CMP Statement of Expectation
Between the participating unit and the CMP/ICNARC

As part of participation in Case Mix Programme (CMP):

The participating unit will

1. Ensure CMP data collection is appropriately resourced in terms of local staff to capture, enter and validate the data.

2. Ensure the required IT infrastructure is in place.

3. Ensure that CMP compliant software is installed in your unit by one of our registered software developers, so you can collect, submit and edit data.

4. Accurately enter all obtainable data for all admissions to your unit, checking definitional queries against the CMP Data Collection Manual and with the CMP team at ICNARC.

5. Submit data on a quarterly basis, within four weeks of period end.

6. Return corrected first Data Validation Report (DVR) within six weeks of receipt and return corrected subsequent DVRs (DVR2+) within four weeks of receipt.

7. Pay invoices received from ICNARC within 30 days of the date of the invoice.

8. Keep the CMP team at ICNARC updated of any changes to:
   - staff involved in local CMP data collection;
   - physical changes to the unit or to the type of care delivered by the unit; and
   - any changes to the Trust's hospital configuration.

9. Provide constructive feedback to help develop the CMP according to the needs of the participating units.

The CMP will

1. Ensure data are stored and managed securely, according to standards set by national regulatory bodies.

2. Provide comprehensive supporting documentation to assist participating units in data collection and data entry (e.g. CMP Data Collection Manual, CMP Data Collection Form).

3. Provide regular assistance to data collectors, through a variety of channels, to aid the understanding and application of the data definitions.
4. Provide participating units with accurate, comparative data to highlight areas for improvement and local successes (e.g. unexpected deaths and survivors) in the delivery of care.

5. Process all data and send a DVR to units within three weeks.

6. Process all subsequent DVRs and return to units within three weeks.

7. Produce Data Analysis Reports (DARs) within one week of all validation work being completed.

8. Monitor the performance of each participating unit (i.e. timeliness of data submission and validation), contacting data collectors where necessary and trying to assist struggling units.

9. Consider and respond to requests for ad hoc reports from your unit/hospital/NHS Trust.

10. Provide regular communication and updates about CMP developments to unit participants.

11. Actively seek and respond to constructive feedback provided from participating units.

12. Provide the opportunity to attend CMP events where national data and research from the CMP database will be presented.

13. Annually review the CMP subscription fee and communicate updates to all participating units accordingly.

14. Continuously seek to improve the service delivered by the CMP team at ICNARC to participating units.