

## Instructions for including January births

If there are **fewer than 300 eligible women** who had a live birth at your trust in February 2017, you will need to sample back to include women who had a live birth in **January 2017**. To do this, please follow these instructions:

1. Sample **all** eligible women aged 16 years and over who had a live birth within your trust in **February 2017**. Please ensure you correctly apply the inclusion and exclusion criteria listed in the sampling instruction manual: <http://www.nhssurveys.org/surveys/1079>.
2. Sample backwards consecutively from **January 31<sup>st</sup> to January 1<sup>st</sup> 2017** until you either:
  - a. Have **350** women in your sample (including the women who gave birth in February). Although you will only need to include 300 women in your final sample, sampling back until you reach 350 allows for a safety margin in case any women need to be removed or excluded before you submit your final sample for checking;

**OR**

- b. Reach January 1<sup>st</sup> 2017.
3. Conduct all the necessary checks on the sample as outlined in the sampling instruction manual, including both internal **and** Demographic Batch Service (DBS) checks for any deceased women and/or their babies.
4. After carrying out the necessary checks and excluding/removing any women as required:
  - a. If you have less than 300 women in your sample, include **all** of these women in the file you submit to your contractor (for trusts using a contractor) or the Co-ordination Centre (for in-house trusts).
  - b. If you still have more than 300 women in your sample, just include the 300 women who gave birth **most recently** in the file you submit to your contractor (for trusts using a contractor) or the Co-ordination Centre (for in-house trusts).

If you have any further questions about the sampling process, please contact the Co-ordination Centre at [mat.cc@pickereurope.ac.uk](mailto:mat.cc@pickereurope.ac.uk).