

NHS Adult Inpatient Survey 2020

Additional Variables Handbook

Ipsos MORI, Coordination Centre for Mixed Methods

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1 About this handbook

This handbook details the processes involved in submitting any outstanding additional variables for the NHS Adult Inpatient Survey 2020.

Note: Reference to this handbook is only required, if during the main sample submission phase, any of the ICD-10/11 Chapter Codes or COVID variables were not previously provided. If the variables outlined above were submitted and have been approved as part of the main sample, then reference to this handbook and the submission of the additional variables spreadsheet is not required.

This handbook is designed to be used by trusts delivering the survey in partnership with an Approved Contractor and trusts delivering the survey in-house.

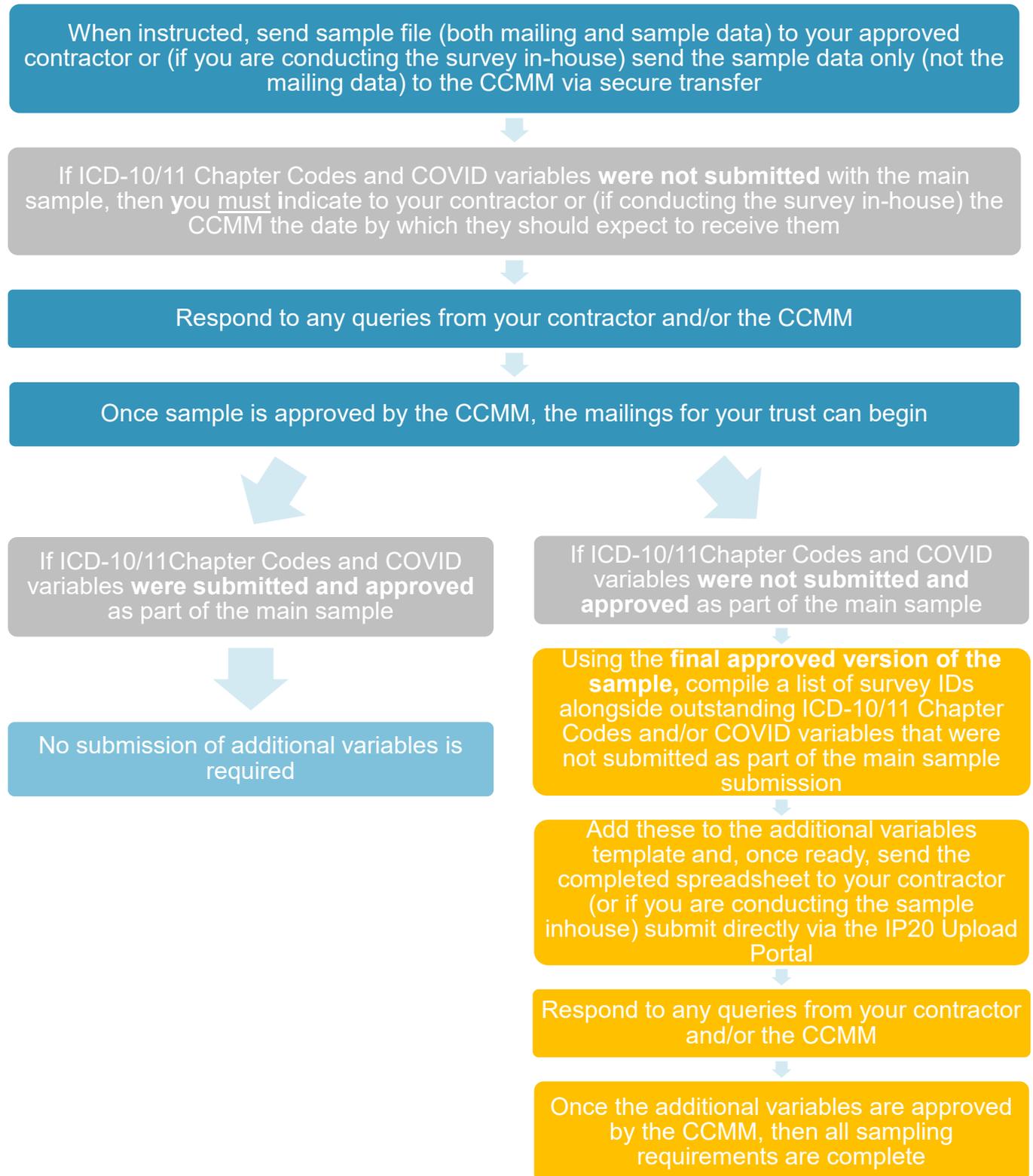
Efforts have been made to ensure that the information provided is reasonably comprehensive. It is however necessary to supplement this handbook with a small number of complementary documents. These are:

- **The Survey Handbook:** Which contains detailed information about the processes for preparing for and running the survey
- **The Sampling Handbook:** Which contains detailed information about the drawing and submitting of samples
- **The Additional Variables Worksheet:** This is the template that should be used to submit any outstanding ICD-10/11 Chapter Codes and COVID variables

The most recent versions of these documents can be downloaded from the Survey Website: <https://nhssurveys.org/surveys/survey/02-adults-inpatients/year/2020/> If you have any queries about the contents of the handbook, please contact your Approved Contractor in the first instance (where relevant), or the Coordination Centre for Mixed Methods at Ipsos MORI at InpatientCoordination@ipsos.com.

2 Drawing a sample of patients

The following flowchart shows the sequential steps that you must follow to submit additional variables.



3 Create the additional variables file

As outlined in the ‘Sampling Handbook’, you will also need to include a Patient Record Number (PRN), so that the record can be matched to the previous sample submission. For each of these patient record numbers, additional variables will need to be added. The following information can be compiled from hospital records:

- **Trust code:** This should be the three character code for the trust (e.g. RTH)
- **ICD-10 or ICD-11 (Chapter Code):** Please enter the ICD-10 chapter code in Roman Numerals (i.e. III, VI, IX etc.), based on the **primary diagnosis at discharge**. A mapping tool is available for assigning ICD-10 chapter codes and ICD-11 chapter codes, which will allow you to enter detailed ICD-10 or ICD-11 codes (as they are held on your trust’s database) and convert them into the broad chapter codes. This is available [here](#).
- **COVID-19 diagnosis:** We recommend this is derived from ICD-10 codes U07.1 COVID-19 virus identified and U07.2 COVID-19 virus not identified, and coded into the below categories.
 - 1 = COVID-19 positive confirmed via testing
 - 2 = COVID-19 suspected but testing inconclusive
 - 3 = COVID-19 testing status unknown
 - 4 = COVID-19 negative confirmed via testing
 - 5 = COVID-19 not-suspected, not tested
- **COVID-19 treatment:** We understand that this will be derived from NHS Trust locally held records, and ask that this is coded into the below categories.
 - 1 = Treated as confirmed or suspected COVID-19
 - 2 = Treated as non COVID-19
 - 3 = Status unknown

Once you have collated all required data, you will need to enter all the information relating to your additional variables in the ‘**Additional variables spreadsheet**’ and save this file as <NHStrustname_Inpatients2020_AV>.

The table below shows an example of the spreadsheet. Please use the ‘**Additional variables spreadsheet**’ provided.

Trust code	Patient Record Number	ICD-11 (Chapter Code)	ICD 10 (Chapter Code)	COVID-19 diagnosis	COVID-19 treatment
e.g. R1H	D0001R1H	CA02	XI	1	1
R1H	D0002R1H	8B11	IX	2	2
R1H	D1249R1H	NC72	IV	3	3

4 Submitting your additional variables

For trusts working with an approved contractor, once you have all variables that are outstanding from the original submission available, you may then send the whole '**Additional variables spreadsheet**' to your contractor via their secure transfer site. The contractor will then submit the '**Additional variables spreadsheet**' to the Survey Coordination Centre for Mixed Methods on your behalf.

For approved contractors and in-house trusts, once you have all variables that are outstanding from the original submission available, you may then access the IP20 Upload Portal to submit the '**Additional variables spreadsheet**'. In order to do this, please follow these steps:

- **Step 1:** Go to <https://NPSPsampling.co.uk> and enter your user credentials to login into the CQC Upload Portal.
- **Step 2:** On the landing page, under 'Select a survey', please click the 'Adult Inpatient' button to be directed to the 'Trusts' tab of main submission portal for IP20.
- **Step 3:** From this page, looking at the tabs at the top of the screen, please click on 'Additional Variables Upload'.
- **Step 4:** On the 'Additional Variables Upload' page, please read through the instructions on the left – this covers the information included in this document, as well as any further considerations before submission.
- **Step 5:** Once ready, on the right-hand side, please click on the drop-down box with '— Select a trust—' in to see a list of all your assigned trusts and select the one you wish to submit for.
- **Step 6:** With the trust selected, now click on 'Choose file', which will bring up a window where you can select which file you wish to submit.
- **Step 7:** Once happy with both the trust and the file you have selected, click the 'Upload' button - the file will then be checked to make sure it corresponds to the correct format in terms of the template and the data submitted.
- **Step 8:** If it fails against any hard rules, please review the file based on the rules that have been flagged and make amends where necessary to then attempt to resubmit

following on from the process outlined from **Step 5** onwards. If it has failed against soft rules, please review these and add comments to each soft rule it has been flagged against (based on the soft rule flags, if you need to review then you can click the 'Cancel upload' button at the bottom of the page and follow the process from **Step 5** onwards to submit).

- **Step 9:** Once satisfied, please click on the 'Submit sample' button at the bottom of the page.

No contact details should ever be shared with the Coordination Centre for Mixed Methods – this would be a breach of Section 251 approvals.

Do not ever share sample files with the CCMM or approved contractors via email.

5 Questions?

For any questions, please contact the Survey Coordination Centre for Mixed Methods based at Ipsos MORI at InpatientCoordination@ipsos.com.

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