

# Members Pro Forma

This form is for services collecting outcomes using the CORC+ data specification and is to be submitted alongside your CORC+ data.

This information is important as it is used to compile your report and how we interpret the data you provide. It also aids future research on child mental health interventions effectiveness

Please note that by submitting your data to us, we assume you have the relevant permissions to do so. Once this form is completed please save and send it to the CORC team at: CORC@annafreud.org

**Many thanks for completing the following Pro Forma and providing more context for this year's data submission.**

**Best wishes from the CORC Team**

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The Child Outcomes Research Consortium (CORC) is the UK's leading membership organisation that collects and uses evidence to improve children and young people's mental health and wellbeing. Founded in 2002 by a group of mental health professionals determined to understand the impact of their work, today our members include mental health service providers, schools, professional bodies and research institutions from across Europe and beyond.

CORC is a company limited by guarantee, registration number: 06585227

Collect data

Fill out Pro Forma

Submit Pro Forma and data

Data validation and errors returned

Data edited and sent to CORC

Data checks sent and confirmed

Draft report written

Your feedback and final report delivered

# Data Submission Checklist

Please remember to check the following before submitting your data – this will greatly speed up how quickly we can analyse your data and produce the report

Tick box if **YES**

a) Data files do not contain any patient **identifiable data**  
e.g., patient name, date of birth, or NHS ID.

b) ALL files' and variables' names and codings match the **CORC+ dataset specification**.

The most recently updated list of our variables can be found on our website at: <http://www.corc.uk.net/databases-templates-and-info-to-send-to-corc/>

c) All of our **mandatory variables** in your dataset are included.

These are as follows:

- Service Allocated Patient ID
- Service ID
- Period of Contact Start Dates (except DEM file)
- Team ID (if applicable)

d) There are **no duplicate service allocated patient IDs** in the DEM file.

e) All submitted files follow the **hierarchical structure** described on pages 3 and 4 of the **data specification**.

f) **Dates** are in the **correct format**, and **cells with missing data** are either left blank or have the **appropriate coding** for that specific column

g) As much **date information** as possible is provided.

Please note that the SDQ added value score will only be calculated where we have been provided with dates, so that we can ensure collection according to protocol.

h) ALL **teams information** that you will want reporting on have been listed.

i) **Proforma complete** and **data** ready to be sent.

# Report Pro Forma

Please complete all of the following four sections of the report this information will allow us to accurately complete your report.

1) Analysis

2) Measures information

3) Team information

4) The report

## 1) Analysis

### A) What reporting period would you like this report to be based on?

Please submit exact dates, e.g. 01/04/2016

A specific reporting period from:  /  /  until  /  /

OR All data held in the CORC+ database so far for your service: \_\_\_

### B) What sample would you like your service to be compared to?

All of CORC: \_\_\_

Other: (please state e.g. Only compared to inpatient services in CORC)

*Only compared to...*

### C) Do you want your data to be broken down into teams?

If YES please turn to **PAGE 4** and fill in the teams data

Yes

No

### D) How many referrals that the service accept went on to attend at least one appointment in the period specified above ?

This allows us to get a feel for how representative the data are of all the service users seen in the reporting period.

*Number of referrals seen:*

Could you break this down into teams if applicable.

*Team one*

*Team two*

*Team three*

*Team four*

*Team five*

*Team six*

*Team seven*

*Team eight*

## 2) Measures Information

We would like to find out more about routine outcome measures implementation within your service. Please provide as many details as you can below.

**A) What measures do you collect?** *Please list them below, in order of relevance to your service.*

**B) Are cases from different pathways/presentations/ages expected to use different measures?** *If so, please describe the approach briefly below.*

**C) Do you have any service-specific goals related to the measures (e.g. data quality)?** *If so, please describe them in brief below.*

**D) What data collection system/EPR do you currently use?** *Please describe them in brief below.*

**E) How up-to-date are the cases marked as closed in your data, where is this information drawn from and who is responsible for updating case closure information?**

### 3) Team Information

Only fill in this section if your response to question 1c on the front page stated that you would like an analysis of the teams within your service. Please note we can only report on **up to 8 teams**.

**A) If you answered Yes please provide some background information about your teams:**

Team No.	Team ID As in data file	Team Name	Team Type - Specialist or generic. - Tier (if not a specific tier please state which you are most similar to)	CYP seen by this team - Kinds of mental health problems your CYP experience, and the psychosocial context.
Example	ECH	Erinsborough City Hospital	Generic CAMHs, Tier 3	Eating disorders, ADHD, Complex disorders, bereavement
Example	CGT	Central Generic Team	Mixture of specialisms, Tiers 2 and 3	Under 5's service, Neurodevelopmental and LD teams, Number of asylum seeking families
1				
2				
3				
4				
5				
6				
7				
8				

## 4) Analysis

In order for us to better frame the analysis of your data, please provide brief details about your plans for your CORC report below.

**A) Is there a specific date/event you are hoping to have your report by?**

A date:  /  /

or an event:

**B) What information do you need from this report? What is important for you to know?**

**C) Who will be reading the report?**

**D) How do you hope to use the information from the report?**

**E) If you have had a report before, what parts of it have you and your colleagues found particularly important, interesting or useful? What parts have been least helpful?**

Once the form is complete please SAVE and email to the CORC team at [CORC@annafreud.org](mailto:CORC@annafreud.org)