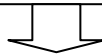


### Step 1 - Data Submission

Service sends CORC central team data within 2 weeks of the end of their 6 month reporting period. .

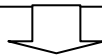
Please note the following data requirements:

- All time one and time two SDQ data must be in a single row linked to a unique patient id (not NHS number, Date of Birth or containing any information identifiable to the individual)
- All data must be coded using the required variable headings and codes (for this information please see "DH\_Outcomes Project Variable Names document" <http://www.corc.uk.net/index.php?contentkey=114>)
- All patient ids must be unique, no more than 10 characters in length and based on the patient's episode of treatment



### Step 2 – Data Aggregation

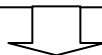
The data is run through our central database. This produces an excel sheet which flags in red any variable names and codes not recognised by CORC. We then send this to the submitting service. The submitting service needs to check through the data marked in red and make any amendments necessary.



### Step 3 – Data cleaning by service

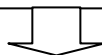
Service resends the data with corrections made on the excel spreadsheet provided  
CORC central team re-import this into central database.

As long as there are no further errors proceed step 4, if not, we will go back to step 2



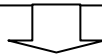
### Step 4 – Data checking by Central Team

CORC central team runs checks on the data by producing frequency tables for each measure and time-point.  
This sent back to service to check it fits their understanding



### Step 5 – Service Feedback on data checks

Service to let CORC central team know about anything in these tables which does not look as they expected it to.  
CORC will then have a look into this using the services raw data and make amendments where appropriate.



### Step 6 – Service sign off Report Produced

Once service have agreed the information, CORC will go ahead and produce your service report



### Step 7 – Service Feedback on Report

Looking at the report, service to check once more that there is nothing within it that does not fit with their understanding and expectations of the data. If there is, then please let CORC know.

*Please note we are committed to produce a report based on the data the service signed off. If errors are found that relate to errors in the data analysis not matching the dataset signed off at step 6, the central team commit to produce a new report immediately. If these errors occurred prior to Step 6 they will be dealt with in due course.*