

NCAP EIP case-note audit 2021/22: Sampling guidance

This is the sampling guidance for the NCAP EIP 2021-22 case-note audit.

Sample size

- A maximum of 100 patients per **team**.
- If a team identifies more than 100 eligible patients a random sample will be generated
- If a team identifies less than 100 eligible patients all patients should be included in the audit

Eligibility criteria for patients:

- Patients aged 65 years and under.
- On the caseload of the EIP team or receiving treatment for First Episode Psychosis (FEP) and open to CYPMH teams.
- If the service is part of a larger team (integrated into a CMHT, for example) please only count those on the EIP caseload.
- The patient has FEP.
- Patient has been on the team's caseload for 6 months or more at the census date (**1 April 2021**) and still on the caseload in **September 2021** when the list of patients is submitted to the NCAP team for sampling.

Exclusions

- Patients who are experiencing psychotic symptoms due to an organic cause, for example, brain diseases such as Huntington's and Parkinson's disease, HIV or syphilis, dementia, or brain tumours or cysts should **not** be included in the sample.
- Exclude patients who spend most of their time residing in a different locality due to attendance at university.

Sampling method

1. Identify all patients meeting the eligibility criteria on the census date (**1 April 2021**) and their age on 1st September 2021.
2. Complete the Excel template provided by the NCAP team with a list of all eligible patients. For each patient on your list, you will be asked to include the following information:
 - **Trust/Health Board name.**
 - **Team name.**
 - **NCAP ID:** Please assign each patient in this sample an NCAP ID (number consecutively from NCAP1 to NCAPn). Please **do not** use the patient's name, NHS number, initials or any ID that may be used to identify a patient, and do not send your list of pseudonymized IDs linked to the original patient identifiers to the NCAP team, as this may constitute a breach of patient confidentiality.
 - **CYPMH team:** If the patient is open to a CYPMH team, please choose this option from the dropdown list.
 - **Age:** Please choose the option to reflect whether the patient is under 14, 14-17 or 18 or over, on 1st September 2021. For the EIP 2021-2022 audit we will be asking teams to include the ages, on 1st September 2021, of all eligible patients to allow more representative sampling of under 18s with FEP.
3. Return the completed excel document to the NCAP team by **14 September**. Please note that you should do this even if you don't have more than 100 eligible patients.
4. If the team has more than 100 eligible patients, the NCAP team will return your random sample by **28 September**.
5. Please note the number of patients in the Trust/Health Board who meet the eligibility criteria but have not been included in the list as they have chosen to opt-out.

If you have any queries, please contact the NCAP team at NCAP@rcpsych.ac.uk