

## Community Mental Health Survey 2016: Guidance for sampling the Mental Health Care Cluster

Once again this year, data relating to Care Cluster will be collated as part of the national Community Mental Health Survey. For confidentiality reasons, this must be submitted separately to other data relating to your service users and so separate guidance relating to the submission of the Mental Health Care Cluster variable is detailed below.

The Care Cluster Data is to be submitted to the Co-ordination Centre once your sample has been approved by your contractor (or by the Co-ordination Centre if you are an in-house trust).

**It is very important that the Mental Health Care Cluster file is not submitted before your Sample file has been approved – the Co-ordination Centre will contact you once they are ready to receive the Care Cluster file.**

You should start preparing the Care Cluster information well in advance to get the most up to date information possible relating to service users' Care Clusters and to reduce the amount of data where Care Cluster is unknown. Your trust's service users should have been assigned a Care Cluster code between 0-21 (also known as PbR currencies) using the current PbR (Payment by Results) guidance<sup>1</sup> and as detailed below:

0 Variance

1 Common mental health problems (low severity)

2 Common mental health problems

3 Non-psychotic (moderate severity)

4 Non-psychotic (severe)

5 Non-psychotic (very severe)

6 Non-psychotic disorders of overvalued ideas

7 Enduring non-psychotic disorders (high disability)

8 Non-psychotic chaotic and challenging disorders

10 First episode in psychosis

11 Ongoing recurrent psychosis (low symptoms)

12 Ongoing or recurrent psychosis (high disability)

13 Ongoing or recurrent psychosis (high symptom and disability)

14 Psychotic crisis

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<sup>1</sup>[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/300864/Guidance\\_to\\_mental\\_health\\_currencies\\_and\\_payment.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300864/Guidance_to_mental_health_currencies_and_payment.pdf)

- 15 Severe psychotic depression
- 16 Dual diagnosis (substance abuse and mental illness)
- 17 Psychosis and affective disorder difficult to engage
  
- 18 Cognitive impairment (low need)
- 19 Cognitive impairment or dementia (moderate need)
- 20 Cognitive impairment or dementia (high need)
- 21 Cognitive impairment or dementia (high physical or engagement needs)
  
- 99 No cluster assigned

## Compiling your Care Cluster File

The step by step process for compiling your Care Cluster File is detailed below:

**In the vast majority of cases, trusts will already have drawn their samples and DBS checked them. You do not need to repeat these steps.**

- 1) Compile your list of 900 service user records as described in the sampling guidance that can be found on the NHS Surveys website here <http://www.nhssurveys.org/surveys/894>. As per the guidance assigning a unique eleven character Service User Record Number (SURN) to each record;
  - a. This will be in the form **MH16XXXNNNN**, where XXX is the three letter organisation/trust code (eg RW1) and NNNN is the unique identifying number from 0001 to 0900;

Your sample file will be the same as is sent to your approved contractor or the Co-ordination Centre (for in-house trusts only) so you will only need to draw the one sample.

- 2) Download the Care Cluster template from the NHS Surveys website here <http://www.nhssurveys.org/survey/1723> which contains only three columns . your 3-digit **Trust Code**, the **Service User Record Number** and **Care Cluster**.

Copy and paste the **Service User Record Number** and **Mental Health Care Cluster** columns from the original file and paste them into this template.

- a. Save this Care Cluster file in the format **MH16\_CareCluster\_XXX** (where XXX is your three letter organisation/trust code);
  - b. Delete the Care Cluster Information from your original file, and save this Sample file in the format **MH16\_SampleFile\_XXX**.
- 3) Submit your sample to the **DBS check** and ensure that any information relating to Care Cluster Code is removed.

- 4) Once your sample file has been through DBS checks, copy and paste the SURN and all name and address fields into a new file with the naming format **MH16\_MailingData\_XXX**
- a. Remove the name and address information from your Sample File and save.

You will end up with three files (in the vast majority of cases your sample and mailing files have already been finalised, approved and submitted):

- Sample file
  - In the format **MH16\_SampleFile\_XXX** (using the sample construction template that can be found on the NHS surveys website here: <http://www.nhssurveys.org/survey/1686>)
  - Includes the SURN and all variables (trust code, SURN, year of birth, gender, ethnic category, date of last contact, CPA status and CCG) **except name and address information and the Care Cluster**
  - Submitted to the approved contractor or, for in-house trusts, to the Co-ordination Centre
- Mailing file
  - In the format **MH16\_MailingData\_XXX**
  - Includes the SURN and all name and address information but no other variables
  - Submitted to your approved contractor, **do not** submit this data to the Co-ordination Centre
- Care Cluster file
  - In the format **MH16\_CareCluster\_XXX** (using the Care Cluster template that can be found on the NHS surveys website here: <http://www.nhssurveys.org/survey/1723>)
  - Includes your Trust Code, the SURN and Mental Health Care Cluster only.
  - Submitted **only** to the Co-ordination Centre

**The three excel files as described above must be stored securely and in separate locations.**

## Checklist

Prior to submitting the Care Cluster codes to the Co-ordination Centre please go through the checklist outlined below.

- A service user's cluster may change following reassessment; please submit the **most recently recorded Care Cluster**;
- If a service user has been discharged from care, please submit their most recent Care Cluster before discharge;
- **Code 0** should be used when a service user has been assessed but does not fit into any of the pre-defined Care Clusters 1 - 21;

- **Code 99** should be assigned to any records where Care Cluster has not been captured and should replace any blanks, null etc entries (but should not replace code 0) . please follow up any records that are missing data to see if this can be captured;
- **Code 9** is no longer used so we would not expect any of these codes in your Care Cluster file;
- Submit codes 0-8 as single digits (for example, use 1 not 01);
- Please check that the proportion of service users assigned to each Care Cluster is as expected and in line with the previous year;
- Any trusts with large amounts of missing data will be contacted by the Co-ordination Centre to clarify the reasons why and will be asked to update Care Cluster information if this is available.

Once you have gone through the checklist above and you have **exactly 850 records**, upload your Care Cluster file to the Co-ordination Centre's ftp site (instructions to follow by email).

If you have any queries with regard to this guidance then please don't hesitate to get in touch with the Co-ordination Centre on [mh.cc@PickerEurope.ac.uk](mailto:mh.cc@PickerEurope.ac.uk)