My Example Report

Report reference: EG.001

Report creation date-time: 03/03/2024, 19:21 PM

Data cutoff date-time: 30/09/2022, 23:59 PM

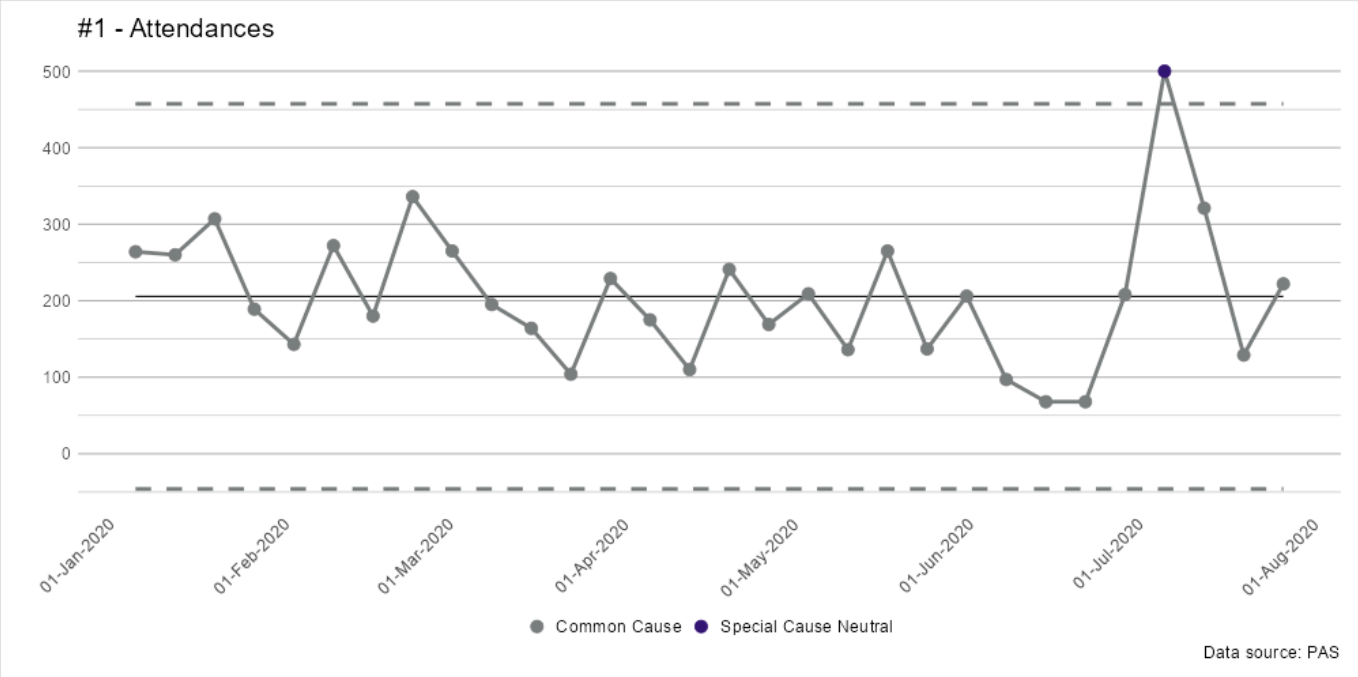
Notes:

A key explaining how to read the icons for Variation, Assurance, and Data Quality is at the bottom of this document.

Domain 1

- # 1 - Attendances	Updated to	Target	Set by	Actual	Varia-tion	Assur-ance	Data Quality
	26-Jul-2020	-	-	222		Neutral	

This is a comment about the attendances metric, which has been re-based as a demonstration. This text is added via 'report_config.xlsx'

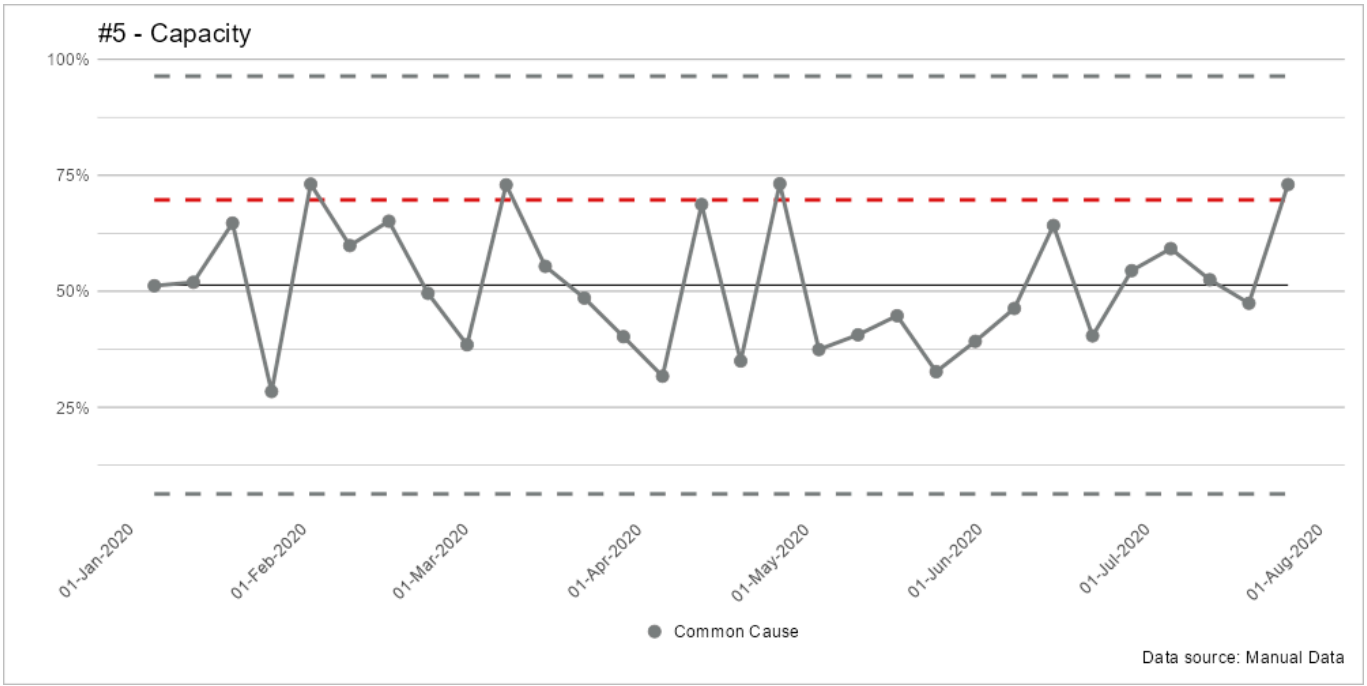


Rebase comments: Rebased to demonstrate the method. Add the rebase_dates and rebase_comment to 'measure_config.xlsx'.

Data Owner: Central Information Team

- # 5 - Capacity

Updated to	Target	Set by	Actual
26-Jul-2020	≤ 69.7%	NHSE	73%



Accountable Person: Hannah Harvey (Service GM)

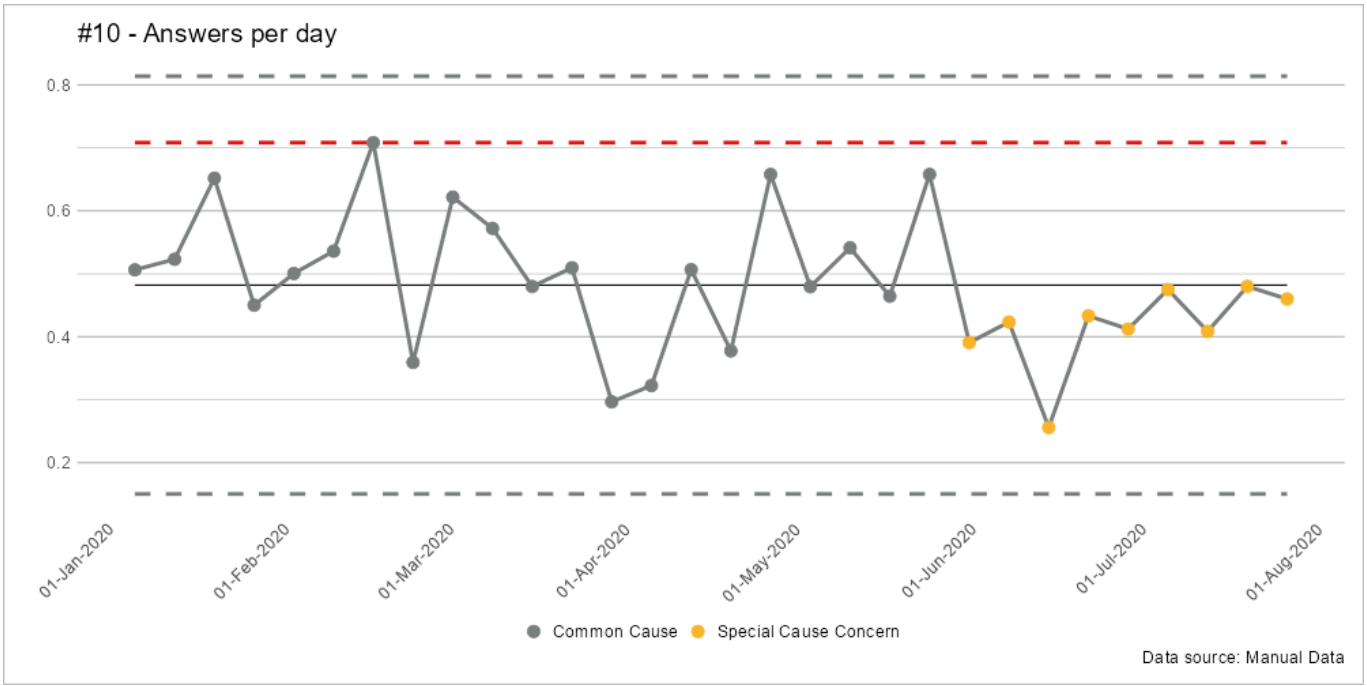
Reviewed at: Service performance meeting

Escalated (if needed) to: Divisional perfomance meeting

Data Owner: Divisional Information Team

- # 10 - Answers per day

Updated to	Target	Set by	Actual
26-Jul-2020	≥ 0.71	Trust	0.46

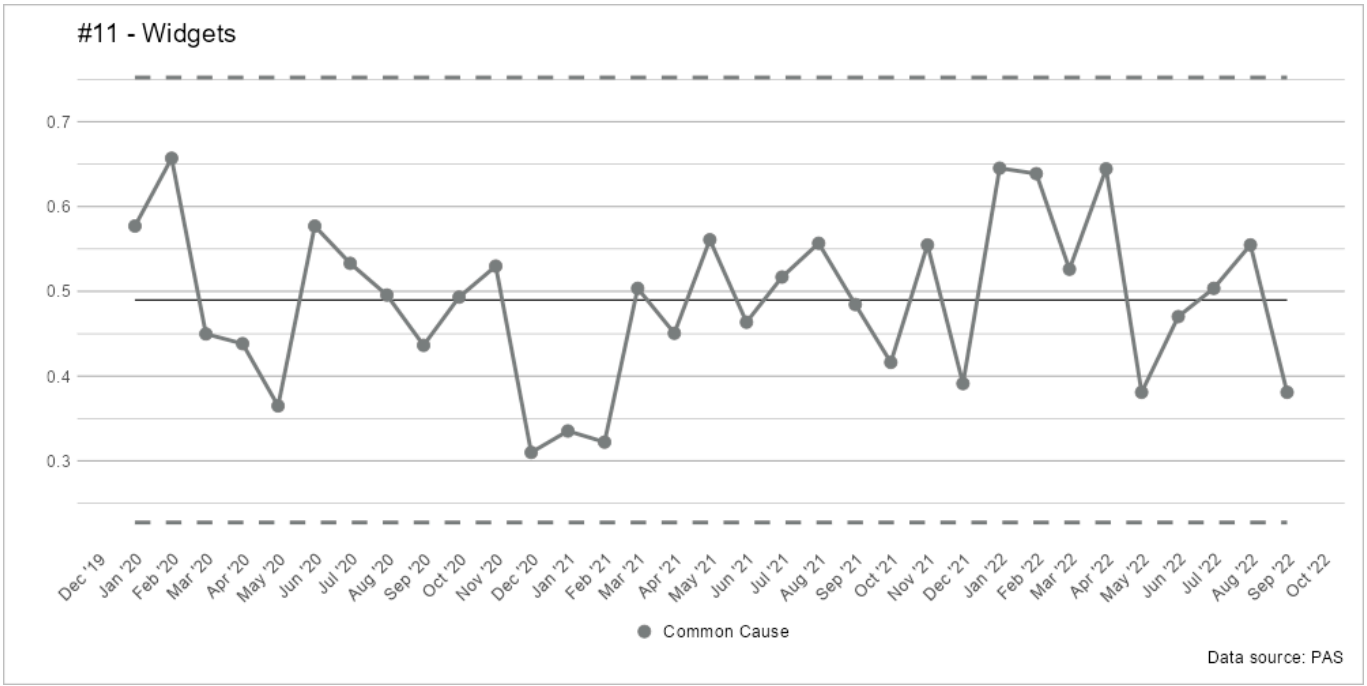


Accountable Person: Hannah Harvey (Service GM)

Data Owner: Divisional Information Team

Area 2

	Updated to	Target	Set by	Actual	Varia-tion	Assur-ance	Data Quality
- # 11 - Widgets	31-Aug-2022	-	Trust	0.38		No target	

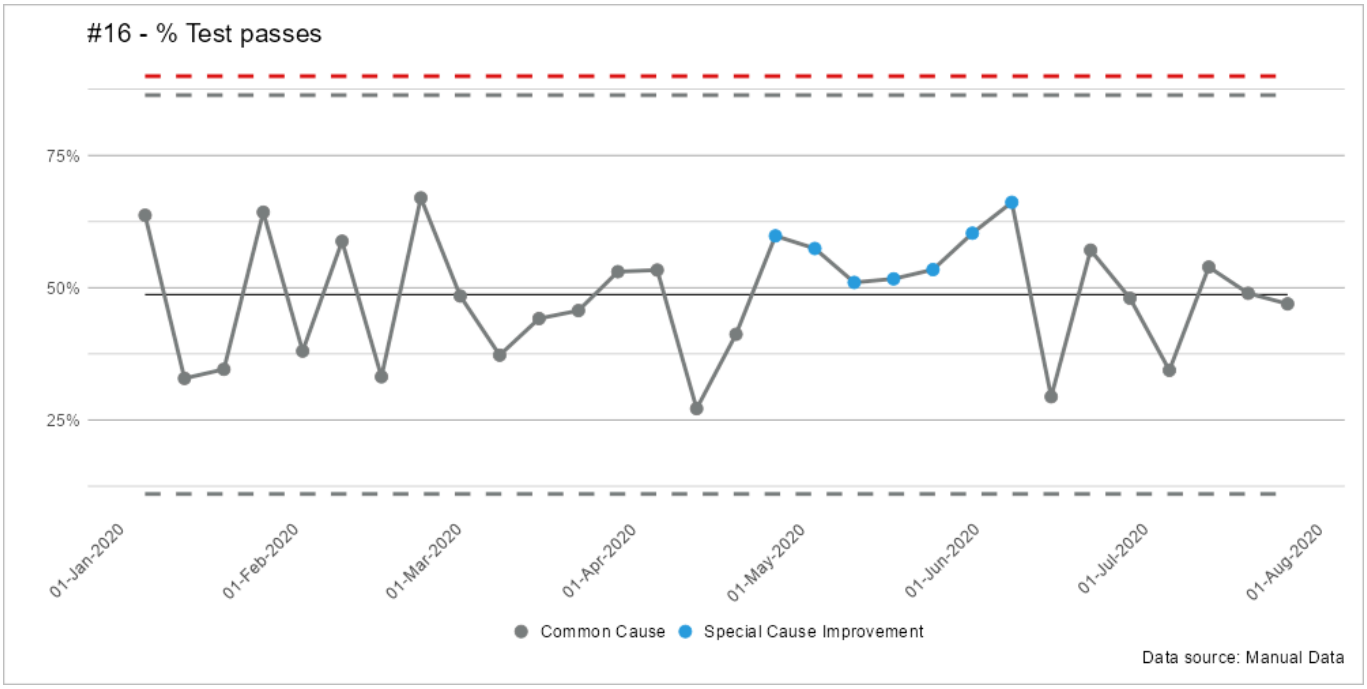


Accountable Person: Tony Smith (Divisional Governance)

Data Owner: Divisional Information Team

- # 16 - % Test passes

Updated to	Target	Set by	Actual
26-Jul-2020	≥ 90%	Division	47%



Accountable Person: Sally Fenwick (Divisional HR)

Data Owner: Corporate HR

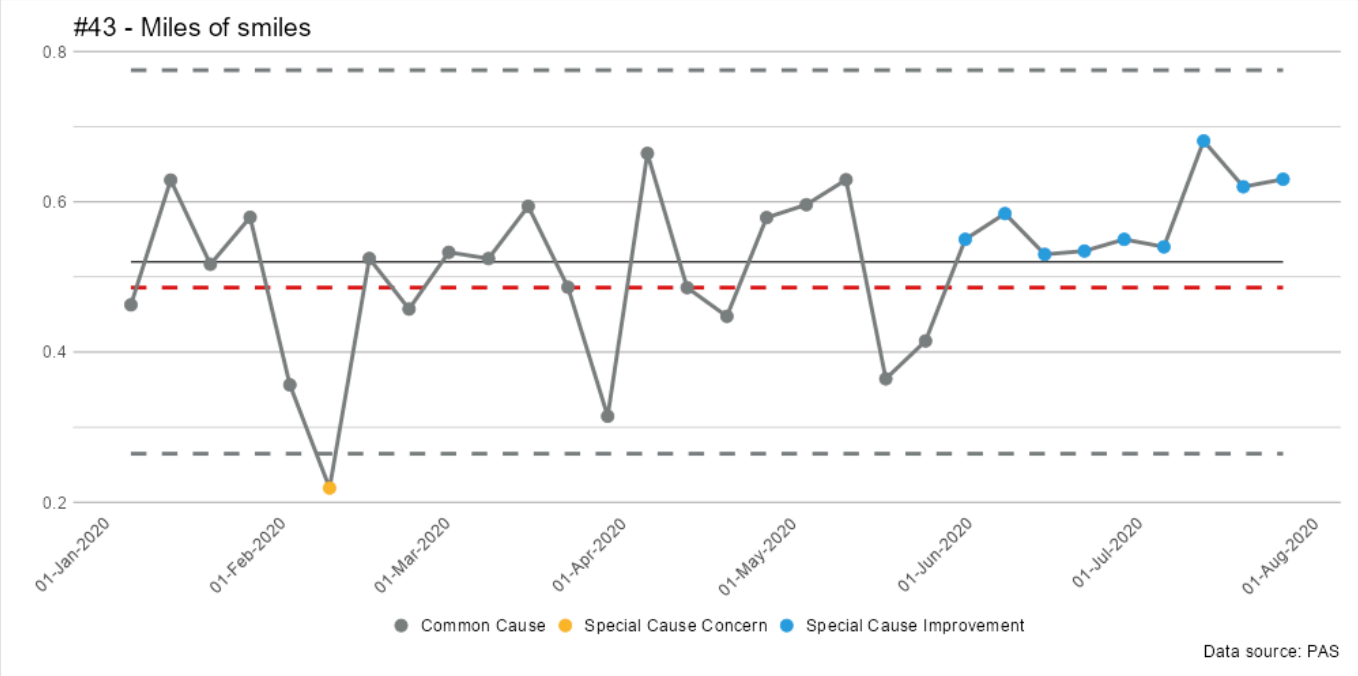
Zone 3

Varia-tion | Assur-ance | Data Quality

- # 43 - Miles of smiles

Updated to	Target	Set by	Actual
26-Jul-2020	≥ 0.49	Trust	0.63

Recent points demonstrate special-cause improvement. Congratulations and carry on!

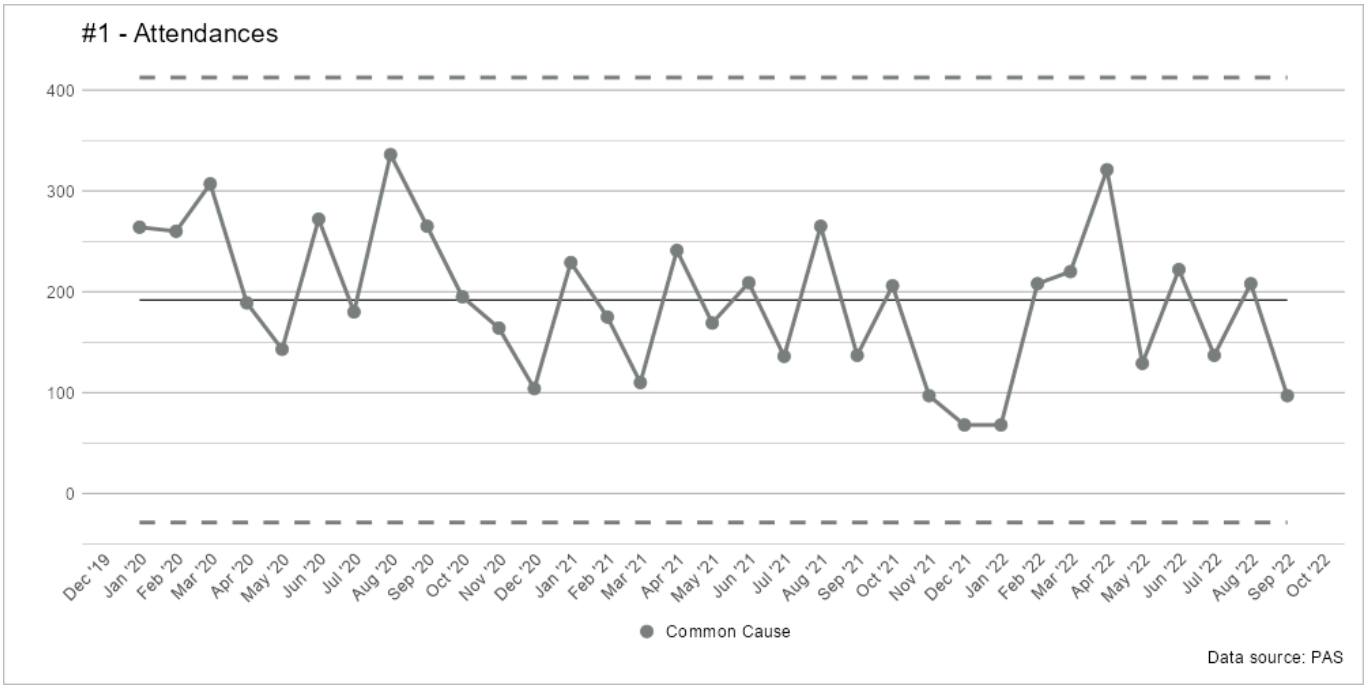


Accountable Person: Hannah Harvey (Service GM)

Data Owner: Central Information Team

- # 1 - Attendances

Updated to	Target	Set by	Actual		
31-Aug-2022	-	-	97		Neutral



Rebase comments: Rebased to demonstrate the method. Add the rebase_dates and rebase_comment to ‘measure_config.xlsx’.

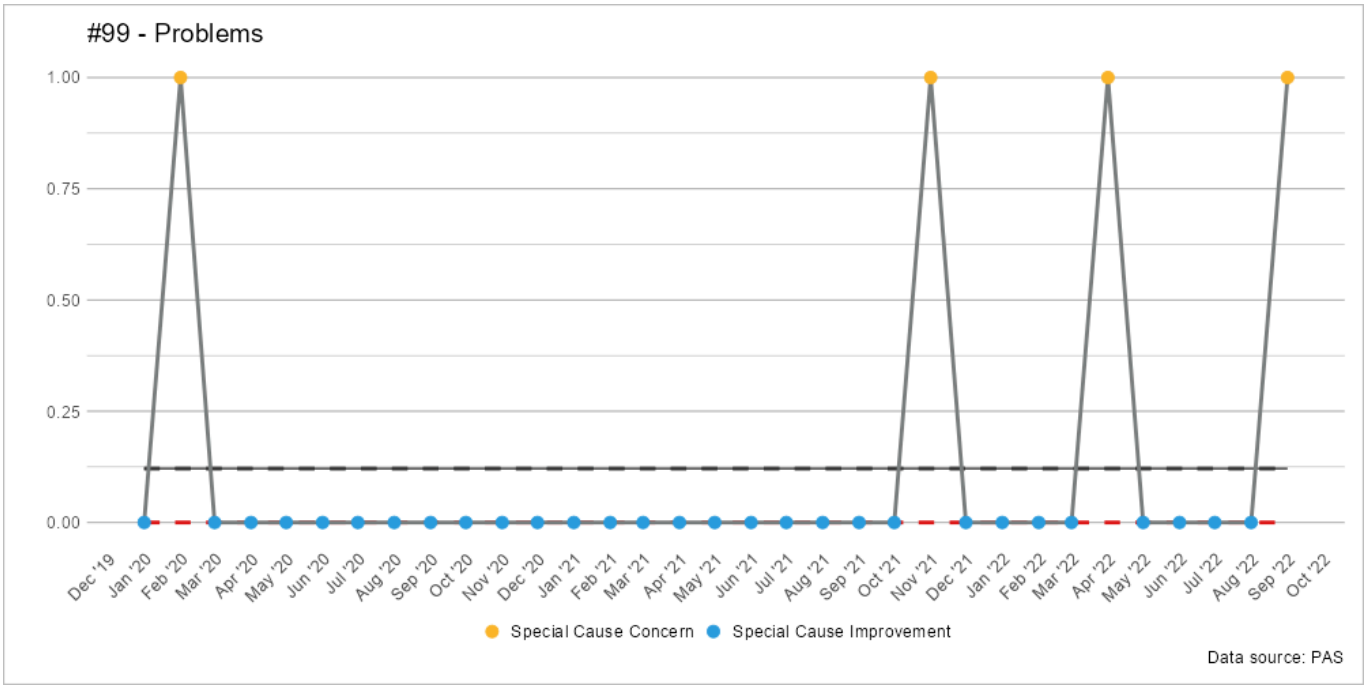
Data Owner: Central Information Team

Room 101

Varia-tion | Assur-ance | Data Quality

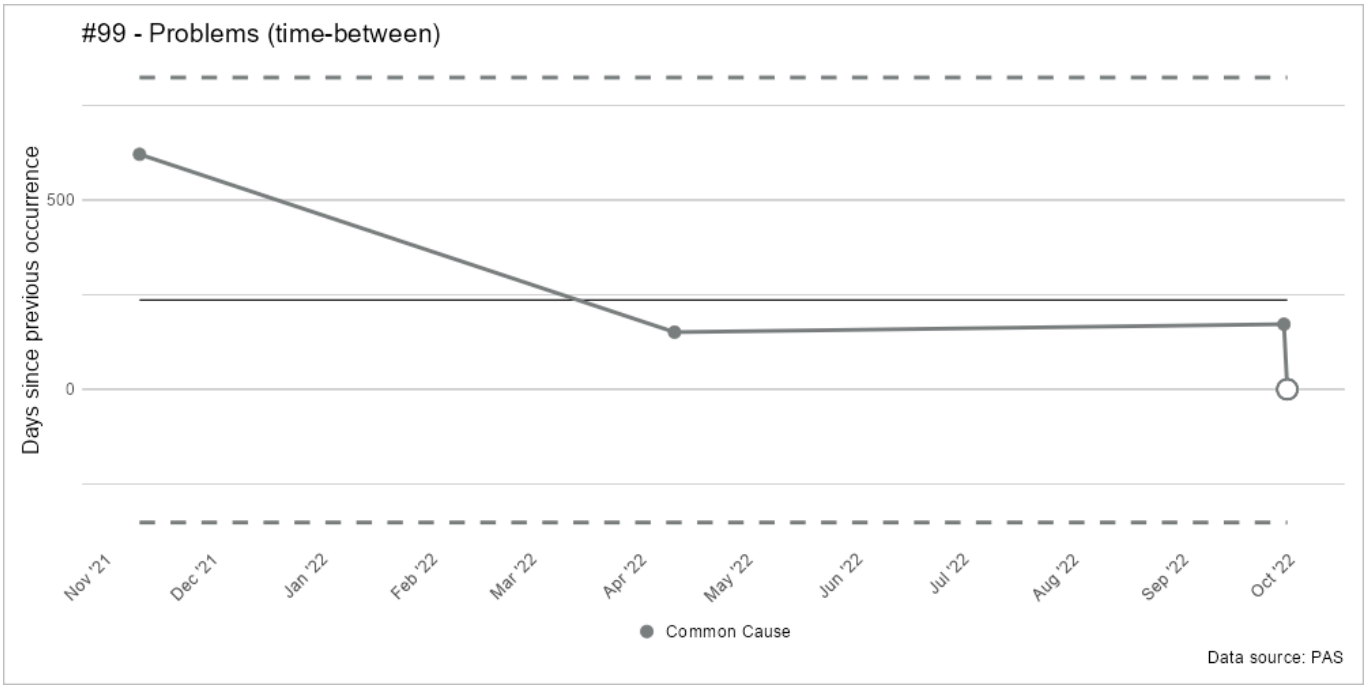
- # 99 - Problems

Updated to	Target	Set by	Actual
31-Aug-2022	0	Trust	1



Data Owner: Central Information Team

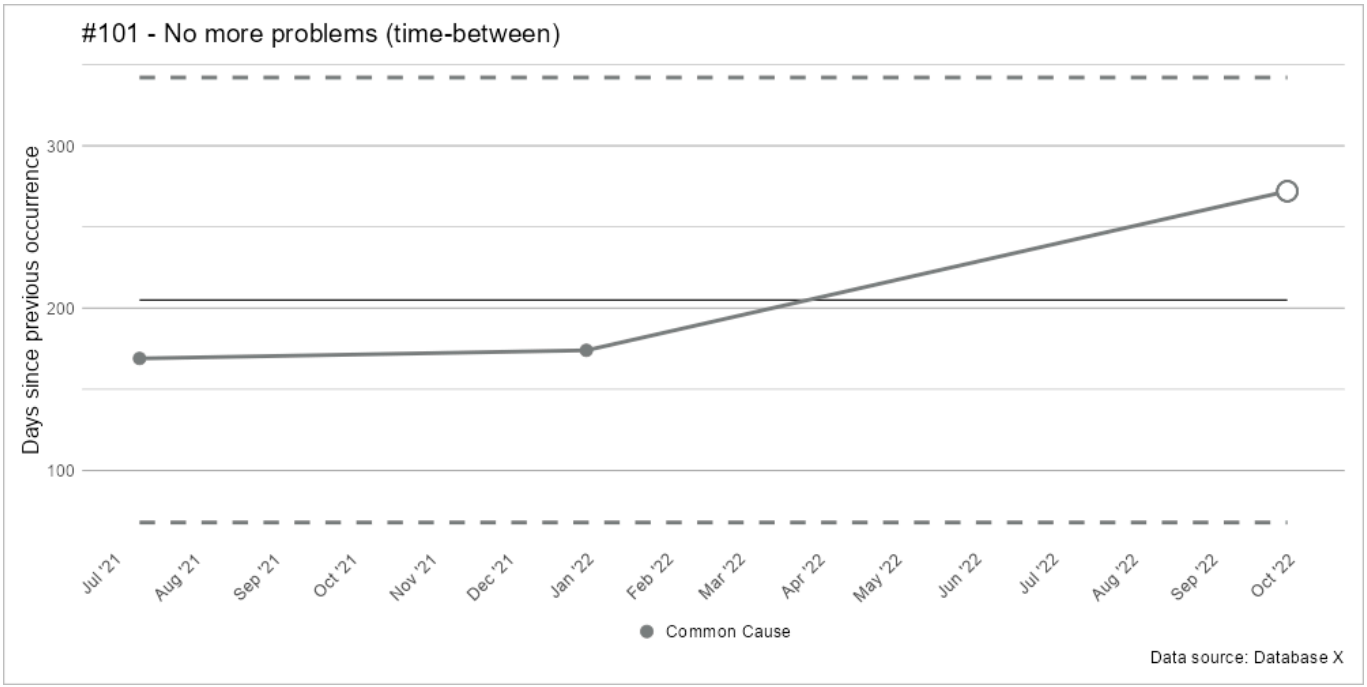
- # 99 - Problems (time-between)	Updated to	Target	Set by	Actual		No target	
	30-Sep-2022	-	Trust	0d			



Data Owner: Central Information Team

- # 101 - No more problems (time-between)

Updated to	Target	Set by	Actual		No target	
30-Sep-2022	-	Division	272d			



Data Owner: Central Information Team

- How to read the icons used in this document

SPC Variation Icons

Used to summarise the type of variation seen in the most recent data point of a given measure.

Icons	Variation Type
	The most recent data point exhibits special cause variation (in a concerning direction). H is high, L is low.
	The most recent data point exhibits special cause variation (in an improving direction). H is high, L is low.
	The most recent data point exhibits special cause variation, but neither direction represents concern or improvement (ie. the measure is neutral). H is high, L is low.
	The most recent data point exhibits common cause variation (ie. naturally-occurring variation, that is not statistically significant).

SPC Assurance Icons

Used to summarise whether a measure is assured to meet a target.

Icons	Assurance Type
	The process is assured, and is likely to consistently pass the target set.
	The process is not assured, and will pass and fail the target based on variation in the process.
	The process is not assured, and is likely to consistently fail to meet the target set.

Data Quality Icons

Used to summarise the data quality status of a given measure, across the four domains detailed below:

Icons	Domain	Summary	Detail
	S	Sign-off and Validation	Is there a named accountable person, who can sign off the data as a true reflection of the activity? Has the data been checked for validity and consistency? Is there exec-level oversight of this process?
	T	Timely & Complete	Is the data available and up to date at the time of the submission or publication? Are all elements of required information present in the designated data source, and no elements need to be changed at a later date?
	A	Audit & Accuracy	Are processes in place for either external or internal audits of the data, and are these regularly scheduled (eg. quarterly, annually)? Are accuracy checks built into the data collection and reporting processes?
	R	Robust systems & Data-capture	Are there robust systems which have been documented according to data dictionary standards for data capture such that it is at a sufficiently granular level?

Report reference: EG.001

Report author: Anne Author a.author@example.com

Session metadata for report author