

Grant Funded Service (GFS1) return Key Dates and Collection Timetable

July 2008

Guidance, FAQ's. Voluntary organisation form sent to all CASSR's
UAT form and Quick guide reference sent to CASSR volunteers

August 2008

Receive comments from UAT volunteers; make any necessary amendments to documents.
GFS1 pro-forma and any other relevant documents sent to all CASSR's

October 2008

Reminder of survey week will be sent to all CASSR's

November 2008

Preferred survey week: commencing 10th November 2008.

January 2009

All organisations to have submitted their returns by: 23rd January 2009.

January – April 2009

The GFS team will ensure that submitted returns are checked and validated.

April – August 2009

Analysis of data by the GFS team.

Summer/Autumn 2009

Publication of the 2008/09 Grant Funded Service return

It is vital that you tell us prior to the return deadline if you envisage any problems. We can then ensure provisions are made to support you in submitting your data for the deadline.

Key dates	Action
08/2008	IC to send out guidance and other return documents to all organisations
10/11/08 – 16/11/08	Survey week
23/01/2009	All organisations to have submitted their returns

Data flows

The secure system at <http://www.icweb.nhs.uk/gfs/> will be used to send and receive the data for organisations. Login and password details will have been sent to you.

It is important to use this method of data exchange. Any problems to be advised – do **not** send spreadsheet via email unprotected.

Validation of records by data supplier

All data suppliers are expected to check the validity of their data before submission to the NHS Information Centre.

They must also check that their data is complete and all relevant schemes are included.

Organisations are responsible for their own data quality checking, and should use appropriate procedures for resolving queries within the agreed timetable.

Validation of records by the NHS Information Centre

The IC will check data for completeness and monitor data quality and accuracy.

Data that fails to meet quality tolerance levels, or differs significantly from that expected, will be referred back to be investigated and resolved. For example, a large decrease in schemes would be queried to ensure that no data had been missed off the return.

Quick Guide Matrix

Spreadsheet format of Grant Funded Service return

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Part A	Optional	Optional	Required	Optional	Required		Required	Required				Required	Required	Required	Required	Optional
Scheme number	Organisation name	Name of scheme	Service(s) provided	if the scheme is mainly intended for ethnic minorities	Total 2008-09 revenue funding provided to organisation by this authority for this scheme (in £s)		Did this scheme operate during the survey week?	Total numbers reported in each scheme by the voluntary organisation as receiving services during the survey week				Primary Client type	Percentage of funding for this scheme in 2008-09 provided by this authority	Is the scheme funded in part by another LA as well as your own?	Basis of figures for this scheme	Comments
Number already allocated to row	Name of organisation i.e. Age Concern	Name of the scheme Or further information on service provided in column D	The actual service provided i.e. Lunch club, advocacy	Please insert X Only if the scheme is mainly intended for ethnic minorities	From social services budgets	From other council budgets	Y/N/ Unknown	18-64 (Enter figures only)	65 and over (Enter figures only)	Carers (any age) (Enter figures only)	Other (age unknown) (Enter figures only) Only use this column as a last resort – if poss. enter in column I or J	Please identify the main needs of the 18-64 clients	This authority: social services and other council budgets	Y/N /Unknown	Code A = Actual figures provided by organisation O = Estimate provided by organisation L = LA estimate	
				X Only to be entered	A figure must be entered into one of the columns		Drop down menu must be used	At least a figure of 1 must be entered in the relevant column even if scheme did not operate during the survey week				Drop down menu must be used	Drop down menu must be used	Drop down menu must be used	Drop down menu must be used	
Locked	Free text	Free text available	Free text available	Free text	Figures only to be entered	Figures only to be entered	Do NOT use free text	Figures only to be entered	Figures only to be entered	Figures only to be entered	Figures only to be entered	Do NOT use free text	Do NOT use free text	Do NOT use free text	Do NOT use free text	Free text available

If you need to delete any of the schemes, please do NOT delete the row – use the delete key on your keyboard and delete each field in turn

Quick Guide - Information required for returns

Column A Scheme number – already defined and locked

Column B Organisation name

Although this is optional, it would be preferable if this data was returned.

Where an organisation operates more than one person-centred scheme and each scheme is subject to a separate agreement and management arrangements enter each scheme separately.

Column C Name of scheme

Name of the scheme or you may wish to include further information about the service provided in column D. Do not put comments in this column; for any comments – please use the comments field which is column Q.

Column D Service(s) provided – required (person centred schemes only) - Must be provided

Service(s) provided may include: advocacy, bathing, befriending services, day care, drop-in services (specific service to be provided in column C), home care, information and advice: to be included where information and advice is the primary function of a scheme, is person centred, and, is specifically tailored to the individual needs of the person, laundry, meals services, shopping services, talking books, telecare and alarms issued during the sample week, transport that enables a person to live independently in their own homes (this list is not exhaustive)

Column E Schemes mainly intended for ethnic minorities

Only enter **X** into this column where the scheme is mainly intended for ethnic minorities. Please state for which ethnic minority the scheme is mainly intended for in column D.

Column F & G Total revenue funding provided to organisation by this authority for this scheme - required

A revenue funding figure **must** be entered into one of the columns. If the figure is not known, please enter a minimum figure of **1** into one of the columns. Figures to be rounded to the nearest £ - do NOT include pence.

This figure is your estimate of the gross revenue (but NOT capital) money given by your council to a voluntary organisation/scheme in 2008/09 to provide services which enable vulnerable adults to live more independently in their own homes.

Column H Did this scheme operate during the survey week? - required

Drop-down **must** be used; Y = Yes N = No plus Unknown

Column I, J, K, L Total numbers reported in each scheme by the voluntary organisation as receiving services during the survey week – required

Where a figure is not available, at least a figure of **1 must** be entered in one of the relevant columns.

This applies even if the scheme did not operate during the survey week. **Only use column L as a last resort – if possible enter in column I or J**

Please note that TOTALS are required here – the organisation is NOT asked to work out how many are funded by your council, or anyone else. This is calculated in the spreadsheet itself, and is displayed on the summary sheet. *(If a figure is only entered into column K [Carers] & not columns I or L—a Primary Client Type is not req.)*

Column M Primary Client type - required

Drop down menu **must** be used. This column identifies the primary client type. Physical Disability, Learning Difficulties, Mental Health, Substance Abuse, Other, Unknown

Column N Percentage of funding for this scheme in 2008-09 provided by this authority – required

Drop down menu **must** be used. A minimum of 1% is required. Please use the nearest % point available.

The percentage of funding which the organisation receives from your authority: both social services and other council budgets. If this is not known, or as not been provided: please estimate.

Column O Is the scheme funded in part by another LA as well as your own? - required

Drop-down **must** be used: Y = Yes N = No plus Unknown

Column P Basis of figures for this scheme – required

Drop-down **must** be used:
A = Actual figures provided by organisation
O = Estimate provided by organisation
L = LA estimate

Column Q Comments: This column is for any comments you may have regarding the scheme that we have not already provided columns for.