

Grant Funded Services collection (GFS1)

Frequently Asked Questions

For the collection period
November 10th 2008 to November 16th 2008

Issued: December 2008
V1.4

CONTENTS

(Press Ctrl + Click on relevant query to automatically go to that page)

Section	Query	Page
1.	Funding queries	3 – 4
2.	General Inclusions and exclusions	4 – 6
3.	Information and/or advice	6
4.	Transport	6
5.	Drop-in schemes	7
6.	Summary Sheet	7
7.	Survey week query	7
8.	Self referrals	7
9.	Telecare and alarms	8
10.	Primary Client Type	8

Copyright © 2008 The NHS Information Centre for health and social care. All rights reserved

This work remains the sole and exclusive property of The NHS Information Centre for health and social care and may only be reproduced where there is explicit reference to the ownership of The Information Centre. This work may be re-used by NHS and government organisations without permission. Commercial re-use of this work must be granted by The NHS Information Centre.

1. Funding queries

1.1 We need clarification on whether the collection is for voluntary organisations that receive fund/grants from Social Services budgets or whether it covers voluntary organisations that receive funds/grants from any department in the council.

Please include services receiving funding from non-social services budgets as well but only **IF** they provide person-centred services and fulfil all the other criteria for being included in the return.

1.2 Can you confirm that the data required within this form relates to any funding provided by the council?

You should include ALL schemes (other than those which are exclusively for care managed clients) which deliver person-centred services to enable vulnerable people to live independently in their own homes.

1.3 Do we include schemes that are funded by the 'Carers Grant', if so, should we include under Social Services budget, or other council budgets?

Schemes funded by the 'Carers Grant' should be included in the return, and should be included under Social Services budget.

1.4 Could you clarify if funding from the NRF grant should be included in the return?

The Neighbourhood Renewal Fund (NRF) grant should NOT be included in the Grant Funded Services return. The reason for this is that the NRF grant is not specifically designed to enable vulnerable people to live more independently in their own homes, though it is recognised this may be one of the possible outcomes.

1.5 Can we include schemes where we partly fund other statutory bodies to provide a service? An example may be Health, or Equipment services etc.

No – this survey is concerned with funding to services provided by organisations in the independent sector.

1.6 Can Schemes/services be included where we support the organisation by provision of accommodation only as opposed to grant monies? If we cannot, we may be missing schemes where services are provided to enable vulnerable people to live at home.

"Pure" accommodation costs would not normally qualify. There is an issue here of services in kind (LA provides free office for an organisation). The emphasis in the survey is on FUNDING in ££s not in kind. Schemes should only be included where they have some funding from social services/council and there is at least one vulnerable person being directly supported as a result.

1.7 Can we include the following specific grants (Mainly fund Drug Treatment) (i.e. organisations that we fund using these grants)?

- a. Home Office – DIP Main Grant
- b. NTA – Pooled Treatment Budget

No - As for Q4 and Q7

1.8 We provide a sum of money to a scheme managed by two organisations jointly how would we record this as it is only one scheme?

If you record your joint clientele as one, you should treat them as one organisation. Otherwise, regard them as two schemes for the purpose of the return, since each organisation will be reporting numbers to you for “their part” of scheme.

Suppose that there are two organisations A and B for scheme X.

Then you will need two lines on the LA summary

Scheme X: Organisation A (call this line A)

Scheme X: Organisation B (call this line B)

Then for say line A, organisation A will report the numbers it is supporting, the amount of TOTAL funding by organisation A and the amount of your funding to organization A. Organisation B will similarly report on line B. All this means is you're splitting your funding between the two organisations. The worksheet then works out automatically how many people are notionally funded by you for the two “parts” and they can then be added together.

1.9 Our council makes a one off payment "pump prime" a scheme and get it started, where this happens are we able to count this money and associated activity in the year the money is given?

‘Pump priming’ and support services of a general nature would not normally qualify.

1.10 MS Society - provide preventative services but are totally independent of council funding, however we may provide support "in kind" I note from the guidance that it states to exclude "payments in kind" therefore I assume we cannot include any activity of this nature?

Yes, that is correct – you cannot include.

1.11 Does it cover contracts with Specialist Mental Health Trust (BST)?

No - schemes financed by monies provided to, or by, health bodies as part of a partnership arrangement fall outside the scope of the survey and should therefore NOT be included.

1.12 A number of lunch clubs only receive funding from the Council. However they charge a contribution to each person having a meal. Some recorded the percentage of funding from the Council as 100% (i.e. the only external funding they receive is from the Council) whereas some calculated the percentage as a percentage of their income including the contribution charged to the person having the meal. Could you advise which of these is the correct way of recording?

The lunch clubs should record the councils funding as a percentage of their total income i.e. £4,500 income by contributions / £500 income by council grant = £5,000. This would equate to 10% being the percentage of funding received from the council.

2. General Inclusions and exclusions

2.1 Borough and District Councils are mentioned in several areas of the guidance supplied and their inclusion, (or not), could be interpreted in several ways.

Do we a) include services provided by Boroughs or Districts only if they receive funding from us?

or b) include person centred services provided by the Boroughs and Districts regardless of funding (as they may well support organisations and therefore those organisations do not have a need to come to the County Council for funding but this

still forms part of the preventative service "make up" of the county.

Case (a) YES - the form is trying to measure the numbers supported by your council outside a formal care plan, estimated in relation to the funding the organisations receive from you

Case (b) NO - as this would extend the scope of the survey too wide. There is a legitimate interest in this wider support (see the POPP projects) but it becomes an issue for the whole council / all councils locally and possibly needs to be addressed within the context of the work of the Local Strategic Partnership.

2.2 Engagement and Involvement programmes for Older People & Mental Health participation worker posts are funded by us with the aim of encouraging user involvement etc. would this be eligible for inclusion?

In the case of such schemes should NOT be included as they are more a service providing support to the council rather than helping the user to live at home (though they may have this as an outcome).

2.3 There are examples of schemes within the guidance. Can you advise whether the following services can be included, in terms of enabling vulnerable people to live independent lives?

- Needle exchange
- Drugs and Alcohol Support
- Domestic Violence
- Sex worker assistance

In general no, since the survey is only intended to capture broadly speaking the range of services which would be reported in RAP (if delivered as part of a formal care package), though it is just possible some of the four examples above MIGHT be reported in RAP. See also the answer to 1.1.

2.4 Are we allowed to include profit making organisations in the GFS return if they meet all other criteria?

You can include profit making organisations; they must meet all other criteria

2.5 If a scheme provides a service to vulnerable adults and also members of the local population, should the scheme be reporting all people who have been helped in the week, or just the vulnerable adults?

If an organisation provides services to both vulnerable people and to the local population, the organisation would have to provide ONLY the numbers of vulnerable people using the service.

The funding provided on the GFS1 return would also have to be in line with the percentage of vulnerable adults that are being helped by the scheme as well.

For example if the organisation provides services to vulnerable people which equals 50% of clients, you would need to allocate funding in 'Total 2008-09 revenue funding provided to organisation by this authority for this scheme' (column F or G) at the appropriate level i.e. total funding / percentage of vulnerable clients.

2.6 Under the Criteria - Exclusions section of the guidance it states – ‘Grants that a CASSR receives – the GFS1 is to show what a CASSR funds’. Is there conflicting guidance when you advise in FAQ 1.3 that schemes funded by the ‘Carers Grant’ can be included?

Bearing in mind a principle of the GFS1 return that grants to schemes that provide services ONLY to Care managed clients are to be excluded, please see the following:

- Grants, given to organisations for services, funded from the ‘Carers Grant’ or ‘Preventative Technology Grant’ (Telecare) can be included under Social Services budget on the form.
- Grants provided to CASSR’s for HIV and AIDS services are a complex field. Grants given to organisations for services via specific grants can be included under Social Services budget – however, please see following exceptions:
 - See FAQ 1.1, 1.5, 1.7, 2.3

The Grant Funded Service return is to show what schemes / services a CASSR grant funds where the money to do so comes from Social Services, other council budgets or verified grants. The return is not a list of those grants that a CASSR itself receives.

Please check with the Information Centre if you are in any doubt.

3. Information and/or advice

3.1 Citizens Advice Bureau - we fund a scheme to provide welfare benefits advice to older people, can this be counted?

If this is classed as the primary function of a scheme, is person centred, and, is specifically tailored to the individual needs of the person – Yes, this can be counted

If the scheme is providing leaflets and/or telephone numbers only – No, this can not be counted

3.2 Can Information and advice services be included as they contribute to people obtaining useful services that they would not otherwise receive?

If information and advice is the primary function of a scheme, is person centred, and, is specifically tailored to the individual needs of the person– Yes, these can be counted

If the scheme is providing leaflets and/or telephone numbers only – No, these can not be counted

4. Transport

4.1 A bus service is supplied by Age Concern, (funded by us), to enable shopping etc. Can this be counted?

All transport should be included where it enables a person to live independently in their own homes; therefore this scheme can be included

5. Drop-in schemes

5.1 Can you confirm why 'Drop-in' schemes have been excluded from the return as they would seem to fall under the description of person-centred as there is direct contact between providers and service users?

Drop in centres can now be included for the 2008/09 return – however, the specific service provided must also be included on the return

6. Summary Sheet

6.1 Part C of the summary sheet is seeking information on numbers in care plans, although the organisation survey form does not ask for this information. It is difficult for councils to estimate this and discussions with voluntary organisations are resulting in a reluctance to share nominal information, which makes a cross-check with social services' clients 'on the books' extremely difficult. We feel there will be inaccuracy in the responses to this section. How are data inaccuracies being taken into account?

The intention of Part C is for councils to provide an estimate from their own records of the numbers they know from their own care plan records that are already receiving social services from the council. We recognise that the figures given by councils and organisations will not be entirely accurate and that not all councils will be able to provide the information.

7. Survey week query

7.1 Do the people actually have to have received a service that week or should people who are simply "on the books" during that week be included?

In general, only people receiving a service in the week should be included. The one exception might be people registering to receive services such as counselling during the week, but where such services may not have actually have been provided – the rationale being that the knowledge that such services were available helped to keep the person in their own home.

7.2 Is it deemed acceptable to use different weeks for different service areas? For example, mental health needs use a week at the end of September to tie in with a data collection already in place for mental health whereas the survey for physical disabilities and learning disabilities clients may be carried out during the suggested week in November. Or should we be striving to use the same week for all service areas?

Whilst we would prefer you to use the same week for all collections, this may not be possible in all cases, as in this example. In this case, we are content for you to use a slightly different "typical" week for different parts of the service. The key is whether you would consider the figures for the week as being representative (as opposed to merely "looking a bit better"?) for the various services in question.

8. Self referrals

8.1 Should the return include those who self refer to grant funded services?

Yes, these to be included in the return

9. Telecare and alarms

9.1 If we only part-fund telecare and alarm equipment, can we still include these on the return?

Yes, if they have been issued during the survey week

9.2 If the telecare and alarm equipment is provided 'In-house' by the council itself, how do we record these on the GFS1 return?

'In-house' Telecare should be included in RAP and not GFS1.

RAP guidance: Telecare should be treated in the same way as equipment. A small item of telecare provided at or near the point of contact, following initial screening but no further assessment, should be categorised as a basic service and entered in R2. In all other instances where telecare may be provided as the result of an assessment, there should be an entry on R1. To be included in the RAP P forms, this service like other services must be provided as part of a care plan following a Community Care Assessment.

9.3 Can we include bogus caller alarms in the GFS return?

Yes, you can, these are helping vulnerable people to remain in their own homes. These to be counted the same as telecare alarms.

10. Primary Client Type

10.1 Several forms have been returned from organisations where they have indicated the scheme was used by clients aged 18-64 but they have not selected one of the categories under the heading 'Please identify the main needs of the 18-64 clients'. Should we record the 'main needs' on the proforma as the blank option in the drop down list? For 2007/08 there was an option of N/A, but this option is not available for the 2008/09 return.

It is preferable if the organisations that have not provided the main client type of the 18-64 year olds are contacted and the Primary Client type established. This now has greater importance as the GFS provides data towards National Indicator 136. If you are unable to provide a primary client type, then 'Other' or 'Unknown' should be selected from the drop-down list. *(Please be aware that 'Other' and 'Unknown' are displayed on the summary sheet aggregated together in the column 'Other'. We do not produce any figures on 'Unknown')*

The N/A option has been removed from the 'Please identify the main needs of the 18-64 clients' drop-down list. This option was intended only for services that had no clients aged 18-64 during the survey week. The N/A option caused confusion in a number of councils and subsequently it has been removed from the 2008/09 proforma. The Primary Client type should be left blank if the scheme provides a service ONLY for people aged 65 and over, or ONLY for Carers.

If a service was used by clients aged 18-64 then a non-blank option MUST be selected from the 'Please identify the main needs of the 18-64 clients' drop-down list. If you leave the field blank, those data for clients aged 18-64 will not be carried forward into the summary sheet and therefore will not be reported in the final publication nor count toward NI 136

Contact Us

Any CASSR staff who require advice regarding GFS1 or who have questions on issues relating to the content and coverage of these returns are invited to contact the GFS1 Helpdesk at The NHS Information Centre [GFS@ic.nhs.uk](mailto:gfs@ic.nhs.uk).

Further information on the GFS1 return is also available via the IC's website at: <http://www.ic.nhs.uk/services/social-care/social-care-collections/collections-2008>

The person responsible for GFS1 is:

Michael Oxley:	Senior Information Analyst The NHS Information Centre for health and social care 1 Trevelyan Square Boar Lane Leeds LS1 6AE
E-mail (Internet)	gfs@ic.nhs.uk

Janice Allen:	Information Analyst The NHS Information Centre for health and social care 1 Trevelyan Square Boar Lane Leeds LS1 6AE
---------------	--

Phone	0113 254 7085
Fax	0113 254 7299
E-mail (Internet)	gfs@ic.nhs.uk

Note: We would welcome comments on this return.

Please send any comments to: [GFS@ic.nhs.uk](mailto:gfs@ic.nhs.uk)

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