

# NHS Adult Inpatient Survey 2020

# Final Data Checklist

Coordination Centre for Mixed Methods

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1. Entering final data
2. Before submitting final data to the Coordination Centre for Mixed Methods, please carry out the checks listed below and include this checklist when you submit final data.

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

The Coordination Centre for Mixed Methods is **not obliged to make any corrections to final data**. If found to be incorrect, trusts and/or approved contractors will 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.**

1. **Has the data been validated?**
2. Please ensure final data **exactly** reflects the answers given by each respondent and the information detailed in this document has been followed.
   1. Coding final data
3. Final data must be entered into the Data Entry Spreadsheet provided, following the coding rules described below. Survey responses received through online and paper methods must follow the same coding rules and be provided in a single spreadsheet.
4. **Nothing more should be done to amend or clean the data.**

Response data must be entered following these coding rules:

* Each row records one patient's response to the survey. If duplicate responses are received for the same participant (e.g. they have completed both on paper and online), please submit both sets of responses for that participant, one set on each row.
* If a response is missing for any reason, it should be coded as a full stop (.).
* If two boxes are crossed on a single response question, the response should be coded as '98’. **Please note this is a change to the data entry method, as incorrect multi-coding was previously entered as a full stop.**
* Where a respondent has given their response inconsistently with the routing of the questionnaire, but where their intended response is nonetheless unambiguous on inspection of the completed questionnaire (e.g. it has not been crossed out), then the respondent's intended response should be entered.
  + For example, if the respondent answers “Emergency or urgent” at Q1 but provides a response at Q2, their response to both Q1 and Q2 should be included in the data entry spreadsheet.
* If the respondent provides an unrealistic year of birth (e.g. the current survey year), this should be entered into the final dataset unless they have unambiguously indicated their actual year of birth elsewhere.
* Where a respondent has crossed out a response, this should not be entered in the data. Where a respondent has crossed out a response but indicated a second response option, this second choice should be entered in the data.
* For most questions, each column corresponds to one survey question. However, this is not the case for multiple response questions which will have a separate column per response. Multiple response questions are coded '1' if the box is crossed and '0' if the box is not crossed. Please note: If a respondent does not answer any part of a multiple response question (i.e. does not tick any of the response options) then it should be left blank or coded as a full stop
* Regarding the overall question (question 46), if two boxes are selected or if the respondent provided an answer which is difficult to interpret (e.g. they have drawn a mark between two numbers), please code this as '98'. If this question is left entirely blank, the response should be coded as a full stop (.).
* If a respondent returns their paper questionnaire but it’s not possible to determine the Survey Number (e.g. it has been removed by the participant), this should still be entered into the data entry spreadsheet. For these participants, the Patient Record Number column of the spreadsheet should be entered as “99999999”, to enable the CCMM to distinguish between accidentally missing PRNs and those removed by the participant.
  1. Coding free-text data

All free-text comments are required to be submitted to the CCMM. Any analysis of these free text comments will be conducted in a way that would not allow individuals to be identified.

The free text comments must be included in full, including any comments on additional sheets of paper. Comments should be recorded verbatim with sensitive information included. The only exception to the above is that names of individual staff members may be redacted at your discretion or on advice from a trust. Redacted characters should be replaced with 'X'.

Comments that are submitted in a language other than English should be sent to the CQC in the language they are submitted in at the end of fieldwork, alongside a flag which confirms which language this is (i.e. which online survey was used). The CQC will be responsible for translating any non-English free-text data into English. Once translated, the comments will be shared and can be combined with the remainder of the dataset.

* 1. Entering easy read responses

1. The easy read questions and answer codes are different and are therefore listed in columns **EK to EY** of the data entry spreadsheet (corresponding to Q1 to Q14 of the easy read questionnaire) under the heading “responses to easy read questionnaire”.
2. For easy read completes, please also complete:
   * + **Columns A to AC** (from the sample construction spreadsheet)
     + **Columns EI to EJ** (mode of completion)
     + **Columns EK to EY** (responses to easy read questionnaire)
     + The remaining sections of the data entry spreadsheet (responses to questionnaire and online survey paradata) are not applicable – these columns should be left blank.
3. Use the outcome of “returned useable” for any easy read returns.
4. Final Data Checklist
5. You are required to submit raw (“uncleaned”) data to the Coordination Centre for Mixed Methods. Final data should be entered exactly as stated in the previous section. Before submitting your data, you must carry out the checks outlined in the Final Data Checklist below.
6. It is essential that these checks are carried out thoroughly. The Coordination Centre for Mixed Methods is not responsible for correcting any errors in the data. If errors are identified, the Approved Contractor or trust will be required to correct and resubmit the final data.

|  |  |
| --- | --- |
| Checks | Initials |
| All data is raw (uncleaned) and has been validated according to the instructions in Section 1 of this document. |  |
| The file name follows the correct naming convention <IP20\_surveydata\_XXX.xls> (where XXX is the Trust or contractor code). |  |
| The data has been saved as an Excel worksheet, rather than a workbook. |  |
| Data columns are available for all 58 questions. Please note that the questionnaire includes Q4 and Q4A, so the highest question label number will be Q57. |  |
| Any additional variables collected in the sample frame, other than those required by the national survey have been removed. |  |
| Questions 5, 14, 39, 49 and 51 have been entered as multiple choice questions. |  |
| All data are correct and all values are in range. |  |
| Free-text comments have been entered verbatim and in full (including comments written on additional sheets). Comments that are submitted in a language other than English should be included in the language they are submitted, alongside a flag which confirms which language this is (i.e. which online survey was used). The CQC will be responsible for translating any non-English free-text data into English. |  |
| Only 1,250 records are listed per trust, with all extra records from an increased sample size removed. |  |
| If duplicate responses are received for the same participant (e.g. they have completed both on paper and online), both sets of responses for that participant have been submitted. |  |
| All the response data are in numeric format (including dates). |  |
| Columns for the day, month, and year you receive a completed questionnaire from patients have been completed. |  |
| Any identifiable sample information (e.g. patient's name and address) have been removed. |  |
| Your file is **NOT** zipped, encrypted or password protected, as it will be uploaded to the secure Ipsos MORI portal. |  |
| 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 has 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. |  |

1. Submitting final data
2. The completed Data Entry Spreadsheet must be submitted to the Coordination Centre for Mixed Methods as a single file. It must include all anonymised sample information as well as the survey responses.
3. The Data Entry Spreadsheet should be submitted using the dedicated application programming interface (API). **Final data must not be sent via email.**
4. Following the final weekly monitoring report, the Coordination Centre for Mixed Methods will provide you with details on how to submit your files via the secure API.
5. Contact Details
6. Please enter contact details of two people who will be available to answer any queries regarding your final data:

First contact

|  |  |
| --- | --- |
| 1. Name |  |
| 1. Job title |  |
| 1. Phone number |  |
| 1. Email address |  |

Second contact

|  |  |
| --- | --- |
| 1. Name |  |
| 1. Job title |  |
| 1. Phone number |  |
| 1. Email address |  |

**Questions?**

1. For any questions, please contact the Survey Coordination Centre for Mixed Methods based at Ipsos MORI at [InpatientCoordination@ipsos.com](mailto:InpatientCoordination@ipsos.com)

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