# CQC new_logo_CMYK

# FINAL DATA CHECKLIST

# NHS Adult Inpatient Survey 2018

Last updated: 02 October 2018

Before submitting final data to the Survey Coordination Centre, please carry out the checks listed below and include this checklist when you submit final data. Please refer to the [Survey Handbook](http://www.nhssurveys.org/Filestore/Inpatients_2018/IP18_Survey%20Handbook_V3.pdf) and [Entering and Submitting Final Data](http://www.nhssurveys.org/Filestore/Generic_instructions/Generic_Entering_submitting_data_V2.pdf) document for detailed instructions on how final data should be submitted to the Survey Coordination Centre.



**It is essential these checks are carried out thoroughly!**

The Survey Coordination Centre is **not** obliged to make any corrections to final data. If found to be incorrect, trusts and/or approved contractors may be required to correct and resubmit final data.

**If incorrect final data cannot be corrected, the data may be considered unreliable and excluded from the survey.**

**Has the data been validated?**

Please ensure final data **exactly** reflects the answers given by each respondent and the information detailed in the [Entering and Submitting Final Data](http://www.nhssurveys.org/Filestore/Generic_instructions/Generic_Entering_submitting_data_V2.pdf) document has been followed.



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| **Checks** | **Initials** |
| All data is **raw (uncleaned) and has been validated** (see the [Entering and Submitting Final Data](http://nhssurveys.org/Filestore/Generic_instructions/Generic_Entering_submitting_data_V2.pdf) instructions for more information).  |  |
| Your **file name** follows the correct naming convention: <**IP18\_surveydata\_XXX.xls**> (where XXX is your Trust or contractor code) |  |
| You have saved the data sheet only as an Excel **worksheet**, rather than a workbook |  |
| Data columns are available for **all 81 questions** |  |
| Q74 has been entered as **multiple choice question** |  |
| All **data are correct** and all values are in range |  |
| Free-text comments have been entered verbatim and **in full** |  |
| Only **1250 records** are listed per trust  |  |
| All the response data are in **numeric format** only (including dates) |  |
| Columns for the day, month and year you received a **completed** questionnaire from service users have been completed |  |
| To comply with General Data Protection Regulation, any sample information relating to **patient’s name and address details** have been removed  |  |
| Your file has been **zipped, encrypted and password protected** - ready to be submitted to the Survey Coordination Centre’s secure FTP site. |  |
| At the end of this document, **telephone and e-mail contact details of two people** who will be available to respond to any queries about the data have been included |  |
| A **second check** that all data are correct and that all values are in range have been completed |  |
| Any additional variables collected in the sample frame, other than those required by the national survey, and all extra records from an increased sample size **have been removed.**  |  |

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| **For Pilot data only** |
| **Checks** | **Initials** |
| Response data from **interventions A, B and C** are entered in the red columns with the SXX naming convention for the questions (where XX is the question number) |  |
| All records have either an A, B or C entered for **Pilot Group** and matches the allocation given by the Survey Coordination Centre |  |
| Data columns are available for **all 32 questions** using the SXX naming convention |  |
| All who participated in **intervention A and B** have data entered in the orange and green columns |  |
| All who participated in **intervention B** have data entered in the purple columns |  |
| All data is correct and values are in range  |  |

**Please enter contact details of two people who will be available to answer any queries regarding your final data**

**First contact**

Name:

Job title:

Phone number:

Email address:

**Second contact**

Name:

Job title:

Phone number:

Email address: