



CQUIN 2018/19 – Mental health indicator 3a

Guidance on data collection

About this guidance

This guidance has been provided to assist your Trust/ organisation in collecting data for indicator 3a of the mental health CQUIN 2018/19.

Timeline

18 Jan 2019	The CQUIN team returns random sample of 150 patients (100 community patients and 50 inpatients) for inclusion in the CQUIN to service providers
21 Jan – 15 Mar	Service providers collect and submit data (the link to the online data collection form will be emailed to CQUIN contacts by 13 February 2018)
June 2019	Publication of data collection results by NHS England

Data collection

Each Trust/ organisation is expected to complete a data collection form for each community patient and each inpatient that has been selected for inclusion in the CQUIN. The randomised sample of patients for inclusion in the CQUIN will be returned to Trusts/Organisations by **18 January 2019**.

Once services have received their randomised sample of patients for inclusion in the CQUIN they can start collecting data.

A printable version of the data collection form has been emailed to local CQUIN contacts. We recommend you complete the forms on paper first before submitting data online. Please ensure you keep a note of your receipt number in order to access a partially completed or submitted form. You can save a pdf of any form when you submit it – instructions on how to do this will be provided with the link to the online form.

Please complete a separate form for each patient.

Who should complete the data collection form?

Clinicians and/ or clinical teams responsible for the care of the patient should complete the data collection form. To complete this form you should refer to the patient's clinical records. Clinical records include all electronic and paper notes, letters, and other patient information available to the clinical team.

The data collection form

The name of the CQUIN lead on the first page of the data collection form should be completed by the local CQUIN lead before disseminating to clinicians and/ or clinical teams for data collection.

All questions in the data collection form are mandatory except where marked by an asterisk (*).

Please ensure that the information collected about each patient relates to the patient admission that was selected for inclusion in the CQUIN.

The data collection form is split into 3 sections:

1. PATIENT INFORMATION:

This includes patient setting, date of first admission and discharge if an inpatient, date of acceptance onto caseload if a community patient, year of birth, gender, main ward the patient stayed on if an inpatient and ethnicity.

Please note that the EIP element of the CQUIN will be carried out by the National Clinical Audit of Psychosis (NCAP) at the Royal College of Psychiatrists www.rcpsych.ac.uk/NCAP

- **Patient setting:** please tick the correct box as to whether the patient is an inpatient or a community patient. If the patient has been both an inpatient and a community patient during the sampling timeframe, the patient should be included in the relevant sample they were eligible for first. For example, if they had been on a community team caseload for over one year until being discharged on the 10 August 2018, and then admitted as an inpatient for over 7 night on the 14 August 2018, they should be included in your community sample as this is the sample they were eligible for first.
- **Date of admission and date of discharge:** complete in DD/MM/YYYY format e.g. 05/08/2018. Please note these questions are for **inpatients only**.
- **Date of acceptance onto caseload:** complete in DD/MM/YYYY format e.g. 05/08/2018. Please note this question is for **community patients only**.
- **Year of birth:** complete in YYYY format e.g. 1984.

2. SCREENING:

This section looks at screening/ assessments that were carried out at any point during the inpatient stay; from the point of admission up to 30 September 2018 (*for patients who were admitted between 25-30 September completion of screening/ assessments can be extended to 5 working days from date of the admission, i.e. 05/10 if admitted on 29/09*). **If the patient was admitted over a year ago, there should be evidence of screening within the last 12 months (prior to 30 September 2018); if this is not present, please tick 'not documented'.**

For community patients, there should be evidence of screening within the last 12 months (prior to 30 September 2018). If this is not present, please tick 'not documented'.

At least one response per question is required.

Please note the "not documented" box in this section relates to the information for this screening measure not being recorded in the patient notes.

- **Q1 Smoking status:** Number of cigarettes subquestion is optional. If completed, use NNN format e.g. 040
- **Q2 Alcohol intake:** If information about alcohol intake has been recorded, you will be asked to select if the use of alcohol is harmful/ hazardous. Identification of harmful or hazardous use of alcohol is described in [NICE guideline CG115](#). It may be assessed using structured measures such as the 'AUDIT' or based on enquiring about quantity, frequency and any health or social consequences of alcohol consumption. Where there is a record of drinking that is neither harmful nor hazardous e.g. 'rarely drinks'/ 'drinks in moderation' this should be recorded as 'Alcohol use that is NOT harmful or hazardous'.
- **Q4 BMI/Weight:** Please complete in NN.N format e.g. 26.8 (BMI). Change in weight over 3 month period can be completed if the patient is a community patient or, if an inpatient, was in hospital for more than 3 months. *Where height cannot be measured, demispan may be used to estimate height in order to allow calculation of BMI: http://www.bapen.org.uk/pdfs/must/must_explan.pdf (page 14).*
- **Q5 Blood pressure:** Please complete the systolic and/or diastolic boxes in NNN format e.g. 120 mmHg.
- **Q6 Glucose:** Please complete in N.N format e.g. 6.7 mmol/l. Please ensure you use the correct units. If these levels are in mg/dl, please use an online converter to calculate into mmol/l or mmol/mol (according to data collection form).
- **Q7 Cholesterol:** Please complete in N.N format e.g. 7.5 mmol/l. Please ensure you use the correct units. If entering QRISK-2 percentage score, please complete in NN.N format e.g. 14.3%.

REFUSALS/ EXCEPTIONS: If there is documented evidence that the patient refused to provide information/ undergo screening on more than one occasion after it was assured that the person had been given the information on which to make an informed decision, this can be recorded on the data collection form and will be treated as an exception. Exceptions can also be recorded for pregnant patients (or those who gave birth within the previous 6 weeks) on questions 4 and 6.

3. INTERVENTIONS:

This section looks at interventions that were carried out for each measure, where clinically indicated.

For inpatients, interventions could have been carried out at any point during the inpatient stay; from the point of admission to discharge, or up to 18 January 2019 for current patients.

For community patients, interventions could have been carried out at any time in the last 12 months, up to 18 January 2019.

- **Q8-Q14:** please tick all that apply.

REFUSALS/ EXCEPTIONS: If there is documented evidence that the patient refused intervention on more than one occasion after it was assured that the person had been given the information on which to make an informed decision, this can be recorded on the data collection form and will be treated as an exception.

A patient may be indicated as needing an intervention at the point of screening but did not receive one for justified clinical reasons. If this is the case, please email the CQUIN team at cquin@rcpsych.ac.uk during the data collection period to highlight such instances.

Online data submission

Each data collection form has to be submitted online. Guidance on how to submit data online provided in a separate document.

Support and guidance from the CQUIN team

The CQUIN team is available to provide support Monday to Friday during office hours. Please note that the College closes from **24 December 2018 to 2 January 2019**. Support will not be available during this period.

Contact information

For queries about the data collection process please contact:

T: 020 3701 2602 E: cquin@rcpsych.ac.uk

Royal College of Psychiatrists

21 Prescot Street • London • E1 8BB

The Royal College of Psychiatrists is a charity registered in England and Wales (228636)
and in Scotland (SC038369)

© 2016 The Royal College of Psychiatrists

www.rcpsych.ac.uk/cquin