

SCOTTISH HOSPITAL SERVICEMENTAL HEALTH STATISTICS

1. S.H.M. 62/34 explained the system for collecting statistics about psychiatric in-patients (including patients receiving treatment for mental deficiency) which was introduced in the Scottish Hospital Service as from 1st June, 1962.
2. In the light of experience of this system both within the hospital service and in the Department, and following consultation with a number of psychiatrists and hospital records officers, it has been decided to revise the method of collecting the data and, to a certain extent, some of the data. This possibility was foreseen in S.H.M. 62/34 which is superseded by this memorandum. It is hoped that the changes will further lessen the work of recording at the hospital and enable more useful information to be collected.
3. The revised scheme will come into effect on 1st January, 1963, but in order to provide a comprehensive record a census of all patients resident at midnight on 31st December, 1962, will be taken. From that date the returns will provide the basis for a national register of in-patient treated psychiatric morbidity. The register will be used for Departmental research into the patterns of hospital treatment and into aetiology. It is also hoped that psychiatrists will wish to avail themselves of this body of data for their own research or other purposes.

How the revised scheme will work

4. For the present index card (which must be transmitted more than once between the Department and the hospital) the new system substitutes a pad of three sheets with carbon inserts. The top sheet consists of Part 1 of the return on which will be recorded the admission data. The two lower sheets consist of Part 1 and Part 2 on which the discharge data will be recorded.
5. On the admission or transfer of a patient to in-patient psychiatric care on or after 1st January, 1963, the top sheet should be completed, carbon copies being made on the two lower sheets. The top sheets should then be sent in weekly batches to Statistics Branch, Scottish Home and Health Department (see address in paragraph 12). The lower sheets should at that stage be retained at the hospital.
6. On the discharge of a patient Part 2 of the return should be completed on the middle sheet, a carbon copy being made on the bottom sheet. (An explanation of the term "on discharge" is contained in Appendix II of this memorandum.) The middle sheets should then be sent (again in weekly batches) to Statistics Branch, the bottom sheets being retained by the hospital for its own use.
7. Thus, on the admission of a patient Scottish Home and Health Department will receive an admission return; on discharge the Department will receive a complete admission and discharge return. A complete admission and discharge return will also remain with the hospital. This procedure will reduce clerical work and also provide a complete record for hospital use.
8. Instructions for the completion of the new data sheets are contained in Appendix II of this memorandum, additional copies of which may be obtained from Statistics Branch. Supplies of the pads containing the sheets will be issued to Regional Hospital Boards for distribution to hospitals before the census date. The form of the new return is set out in Appendix I.

Census of all patients resident at 31st December, 1962

9. For this purpose Part 1 of the new return should be completed in respect of each patient resident at midnight on 31st December, 1962. "Patients resident" should be taken as including patients on leave of absence at that time for a period of three months or less, and patients absent without leave. Hospitals are asked to complete the returns for all patients resident at 31st December, 1962, and send them to Statistics Branch as soon as practicable after that date.

10. The transitional arrangements described in paragraphs 11-14 of S.H.M. 62/34 which have been used in the case of patients admitted to hospital before 1st June, 1962, and discharged on or after that date, will not apply to patients discharged on or after 1st January, 1963. On the discharge on or after that date of any patient resident at the date of the census, the procedure described in paragraph 6 of this memorandum should be followed. In the event of any subsequent readmission the procedure in paragraph 5 should be adopted.

Inquiries

11. Tables derived from the collected data will be published annually. In addition, the Department will consider any requests from those concerned with the subject for further analyses of the collected data.

12. Any inquiries about the scheme should be addressed to:-

Statistics Branch,
Scottish Home and Health Department,
Room 130,
St. Andrew's House,
Edinburgh, 1.

Telephone extension:- 122 or 179

Scottish Home and Health Department,
Edinburgh, 1.

10th December, 1962.

STAT/M.H. PT. B.

APPENDIX I

PART 1

MENTAL HEALTH STATISTICS - SCOTLAND

S.H.M.62/73

IN-PATIENT ADMISSION (to be returned in respect of each in-patient admission or transfer to the care of a psychiatrist). On admission complete Part 1 and send top copy to Scottish Home and Health Department.

| | | | | | |
|--|--------------------------|----------|---|--------------------------|---------|
| HOSPITAL | <input type="text"/> | Col. 1-3 | REGISTER CODE (enter appropriate code number) | <input type="text"/> | Col. 40 |
| NAME OF PATIENT Given names | <input type="text"/> | 4-5 | 0. CENSUS | | |
| PRESENT SURNAME | <input type="text"/> | 6-14 | 1. FIRST PSYCHIATRIC ADMISSION | | |
| MAIDEN SURNAME | <input type="text"/> | 15-16 | 2. READMISSION - PREVIOUSLY ADMITTED BEFORE CENSUS ONLY | | |
| SEX 1. Male 2. Female | <input type="checkbox"/> | 17 | 3. READMISSION - PREVIOUS ADMISSION ONLY SINCE CENSUS | | |
| USUAL ADDRESS | <input type="text"/> | 18-19 | 4. READMISSION - IN HOSPITAL ON CENSUS DATE | | |
| DATE OF BIRTH | <input type="text"/> | 20-25 | IF READMISSION, NAME OF LAST HOSPITAL | <input type="text"/> | 41-43 |
| PLACE OF BIRTH (Town or County) | <input type="text"/> | 26-27 | CATEGORY OF ADMISSION (enter appropriate code number) | | |
| MARITAL STATUS (enter appropriate code number) | | | 0. ADMITTED COMPULSORILY BEFORE 1st JUNE 1962 (census only) | <input type="checkbox"/> | 44 |
| 1. Never married | | | 1. NOT COMPULSORY | | |
| 2. Married | <input type="checkbox"/> | 28 | 2. PART IV SEC. 24 (age limits not applicable) | | |
| 3. Widowed | | | 3. PART IV SEC. 24 (age limits apply) | | |
| 4. Divorced | | | 4. PART IV SEC. 31 | | |
| 5. Other | | | 5. PART V (without restriction) | | |
| OCCUPATION (of husband in case of a married woman, and of a parent or guardian in the case of a child) | <input type="text"/> | 29-31 | 6. PART V (with restriction) | | |
| | <input type="checkbox"/> | 32 | 7. HOLIDAY ADMISSION | | |
| RELIGION (enter appropriate code number) | | | SOURCE OF REFERRAL (enter appropriate code number) | <input type="checkbox"/> | 45 |
| 1. Protestant 2. Roman Catholic 3. Jewish | | | 0. OUT-PATIENT CLINIC | | |
| 4. Other 5. Not known or none | <input type="checkbox"/> | 33 | 1. DAY UNIT | | |
| DATE OF CURRENT ADMISSION | <input type="text"/> | 34-39 | 2. DOMICILIARY VISIT (NHS) | | |
| | | | 3. PRIVATE PSYCHIATRIST | | |
| | | | 4. NON-PSYCHIATRIC CLINIC or WARD | | |
| | | | 5. GENERAL PRACTITIONER | | |
| | | | 6. SELF or RELATIVES | | |
| | | | 7. PRISON or JUDICIAL AGENCY | | |
| | | | 8. LOCAL AUTHORITY AGENCY | | |
| | | | 9. TRANSFER FROM OTHER PSYCHIATRIC IN-PATIENT CARE | | |
| | | | DIAGNOSIS ON ADMISSION | | |
| | | | PRINCIPAL | <input type="text"/> | 46-49 |
| | | | OTHER | <input type="text"/> | 50-53 |

PART 2 On discharge, death or transfer to another hospital complete Part 2 and send it to Scottish Home and Health Department. The hospital may retain the bottom copy for its own use.

| | | | | | |
|---|--------------------------|------------|---|--------------------------|---------|
| DATE OF DISCHARGE | <input type="text"/> | Col. 54-59 | STATUTORY CATEGORY IMMEDIATELY BEFORE DISCHARGE (enter appropriate code number) | <input type="checkbox"/> | Col. 62 |
| DISPOSAL ON DISCHARGE (select one item from the list below and enter the appropriate code number) | | | 1. NOT COMPULSORY | | |
| 01 Died | <input type="checkbox"/> | 60-61 | 2. PART IV Sec. 24 (age limits not applicable) | | |
| 11. Left of own accord | | | 3. PART IV Sec. 24 (age limits apply) | | |
| Discharge without further referral because:- | | | 4. PART IV Sec. 31 | | |
| 21. No further referral recommended. | | | 5. PART V (without restriction) | | |
| 22. Patient refused further referral. | | | 6. PART V (with restriction) | | |
| Discharged and referred to:- | | | 7. HOLIDAY ADMISSION | | |
| 31. Other psychiatric in-patient care. | | | OCCUPATIONAL CONDITION ON DISCHARGE (enter appropriate code number) | <input type="checkbox"/> | 63 |
| 32. Neurosurgical in-patient care. | | | 0. Not assessed | | |
| 33. Geriatric in-patient care. | | | 1. Fit for employment without further training | | |
| 34. Other in-patient care. | | | 2. Fit for sheltered employment without further training | | |
| 35. Prison or other judicial custody. | | | 3. Maybe fit for employment after further training | | |
| 36. Other residential institution | | | 4. Unlikely to be fit for employment | | |
| 41. Out-patient care. | | | DIAGNOSIS AT DISCHARGE | | |
| 42. Day Unit. | | | PRINCIPAL | <input type="text"/> | 64-67 |
| 51. Statutory guardianship. | | | OTHER | <input type="text"/> | 68-71 |
| 90. Other (specify). | | | IF DEAD, REGISTERED PRIMARY CAUSE OF DEATH | | |
| | | | | <input type="text"/> | 72-75 |
| | | | DURATION OF STAY (WEEKS) (Not to be coded at hospital) | <input type="text"/> | 76-79 |

APPENDIX II

Mental Health Statistics - Scotland

Instructions for Completion of Hospital Index Sheets

The index sheets have been designed so that the information can be transferred to punched cards and analysed mechanically. The column numbers shown on the sheets are for use in machine processing. When entering numbers in the boxes provided on the sheets, enter units in the right hand box, tens in the box on its left, hundreds in the box to the left of tens, etc. Where there are two boxes and the entry is 9, the boxes on completion should show 0/9; where there are three boxes and the entry is 29 the boxes on completion should show 0/2/9. No boxes should be left blank except where the information is to be coded by the Department (see detailed notes below) and where the letters of a patient's surname are fewer than the number of boxes provided. Box 63 should be left empty in the case of dead patients. Apart from these boxes, where there is no entry insert 0.

Each sheet apart from the top copy, which contains only Part 1, is in two parts. Part 1 is for recording particulars of the patient on admission, and Part 2 for completing the record on discharge. On the admission of a patient, Part 1 should be completed and the top copy sent to Statistics Branch, Scottish Home and Health Department, where the data will be transferred to punched cards and the sheet retained. On discharge, Part 2 should be completed on the second sheet and this should be sent to Statistics Branch, where, after recording on a punched card, it will be retained. The information recorded both on admission and discharge of the patient will therefore be available at Scottish Home and Health Department (second copy) and at the hospital (third copy).

"On discharge" in this instance should be taken as including on transfer to another hospital, whether for psychiatric or other treatment, or on the death of the patient. It does not include, however, changes in the status of the patient while remaining in the same hospital or transfers between hospitals for holiday purposes (see note on "Category of Admission" below).

When a compulsory patient leaves the hospital on leave of absence and is expected to remain away for longer than three months, Part 2 of the sheet should be completed even if he is not then discharged from detention in terms of the Mental Health (Scotland) Act, 1960. Part 1 of a new sheet should be completed if he subsequently has to be readmitted. Part 2 should not, however, be completed in respect of any patient (compulsory or informal) who leaves the hospital for a weekend, holiday, etc., and is expected to return within three months.

Where a compulsory patient absents himself without leave, Part 2 of the sheet should not be completed until the period allowed for his retaking has expired, i.e. until he has been "discharged by escape". In such cases, the entry in boxes 60 and 61 (Disposal on Discharge) will be 11 (left of own accord).

PART 1 of the sheet

- Hospital: Enter the name of the hospital in the space provided and enter the appropriate code number in boxes 1 to 3.
- Name of Patient: Write the given names and maiden surname in the spaces provided. Enter the surname in the appropriate boxes, beginning on the left and entering each letter in a box. If the name is too long, enter as many letters as there are boxes.

Sex: Enter 1 for male, 2 for female in box 17.

Usual Address: Enter in full in the space provided. The area of reference will be coded by the Department in boxes 18 and 19.

Date of Birth: Enter day, month and last two figures of the year in the appropriate boxes.

Place of Birth: Enter town or county if in Scotland. If outside Scotland enter country only.

Marital Status: Enter the appropriate number in box 28. In the case of a married patient, the figure 1 should be entered where he or she is living with his or her spouse, and 4 where he or she is separated.

Occupation: If the patient is 18 years of age or over on admission and has or has had an occupation, enter his occupation in the space provided. The entry should give full details and be as precise as possible. The occupation will be coded by the Department.

If the patient is either under 18 years of age or has had no occupation, give details of the occupation of the person (parent, relative or other person) responsible for providing for him before admission, and indicate that this is the parent's, relative's etc. occupation.

In the case of a married woman or widow enter her husband's occupation whether or not she herself is gainfully employed.

Where the patient, person responsible for him, or patient's husband is unemployed, enter the usual occupation; where he is retired give the last regular occupation and add the word "retired".

Religion: Enter the appropriate number in box 33.

Date of Current Admission: Enter day, month and last two figures of the year in the appropriate boxes.

Register Code: Enter the appropriate number in box 40. Enter 0 for all patients resident at midnight on 31st December, 1962. "Patients resident" should be taken as including patients on leave of absence at that time for a period of three months or less, and patients absent without leave. Enter 1, 2, 3 or 4 as appropriate for an admission on or after 1st January, 1963. If a readmission, enter the name of the last hospital in the space provided and the appropriate code number in boxes 41 to 43.

Category of Admission: Enter the appropriate number in box 44.

Enter 0 in the case of all patients admitted before 1st June 1962 as certified patients whether or not they were subsequently reclassified to informal status before or after that date. Any change in status will be recorded on Part 2 of the sheet when the patient is discharged (see note on "Statutory Category immediately before Discharge" below).

Enter 1 for all patients admitted without formality before or after 1st June, 1962, including patients admitted to mental hospitals as voluntary patients. This category should also include patients admitted on a probation order under section 3 of the Criminal Justice (S), Act, 1949, or on remand for inquiry into mental condition under section 27 of that Act. Patients admitted on remand under section 54 of the Mental Health (S) Act, 1960, should, on the other hand, be shown as admitted under Part V (without restriction).

In the case of a patient admitted under section 24 of the Mental Health (S) Act, 1960, enter 2 or 3 depending on whether or not his mental disorder is of a type subject to age limits. If he is a mental defective capable of living an independent life, or mentally ill and suffering from a persistent behaviour disorder only, enter 3 (age limits apply). If his mental disorder is of a type not subject to age limits enter 2 (age limits not applicable).

Enter 4 if the patient has been admitted on an emergency recommendation under section 31 of the Act.

In the case of a patient admitted on an order by the criminal courts or on transfer from prison or a similar institution under Part V of the Act, enter 5 or 6 depending on whether or not the patient's discharge is subject to restriction.

Enter 7 for a holiday admission. This type of admission applies particularly to mental defectives who are admitted to hospital temporarily while the parent or guardian has a rest or holiday. This category should not be used for the temporary admission of patients transferred between hospitals for holiday purposes; no return should be made in respect of such admissions.

In the case of a compulsory patient transferred to hospital from another hospital, or from guardianship, under section 37 of the Act, or admitted on transfer from England, Wales or Northern Ireland etc., enter the code number appropriate to the Part of the Act under which he is to be detained.

It should be noted that where a compulsory patient is "discharged" in terms of the Act but remains in this hospital as an informal patient, or where an informal patient already in the hospital has to be "admitted" compulsorily in terms of the Act, it is not necessary to complete Part 2 of the sheet and Part 1 of a new sheet.

Source of Referral:

Enter the appropriate number in box 45. The number 7 (prison or judicial) should be entered only if the patient was committed to hospital by the criminal courts or transferred from prison or a similar institution. Compulsory admission under Part IV of the 1960 Act on an application under section 24 approved by the sheriff should not be entered as "prison or judicial", but as "domiciliary visit", "general practitioner", or "local authority agency", etc., as appropriate.

Diagnosis on Admission:

Enter the principal diagnosis and, if applicable, a secondary diagnosis in the spaces provided. The code numbers will be entered in the boxes by the Department.

PART 2

General:

See introductory paragraphs of this Appendix on the circumstances in which this Part of the sheet is to be completed, and the note on reclassification under the heading "Category of Admission".

Date of Discharge:

Enter day, month and last two figures of the year in the appropriate boxes.

Disposal on Discharge:

Enter the appropriate number in boxes 60 to 61.

Statutory
Category immedi-
ately before
Discharge:

Enter the appropriate number in box 62. Patients admitted compulsorily before 1st June 1962 (see note on "Category of Admission" above) should be classified as 1, 2, 3, 5 or 6 as appropriate. A Table setting out the various categories of patients under the Lunacy and Mental Deficiency Acts and the provisions of the 1960 Act to which they should be regarded as subject is contained in the Appendix to the Notes on the Transitional Provisions of the Act.

Occupational
Condition on
Discharge:

Enter the appropriate number in box 63.

Diagnosis at
Discharge:

Enter the precise diagnosis at discharge (i.e., the final diagnosis of the condition for which the patient was treated in hospital) in the space provided. Provision has been made for a secondary diagnosis under this heading. If the diagnosis on discharge is classifiable to section 17 (accidents, poisoning, and violence) of the International Statistical Classification of Diseases, give sufficient detail to enable either the E or N codes to be entered. The diagnoses will be coded in the boxes by the Department.

Registered Cause
of Death:

In cases where the patient is discharged by death enter the registered primary cause of death in the space provided. The code will be entered in the boxes by the Department.

Duration of Stay:

The appropriate number of weeks will be entered in boxes 76 to 79 by the Department.

Coding:

Except where the hospital has been asked specifically to enter code number(s) all coding will be done by the Department.