



Public Health  
England



# **NHS Health Check Single Data List Returns**

A brief guide for local authorities

## About Public Health England

We work with national and local government, industry and the NHS to protect and improve the nation's health and support healthier choices. We address inequalities by focusing on removing barriers to good health.

We were established on 1 April 2013 to bring together public health specialists from more than 70 organisations into a single public health service.

Public Health England  
133-155 Waterloo Road  
Wellington House  
London SE1 8UG  
Tel: 020 7654 8000  
<http://www.gov.uk/phe>  
Twitter: [@PHE\\_uk](https://twitter.com/PHE_uk)

Prepared by: Caroline Vass, PHE Thames Valley Centre; Andrew Hughes, South East Knowledge and Intelligence Team; Jamie Waterall, PHE National Health and Wellbeing Directorate.

For queries relating to this document, please contact [phe.enquiries@phe.gov.uk](mailto:phe.enquiries@phe.gov.uk)

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# 1. Introduction

This guidance primarily aims to describe and detail the process by which local authorities can upload their NHS Health Check data as required by the Department of Communities and Local Government Single Data List (section 4).

For completeness, this guidance also includes a brief outline of the NHS Health Checks programme and a summary of the legal requirements for local authorities (sections 2 and 3).

## 2. The NHS Health Check programme

### 2.1 Brief outline

From 1 April 2013, local authorities took over responsibility for commissioning the national NHS Health Check programme, previously the responsibility of primary care trusts (PCTs).

The NHS Health Check programme is a public health programme in England for eligible people aged 40-74, which aims to keep people well for longer. It is a risk assessment and management programme to prevent or delay the onset of major non-communicable disease such as heart disease, stroke, diabetes, kidney disease, certain cancers and respiratory disease.

Together diabetes, heart and kidney disease and stroke make up a third of the difference in life expectancy between the most deprived areas and the rest of the country, and addressing these differences by prevention is a key aim of the programme.

The programme also aims to reduce levels of alcohol related harm, and to raise awareness of the signs of dementia and where people can go for help. Everyone attending a NHS Health Check will have their alcohol consumption risk assessed. In addition, people aged 65-74 will be informed of the signs and symptoms of dementia and signposted to memory clinics if needed. These are new elements introduced in April 2013.

As the NHS Health Check programme is aimed at preventing disease, people with previously diagnosed vascular disease or meeting certain criteria are excluded from the

programme. These individuals should already be managed and monitored through existing care pathways. See Appendix B for details of exclusions.

## 2.2 Funding and working across the healthcare system

Local authorities are now responsible for commissioning the NHS Health Check programme, including the risk assessment and life style interventions. This is funded through the public health ring fenced budget.

Where additional testing and follow up is required, for example, where someone is identified as being at high risk of having or developing vascular disease, this remains the responsibility of primary care and will be funded through NHS England.

Local authorities will need to work closely with their partners across the health and care system, including through health and wellbeing boards, to ensure these different elements of the programme link together.

# 3. Guidance on legal requirements for local authorities

## 3.1 Summary of statutory requirements

The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013 S.I. 2013/351 set out a number of mandatory public health functions for local authorities from 1 April 2013. These regulations have been made by the Secretary of State under powers conferred by the National Health Service Act 2006<sup>1</sup> and the Local Government and Public Involvement in Health Act 2007<sup>2</sup>.

Legal duties exist for local authorities to make arrangements:

- for each eligible person aged 40-74 to be offered a NHS Health Check once in every five years and for each person to be recalled every five years if they remain eligible
- so that the risk assessment includes specific tests and measurements
- to ensure the person having their NHS Health Check is told their cardiovascular risk score and other results are communicated to them

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**1 Sections 6C(1) to (3), 186A(4)(b) and 272(7) and (8) of the National Health Service Act 2006.**

**2 Sections 225(1) to (3) and (7)(e), 229(2) and 240(10) of the Local Government and Public Involvement in Health Act 2007.**

- for specific information and data to be recorded and, where the risk assessment is conducted outside the person's GP practice, for that information to be forwarded to the person's GP

Local authorities are also required to seek continuous improvement in the percentage of eligible individuals taking up their offer of an NHS Health Check. The higher the take-up rates for the programme, the greater the reach and impact of the programme and the more likely the programme is to tackle health inequalities. There are no targets but the aim is to work towards take-up rates in the region of 75% (comparable with NHS screening programmes).

## 4. Programme data returns

### 4.1 Programme monitoring and the Single Data List

In order for local authorities to commission the programme effectively, to support data transparency and to enable public access to data, local authorities are required to report information on basic programme activity. Summary activity data will be added to the Single Data List for 2013/14 and will enable reporting on the Public Health Outcome Framework (PHOF) indicators. The PHOF indicators measure eligible population offered an NHS Health Check and eligible population who were offered an NHS Health Check who went on to receive a check.

### 4.2 Detail of programme returns

Data collected for this indicator provide information on the number of NHS Health Checks that are offered and conducted and thus an indication of how well the programme is taken up and how accessible it is to the target population.

PHE has developed a secure reporting tool, which is available at [http://www.healthcheck.nhs.uk/interactive\\_map/local\\_authority/](http://www.healthcheck.nhs.uk/interactive_map/local_authority/). This reporting tool is the repository for the basic NHS Health Checks data. Section 4.4 details exactly how to input the data into the reporting tool.

In July 2013 a letter was sent to all local authorities to request contact information for the person responsible for entering the data onto this secure reporting tool. Passwords and usernames were allocated shortly thereafter.

If a local authority wishes to change the person responsible for uploading the data, the request to the **national team** should come via their Director for Public Health who will notify PHE of the request of change.

## 4.3 Quarterly returns

Returns will need to be submitted via the reporting tool by, or on, the last working day of the month following the quarter to be reported, ie:

	<b>Q1 April- June</b>	<b>Q2 July- September</b>	<b>Q3 August- December</b>	<b>Q4 January- March</b>
Return required	31 July	31 October	31 January	30 April

The information that will need to be submitted on a quarterly basis is as follows:

- the number of NHS Health Checks offered in the quarter
- the number of NHS Health Checks received in the quarter

For the number of NHS Health Checks offered, you should count the first invitation or offer only, in the five-year period and the date that this was made would indicate the quarter in which it reported.

For the number of NHS Health Checks received the check is counted in the quarter that it happened (not in the quarter in which you were told about it).

You should submit quarterly data only on the reporting tool: **data should not be aggregated, i.e. should not be submitted cumulatively over the course of the year.** In order to avoid double counting you should only count for activity in the quarter being reported, and only once per person in the five-year period.

The website reflects the quarter data and adds it to the previous data submitted to provide a running total over the year and the five-year period. The full data is available on an [interactive map](#) on the website.

Section 4.5 will take you through the process for inputting data.

## 4.4 Population data

At the beginning of each year you will be sent details of your eligible population. For 2013/14 eligible population data please see Appendix A.

These are calculated as follows:

<b>Most recent ONS mid-year population estimates</b>	<b>Minus</b>	<b>Ineligible population</b>	<b>equals</b>	<b>Eligible population</b>
eg: for England  21,954,101	- (30%)	6,586,230	=	15,367,871

To identify your eligible population we use the most recent Office for National Statistics mid-year population estimates, minus your estimated ineligible population.

Your ineligible population is calculated by estimating those people already on a disease register. For these purposes we assume that this is 30% of your total population.

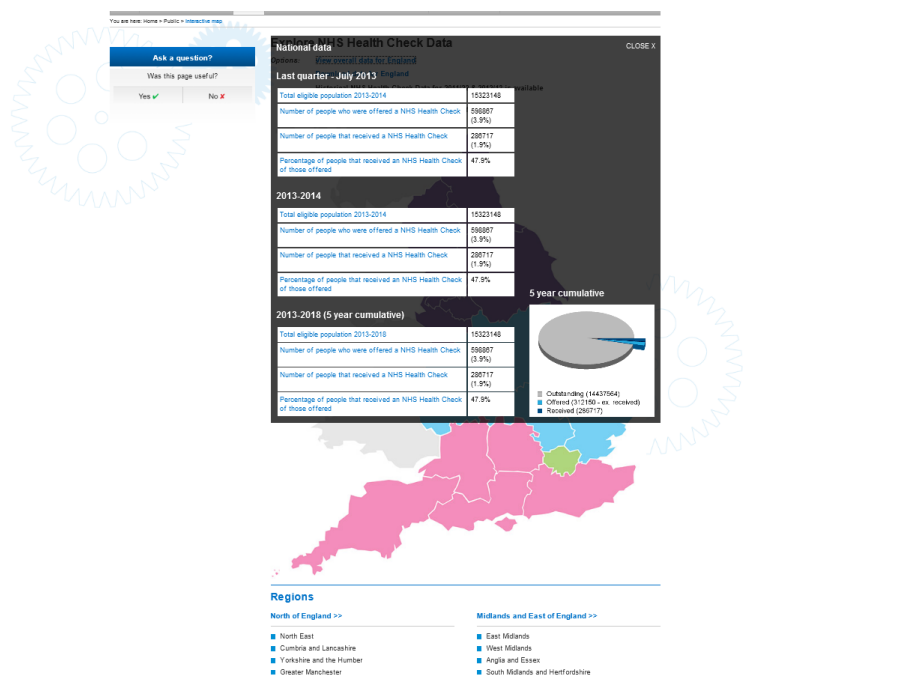
Some areas are able to extract this information via GP systems or have undertaken more accurate assessment of their ineligible population.

At the beginning of each reporting year, you will have the opportunity to supply more accurate details of your eligible population if you have carried out local data analysis. Please submit your request, along with a short explanation of how you undertook your modelling, to [phe.enquiries@phe.gov.uk](mailto:phe.enquiries@phe.gov.uk) or use the contact link on the website. The deadline to send this modelling to PHE is 31 May each year. If the modelling is approved, we will update the website accordingly.

Once data is submitted, the formulae in the reporting tool calculate the percentage of invitations offered and received, and the take-up rate for each quarter. As the year progresses, the quarterly data will be aggregated to show cumulative data, and this will be shown as annual and five yearly totals. Figure 1 is a screenshot of what this will look like (please note that screenshots may be subject to minor changes as the website develops):



Figure 1.



Below is a worked example of the calculations behind the data returns:

A	B	C = A-B	D	E	F = D/C*100	G = E/C*100	H = E/D*100
Total population aged 40-74	Estimated ineligible population (ie on a disease register)	Eligible population	Number of NHS Health Checks offered	Number of NHS Health Checks received	% of NHS Health Checks offered	% of NHS Health Checks received	% Uptake of NHS Health Checks
52,000	30% of 52,000 = 15,600	36,400	7,000	4,000	19.23%	10.98%	57.14%

Please note the eligible population (“C”) reflects an estimate of the population eligible for an NHS Health Check in the five-year period, so depending on how you run your programme you are likely to invite only 20% of this population for an NHS Health Check each year.

Population data will change slightly each year as the population changes so the five-year analyses will never completely reflect the five year submissions, however this is a function of the data and is to be expected.

## 4.5 Data entry process

To enter the data you will need to log in using your user name and password to gain access to the data submission portal. Select the “Submit data” link under Quarterly NHS Health Check Data submission type. You will then be presented with two input boxes, one for appointments offered and one for appointments received. You will need to enter data into both boxes, twice, to ensure they were correctly entered.

You can navigate directly to the data submission page using the following link:

[http://www.healthcheck.nhs.uk/public/interactive\\_map/local\\_authority/](http://www.healthcheck.nhs.uk/public/interactive_map/local_authority/)

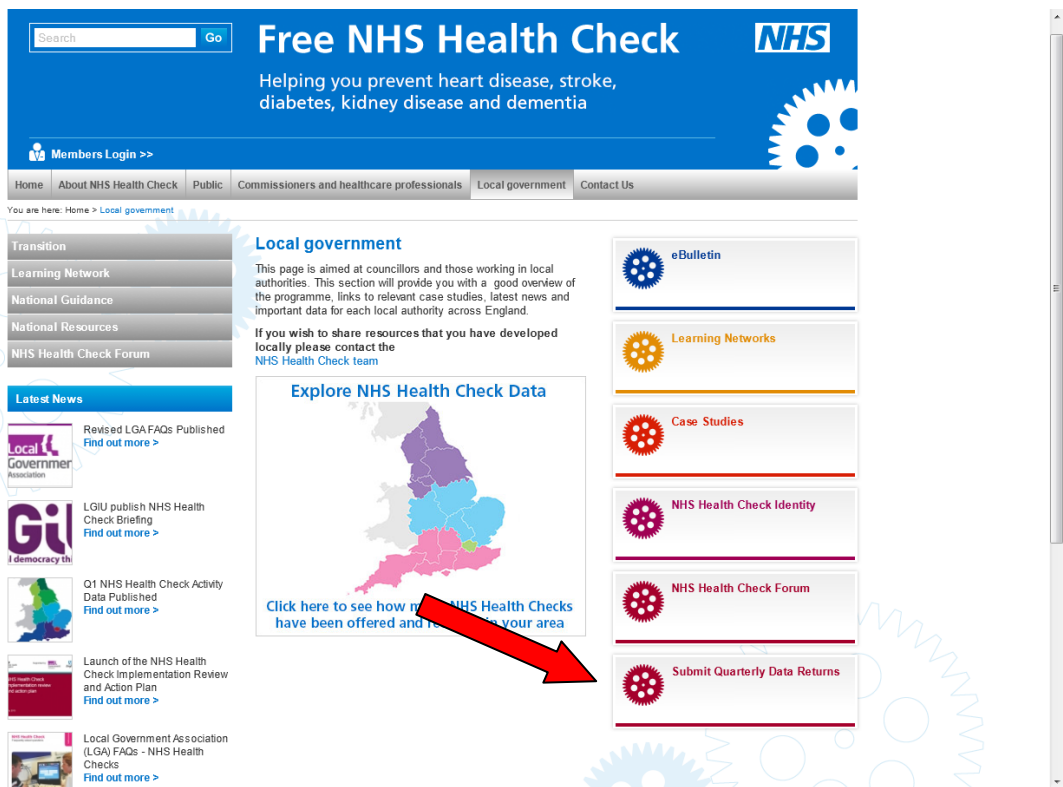
or you can navigate to it using the homepage.

The screen shots below will take you through the process.

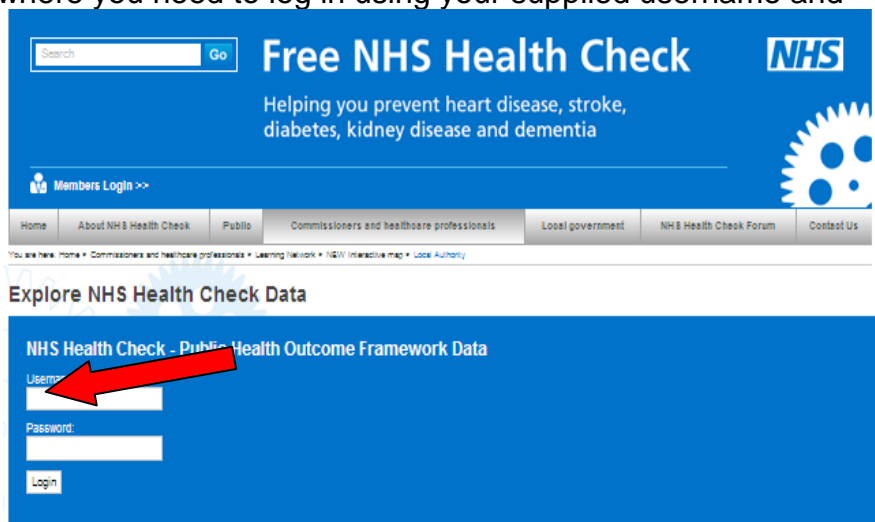
- 1) From the front page click on Local Government



2) On the local government page, click on the “Submit Quarterly Data Returns” panel on the menu on the right hand side.

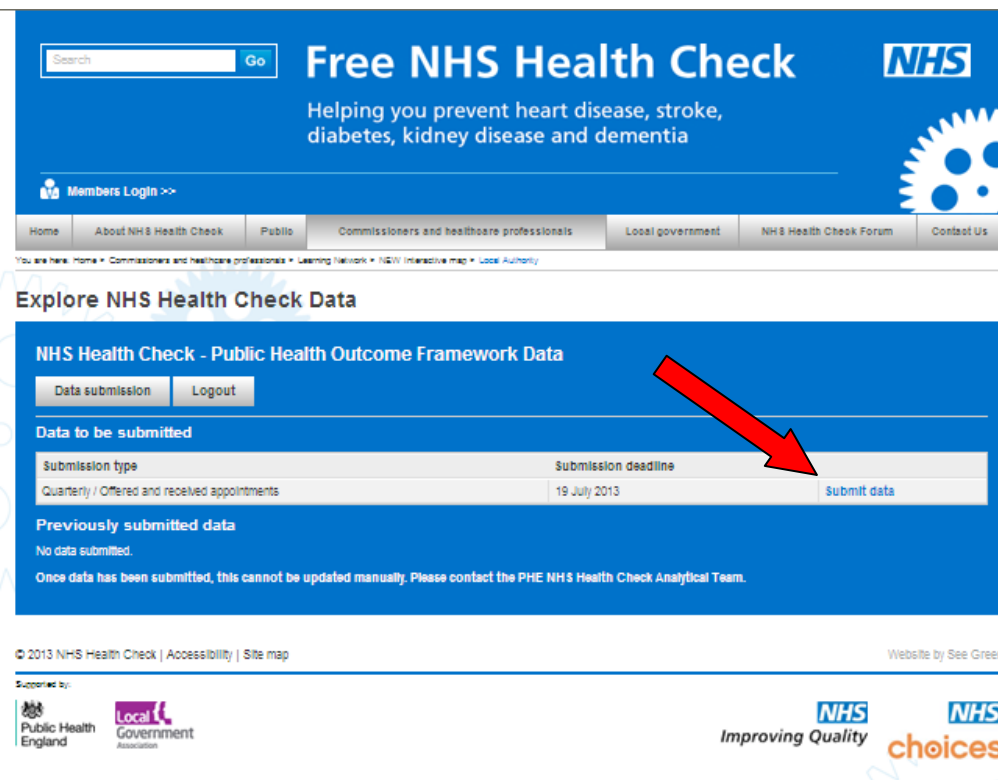


3) This is where you need to log in using your supplied username and

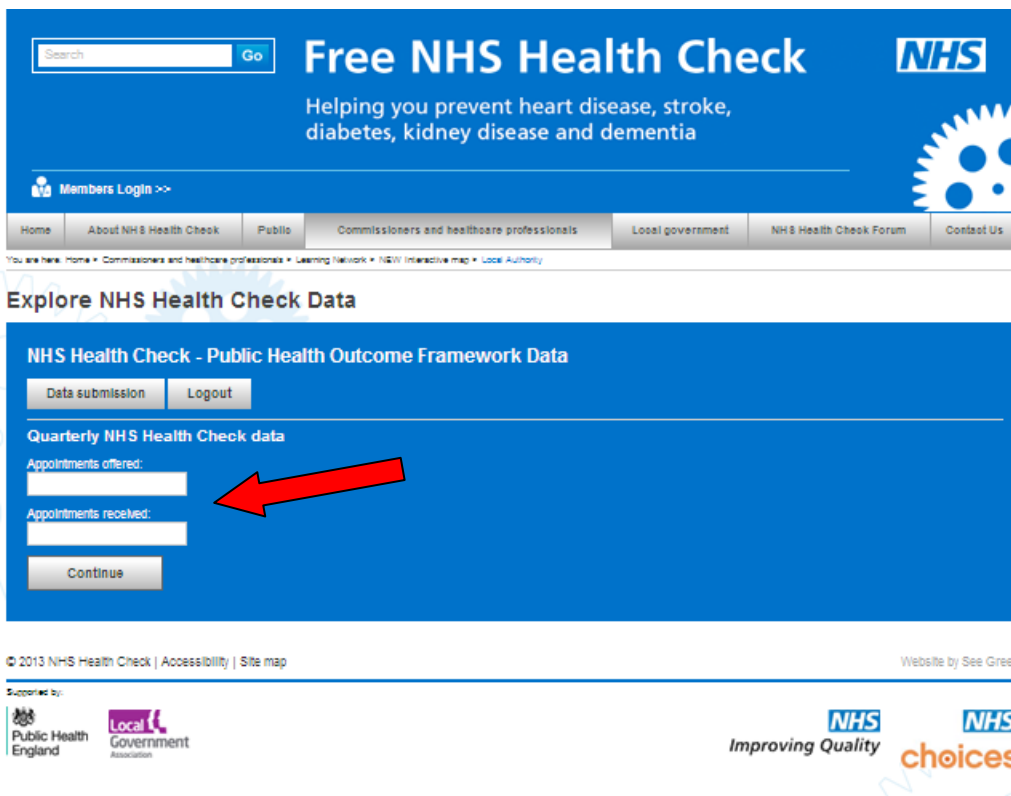


password:

4) Click on “Submit data”:



5) Submit data – you will be asked to enter the data twice to ensure accuracy



Data should reflect the first offered appointment only and the Health Check received. Data should relate to the activity in the quarter. Section 4.3 provides clarity on this.

You cannot make amendments yourself to the data once submitted. If for any reason you wish to update submitted data prior to official publication please contact [phe.enquiries@phe.gov.uk](mailto:phe.enquiries@phe.gov.uk).

## 5. Contact details

Further information on the NHS Health Check programme can be found at:

[www.healthcheck.nhs.uk](http://www.healthcheck.nhs.uk)

This website holds comprehensive information and guidance on the NHS Health Check Programme, including a regular e-bulletin. This website should be the first port of call for programme queries.

For any data or reporting queries or to contact the national team, please email

[phe.enquiries@phe.gov.uk](mailto:phe.enquiries@phe.gov.uk).

For other queries please contact your local PHE centre lead.

## 6. Frequently Asked Questions

### **Q. What if I am reporting no activity this quarter?**

A. You should still log in to the data returns section of the website and enter '0' in both the offered and received fields.

### **Q. I have incomplete data for this quarter. Should I not submit at all?**

A. You should submit whatever data you have as not reporting will be recorded as a nil return.

### **Q. Why is the data from previous years not included in the overall figures?**

A. We have provided [a link above the interactive map to historical data](#) which is held and published by NHS England. As you are aware, local authorities have been legally mandated to offer 100% of their eligible population an NHS Health Check over five years. The first reporting period for this in the Public Health Outcomes Framework is 2013/1014 – 2018/2019 so we have presented the data in such a way so as to reflect this.

### **Q. In some areas, the number of NHS Health Checks received is greater than the number of those offered? How can this be?**

A. This can occasionally happen if a large number of people were invited in the previous quarter and the invites were not taken up until the next or subsequent quarters. However we would ask all local authorities to ensure that where an NHS Health Check has been requested or offered opportunistically, it is being counted as 'offered'. Not doing so will also affect the figures.

### **Q. Do we include people we have invited a second time or employed different methods of following up such as SMS/telephone call?**

A. These should not be included. An invite is 'per individual every five years' and second and third invites to the same person within that time should not be included in quarterly returns. Nevertheless, PHE recommends that local authorities continue to

engage and encourage people to take up the offer by whatever means they deem appropriate as it will affect overall uptake.

**Q. I have received further data from activity that occurred in the Quarter 1. Do I include this in the return for Quarter 2?**

A. We realise that some of you experienced difficulties in making a complete return for Q1 due to issues around accessing return data following transition. With this in mind, we will, allow you to resubmit revised figures for Quarter 1. This opportunity recognises the unique difficulties the transition of the programme presented for some of you. You should however continue to submit a complete return in future quarters.

To request a revision of your Quarter 1 data, please present your case **formally in writing** detailing why a complete return was not possible and clearly state both your previously submitted and newly revised figures. Following an internal approval process, PHE will amend the figures on the website when Quarter 2 data is formally published.

**Q. I can't log in to the data returns section. How do I reset my password?**

A. The website has two parts that require a log in. The 'member's only' section and the 'data returns' section. First check that you are using the correct username. You can request your password to be reset by emailing the **NHS Health Check team**.

**Q. My eligible population is wrong. How do I change it?**

A. Prior to Quarter 1 data submission each year, PHE will revise the estimated eligible population based on the latest ONS data. Local authorities can request that their figure is revised based on evidence of local data collection. This request needs to be completed and returned for review by the national team no later than 31 May.

**Q. When are the dates for each quarterly return?**

A. Please see page 7 of this document.



## Appendix A: Estimated resident population aged 40-74

**Table 1. Estimated resident population<sup>1</sup> aged 40 to 74 years, by local authority in England, 2011**

Note the figures displayed below are based on ONS data and do not reflect the revised local authority modelling that may have subsequently been submitted and approved.

<b>Local authority</b>	<b>Total resident population aged 40 to 74</b>	<b>30% estimated on the disease register</b>	<b>Estimated eligible population aged 40-74</b>
<i>England</i>	21,954,101	6,586,230	15,367,871
City of London	3,237	971	2,266
Barking and Dagenham	60,119	18,036	42,083
Barnet	130,199	39,060	91,139
Bexley	95,332	28,600	66,732
Brent	105,808	31,742	74,066
Bromley	131,543	39,463	92,080
Camden	71,999	21,600	50,399
Croydon	138,461	41,538	96,923
Ealing	118,100	35,430	82,670
Enfield	115,236	34,571	80,665
Greenwich	85,731	25,719	60,012
Hackney	70,152	21,046	49,106
Hammersmith and Fulham	57,001	17,100	39,901
Haringey	84,183	25,255	58,928
Harrow	91,255	27,377	63,879
Havering	100,301	30,090	70,211
Hillingdon	100,575	30,173	70,403
Hounslow	87,362	26,209	61,153
Islington	63,839	19,152	44,687
Kensington and Chelsea	60,197	18,059	42,138
Kingston upon Thames	59,267	17,780	41,487
Lambeth	93,116	27,935	65,181
Lewisham	93,746	28,124	65,622
Merton	71,102	21,331	49,771
Newham	84,936	25,481	59,455
Redbridge	98,582	29,575	69,007
Richmond upon Thames	75,876	22,763	53,113

Southwark	91,500	27,450	64,050
Sutton	77,178	23,153	54,025
Tower Hamlets	59,521	17,856	41,665
Waltham Forest	87,061	26,118	60,943
Wandsworth	91,612	27,484	64,128
Westminster	75,127	22,538	52,589
Hertfordshire	462,849	138,855	323,994
Northamptonshire	297,422	89,227	208,195
Luton	68,968	20,690	48,278
Bedford	64,988	19,496	45,492
Central Bedfordshire	113,692	34,108	79,584
Milton Keynes	96,264	28,879	67,385
Derbyshire	359,018	107,705	251,313
Leicestershire	292,675	87,803	204,873
Lincolnshire	331,507	99,452	232,055
Nottinghamshire	357,175	107,153	250,023
Derby	94,375	28,313	66,063
Leicester	109,924	32,977	76,947
Rutland	17,165	5,150	12,016
Nottingham	97,633	29,290	68,343
Cambridgeshire	259,786	77,936	181,850
Essex	616,713	185,014	431,699
Norfolk	387,321	116,196	271,125
Suffolk	324,123	97,237	226,886
Peterborough	68,929	20,679	48,250
Southend-on-Sea	72,262	21,679	50,583
Thurrock	61,761	18,528	43,233
Staffordshire	390,168	117,050	273,118
Warwickshire	243,435	73,031	170,405
Worcestershire	259,922	77,977	181,945
Birmingham	365,673	109,702	255,971
Coventry	114,331	34,299	80,032
Dudley	136,337	40,901	95,436
Sandwell	117,471	35,241	82,230
Solihull	92,783	27,835	64,948
Walsall	109,798	32,939	76,859
Wolverhampton	97,598	29,279	68,319
County of Herefordshire	86,074	25,822	60,252
Telford and Wrekin	70,074	21,022	49,052
Shropshire	143,836	43,151	100,685
Stoke-on-Trent	100,450	30,135	70,315
Knowsley	62,205	18,662	43,544
Liverpool	176,224	52,867	123,357

St. Helens	78,761	23,628	55,133
Sefton	125,273	37,582	87,691
Wirral	142,905	42,872	100,034
Cheshire East	172,588	51,776	120,812
Halton	54,239	16,272	37,967
Warrington	88,972	26,692	62,280
Cheshire West and Chester	149,564	44,869	104,695
Cumbria	239,096	71,729	167,367
Lancashire	513,062	153,919	359,143
Blackburn with Darwen	55,959	16,788	39,171
Blackpool	63,385	19,016	44,370
Bolton	114,717	34,415	80,302
Bury	79,642	23,893	55,749
Manchester	148,082	44,425	103,657
Oldham	89,937	26,981	62,956
Rochdale	86,143	25,843	60,300
Salford	88,078	26,423	61,655
Stockport	125,352	37,606	87,746
Tameside	94,441	28,332	66,109
Trafford	95,456	28,637	66,819
Wigan	141,414	42,424	98,990
Gateshead	86,287	25,886	60,401
Newcastle upon Tyne	99,911	29,973	69,938
North Tyneside	88,937	26,681	62,256
South Tyneside	66,244	19,873	46,371
Sunderland	121,690	36,507	85,183
Hartlepool	39,872	11,962	27,910
Middlesbrough	54,391	16,317	38,074
Redcar and Cleveland	61,741	18,522	43,219
Stockton-on-Tees	81,659	24,498	57,161
Darlington	45,687	13,706	31,981
County Durham	232,315	69,695	162,621
Northumberland	152,286	45,686	106,600
North Yorkshire	284,147	85,244	198,903
Barnsley	103,916	31,175	72,741
Doncaster	129,590	38,877	90,713
Rotherham	114,054	34,216	79,838
Sheffield	209,567	62,870	146,697
Bradford	191,797	57,539	134,258
Calderdale	89,656	26,897	62,759
Kirklees	174,286	52,286	122,000
Leeds	282,290	84,687	197,603
Wakefield	145,230	43,569	101,661

City of Kingston upon Hull	97,562	29,269	68,293
East Riding of Yorkshire	162,998	48,899	114,099
North East Lincolnshire	68,737	20,621	48,116
North Lincolnshire	75,722	22,717	53,005
York	79,016	23,705	55,311
Gloucestershire	267,846	80,354	187,492
Bath and North East Somerset			
Somerset	73,175	21,953	51,223
Bristol, City of	147,380	44,214	103,166
North Somerset	93,659	28,098	65,561
South Gloucestershire	114,519	34,356	80,163
Swindon	85,293	25,588	59,705
Wiltshire	211,810	63,543	148,267
Devon	349,905	104,972	244,934
Somerset	245,687	73,706	171,981
Cornwall	252,451	75,735	176,716
Plymouth	102,938	30,881	72,057
Torbay	61,485	18,446	43,040
Isles of Scilly	1,079	324	755
Dorset	198,943	59,683	139,260
Hampshire	590,988	177,296	413,692
Bournemouth	69,448	20,834	48,614
Poole	64,608	19,382	45,226
Portsmouth	73,369	22,011	51,358
Southampton	79,532	23,860	55,672
Isle of Wight	66,265	19,880	46,386
East Sussex	243,565	73,070	170,496
Kent	634,974	190,492	444,482
Surrey	488,369	146,511	341,858
West Sussex	359,934	107,980	251,954
Medway	107,844	32,353	75,491
Brighton and Hove	100,964	30,289	70,675
Buckinghamshire	222,632	66,790	155,842
Oxfordshire	266,747	80,024	186,723
Bracknell Forest	46,399	13,920	32,479
West Berkshire	68,467	20,540	47,927
Reading	51,735	15,521	36,215
Slough	45,208	13,562	31,646
Windsor and Maidenhead	61,708	18,512	43,196
Wokingham	68,338	20,501	47,837

**1 Population is the mid-year estimates of population in 2011, as published by the Office for National Statistics**

## Appendix B: Eligible population

Local authorities have a statutory obligation to make arrangements for everyone eligible aged 40 to 74 to be offered a NHS Health Check once in every five years and, where people remain eligible, for them to be recalled for another check every five years after that.

Appendix A documents the eligible population, which is calculated using the ONS estimates minus exclusions. Those diagnosed with the following are excluded from the programme:

- coronary heart disease
- chronic kidney disease (CKD)<sup>3</sup>
- diabetes
- hypertension
- atrial fibrillation
- transient ischaemic attack
- hypercholesterolaemia
- heart failure
- peripheral arterial disease
- stroke

In addition, people being prescribed statins, and people who have previously had an NHS Health Check or any other check undertaken through the health service in England, and found to have a 20% or higher risk of developing cardiovascular disease over the next 10 years, are excluded from the programme. This is because their condition is presumed to be being managed via other routes.

Full Read codes are available on the website: [www.healthcheck.nhs.uk](http://www.healthcheck.nhs.uk)

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<sup>3</sup> Stage 3, 4 or 5 of CKD within the meaning of the National Institute for Health and Clinical clinical guideline 73 on Chronic Kidney Disease, published in September 2008.