

ATTRIBUTION INSTRUCTIONS

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

NHS MATERNITY SURVEY 2019

Last updated: 10th April 2019

1 Introduction

As for the 2018 Maternity Survey, in 2019 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 the 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, thereby allowing trusts to use the results to improve services across the whole maternity pathway.

We request that you submit attribution information in a separate file, after your sample is submitted and approved. 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 the birth of their baby. We understand that for most trusts this information is not yet available or fully coded at the time of drawing the sample.
- Attribution data does not need to be approved before mailings can begin, unlike the sample data. 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 Survey 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 matching women's residential postcodes against the postcodes your trust provides maternity services to.

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.

Check with your contractor that you have the **FINAL APPROVED** version of your sample file.

Download the Attribution Spreadsheet. Save it as **MAT19_Attribution File_XXX**, where XXX is your trust code.

Determine whether you have appropriate electronic records for antenatal and/or postnatal care.


If you have electronic records for **ALL** women in your sample



Complete the Attribution Spreadsheet using your electronic records




If you have electronic records for **SOME** women in your sample




Complete the Attribution Spreadsheet using your electronic records where possible



Fill in the gaps in your Attribution Spreadsheet using the postcode method




If you have electronic records for **NONE** of the women in your sample



Complete the Attribution Spreadsheet using the postcode method



Check that you have completed Columns **O** and **P** in the Attribution Spreadsheet for all women in your sample.

Check that your Attribution Spreadsheet does **NOT** contain any patient identifiable information (names, NHS numbers, addresses).

When you are ready to submit, request your FTP login details by emailing maternity@surveycoordination.com.

Submit your file to the Survey Coordination Centre's FTP. **DO NOT** submit your file via email and **DO NOT** submit to your contractor's FTP.

Be ready to answer any queries about your attribution data.

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 correct small errors in 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 if possible.**

You need to have the final version of your sample file because the Survey Coordination Centre checks your attribution data against your final sample file to make sure all of the records match up. During data analysis, 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 2018 survey several trusts did not use the final version of their sample data when completing the Attribution Spreadsheet. This meant that there were extra or missing women, or mismatches on variables such as ethnicity, record number and actual delivery place. As a result the Survey Coordination Centre had to query these trusts, which slowed down the approval process and created more work for the trusts involved.

3 Download the Attribution Spreadsheet

Download the [Attribution Spreadsheet](#) and save it as **MAT19_Attribution File_XXX**, where XXX is your trust code.

Now, copy the final version of your sample data into the second 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, NHS numbers, addresses) 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 postcodes).

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 trust, **this means your trust did not provide her antenatal care** for the purposes of this exercise.

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 six weeks after the birth.

What's next?

- If you have electronic records fitting the above description for at least some women, 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 **O** of the Attribution Spreadsheet (*'Antenatal check-ups provided by your trust?'*), using the codes below. Please note you will need to refer to your trust's 'booking information' to help you with this.

- Enter **1** for women who **did** receive their antenatal check-ups from your trust AND were booked in to deliver at your trust **before 25 weeks of their pregnancy**.
- Enter **0** for women who either:
 - a) **did not** receive their antenatal check-ups from your trust.
 - b) received **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**.

Postnatal care

Using your electronic records of postnatal care in the community, fill in Column **P** of the Attribution Spreadsheet (*'Postnatal care in the community provided by your 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 **1** for women who **did** receive their postnatal care in the community from your trust.
- Enter **0** for women who either:
 - a) **did not** receive their postnatal care in the community from your trust.
 - b) received **some** of their postnatal care in the community from your trust, BUT you are aware that they **moved to a different trust within six weeks** of giving birth.

What's next?

- If some women are missing a value in Column O or P, carry on to the [next section](#) to fill in the gaps using the postcode method.
- If you have now filled in Columns O and P for ALL women in your sample, skip ahead to [Section 7](#). You can ignore Column N (*'Postcode match'*).

6 Completing the Attribution Spreadsheet using the postcode 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 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 postcodes that your trust delivers maternity services to.
2. Add this list of postcodes 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 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 use this method instead and notify the [Survey Coordination Centre](#) that you have done so.

Determine which postcodes your trust provides maternity services to

Create a list of the **postcodes 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 areas that they cover. You may also find it useful to check with your trust's antenatal clinic manager.



Does your trust's boundary overlap with another trust's?

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

Add your list of postcodes to the Attribution Spreadsheet

Enter your list of postcodes into the third tab of the Attribution Spreadsheet (labelled 'Postcode Boundary').

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



Postcode format

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

Complete the antenatal column

Fill in Column **O** of the Attribution Spreadsheet ('Antenatal check-ups provided by your 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 **1** for women who have a 'YES' in Column **N** AND were booked in to deliver at your trust **before 25 weeks of their pregnancy**.
- Enter **0** for women who either:
 - a) have a 'NO' in Column **N**.
 - b) have a 'YES' in Column **N** BUT were not booked in to deliver at your trust until **25 weeks pregnant or later**.

Complete the postnatal column

Fill in Column **P** of the Attribution Spreadsheet (*'Postnatal care in the community provided by your 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 **1** for women who have a 'YES' in Column **N**.
- Enter **0** for women who either:
 - a) have a 'NO' in Column **N**.
 - b) have a 'YES' in Column **N** according to their postcode at the time of birth, BUT you are aware that they **moved outside of your trust's boundary within six weeks** of giving birth.

7 Submit your file to the Survey Coordination Centre

Complete the following steps to submit your completed Attribution Spreadsheet to the Survey Coordination Centre's FTP. The submission deadline is **Friday 28th June**. If you have any problems please [contact us](#).

- 1) Check that Columns **O** and **P** in your spreadsheet have been completed for every woman in your sample.
- 2) Make sure your attribution file is saved as **MAT19_Attribution File_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 postcodes).
- 4) Password-protect your file with a password of your choosing.
- 5) Each trust has their own unique username and password for the Survey 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 to your file.



- Attribution files need to be submitted **directly to the Survey 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.