



# My Example Report

Report reference: EG.001

Report creation date-time: 04/12/2023, 21:53 PM

Data cutoff date-time: 31/10/2023, 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

Variation  
Assurance

Neutral



- # 1 - Attendances

Updated to

02-Aug-2020

Target

-

Set by

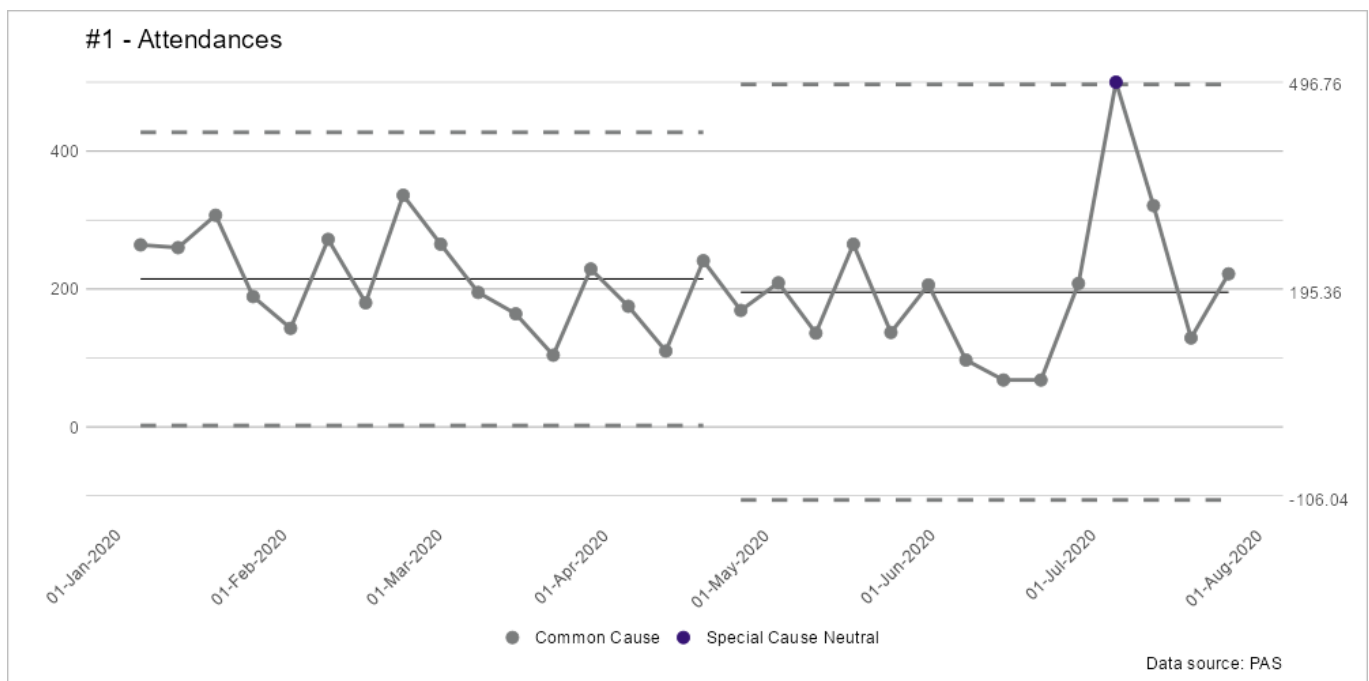
-

Actual

222



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

02-Aug-2020

Target

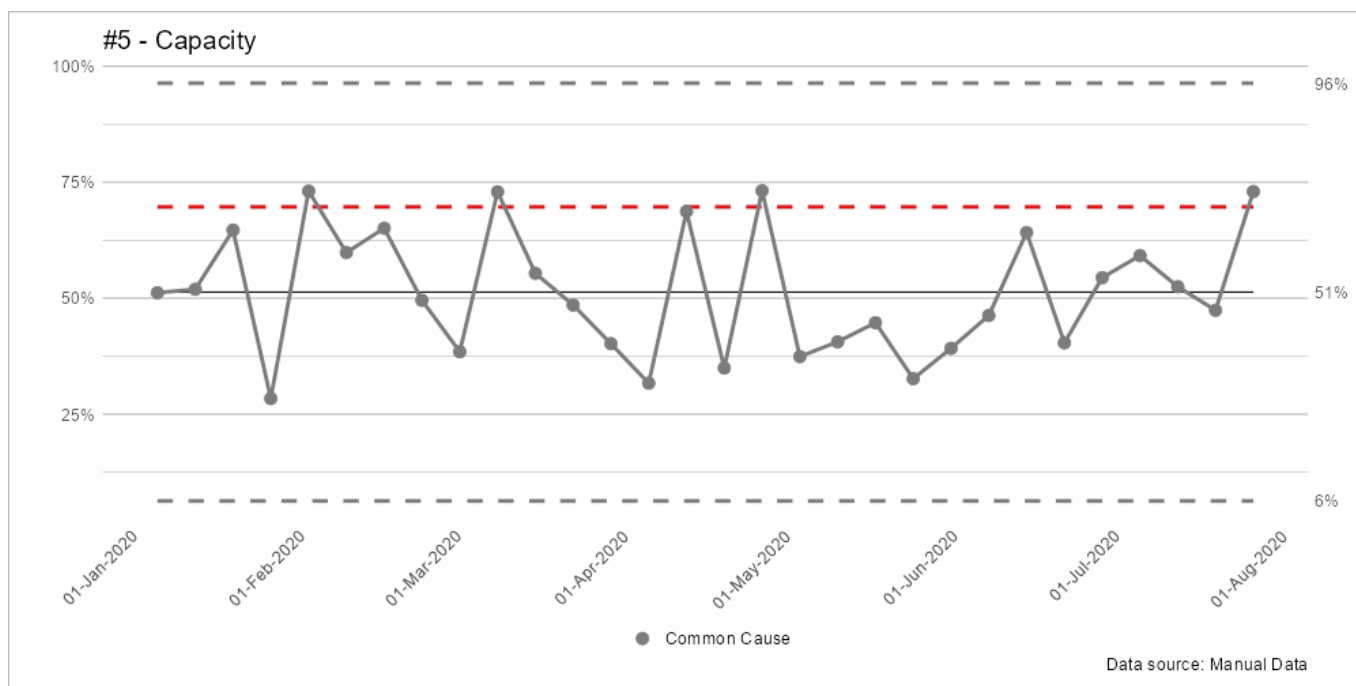
≤ 69.7%

Set by

NHSE

Actual

73%



Accountable Person: Hannah Harvey (Service GM)

Reviewed at: Service performance meeting

Escalated (if needed) to: Divisional performance meeting

Data Owner: Divisional Information Team

# - # 10 - Answers per day

Updated to

02-Aug-2020

Target

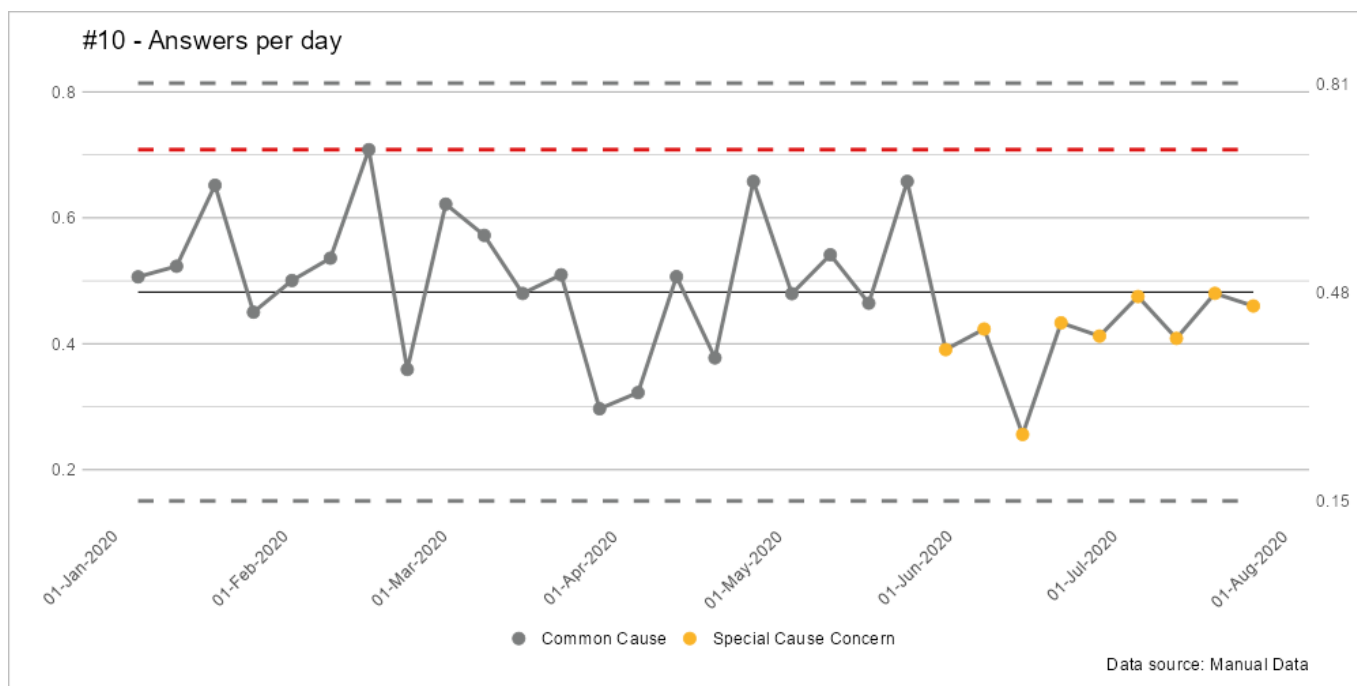
≥ 0.71

Set by

Trust

Actual

0.46



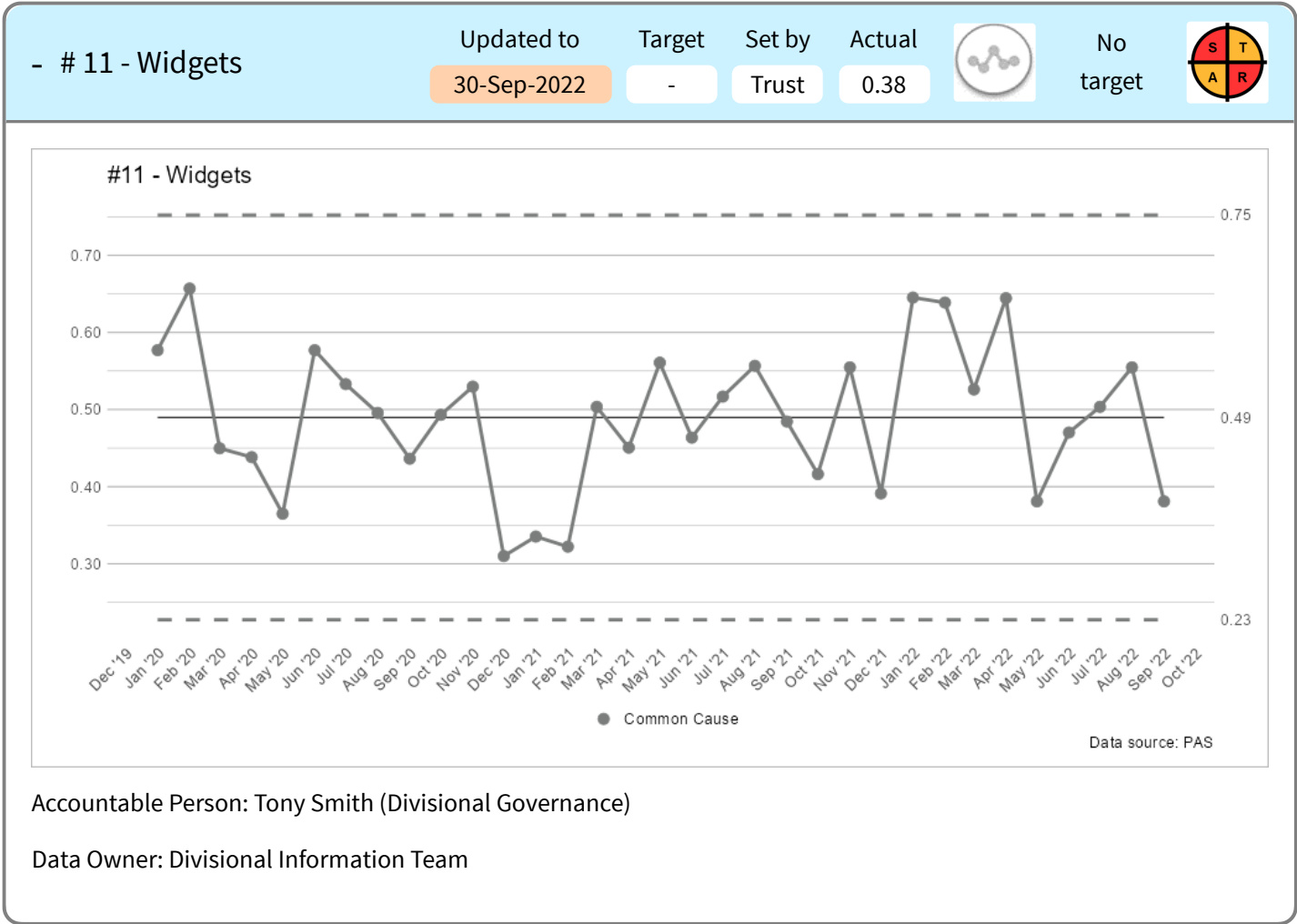
Accountable Person: Hannah Harvey (Service GM)

Data Owner: Divisional Information Team

# Area 2

Variation

Assurance



# - # 16 - % Test passes

Updated to

02-Aug-2020

Target

≥ 90%

Set by

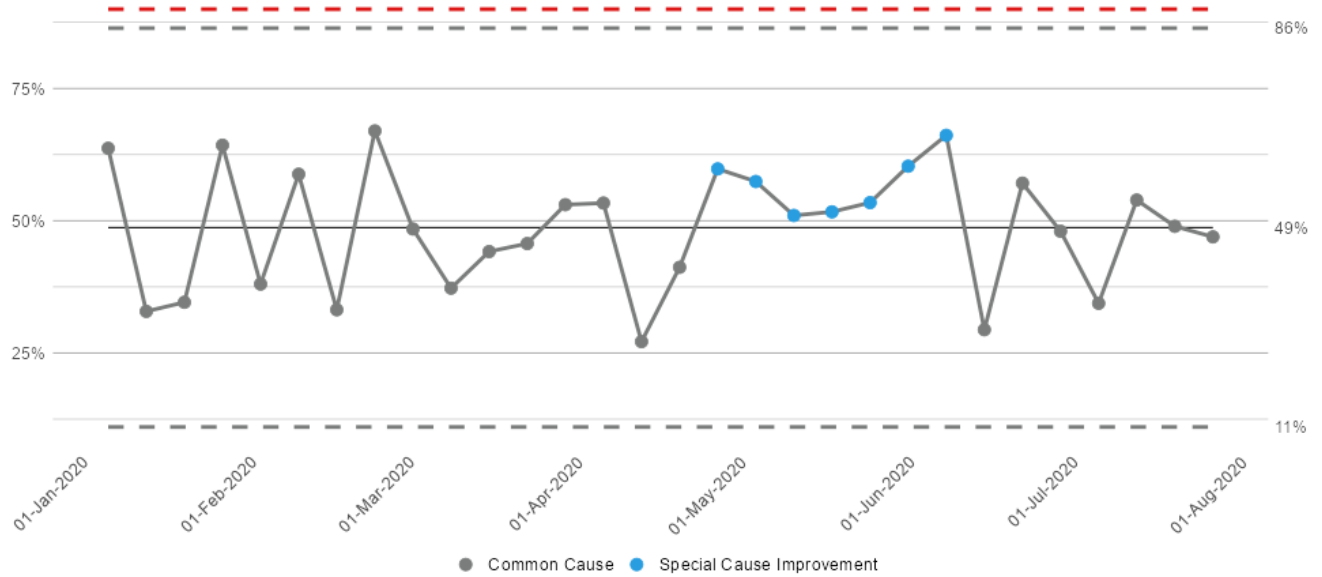
Division

Actual

47%



#16 - % Test passes



Data source: Manual Data

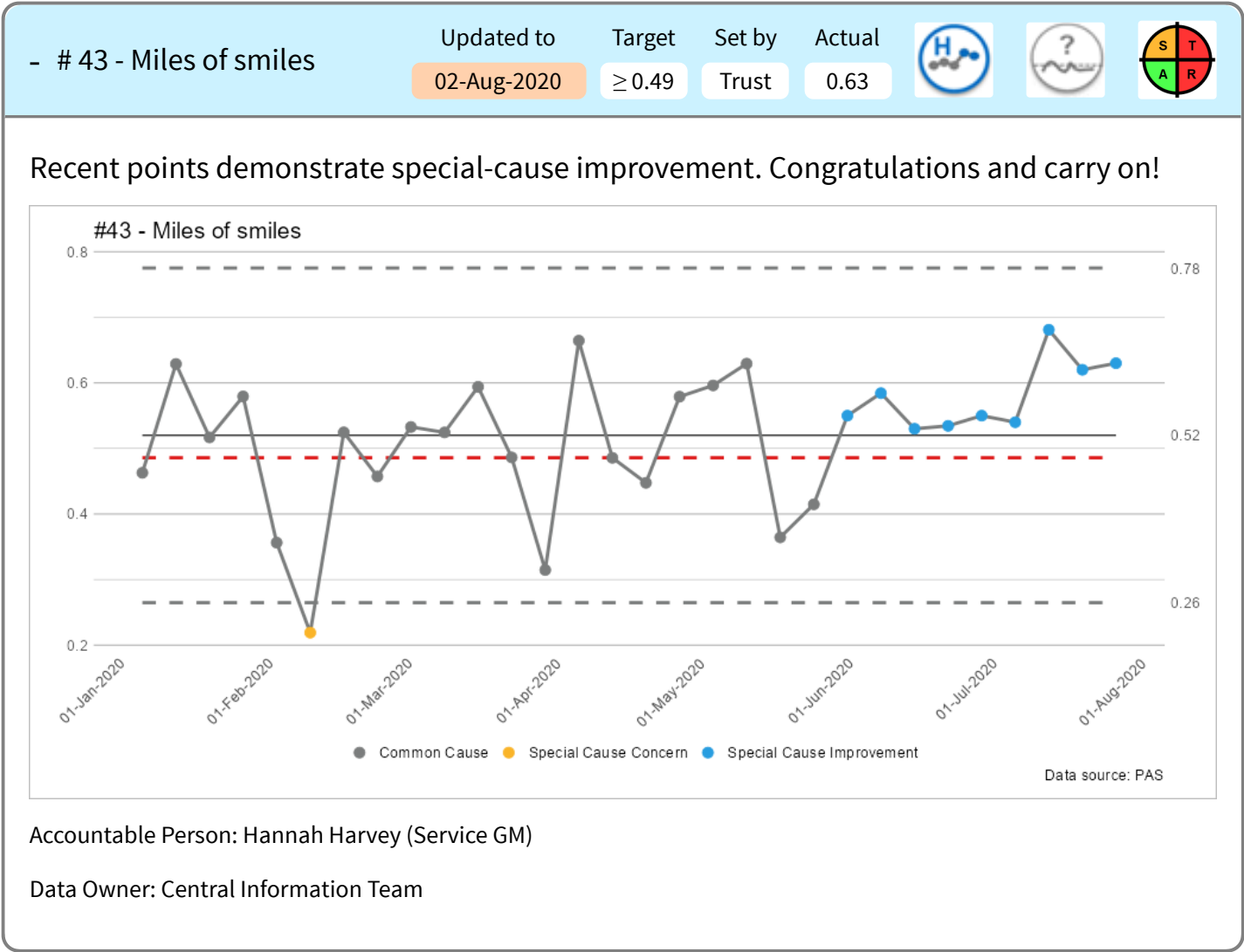
Accountable Person: Sally Fenwick (Divisional HR)

Data Owner: Corporate HR

# Zone 3

Variation

Assurance



## - # 1 - Attendances

Updated to

30-Sep-2022

Target

-

Set by

-

Actual

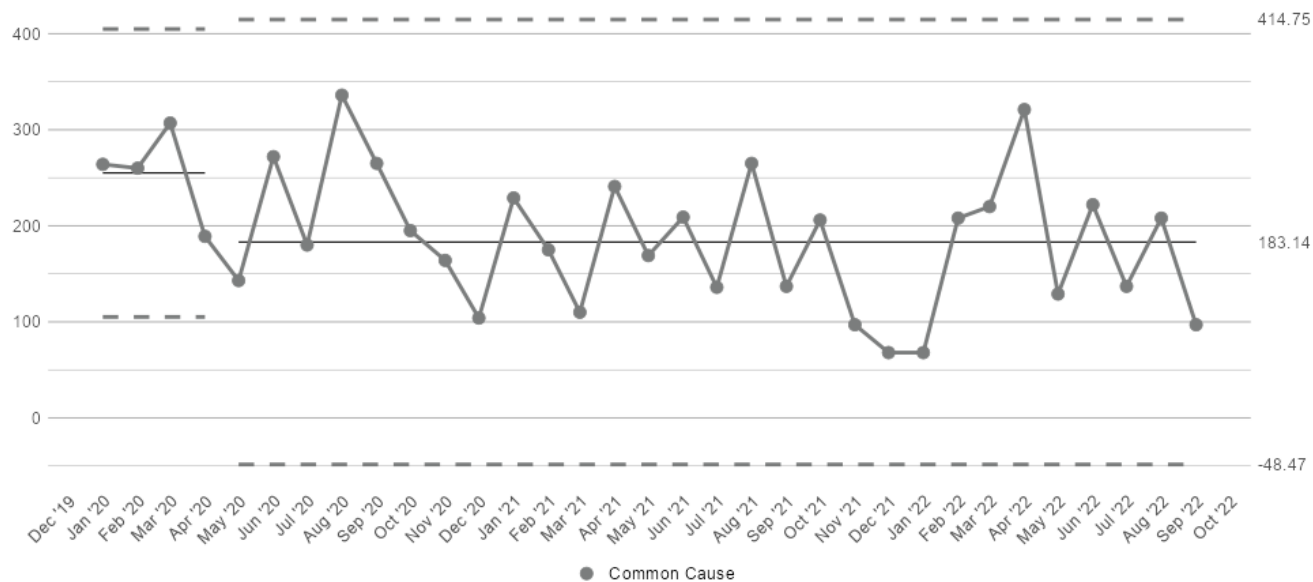
97



Neutral



#1 - Attendances



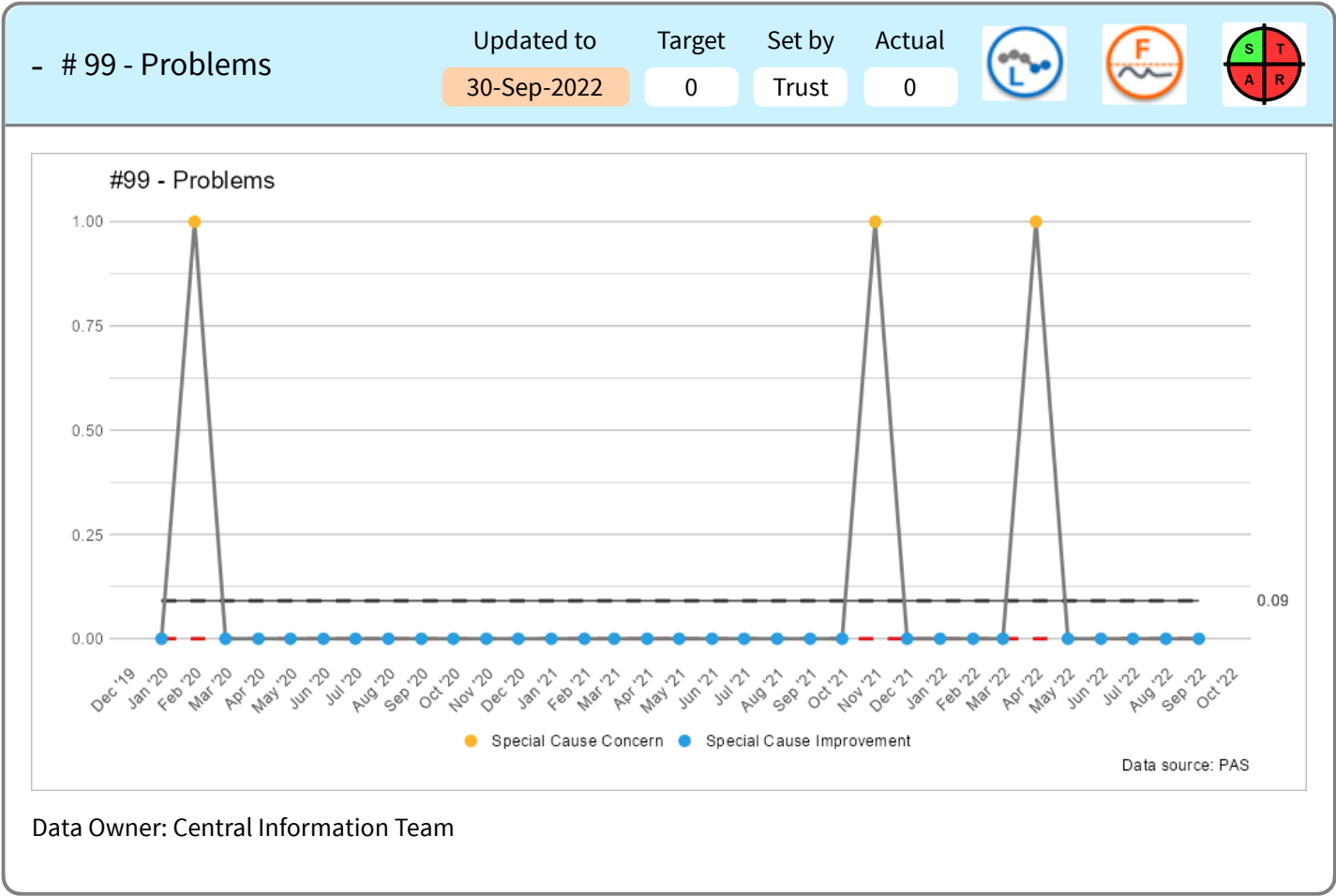
Rebase comments: Rebased to demonstrate the method. Add the rebase\_dates and rebase\_comment to 'measure\_config.xlsx'.

Data Owner: Central Information Team

# Room 101

Variation

Assurance





# # 99 - Problems (time-between)

Updated to

31-Oct-2023

Target

-

Set by

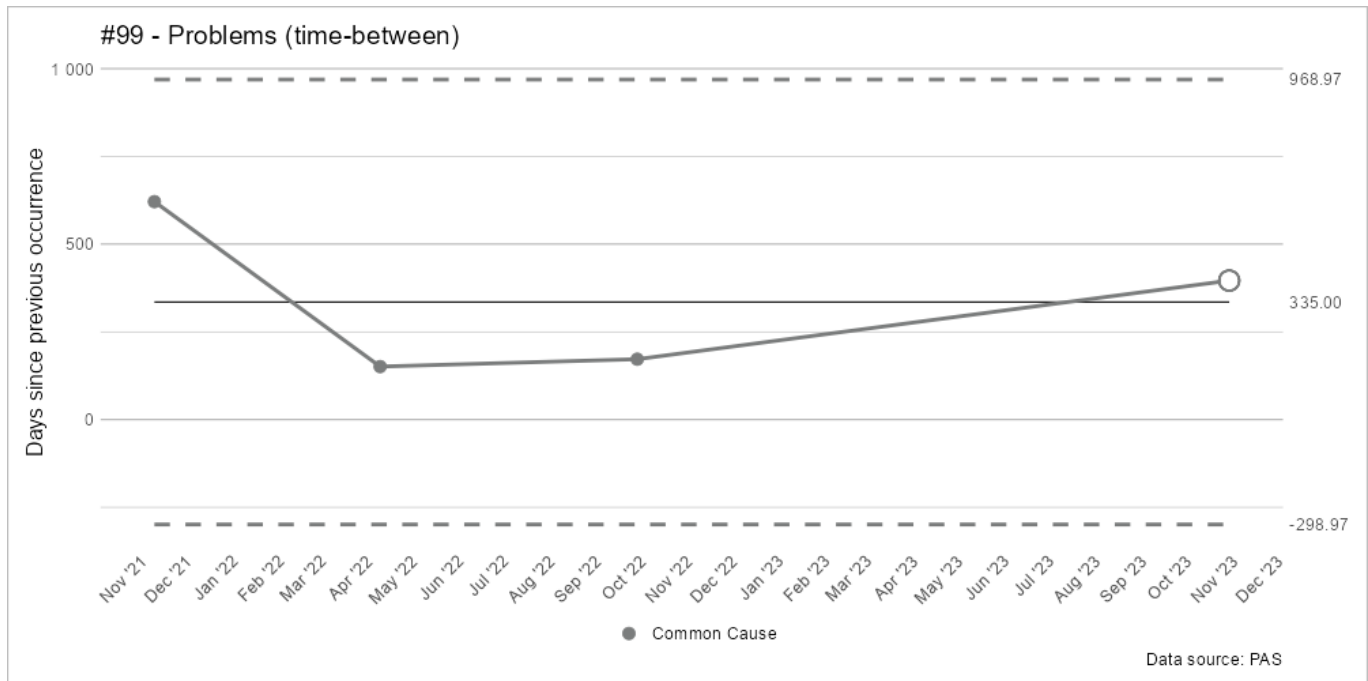
Trust

Actual

396d



No target



Data Owner: Central Information Team

# 101 - No more problems  
(time-between)

Updated to

31-Oct-2023

Target

-

Set by

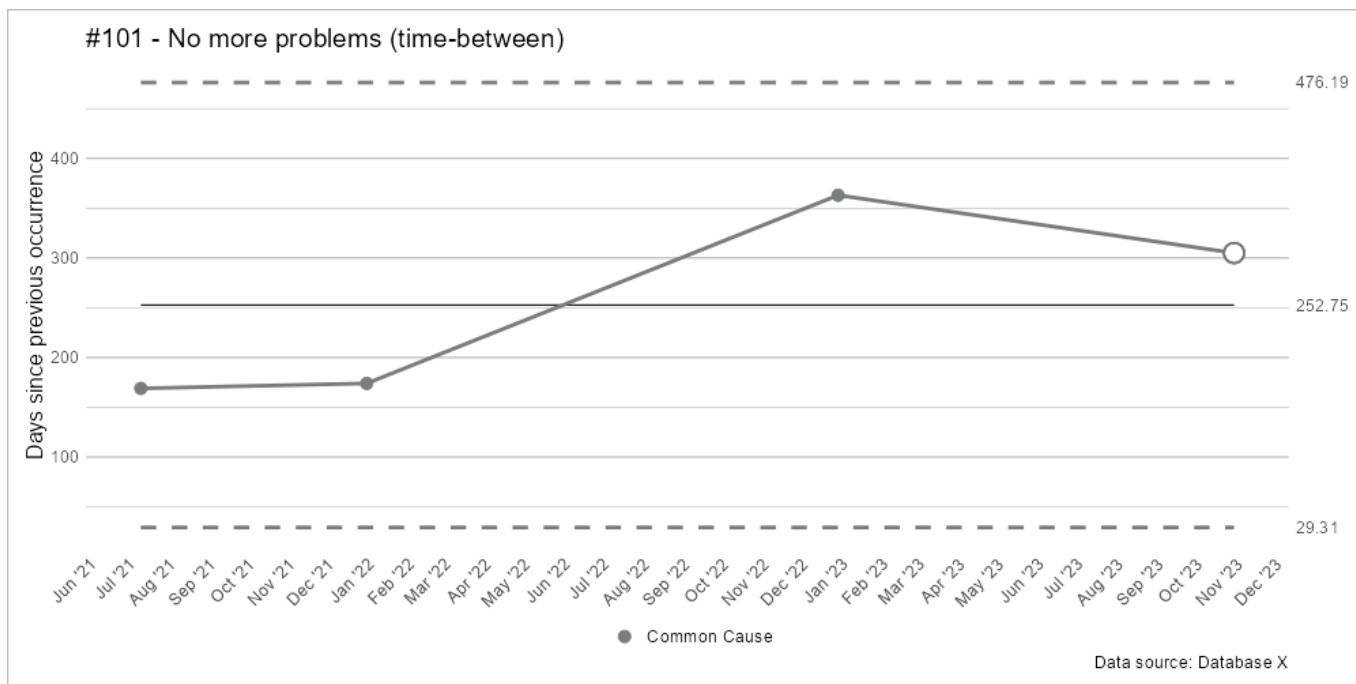
Division

Actual

305d



No  
target







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](mailto:a.author@example.com)

Session metadata for report author