

ATTRIBUTION INSTRUCTIONS

Identifying women that received their antenatal and/or postnatal care from your trust

NHS MATERNITY SURVEY 2018

Last updated: 27th March 2018

1 Introduction

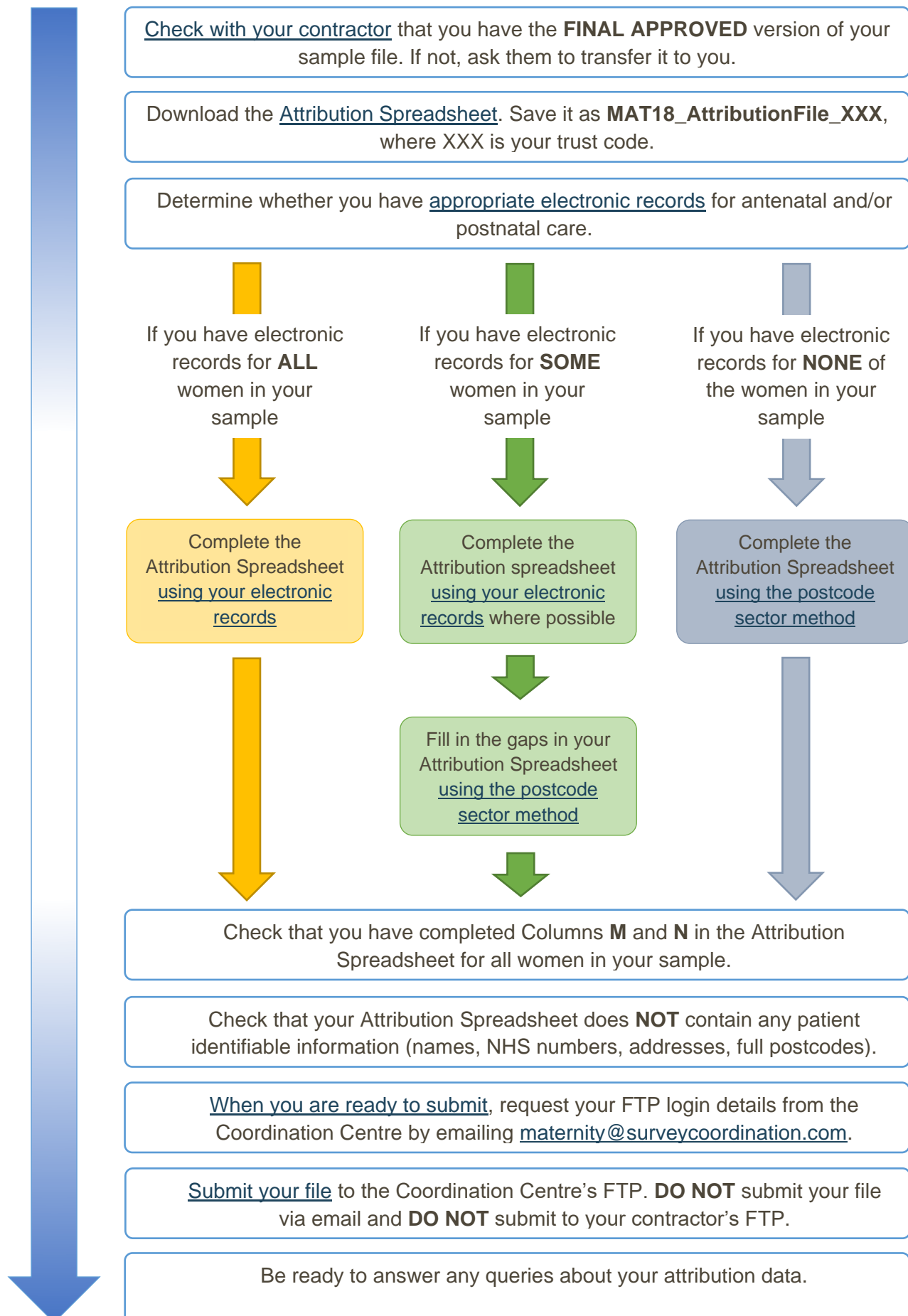
For the 2018 Maternity Survey we are again asking trusts to identify which of the women in their sample were likely to have received their antenatal and/or postnatal care from the trust. This information allows us to determine whether a woman is referring to trust she gave birth at when answering the antenatal and postnatal sections of the questionnaire. By attributing responses to the trust in such a way, we are able to provide more scored data for benchmarking and increase the value of the survey data, thereby allowing trusts to improve services across the whole maternity pathway.

We request that trusts submit this information in a separate file, after their sample is submitted. There are three main reasons for this:

- You will need to identify whether women received postnatal care in the community from your trust for up to six weeks after their birth. We understand that for most trusts this information is not yet available at the time of drawing the sample.
- Asking for attribution and sample data to be submitted at the same time may lead to delays in starting the questionnaire mailings, due to the extra time needed to compile, check and query the attribution information.
- The attribution data needs to be submitted directly to the Coordination Centre rather than via a contractor, unlike the sample data.

To complete the attribution exercise you will first need to download the [Attribution Spreadsheet](#) and determine whether you have electronic records indicating whether the women in your sample received their antenatal and/or postnatal care from your trust. Where electronic records are available, you should use these to complete the spreadsheet. If there are any gaps in your spreadsheet, you should use the postcode method to fill these in. This involves entering the postcode sectors your trust provides maternity services to, and then matching these against the residential postcode sectors of the women in your sample to determine whether they were likely to have received their antenatal and/or postnatal care from your trust.

This document will take you through the steps for compiling and submitting your attribution data. A summary of the process is shown on the next page.



2 Check you have the final version of your sample file



During this exercise you will be entering your sample data into the **Attribution Spreadsheet**. Before you start, contact your contractor to check that you have the final, approved version of your sample file. This is very important.

Your contractor may make small changes to your sample file after you submit it to them, such as adding or removing women, or amending site codes for some women. Therefore you may not have the most up-to-date version of your file. **If so, ask them to transfer it to you.**

You need to have the final version of your sample file because the Coordination Centre checks your attribution data against your final sample file to make sure all of the records match up. During the data analysis phase of the survey, we merge your attribution data with your sample data, and we need to be completely sure we are assigning the correct antenatal and postnatal information to the correct women.

In the 2017 survey several trusts did not use the final version of their sample data when completing the Attribution Spreadsheet. This meant that there were extra women or missing women, and mismatches on variables such as ethnicity, record number and actual delivery place. As a result the Coordination Centre had to query these trusts, which slowed the approval process down and created more work for the trust.

3 Download the Attribution Spreadsheet

Download the [Attribution Spreadsheet](#) and save it as **MAT18_AttributionFile_XXX**, where XXX is your trust code.

Now, copy the final version of your sample data into the first tab (labelled 'Data'). The column headings will correspond with those in the [Sample Construction Spreadsheet](#).



DO NOT enter any patient identifiable data (i.e. names, addresses, NHS numbers) into the Attribution Spreadsheet.

Only paste the anonymised version of your sample file into the spreadsheet – i.e. the sample variables drawn for the survey, excluding names and addresses (but including postcode sector).

4 Determine if you have electronic records indicating whether your trust provided women's antenatal and/or postnatal care

Wherever possible, information from your electronic records should be used to complete the Attribution Spreadsheet. To determine whether you have appropriate electronic records, please make sure you understand **what we mean by antenatal and postnatal care**:

Do you have appropriate antenatal records?

Check whether you have an electronic record of whether or not each woman in your sample received her **antenatal check-ups** from your trust.

- This means whether your trust employed the midwife/midwives that saw a woman during her pregnancy for **appointments checking the progress of her pregnancy**, usually including checking her blood pressure and urine. In many cases these check-ups would have taken place in the community, although for some (particularly higher-risk) pregnancies, women may have been seen at the hospital and/or by a doctor rather than a midwife.
- If the only antenatal care your trust provided to a woman related to visits to the hospital for scans or blood tests only, and she received her antenatal check-ups from a different organisation, **you should not include this**.

Do you have appropriate postnatal records?

Check whether you have an electronic record of whether or not each woman in your sample received her **postnatal care in the community** from your trust.

- This means whether your trust employed the midwife/midwives that provided postnatal care to a woman **at home / in a clinic** in the first few weeks after the birth.

What's next?

- If you have electronic records fitting the above description, carry on to the **next section**.
- If you do not have appropriate electronic antenatal or postnatal records for **ANY** of the women in your sample, skip ahead to **Section 6**.

5 Completing the Attribution Spreadsheet using electronic records



If you have electronic antenatal and/or postnatal records that meet the requirements in [Section 4](#), complete this section. Otherwise, skip to [Section 6](#).

Antenatal care

Using your electronic records of antenatal check-ups, fill in Column **M** of the Attribution Spreadsheet (*'Antenatal check-ups provided by trust'*), using the codes below. Please note you will need to refer to your trust's 'booking information' to help you with this.

- Enter **0** for women that **did not** receive their antenatal check-ups from your trust.
- Enter **1** for women that **did** receive their antenatal check-ups from your trust, and were booked in to deliver at your trust **before 25 weeks of their pregnancy**, to indicate that the trust has provided their antenatal check-ups.
- Enter **2** for women that did receive **some** of their antenatal check-ups from your trust, but were not booked in to deliver at your trust until **25 weeks pregnant or later** to indicate that the trust has not provided all their antenatal check-ups.

Postnatal care

Using your electronic records of postnatal care in the community, fill in Column **N** of the Attribution Spreadsheet (*'Postnatal care in the community provided by trust'*), using the codes below. Please note you will need to check women's address details to see if they moved address within six weeks of giving birth.

- Enter **0** for women that **did not** receive their postnatal care in the community from your trust.
- Enter **1** for women that **did** receive their postnatal care in the community from your trust.
- Enter **2** for women that did receive **some** of their postnatal care in the community from your trust but that you are aware **moved to a different trust within six weeks** of giving birth.

What's next?

- ➔ If some women are missing a value in Column M or N, carry on to the [next section](#) to fill in the gaps using the postcode sector method.
- ➔ If you have now filled in Columns M and N for ALL women in your sample, skip ahead to [Section 7](#).

6 Completing the Attribution Spreadsheet using the postcode sector method



If you do not have appropriate electronic antenatal and/or postnatal records for some or all of the women in your sample, complete this section.

The postcode sector method should only be used to complete the Attribution Spreadsheet in cases where you do not have [appropriate electronic antenatal or postnatal records](#) for some or all women in your sample. The steps involved in this section are as follows:

1. Create a list of postcode sectors that your trust delivers maternity services to.
2. Add this list of postcode sectors to the Attribution Spreadsheet.
3. Use the 'Postcode match' column and your trust's booking information to complete/fill in gaps in the antenatal column of the Attribution Spreadsheet.
4. Use the 'Postcode match' column and women's address details to complete/fill in gaps in the postnatal column of the Attribution Spreadsheet.

However, **if you have a simpler, more accurate method** of determining which women live within the geographical area your trust provides maternity services to (for example by using CCG codes), please contact the [Coordination Centre](#) before proceeding.

Determine which postcode sectors your trust provides maternity services to

Create a list of the **postcode sectors¹** that your trust has a contract to deliver maternity services to (i.e. antenatal check-ups and postnatal care in the community). If this information is not held electronically, we suggest you speak with your community midwife manager or community midwifery team as they will have knowledge of the specific geographical localities that they cover. You may also find it useful to check with your trust's antenatal clinic manager.



Do your trust's boundaries overlap with another trust's?

- In some cases trust boundaries may overlap with those of a neighbouring trust.
- If there are some postcode sectors for which you are not sure if your trust or a neighbouring trust provides antenatal or postnatal care to, please **do not** include these postcode sectors in your list.
- If you have excluded many postcode sectors due to contention with other trust boundaries please contact the [Coordination Centre](#).

¹ This is the first part of the postcode and the first number in the second part of the postcode (e.g. MK18 4). Please **do not** include the last two alpha characters in the second part of the postcode.

Add your list of postcode sectors to the Attribution Spreadsheet

Enter your list of postcode sectors into the second tab of the Attribution Spreadsheet (labelled 'Postcode Boundary').

The spreadsheet will now automatically match these postcode sectors against women's residential postcode sectors which you should have already pasted into the first tab (labelled 'Data') along with the rest of your sample information. In the 'Data' tab you will see that Column L ('Postcode sector match') has been populated with a 'YES' or 'NO' for each woman. A 'YES' indicates that the woman lives in one of the postcode sectors in your list, and a NO indicates that she does not.



Postcode format

- The list of postcode sectors you enter in the second tab must be in **EXACTLY the same format** as the women's residential postcode sectors, otherwise the matching formulae will not work.
- If you get error messages in Column L or 'NO' for every case in Column L, please **check your postcode sectors** for extra spaces or any other formatting issues.

Complete the antenatal column

Fill in Column M of the Attribution Spreadsheet ('*Antenatal check-ups provided by trust*') for each woman in your sample (**except where you have already completed this using electronic records**), using the codes below. Please note you will need to refer to your trust's 'booking information' to help you with this.

- Enter **0** for women who have a 'NO' in Column L to indicate that the trust has not provided their antenatal check-ups.
- Enter **1** for women who have a 'YES' in Column L AND were booked in to deliver at your trust **before 25 weeks of their pregnancy**, to indicate that the trust has provided their antenatal check-ups.
- Enter **2** for women who have a 'YES' in Column L BUT were not booked to deliver at your trust until **25 weeks pregnant or later** to indicate that the trust has not provided their all antenatal check-ups.

Complete the postnatal column

Fill in Column **N** of the Attribution Spreadsheet ('*Postnatal care in the community provided by trust*') for each woman in your sample (**except where you have already completed this using electronic records**), using the codes below. Please note you will need to check women's address details to see if they moved address within six weeks of giving birth.

- Enter **0** for women who have a 'NO' in Column **L** to indicate that the trust has not provided their postnatal care in the community.
- Enter **1** for women who have a 'YES' in Column **L** to indicate that the trust has provided their postnatal care in the community.
- Enter **2** for women who have a 'YES' in Column **L** at the time of birth BUT that you are aware moved into a different trust's boundary within the first six weeks after the birth, to indicate that a different trust has provided at least some of their postnatal care in the community.

7 Submit your file to the Coordination Centre

Complete the following steps to submit your completed Attribution Spreadsheet to the Coordination Centre's FTP. If you have any problems please contact the [Coordination Centre](#).

- 1) Check that Columns **M** and **N** in your spreadsheet have been completed for every woman in your sample.
- 2) Make sure your attribution file is saved as **MAT18_AttributionFile_XXX** (where XXX is your trust code).
- 3) Check that your sample **does not contain any patient identifiable data**, i.e. women's names, NHS numbers, and addresses (with the exception of postcode sector).
- 4) Password-protect your file.
- 5) Each trust has their own unique username and password for the Coordination Centre's FTP. Contact us at maternity@surveycoordination.com to request your FTP login details.
- 6) Once you have uploaded your file, **call us on 01865 208 127** to provide the password you placed on your file.



- Attribution files need to be submitted **directly to the Coordination Centre's FTP** (NOT via email).
- If you are using a contractor, **do not submit your attribution file to your contractor's FTP** (the one you submitted your sample file to).
- In-house trusts can use the same FTP login details that they used to submit their sample.