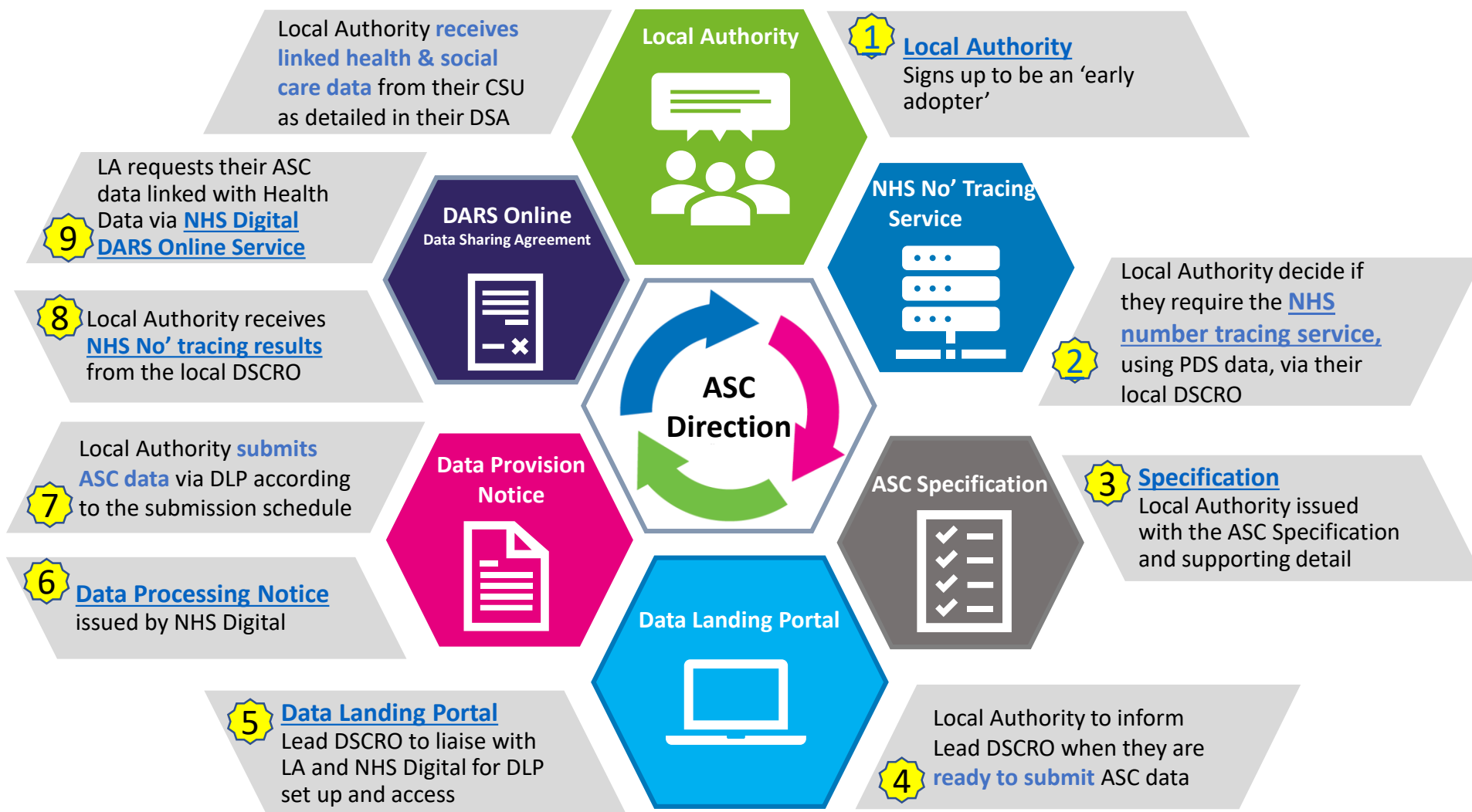✓ Positioned to operate at scale and manage multiple datasets

✓ Subject matter experts who can advise on national datasets, and understand local variations and nuances

✓ Already hold health data, so social care data (with NHS Number) can be consistently pseudonymised to allow linkage
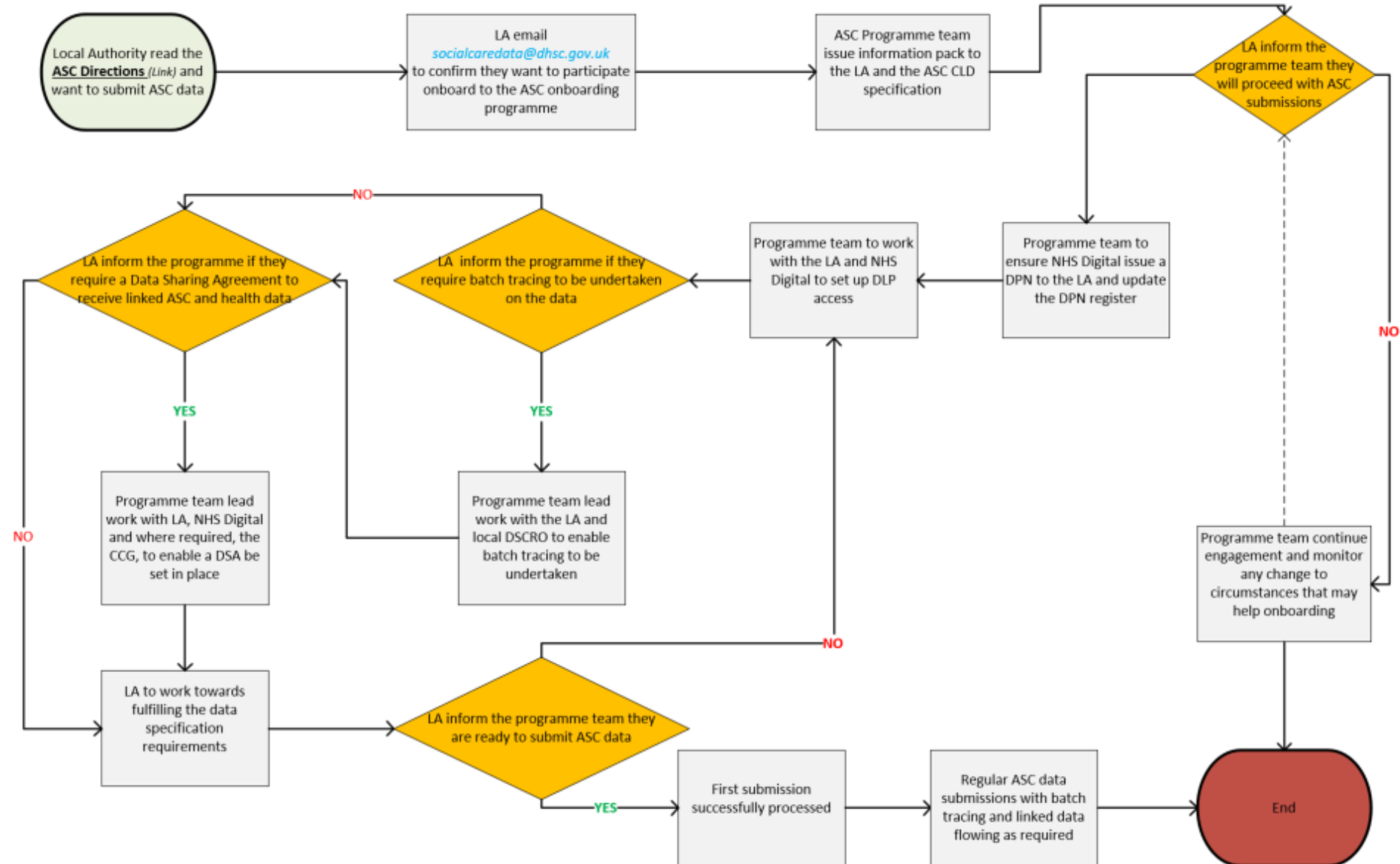
How to sign up – Tools, Teams, Process

This slide details the steps required for a Local Authority to submit ASC data

Local Authority **receives linked health & social care data** from their CSU as detailed in their DSA

Local Authority

1 **Local Authority**
Signs up to be an 'early adopter'

LA requests their ASC data linked with Health Data via **NHS Digital DARS Online Service**
9

DARS Online
Data Sharing Agreement

NHS No' Tracing Service

8 Local Authority receives **NHS No' tracing results** from the local DSCRO

ASC Direction

Local Authority decide if they require the **NHS number tracing service,** using PDS data, via their local DSCRO
2

Want to know more about these steps?
Ctrl+Click *to follow the links*

Local Authority **submits ASC data** via DLP according to the submission schedule
7

Data Provision Notice

ASC Specification

3 **Specification**
Local Authority issued with the ASC Specification and supporting detail

6 **Data Processing Notice** issued by NHS Digital

Data Landing Portal

5 **Data Landing Portal**
Lead DSCRO to liaise with LA and NHS Digital for DLP set up and access

Local Authority to inform Lead DSCRO when they are **ready to submit** ASC data
4

Department of Health & Social Care

Adult Social Care (ASC) onboarding process

Local Authorities – why sign up?

Local Authorities can voluntarily opt in now to join the Adult Social Care data flow project as an *'early adopter'*, *but what are the benefits to you….*

- 1:1 Assistance being offered at all stages of the 'early adopters' onboarding process. Help you get ahead and signed up before Adult Social Care flows are mandated

- NHS number tracing undertaken on Local Authority data by the DSCROs and returned to you (see NHS number Tracing Slide)

- Local Authorities can apply for their data to be linked with other health data and provided back to them via their local CSU (see DSA/DARS slide)

- Enables your CCG to link their health data with ASC data

- Provide Adult Social Care for a National Repository to be established for commissioning analysis

- Opportunity to feedback/input into the process at all stages and shape future improvements

NHS number tracing service

DSCROs can offer a NHS number tracing service to Local Authorities using the PDS data they hold.

Following a formal request to NHS Digital to offer this service to Local Authorities, DSCROs have gained IAO approval and sign off to proceed.

Further information and documentation on the Batch Tracing Service can be found on NHS Digital's website **HERE.**

If you are interested in using a NHS no' tracing service, through your local DSCRO, please let us know at agem.adultsocialcare@nhs.net

HOW WILL THIS WORK?

i. ASC data is received by the DSCRO via the DLP (or other agreed method)
ii. DSCRO submits the following data items through the Batch Tracing Service
iii. NHS number Tracing Service provides the following data back to the DSCRO

Date Of Birth
Forename
Surname
Sex
Postcode

Trace Result NHS Number	Returned Address Line 1
Returned Date Of Birth	Returned Address Line 2
Returned Current Posting	Returned Address Line 3
Returned Date of Current Posting or Date of Death	Returned Address Line 4
Returned Surname	Returned Address Line 5
Returned Forename	Returned Postcode
Returned Other Forename(s)	Returned GP Practice
Returned Sex	

iv. Results are provided back to the Local Authority by the DSCRO using a Safe File Transfer Protocol (SFTP)

If the NHS number tracing offer is of interest to you please let us know at agem.adultsocialcare@nhs.net

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Adult Social Care Data Submissions

Specification

This contains the data fields that will need submitting – don't worry if you think you are unable to meet them all at the start, that wont stop you being able to submit what you do have!

The data will need to be in .csv format

Below are the ASC extract specification and information sheet

As soon as you are ready to submit – let us know!

Specification template & Guidance

CLD Data Spec   **CLD Guidance**   **DLP Schema**

Please visit the AGEM ASC Webpage **HERE** for the latest versions

Timetable

The submission timetable is below:

At minimum submissions are required quarterly although we will happily process monthly submissions where you feel able to provide them.

Please find a copy of the timetable below.

Insert timetable

Tbc

(Minimum, Quarterly submissions or monthly if possible)

Automated Data Extraction

For Local Authority users of Liquid Logic, one of the pilot Local Authorities has offered their pre written code Sequel that may be of help to you for building your own extraction report.

This code could help programme and move the data from your systems into the DLP specification.

Please get in touch if you require more information or any assistance
agem.adultsocialcare@nhs.net

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Data Landing portal

NHS Digital's **Data Landing Portal (DLP)** allows data to be transferred securely between organisations through a centrally managed system. This will be the method used for Local Authorities to submit their data specification to the Lead DSCRO – central repository utilised by Department of Health & Social Care, and copied to the Local DSCRO for batch tracing and / or DSA dissemination via the CSU back to the Local Authority and/or the CCG.

➢ NHS Digital's webpage, **HERE**, provides all the information you should need to access and sign up for this tool.

➢ Basic Data Quality checks will be undertaken by the DLP on your submission.

➢ The DLP FAQ section is an excellent resource on NHS Digitals webpage, which we have added here too:

Adobe Acrobat Document

It is **important** that you let us know at agem.adultsocialcare@nhs.net **BEFORE** you apply to use the DLP service with NHS Digital, as we may be required to authorise your request – we can also help and work with you to ensure an 'quick' trouble free sign up process for you to access the tool.

To register for a DLP account please click HERE to complete the DLP data sender registration form

Any queries, issues or for more information & help about signing up please contact us and we will help troubleshoot any problems or answer your questions at agem.adultsocialcare@nhs.net

If there is a technical reason that DLP cannot be used in your Local Authority don't worry, as we will work with you to look at alternative submission methods

Data Provision Notices & Data Sharing Agreements

Data Provision Notice (DPN)

"NHS Digital issue DPNs to the appropriate providers of the required data when they receive a Direction to collect information"

Once we have come to an agreement with you that you wish to engage as an early, voluntary Local Authority to submit ASC we will then issue you with a copy of the Data Provision Notice (DPN) – a supporting document to the Direction issued by NHS Digital.

This will mandate the provision of the Adult Social Care flow as per the submission schedule to NHS Digital.

The register of Local Authorities participating and signed up to flow ASC data can be found **HERE**

Further information can be found **HERE** regarding Data Provision Notices

Data Access Request Service (DARS Online)

The Data Access Request Service (DARS online) is the NHS Digital tool for requesting access to data that is collected by them.

You will be eligible to apply for your ASC data to be linked to NHS Digital commissioning health datasets and this would be provided to you via your CSU.

Many LAs are working closely with their associated CCGs on the flow of ASC data. CCGs can also request an amendment to their current DSA to add in ASC data for their area.

Please contact us for any queries that you have or issues with registering with DARS Online

Further information can be found **HERE** regarding the Data Access Request Service

Data Sharing Agreement (DSA)

The DARS Online system will provide you with a Data Sharing Agreement (DSA) between yourselves and NHS Digital, once your request has passed through the relevant processes and approvals stages.

The DSA allows you to receive and hold NHS Digital pseudonymised & linked health and ASC data for your area.

Local Authority requests for data sharing are relatively new and as such we are working closely with NHS Digital to provide some templated worded for standard applications which will help you populate your submission. You can apply in your own right as a Sole Data Controller or make a joint application with local CCGs and/or other Local Authorities where you would be Joint Data Controllers

Please contact us for any queries that you have or issues with registering with DARS Online

Further information can be found **HERE** regarding the Data Access Request Service

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Working Together….. ASC Onboarding

We are here to help you!

**We will be your first port of call for questions and issues.
We can manage any issues or communications required with NHS Digital, or any other parties, to ensure that the onboarding process is as simple and trouble free as possible.
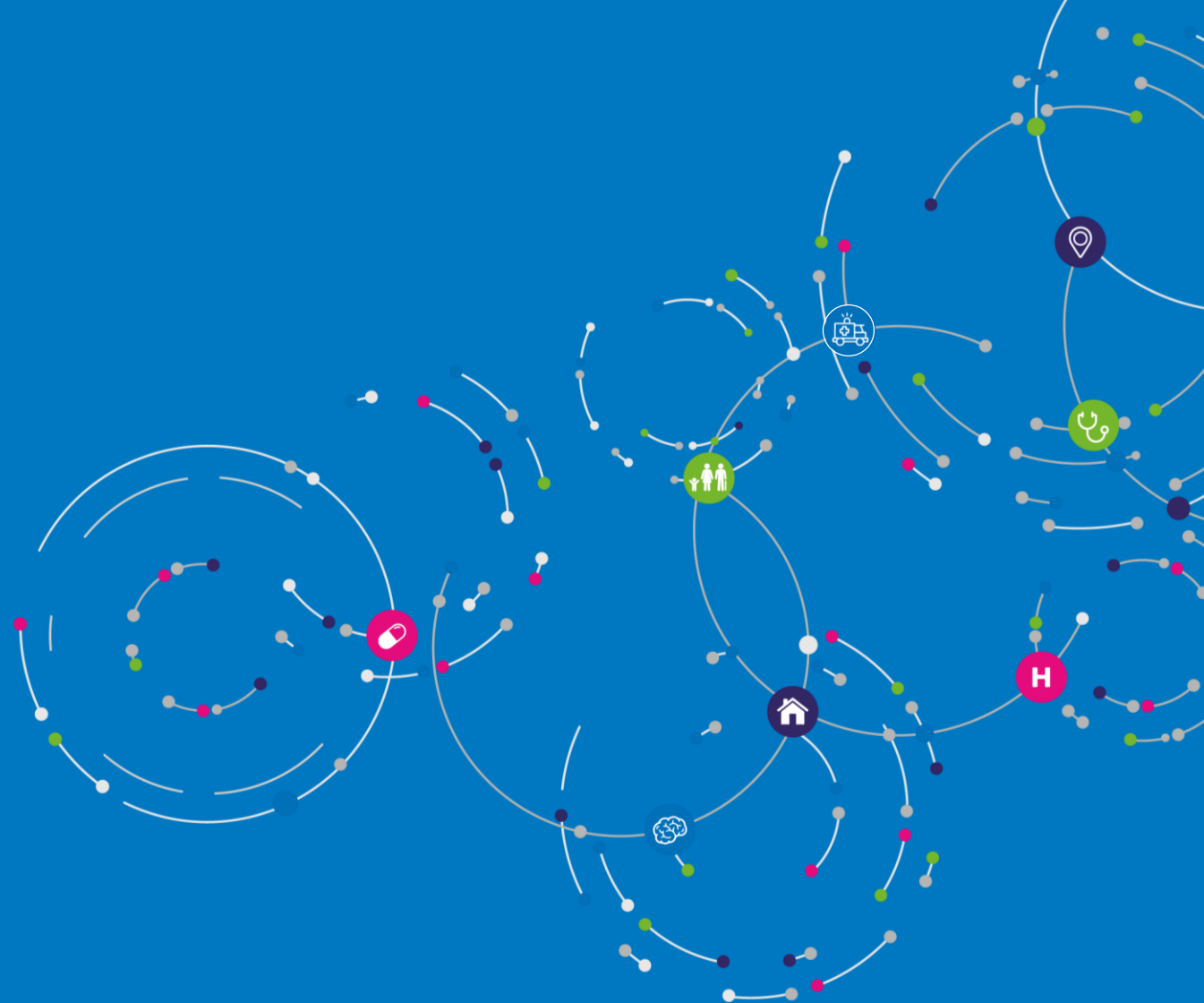agem.adultsocialcare@nhs.net**

Webpage can be found HERE

**For general ASC CLD enquiries please contact us at:
socialcaredata@dhsc.gov.uk**

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Commissioning Support Unit

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