



The
Information
Centre

for health and social care

Information and Guidance for the Social Services Staffing Collection (SSDS001) 2009/10

The NHS Information Centre
is England's central, authoritative source
of health and social care information.

Acting as a 'hub' for high quality, national,
comparative data, we deliver information for local
decision makers, to improve the quality and
efficiency of care.

www.ic.nhs.uk

Author: The NHS Information Centre, Adult Social Care

Version: 1.0

Date of Publication: August 2009

Contents

Contents	3
General Notes on Completion of Return SSDS001	4
Coverage	4
General Notes on the Form	4
Notes on Completion of the Template	9
Councils with Adult Social Services Responsibilities (CASSR) Details	9
Data Entry Format	9
Validation	10
Summary	11
Edit Data Button	11
Reset Data Entry Form Button	11
Returning Data to the NHS Information Centre for health and social care	11
Notes on SSDS Job Codes	12
Strategic/Central staff (Section 1)	12
Provision Specifically for Adult Services	13
Hospital/Other Health Related Settings	13
Generic Provision	13
Support Staff	13
Domiciliary Service	14
Day Care Provision (Section 3)	14
Family Centres	14
Playgroups	14
Nursery Centres	14
Specialist Needs Establishments (Section 5)	15
Other Staff	15
Appendix A: Key of SSDS Job Codes	16
Appendix B: Key of Ethnicity Codes	21
Ethnicity Codes	21
Appendix C: Uploading the completed Staffing Return Template	23
Contacts	25

General Notes on Completion of Return SSDS001

Coverage

1. Return SSDS001 covers all staff, full and part time, directly employed by CASSR Social Services departments as at 30th September 2009.
2. The following categories are not to be included:
 1. Staff in CASSR Direct Service Organisations (DSOs) and independent units within the CASSR
 2. Staff working for LA/CASSR Trusts
 3. Staff employed under contracted-out arrangements
 4. Staff employed by voluntary organisations
 5. Staff on training or long term (that is, more than 3 months) sickness or maternity leave. Staff covering for those on long term absence should, however, be included

New guidance for 2009/10 is highlighted below

The following updates have been made to this document which were not present in previous years guidance these are.

1. The general notes on completion section has been moved to come before the completion of the template section.
2. Previous guidance used the term line codes when referencing specific job types included in the return. This term has now been replaced with SSDS Job codes within the document to make this consistent with column descriptions used within the proforma.
3. Three Appendices have been added to the guidance. Appendix 1 provides a key of SSDS job codes, Appendix 2 provides a key for ethnic codes and Appendix C describes using screenshots the process used to upload the return.

General Notes on the Form

Eligibility for inclusion within the return.

1. Data should relate solely to staff directly employed by the CASSR on the census day. Staff who are absent on full time training, short term sick leave (i.e. less than 3 months) or unpaid leave should be included in their "normal" staff category. People doing two jobs in social services should be treated as part time and both jobs counted separately, and the whole time equivalent (WTE) should be split between the two posts.
2. Where the CASSR does not have a formally designated social services department, the information supplied should relate to staff time spent on social services activity, estimated pro rata if necessary (**see also note 4**).

3. Include all staff employed by the CASSR in substantive posts on the census day, whether permanent or temporary. Where staff are on long term absence from a substantive posts, please do not double count temporary staff filling these posts. Staff employed in workshops should be included only where employed by social services
4. It is acknowledged that adult social services are increasingly linked with other CASSR departments' e.g. housing, education, amenities. Therefore what is fundamentally social services is increasingly problematic to define. In response to these changes Directors of Adult Social Services (DASS) are taking on extended remits i.e. these may possibly and often do include other areas for example as above education, leisure, housing.

Anyone employed by an extended social services department as described but working wholly on other areas, i.e. not social care/social services work should be excluded from SSDS001. To be included in SSDS001 they must be working in a clear social care role. If they are working across both social care and another work area (e.g. housing) CASSRs should apportion on a part time basis to the best of their ability the time an employee works on social care activities. It is acknowledged that in some cases this will not be an exact or completely accurate split.

Calculating and Recording Whole Time Equivalent (WTE) figures

5. Whole time equivalents should be shown to one decimal place. Hours worked should be contractual hours, rather than those actually worked on the census day. Staff figures should relate to function as closely as possible. For example, central and strategic staff need not necessarily be in HQ. Day care staff that are based in a residential establishment should be included under the appropriate day care heading(s), rather than under 'residential'.
6. For any grade where the CASSR does not have a standard working week, it is suggested that the WTE should be calculated on the basis of 39 (contractual) hours per week for care assistants, manual and domestic staff and 37 hours per week (36 hours in London) for other staff. Any person working approximately 37 or more contractual hours per week should be counted as **ONE** WTE for the purposes of this return.

Categorisation of particular job roles.

7. Throughout the return, the phrase 'support services staff' is to be understood as including administrative, clerical and ancillary staff.
8. Support services staff for day care and residential establishments includes drivers and escorts where establishment based.
9. Care staff in day centres should include care workers and care assistants and attendants.
10. Care staff in residential establishments should include care assistants and attendants.
11. Care managers are those designated by the CASSR social services department. Include 'case managers' in this line only if they have a supervisory function for care management provision.
12. In the return, 'elderly people with mental health problems' are to be included under 'elderly'.
13. The term 'children' (in section 2) and elsewhere is as defined in the Children Act. Broadly, this covers all children, including those with mental health needs and learning difficulties.

14. Joint roles

Social services staff may work across both adult and children's social care; in this case there are two scenarios:

- a. There is one role (one contract), which one member of staff is undertaking, but it involves working at separate times with both adults and children's social care.
 - Where there is no formal Service Level Agreement (SLA) or other agreement, this should be counted as one whole time equivalent (WTE) generic role.
 - Where there is a formal SLA or agreement, if a member of social services staff works within both adult and children's services during their normal working week, then the CASSR should apportion to the best of their ability the amount of time spent in each role within the return. That person should be recorded as per the appropriate group and type of staff for the proportion of the work that is undertaken within each role. It is acknowledged that in some cases this will not be an exact or completely accurate split.
- b. There are 2 distinct roles (two contracts for one person), one in children's social care and the other in adult social care, which a single member of staff occupies both on a part time basis.
 - In these cases record WTE in the correct adults and children's section in the appropriate line on the return. These are separate and distinct part time roles, and should therefore be recorded as such.

15. Corporate Staff (e.g. Finance, Human Resources)

If the corporate services are within the social services departmental budget (i.e. a department that includes a social care function), then these staff should be included in the SSDS001 return, otherwise they should be excluded.

Where corporate staff are included, CASSRs need to apportion the time the corporate staff spent on social services by calculating as far as is reasonably possible what proportion of the services is engaged by social services. CASSRs may have their own process for apportioning the time of corporate services, but if not an alternative method would be to use the percentage of the central establishment budget recharge used for social services. This would then provide a percentage to apply to all staff in corporate services to get WTE for each member of staff.

For example:

To illustrate, if the central establishment budget recharge split for corporate services is as follows

- Social Services = 50%, Housing = 30% and Education = 20%

Then all corporate staff should be apportioned as spending 50% of their working time for social services and should be recorded as 0.5 WTE on the SSDS001. It is acknowledged that in some cases this will not be an exact figure. CASSRs should record corporate staff not split into adults' and children's on SSDS001.

16. National Minimum Dataset for Social Care

Skills for Care launched the National Minimum Dataset for Social Care (NMDS-SC) in October 2005. From 2006 the NMDS-SC is being gradually phased in, aiming for full collection in 2010. However, SSDS001 will continue until this is proven, therefore it is being collected in September 2009. The data between the returns will be reviewed and considered before reaching a decision on future collections.

More information can be found on the Skills for Care web site <http://www.skillsforcare.org.uk/> and you can contact them via this email address info@skillsforcare.org.uk

17. Combined return

Despite restructuring and the separation of adults and children's services at CASSR level, the SSDS001 return has always been collected as a combined adults and children's return. Due to the introduction of the NMDS-SC it is not envisaged at this stage this will change.

Therefore, as in previous years every CASSR will submit one SSDS001 return in 2009/10. That is a combined return including adult services and children's services (including generic roles). If adult and children's services are separate the CASSR will have to ensure the information is collated jointly into one spreadsheet before submitting their return to The NHS Information Centre (NHS IC).

18. SSDS Job Category Codes (SSDS Code - previously referred to as line codes)

It is acknowledged that with the separation of adult and children's services within many CASSRs some of the job category codes used in the SSDS001 maybe outdated and in addition new job roles have been created. However, the SSDS001 is not being updated extensively due to the Skills for Care National Minimum dataset being projected to supersede it. CASSR staff should as far as possible retain their previous codes, assuming that the job description has not changed for recording purposes, and CASSRs should as far as possible allocate staff to line codes as they would have previously.

19. Ethnic codes

The ethnic code lists in the notes section of the spreadsheet include a summary list for the purposes of the return and there is a more detailed list below. All of the original codes will be in place again this year and because of the broad ethnic groupings, the template will place the numbers into the correct cells in the tables.

20. Excel spreadsheet version and instructions for use

A copy of the staffing return template will be available to download and save from the NHS IC's Internet page: <http://www.ic.nhs.uk/services/social-care/social-care-collections/collections-2009>

When opening the spreadsheet you should enable macros and then click on "Notes" for additional guidance on completion of the return, how to enter the data, run certain macros and return the data to the NHS IC. It is important to note that each individual member of staff needs to be entered on the data entry form and for data protection reasons they should be anonymous.

21. Deadline for submitting SSDS001

The deadline for submitting the return is **30th October 2009**. The spreadsheet must be uploaded onto the NHS IC Data Depot <http://www.icweb.nhs.uk/idcssds001/adminwelcome.aspx> in order to submit in your return.

The email address to forward any queries to is SSDS001@ic.nhs.uk

Notes on Completion of the Template

Councils with Adult Social Services Responsibilities (CASSR) Details

CASSR code, name and contact details should be completed on the first page of the return. If they are not completed, data summarisation will not be possible.

Data Entry Format

Data should be entered in the format specified on the Data Entry form, in upper or lower case. One line should be completed for each member of staff, as per example below.

Staff Code	FT=Full Time PT=Part Time	WTE of Part Time staff	SSDS line number	Gender (M=Male F=Female)	Ethnic Origin (2001 Census or Children in Need codes)
J.Smith	FT		1.1	M	1
0001	PT	0.3	1.2	F	19
AB/123	FT		1.3	F	A2

Staff Code is needed to identify which records are involved when validation fails. Any identifier will do so long as it uniquely identifies one of the records entered.

The use of consecutive line numbers would often be appropriate. If a person has more than one entry because they have more than one job or role within social services they will require a unique identifier for each.

This can be as simple as 1A, 1B or J. Smith 1, J. Smith 2 etc. They will have to be entered as part time (PT) and the appropriate WTE entered for each job or role.

Full/Part time should be completed for all staff members, with "FT" for full time staff and "PT" for part time staff.

WTE (Whole Time Equivalent) should be completed for all part time staff, as a figure more than 0 but less than 1 to 1 decimal place (for example 0.6). For full time staff either leave this blank or enter 1.

SSDS Job Category Code (previously referred to as line codes):

The appropriate job category code should be entered for the member of staff (for example 1.1 or 2.34). Job category codes can be found in Annex A or on tables 1 to 5. Further information on job category codes are available in the section 'Notes on SSDS Job Codes' of this document.

Gender should be completed for all staff, with "M" for male and "F" for female.

Ethnic Origin should be completed for all staff using codes from the 2001 Census or the Children in Need data collection but the same set of codes must be used for all staff. If specific 2001 Census codes are not used then the last of the appropriate range of codes should be entered i.e. 39, 29, 59, 69 or 89.

Where Ethnic Origin is unknown, 99 should be entered for the Ethnic Origin code if 2001 Census codes are being used, (0 (zero) can be used if you are still using the old list of codes), F1 should be entered if Children in Need codes are being used. It is not necessary to enter a leading zero (e.g. 01 can be simply entered as 1).

Ethnic Codes

A key of ethnic codes and their associated ethnic group can be found in Annex B or on the notes section of the electronic proforma.

ONCE YOU HAVE ENTERED ALL YOUR DATA AND BEFORE VALIDATION OR SUMMARISATION YOU ARE STRONGLY ADVISED TO SAVE A SEPARATE COPY OF THE SPREADSHEET. AFTER SUMMARISATION YOU ARE ADVISED TO SAVE ONCE MORE USING A DIFFERENT FILE NAME.

Validation

Validation performed on data entered does **not** validate the actual data; rather, it validates the **format** in which the data is entered. The validation process will not be able to tell if a number/reference is unique, but you may end up with a duplicate entry or the earlier entry will be overwritten at some stage.

For example, if "FT" rather than "PT" was entered for a part time staff member, the validation process would not generate an error, as the data is entered in the correct format, even if the content is not correct.

Errors generated during validation are generally self explanatory. If these errors occur, click on "OK." The cell now active contains the error.

You may validate the data entered at any stage of the data process by clicking on the "validate" button. This will not generate summary tables.

Summary

Summary tables of staffing data have been included for the benefit of CASSRs. These contain analyses of PSS workforce by ethnicity and gender.

The first table summarises data by full/part time and whole time equivalent, the second by job category. These tables should be created by clicking on the "summarise" button on the data entry sheet after all the data has been entered. Note that the tables take several minutes to be created and at one point you will be asked to confirm that all data has been entered by clicking "OK".

Edit Data Button

If after summarising the data you discover an error you will need to click on this button to unprotect the data and amend the error. You will need to summarise again afterwards to create tables incorporating any amendments.

Reset Data Entry Form Button

Clicking on this clears the summary tables and the data entered.

Returning Data to the NHS Information Centre for health and social care

When all data has been entered, validated and transferred to final tables, click on the "SSDS001 return" button on the first page (Index). A step by step guide on how to do this with screen shots can be found in Annex C.

The new file contains the data required by the NHS Information Centre (NHS IC), and should be returned via the NHS IC Data Depot available at -

<http://www.icweb.nhs.uk/idcssds001/adminwelcome.aspx>

The completed SSDS001 template is not required - tables within it are provided solely for the use of CASSRs.

Notes on SSDS Job Codes (previously referred to as line codes)

These job codes are displayed in Annex A and are used in tables 1 to 5 of the collection sheet.

Strategic/Central staff (Section 1)

Include staff in Section 1 where they perform a strategic/central function for social services, whether or not they are physically located in the HQ building(s).

SSDS code 1.1

Assistant Directors not identified with operational divisions should be shown in SSDS code 1.1

SSDS code 1.3

Include ALL Training officers, wherever they are based.

SSDS code 1.4

Include ALL registration/inspection officers employed by social services departments wherever they are based. Registration managers should be included in this SSDS code. Lay inspectors should NOT be included on the return.

SSDS code 1.5

Include senior officers not accounted for in SSDS codes 1.1 - 1.4 or 2.1 - 2.2 (e.g.: finance officer, computer liaison officer, staff in contracting units) in this SSDS code.

Staff in operational divisions/area offices/not establishment based (Section 2)

Provision specifically services for children

SSDS code 2.31

Include senior child protection officers here.

SSDS code 2.34

Include day care advisors for under 8s here.

SSDS code 2.35

Include family placement officers not based in family centres.

SSDS code 2.39

Include rehabilitation workers/officers here (or in SSDS code 2.48 or 23.1 'other', as appropriate).

Provision Specifically for Adult Services

SSDS codes 2.4 – 2.8

In this section (only) the term 'adult' is intended to cover both 'adult' and 'elderly'.

Hospital/Other Health Related Settings

SSDS codes 2.50 – 2.55

Include all staff working in hospital/health related settings, including hospital based staff where appropriate. Joint funded posts should be included where the staff in question, are employed by the LA.

SSDS codes 2.6/2.7

Include in these sections staff working in, or for, a specialist team.

SSDS code 2.7

Include in this section specialist teams for people with physical disabilities.

Generic Provision

SSDS codes 2.80 – 2.89

Include in this section any staff that do not work specifically in any of the other areas mentioned in section 2.1-2.7.

SSDS code 2.84

Include welfare support/rights staff here, or in SSDS code 9.4 or 23.1 'other', as appropriate. Also include mental health workers not in specialist teams.

SSDS code 2.87

Include handicapped service workers.

SSDS code 2.88

Include rehabilitation workers/officers here, or in SSDS codes 2.39, 2.48 as appropriate.

SSDS code 2.89

Include any trainee residential social workers in this SSDS code.

Support Staff

SSDS code 2.90

Include staff specifically employed by the CASSR to undertake work on Guardians ad Litem on behalf of the CASSR or Consortium. Only include panel members where employed by the CASSR. If there are significant numbers of staff employed by another CASSR, please give details separately.

SSDS code 2.93

Support services staff in this SSDS code should include all relevant staff (see general note 6) providing support for the activities in sections 2.1-2.9.

The subtotal (2.90-2.93) includes GAL, transport and support services.

Domiciliary Service

SSDS code 3.1

Include 'team leaders' specifically for home help services.

SSDS code 3.4

Include sheltered housing wardens only where they are employed directly by social services.

SSDS code 3.5

Include meals-on-wheels helpers in this SSDS code.

Day Care Provision (Section 3)

SSDS codes 8.1 – 8.6

Exclude sheltered workshop staff employed under the Disabled Persons Act.

Family Centres

SSDS code 9.4

Includes family placement officers and nursery officers where based in family centres.

Playgroups

SSDS code 11.1

Include childminder and playgroup advisers.

Nursery Centres

SSDS codes 12.1 – 12.5

If your CASSR has nursery centres jointly funded with the Local Education Authority (LEA), please give details on a separate sheet.

Care in Residential Establishments (Section 4)

SSDS Codes (14.1 - 19.6) Residential provision

This section should include staff in all establishments which are primarily residential. Staff supporting people in their own homes should be included with home care (SSDS code 3.3).

SSDS codes 19.1 – 19.6

Includes observation and assessment centres where mainly residential.

Specialist Needs Establishments (Section 5)

SSDS codes 22.1 to 22.7

Include 'teenage mother and baby units'.

Other Staff

SSDS code 23.1

In earlier years the following categories (amongst others) have appeared:

- I. Laundry staff directly employed by social services.
- II. Staff in factories directly owned by social services.
- III. Voluntary services officers.
- IV. Interpreters directly employed by social services.

Appendix A: Key of SSDS Job Codes

SSDS Code	SSDS Description
Section I	STRATEGIC/ CENTRAL STAFF
1.1	Senior directing staff (Dir/Deputy Dir/Asst Dir)
1.2	Planning staff (advisers, planners, researchers)
1.3	Training managers and officers
1.4	Registration and inspection officers
1.5	Senior support staff (SO grade and above) not in 1.2-1.4
1.6	Strategic/central support services staff (see note 7)
	(1.1-1.6) TOTAL
Section II	STAFF IN OPERATIONAL DIVISIONS/ NOT ESTABLISHMENT BASED
2.1	Assistant Directors, managers and principal officers not establishment based
2.2	Area managers
	(2.1-2.2) Sub-total
	Provision specifically for childrens services
2.30	Team leaders/managers
2.31	Assistant Team managers/senior social workers
2.32	Care managers (see note 11)
2.33	Field social workers
2.34	Social services officers/social work assistants
2.35	Child Protection, Family Placement, Juvenile/Youth Justice workers
2.36	Community workers
2.37	Occupational therapists
2.38	OT assistants, equipment aids & other officers
2.39	Technical officers
	(2.30-2.39) Sub-total
	Provision specifically for adult services
2.40	Team leaders/managers
2.41	Assistant Team managers/senior social workers
2.42	Care managers (see note 11)
2.43	Field social workers
2.44	Social services officers/social work assistants
2.45	Community workers
2.46	Occupational therapists
2.47	OT assistants, equipment aids & other officers
2.48	Technical officers
	(2.40-2.48) Sub-total
	Hospitals/other health related settings
	Field social workers providing health-related social work
2.50	Team leaders/managers
2.51	Care managers (see note 11)
2.52	Social workers
2.53	Social services officers/social work assistants
	All social workers employed by SSD in
2.54	General Practice (e.g. Health Centres)
2.55	Other health settings (e.g. hospices)
	(2.50-2.55) Sub-total
	Specialist teams (not included above)
	Alcohol, HIV/AIDS and drug centres

2.60	Team leaders/managers
2.61	Asst team managers/senior social workers
2.62	Social workers
2.63	Care managers in alcohol, HIV/AIDS and drugs centres
2.64	Support workers
	(2.60-2.64) Sub-total
	Other specialist teams (e.g. mental health, people with learning disabilities and/or physical disabilities)
2.70	Team leaders/managers
2.71	Assistant team managers & senior social workers
2.72	Social workers
2.73	Care managers in specialist teams for mental health etc.
2.74	Support workers
	(2.70-2.74) Sub-total
	Generic provision (not included in sections 2.2-2.7)
2.80	Team leaders/managers
2.81	Assistant Team managers/senior social workers
2.82	Care managers (see note 11)
2.83	Field social workers
2.84	Social services officers/social work assistants
2.85	Community workers (inc. community development officers)
2.86	Occupational therapists
2.87	OT assistants, equipment aids & other officers
2.88	Technical officers
2.89	Trainee social workers
	(2.80-2.89) Sub-total
	Other Staff:
	Guardians ad litem
2.90	Total staff employed within GAL
	Transport
2.91	Attendants, attendant drivers and escorts not establishment based
2.92	Drivers not establishment based
2.93	Support services staff for lines 2.1-2.92 (see note 7)
	(2.90-2.93) Sub-total
	Domiciliary service staff
3.1	Home/domiciliary care/help organizers (inc. link service centre coordinators)
3.2	Assistant and trainee home care/help organizers
3.3	Home care staff/home helps (other than family aides in family centres - note 10)
3.4	Wardens (where applicable)
3.5	Meals services staff where separately identifiable
3.6	Section 3: support services staff (see note 7)
	(3.1-3.6) Sub-total
	(2.1-3.6) TOTAL
Section III	DAY CARE PROVISION (including sheltered workshops where appropriate)
	Staff of day centres mainly for elderly people and elderly people with a mental infirmity
4.1	Managers and officers in charge
4.2	Deputy officers in charge
4.3	Social work staff
4.4	Day centre officers
4.5	Care staff (see note 9)
4.6	Other support services staff (see note 8)
	(4.1-4.6) Sub-total

	Staff of day care centres mainly for people under 65 with physical disabilities
5.1	Managers and officers in charge
5.2	Deputy officers in charge
5.3	Social work staff
5.4	Day centre officers
5.5	Care staff (see note 9)
5.6	Other support services staff (see note 8)
	(5.1-5.6) Sub-total
	Staff of day centres mainly for adults with mental health problems
6.1	Managers and officers in charge
6.2	Deputy officers in charge
6.3	Social work staff
6.4	Day centre officers
6.5	Care staff (see note 9)
6.6	Other support services staff (see note 8)
	(6.1-6.6) Sub-total
	Staff of day centres mainly for adults with learning disabilities. (includes centres formerly referred to as adult training centres).
7.1	Managers and officers in charge
7.2	Deputy officers in charge
7.3	Social work staff
7.4	Day centre officers
7.5	Care staff (see note 9)
7.6	Other support services staff (see note 8)
	(7.1-7.6) Sub-total
	Staff in day care centres for mixed client groups (including sheltered workshops)
8.1	Managers and officers in charge
8.2	Deputy officers in charge
8.3	Social work staff
8.4	Day centre officers
8.5	Care staff (see note 9)
8.6	Other support services staff (see note 8)
	(8.1-8.6) Sub-total
	Family centres
9.1	Officers in charge
9.2	Deputy officers in charge
9.3	Social workers based in family centres
9.4	Family centre workers, family aides & other care staff
9.5	Other support services staff (see note 8)
	(9.1-9.5) Sub-total
	Staff in day nurseries
10.1	Managers and officers in charge and nursery group leaders
10.2	Deputy officers in charge
10.3	Nursery officers, students and assistants
10.4	Other support services staff (see note 8)
	(10.1-10.4) Sub-total
	Staff in play groups
11.1	Playgroup leaders and assistants
11.2	Other support services staff (see note 8)
	(11.1-11.2) Sub-total
	Nursery centres where funded by social services
12.1	Teachers (whether qualified or not)
12.2	Managers and officers in charge

12.3	Deputy officers in charge
12.4	Nursery officers, students and assistants
12.5	Other support services staff (see note 8)
	(12.1-12.5) Sub-total
	Community centres
13.1	Total staff employed by social services in community centres
	(4.1-13.1) TOTAL
Section IV	CARE IN RESIDENTIAL ESTABLISHMENTS
	Staff of homes mainly for elderly people and elderly people with a mental infirmity
14.1	Managers and officers in charge
14.2	Deputy officers in charge
14.3	Other supervisory staff (e.g. senior care officers)
14.4	Care staff (see note 10)
14.5	Other support services staff (see note 8)
	(14.1-14.5) Sub-total
	Staff of homes mainly for people under 65 with physical disabilities
15.1	Managers and officers in charge
15.2	Deputy officers in charge
15.3	Other supervisory staff (e.g. senior care officers)
15.4	Care staff (see note 9)
15.5	Other support services staff (see note 8)
	(15.1-15.5) Sub-total
	Staff of homes and hostels mainly for adults with mental health problems
16.1	Managers and officers in charge
16.2	Deputy officers in charge
16.3	Other supervisory staff (e.g. senior care officers)
16.4	Care staff (see note 10)
16.5	Other support services staff (see note 8)
	(16.1-16.5) Sub-total
	Staff of homes and hostels mainly for adults with learning disabilities
17.1	Managers and officers in charge
17.2	Deputy officers in charge
17.3	Other supervisory staff (e.g. senior care officers)
17.4	Care staff (see note 10)
17.5	Other support services staff (see note 8)
	(17.1-17.5) Sub-total
	Staff of homes and hostels mainly for children with learning disabilities
18.1	Managers and officers in charge
18.2	Deputy officers in charge
18.3	Other supervisory staff (e.g. senior care officers)
18.4	Care staff (see note 9)
18.5	Other support services staff (see note 8)
	(18.1-18.5) Sub-total
	Staff of community homes for children looked after (including observation and assessment centres where mainly residential)
19.1	Managers and officers in charge
19.2	Deputy officers in charge
19.3	Other supervisory staff (e.g. senior care officers)
19.4	Child care staff (see note 10)
19.5	Teaching staff
19.6	Other support services staff (see note 8)
	(19.1-19.6) Sub-total
	(14.1-19.6) TOTAL

Section V	SPECIALIST NEEDS ESTABLISHMENTS
	Staff in combined "specialist needs" establishments/ resource centres (which are designed to cater for some combination of residential/ significant levels of short stay/ day centre services)
	(1) Mainly for elderly people
20.1	Managers and officers in charge
20.2	Deputy officers in charge
20.3	Other supervisory staff (e.g. senior care officers)
20.4	Day centre officers
20.5	Care staff (see note 10)
20.6	Teaching staff
20.7	Other support services staff (see note 8)
	(20.1-20.7) Sub-total
	(2) Mainly for children
	[Includes observation assessment centres not included in item 19 above]
21.1	Managers and officers in charge
21.2	Deputy officers in charge
21.3	Other supervisory staff (e.g. senior care officers)
21.4	Child care staff (see note 10)
21.5	Teaching staff
21.6	Other support services staff (see note 8)
	(21.1-21.6) Sub-total
	(3) Client groups other than elderly people or children
22.1	Managers and officers in charge
22.2	Deputy officers in charge
22.3	Other supervisory staff (e.g. senior care officers)
22.4	Day centre officers (see note 11)
22.5	Care staff (see note 10)
22.6	Teaching staff
22.7	Other support services staff (see note 8)
	(22.1-22.7) Sub-total
	(20.1-22.7) TOTAL
Section VI	OTHER STAFF IN POST (not included above)
23.1	All other staff
	[LA to specify any significant numbers included here]
	TOTAL STAFF
24.1	Grand total all staff (sections I-VI)

Appendix B: Key of Ethnicity Codes

Ethnicity Codes

	Ethnic census Codes	Children in Need Ethnic Codes
a. White		
British	1	A1
Irish	2	A2
Any other White background	03 -19, 31- 39	A3
b. Mixed		
White and Black Caribbean	21	B1
White and Black African	22	B2
White and Asian	23	B3
Any other mixed background	24 - 29	B4
c. Asian or Asian British		
Indian	41	C1
Pakistani	42	C2
Bangladeshi	43	C3
Any other Asian background	44- 51, 57,59	C4
d. Black or Black British		
Caribbean	61	D1
African	62	D2
Any other Black background	63- 65,66,69	D3
e. Other ethnic Groups		
Chinese	81	E1
Any other ethnic group	82- 86,87,89	E2
f. Not Stated		
Not Stated	99	F1

MORE DETAILED ETHNIC CATEGORIES

WHITE GROUP

- 1 British, Mixed British
- 2 Irish
- 3 English
- 4 Scottish
- 5 Welsh
- 38 Northern Irish
- 6 Cornish
- 7 Cypriot (part not stated)
- 8 Greek
- 9 Greek Cypriot
- 10 Turkish
- 11 Turkish Cypriot
- 12 Italian
- 13 Irish Traveller
- 14 Traveller

- 15 Gypsy/ Romany
- 16 Polish
- 17 All republics which made up the former USSR
- 18 Kosovan
- 19 Albanian
- 31 Bosnian
- 32 Croatian
- 33 Serbian
- 34 Other republics which made up the former Yugoslavia
- 36 Mixed white
- 37 Other white European, European unspecified, European mixed
- 39 Other white, white unspecified

MIXED GROUPS

- 21 White and Black Caribbean
- 22 White and Black African
- 23 White and Asian
- 24 Black and Asian
- 25 Black and Chinese
- 26 Black and White
- 27 Chinese and White
- 28 Asian and Chinese
- 29 Other Mixed, Mixed Unspecified

ASIAN or ASIAN BRITISH GROUP

- 41 Indian or British Indian
- 42 Pakistani or British Pakistani
- 43 Bangladeshi or British Bangladeshi
- 44 Mixed Asian
- 45 Punjabi
- 46 Kashmiri
- 47 East African Asian
- 48 Sri Lanka
- 49 Tamil
- 50 Sinhalese
- 51 British Asian
- 57 Caribbean Asian
- 59 Other Asian, Asian unspecified

BLACK or BLACK BRITISH GROUP

- 61 Caribbean
- 62 African
- 63 Somali
- 64 Mixed Black
- 65 Nigerian
- 66 Black British
- 69 Other Black, Black unspecified

OTHER ETHNIC GROUPS

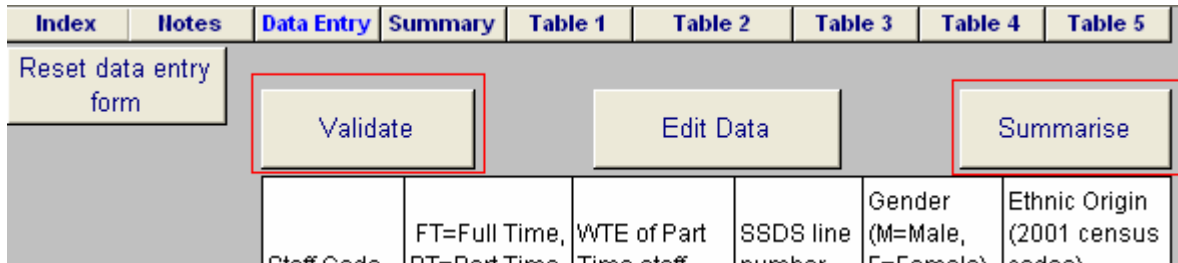
- 81 Chinese
- 84 Vietnamese
- 85 Japanese
- 86 Filipino
- 87 Malaysian
- 89 Any Other Group

NOT STATED

- 99 Not stated

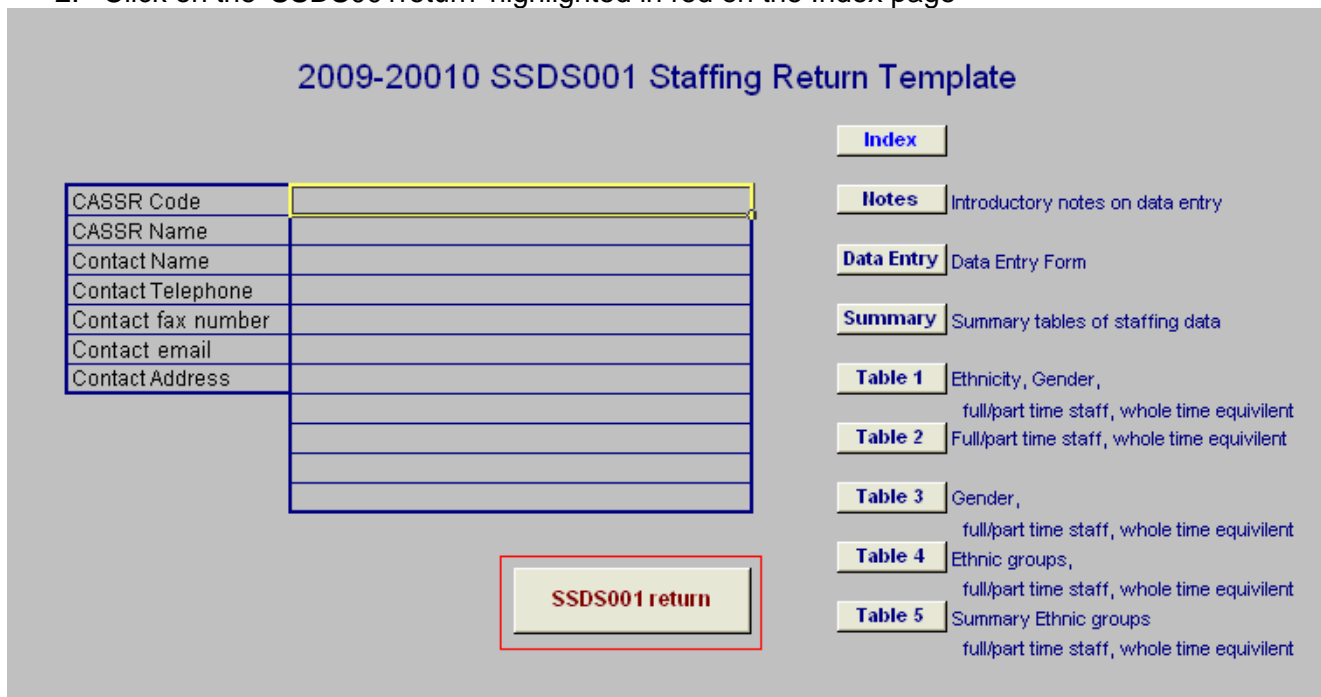
Appendix C: Uploading the completed Staffing Return Template

1. On the 'Data Entry' worksheet, please click on the 'Validation' button and then the 'Summarise' button.

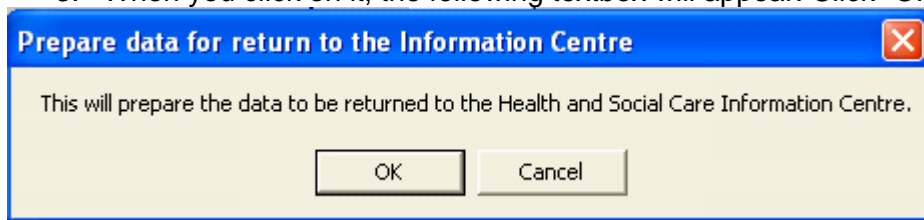


Any errors in your data will be highlighted and you will have to amend them. The 'Summarise' button populates the tables.

2. Click on the 'SSDS001return' highlighted in red on the Index page



3. When you click on it, the following textbox will appear. Click "OK" on this



- The following options of how to save your data will pop up. Leave it on the default option, and click on "Continue".

Data required by the Health and Social Care Information Centre will now be prepared for return.

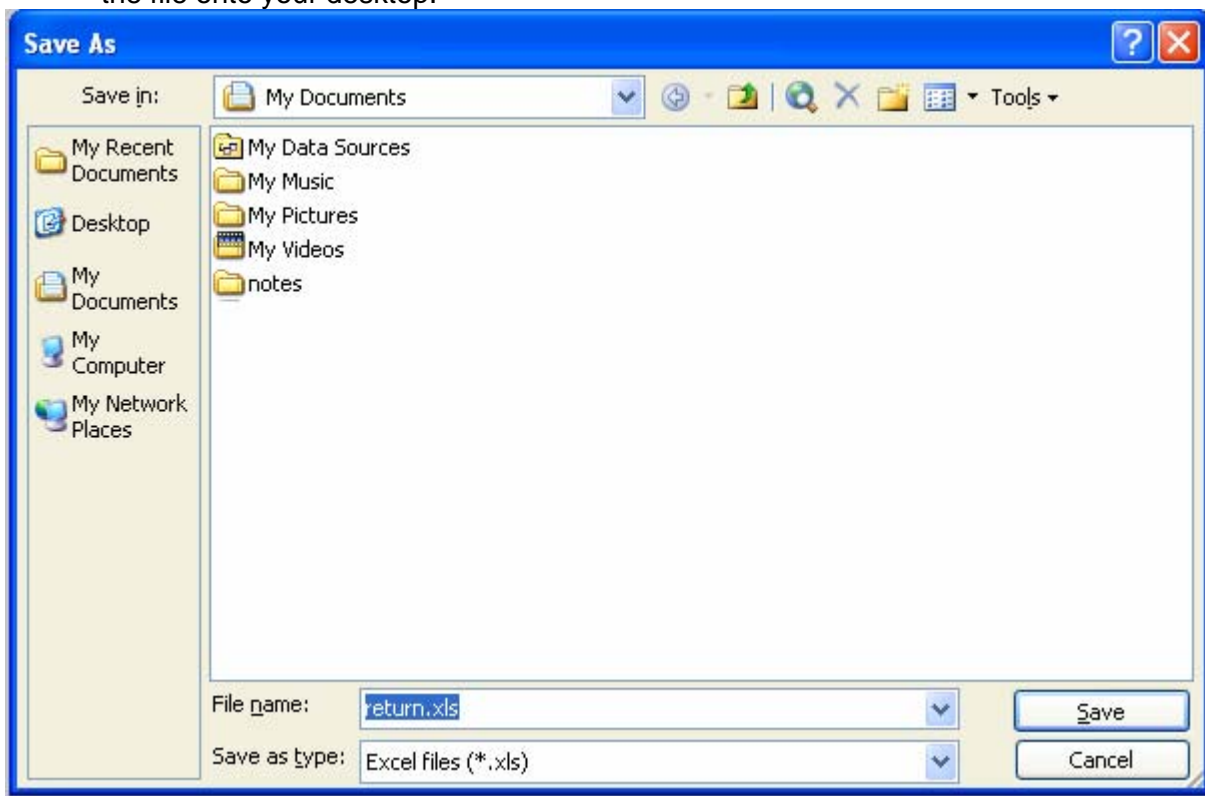
Where do you wish to save the data?

A:\ [Floppy Disk Drive]

Other location of your choice

Continue **Return to Index** **Notes for this page**

- Another screen will be displayed (see below), leave the file name as it is (return.xls), and save the file onto your desktop.



- The file you have just saved on your desktop (return.xls) is the file that can be sent to us.
- Please ensure it is the **.xls** file that is uploaded.

Contacts

CASSR staff who require advice regarding SSDS001 or who have questions on issues relating to the content and coverage of the return are invited to contact The NHS Information Centre at the following email address SSDS001@ic.nhs.uk.

Further information on the SSDS001 return is also available via The NHS Information Centre's website at: <http://www.ic.nhs.uk/services/social-care/social-care-collections/collections-2009>

The person responsible for SSDS001 is:

Anthony Harris: Section Head for Social Care Statistics Collections
The NHS Information Centre for health and social care
1 Trevelyan Square
Boar Lane
Leeds LS1 6AE

Phone 0113 254 7173
Fax 0113 254 7299
E-mail (Internet) SSDS001@ic.nhs.uk

Gemma Myers Information Analyst
The NHS Information Centre for health and social care
1 Trevelyan Square
Boar Lane
Leeds LS1 6AE

Phone 0113 254 7171
Fax 0113 254 7299
E-mail (Internet) SSDS001@ic.nhs.uk

Note: We would welcome comments on this return.

Please send any comments to: SSDS001@ic.nhs.uk

(We are asking for comments via e-mail as this makes it easier to collate them)

**Published by The NHS Information Centre for health and social care
Part of the Government Statistical Service**

This publication may be requested in large print or other formats.

For further information:

www.ic.nhs.uk

0845 300 6016

enquiries@ic.nhs.uk

Copyright © 2009 The Health and Social Care Information Centre, Adult Social Care Statistics. All rights reserved.

This work remains the sole and exclusive property of the Health and Social Care Information Centre and may only be reproduced where there is explicit reference to the ownership of the Health and Social Care Information Centre.

This work may be re-used by NHS and government organisations without permission.

This work is subject to the Re-Use of Public Sector Information Regulations and permission for commercial use must be obtained from the copyright holder.