NHS MATERNITY SURVEY 2021

Attribution instructions

Ipsos MORI, Coordination Centre for Mixed Methods

CareQuality Commission

Ipsos MORI

Contents

1 About these instructions

These instructions detail the processes involved in submitting **Attribution Variables** for the 2021 Maternity Survey. These identify maternity service users that received their antenatal and/or postnatal care from your trust. This information allows us to determine whether the care described in the antenatal and postnatal sections of the questionnaire refers specifically to your trust. 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.

This document 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 document with a small number of complementary documents. These are:
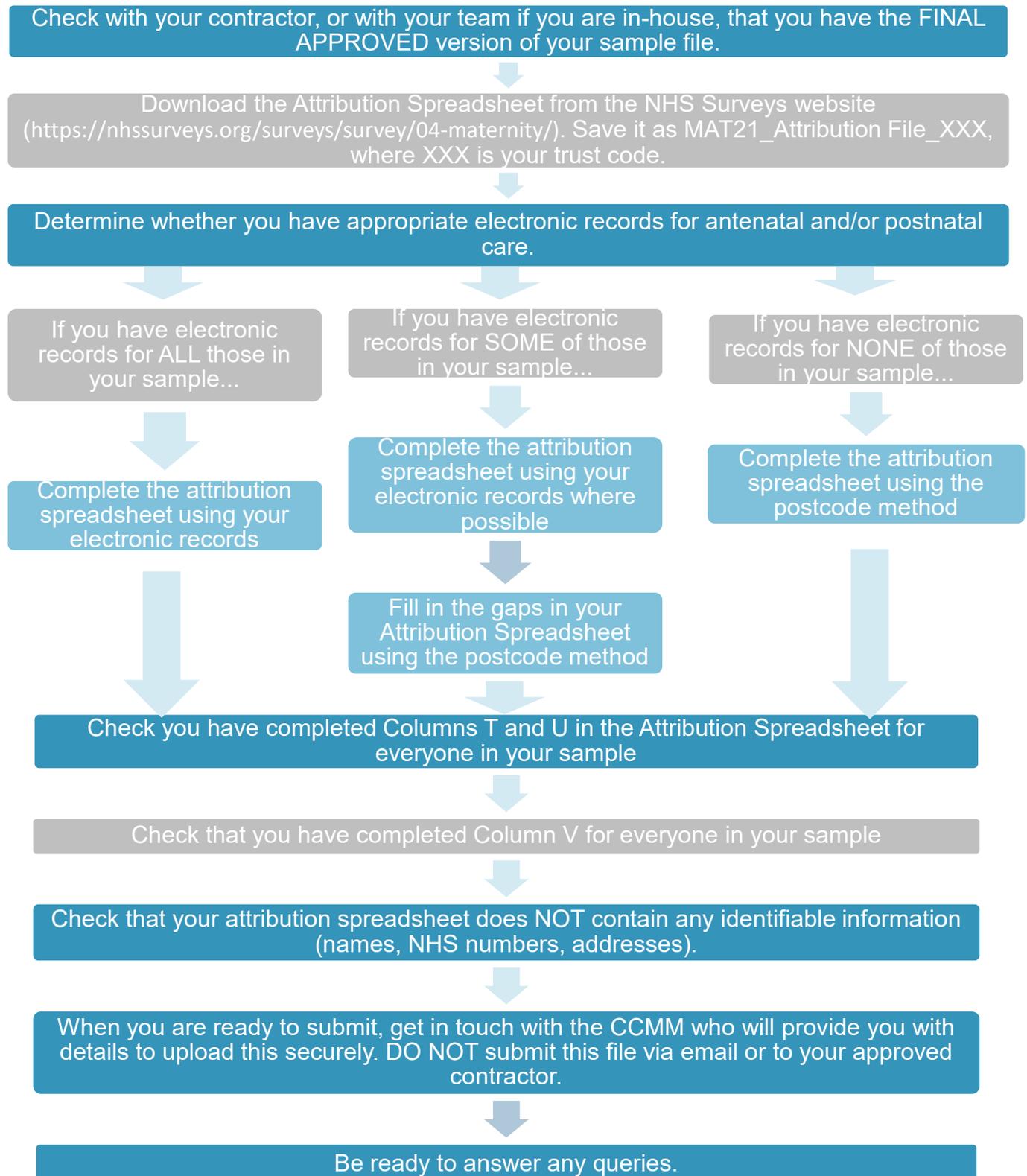
- **The Survey Handbook**: which contains detailed information about the processes for preparing for and running the survey

- **The Sampling Instructions**: which contain detailed information about the drawing and submitting of samples

- **The Attribution Data Spreadsheet**: This is the template that should be used to submit attribution data

The most recent versions of these documents can be downloaded from the Survey Website: https://nhssurveys.org/surveys/survey/04-maternity/. 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: MaternityCoordination@ipsos.com

The attribution file is submitted <u>after</u> the original sample is approved. This is because there are often delays associated with the final data being available, it does not need approval before mailings begin, so does not need to delay fieldwork, and **because it needs to be submitted directly to the Coordination Centre for Mixed Methods (CCMM), rather than to a contractor.**

2 Compiling attribution data

The following flowchart shows the sequential steps that you must follow to submit attribution data.

Check with your contractor, or with your team if you are in-house, that you have the FINAL APPROVED version of your sample file.

Download the Attribution Spreadsheet from the NHS Surveys website (https://nhssurveys.org/surveys/survey/04-maternity/). Save it as MAT21_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 those in your sample...

If you have electronic records for SOME of those in your sample...

If you have electronic records for NONE of those in your sample...

Complete the attribution spreadsheet using your electronic records

Complete the attribution spreadsheet using your electronic records where possible

Complete the attribution spreadsheet using the postcode method

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

Check you have completed Columns T and U in the Attribution Spreadsheet for everyone in your sample

Check that you have completed Column V for everyone in your sample

Check that your attribution spreadsheet does NOT contain any identifiable information (names, NHS numbers, addresses).

When you are ready to submit, get in touch with the CCMM who will provide you with details to upload this securely. DO NOT submit this file via email or to your approved contractor.

Be ready to answer any queries.

3 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, if you are using one, to check that you have the final, approved version of your sample file. This is very important.

If you are using a contractor, they may correct small errors in your sample file after you submit it to them, such as amending site codes for some maternity service users. Therefore, you may not have the most up-to-date version of your file. Please ask them to transfer it to you if possible.

If you are doing the survey in-house, please double check you are using the version that was approved by the CCMM, and not a version where people have been removed from the sample or an earlier version.

You need to have the final version of your sample file because the CCMM 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 maternity service users.

In previous years, 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 people, or mismatches on variables such as ethnicity, record number and actual delivery place. As a result, the CCMM had to send queries to these trusts, which slowed down the approval process and created more work for the trusts involved.

If you were not able to provide the COVID variables in your initial sample, please include them alongside your attribution data. Please see the Sampling Instructions for details on how to add these variables.

4 Download the Attribution Spreadsheet

Download the Attribution Spreadsheet (available from https://nhssurveys.org/surveys/survey/04-maternity/) and save it as MAT21_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 (available from https://nhssurveys.org/surveys/survey/04-maternity/). It should only include columns that can be shared with the CCMM.

DO NOT enter any 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).

5 Determine if you have electronic records for determining antenatal 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 maternity service user in your sample received their **antenatal check-ups** from your trust.

This means whether your trust employed the midwife/midwives that saw someone during their pregnancy for **appointments checking the progress of their pregnancy**, usually including checking blood pressure and urine. In many cases these check-ups would have taken place in the community, although for some (particularly higher-risk) pregnancies, they may have taken place at the hospital and/or by a doctor rather than a midwife.

If the antenatal care your trust provided to a service user related to visits to the hospital for scans or blood tests only, and they received their antenatal check-ups from a different trust, **this means your trust did not provide their 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 maternity service user in your sample received their **postnatal care in the community** from your trust.

This means whether your trust employed the midwife/midwives that provided postnatal care to a maternity service user **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 service users, carry on to the next section.

If you do not have appropriate electronic antenatal or postnatal records for ANY of the service users in your sample, skip ahead to Section 7.

6 Providing attribution data using electronic records

If you have electronic records for antenatal and/or postnatal care fitting requirements in Section 5 for at least some service users, complete this section.

If you do not have appropriate electronic antenatal or postnatal records for ANY of the service users in your sample, skip ahead to Section 7.

Antenatal care

Using your electronic records of antenatal check-ups, fill in Column **T** 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 maternity service users who **did** receive their antenatal check-ups from your trust AND were booked in to deliver at your trust **before week 25 of their pregnancy**.

- Enter **0** for maternity service users who either:

  - **did not** receive their antenatal check-ups from your trust.

  - 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 **U** of the Attribution Spreadsheet *('Postnatal care in the community provided by your trust?'),* using the codes below. Please note you will need to check the service user's address details to see if they moved address within six weeks of giving birth.

- Enter **1** for maternity service users who **did** receive their postnatal care in the community from your trust.

- Enter **0** for maternity service users who either:

  - **did not** receive their postnatal care in the community from your trust.

  - 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?

Where you have used the electronic method to provide details on antenatal AND postnatal care, enter a code 1 in Column V of the Attribution Spreadsheet ("*Which method did you use for this attribution exercise?*").

If some maternity service users are missing a value at Column T and/or U, carry on to the next section to fill in the gaps using the postcode method.

If you have now filled in Columns T and U for EVERYONE in your sample, skip ahead to Section 8. You can ignore Column S (*'Postcode match').*

7 Providing attribution data using the postcode method

> If you have appropriate electronic antenatal and postnatal records for EVERYONE in your sample, skip ahead to Section 8. You can ignore Column S (*'Postcode match'*).

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 maternity service users 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 in the 'Postcode Boundary' tab.

3.   Use the 'Postcode match' column (S) 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 service user'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 who lives within the geographical area your trust provides maternity services to (for example by using CCG codes), please use this method instead and notify the CCMM at MaternityCoordination@ipsos.com 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 where you are not sure whether your trust or a neighbouring trust provides antenatal or postnatal care, please **do not** include these postcodes in your list.

If you have excluded a large number of postcodes for this reason, please contact the CCMM for advice (MaternityCoordination@ipsos.com).

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 residential postcodes from the sample, 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 S ('*Postcode match*') has been populated with a 'YES' or 'NO' for each row. A 'YES' indicates that the maternity service user lives in one of the postcodes in your list, and a 'NO' indicates that they do not.

Postcode format

The list of postcodes you enter in the second tab must be in EXACTLY the same format as the residential postcodes in the sample, otherwise the matching formulae will not work.

If you get error messages in Column S or 'NO' for every case in Column S, please check your postcodes for extra spaces or other formatting issues.

Complete the antenatal column

Fill in Column **T** of the Attribution Spreadsheet (Data sheet) (*'Antenatal check-ups provided by your trust?'*) for each service user 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 maternity service users who have a 'YES' in Column **S** AND were booked in to deliver at your trust **before week 25 of their pregnancy**.

- Enter **0** for maternity service users who either:

    o have a 'NO' in Column **S**.

- have a 'YES' in Column **S** BUT were not booked in to deliver at your trust until **25 weeks pregnant or later**.

Complete the postnatal column

Fill in Column **U** 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 the service user's address details to see if they moved address within six weeks of giving birth.

- Enter **1** for service users who have a 'YES' in Column **S**.

- Enter **0** for service users who either:

    - have a 'NO' in Column **S**.

    - have a 'YES' in Column **S** 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.

What's next?

Where you have used the postcode method to provide details on antenatal AND postnatal care, enter a code 2 in column V.

If some maternity service users where you used the electronic method for either antenatal or postnatal care, and then used the postcode method for the other, please enter a 3 in column V.

8 Submit your file to the CCMM

Once the Attribution Spreadsheet is ready, it will need to be securely uploaded to the website for the Coordination Centre for Mixed Methods samples. Specific instructions on how to upload the sample and secure log-in details will be provided directly prior to Attribution data being requested.

Attribution data should NOT be shared with contractors and no contact details should ever be shared with the Coordination Centre for Mixed Methods – this would be a breach of Section 251 approvals.

> **The Attribution Spreadsheet needs to be shared securely – do not ever share this file over email.**

9 Questions?

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

For more information

About the Social Research Institute
The Social Research Institute works closely with national governments, local public services and the not-for-profit sector. Its c.250 research staff focus on public service and policy issues. Each has expertise in a particular part of the public sector, ensuring we have a detailed understanding of specific sectors and policy challenges. This, combined with our methods and communications expertise, helps ensure that our research makes a difference for decision makers and communities.

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