

30th September 2008

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To Information contacts in England

Dear Colleague

REPORTING OF ADULT SOCIAL SERVICES STATISTICAL DATA TO THE IC
Confirmation of the list of returns for 2009 and reporting facilities

As in previous years, the purpose of this letter is to confirm, where possible, which Social Services statistical returns need to be completed in 2009. Most relate to provision in 2008-09 and are due for return by the **Wednesday 27th May 2009**.

This letter relates to adults' services activity, expenditure, staffing returns and user experience surveys which are the responsibility of The NHS Information Centre for Health and Social Care (IC). The Department for Children, Schools and Families (DCSF (formerly DfES)) are writing to their contacts separately about children's returns for which they are responsible.

The list of forms and their due dates for return is attached (Appendix 1). Copies of the final returns will be available at <http://www.ic.nhs.uk/pss/returns/2008/> as soon as possible.

STRATEGIC INFORMATION GROUP on ADULT SOCIAL CARE (SIGASC)

This list of forms and all changes set out in this letter have been agreed by the Strategic Information Group on Adult Social Care whose membership includes CASSRs, IC, DH, CSCI, Audit Commission, Healthcare Commission, DCLG and CIPFA. The group meets four times a year to consider proposed changes to returns. A list of its members, notes of meetings and copies of papers are available at <http://www.ic.nhs.uk/services/social-care/review-approval-and-development/sigasc>. Changes to adult returns are considered by the sub-groups of SIGASC (Adult Review Group (ARG), Social Services User Survey Group (SSUSG) and Chartered Institute of Public Finance and Accountancy Social Care Statistics Working Party (CIPFA SCS Working Party)) before they go to SIGASC. Corresponding information for these groups is also available from the above web link.

USE OF ELECTRONIC REPORTING METHODS 2008-09

We are requesting that you send us the data electronically using one of the methods listed below. Paper returns will not be accepted. The available methods are through Internet web-based collections:

a. IC web-based data collection facility (IDC)

This is a tool that can be used for submitting some of the aggregate IC PSS returns. The application includes built-in validation checks on data and security features, for example access via a password and the installation of firewalls. The versions of the forms for 2007/08 on the IDC facility will be replaced once the 2008/09 forms are ready. This will be before April 2009.

b. Omnibus Survey

Omnibus is the IC standard system for the submission of returns via the Internet. It is an online tool designed to help social care and NHS organisations submit vital data with minimum burden on themselves. It has the same functionality as the IDC with additional features. Having started in 2007/08, the IC aims to use a phased approach to transferring returns from the IDC to Omnibus with minimum impact to councils.

Omnibus v6 was made live as of 18th August 2008. Improvements include:

- A validate button that allows data to be validated separately to the release process
- Validations can now ignore small numbers
- Breachable validations in grids (tables)
- Larger capacity for custom breach reasons
- New question types in grids (tables)
- Static grid headers
- Grid labelling
- Facility to print form & data directly from the online form
- Updated corporate branding

We are aiming to make the returns due on 27th May available by 1st April at the very latest.

c. Data depot

During 2007/08 the IC have developed a new tool called The IC Data Depot. It is a simple system for collecting Excel based returns designed for ease of use. This was first introduced for the PSS EX1 return in 2007/08 and will be used for the forthcoming SSDSS001 and GFS1 returns.

Appendix 1 (last column) sets out the reporting method that are available for each return.

Formal Consultation on the Revision of National Social Care Data Collections and Publications in accordance with National Statistical Code of Practice Guidance:

In October 2007 the Department for Communities and Local Government published a new National Indicator Set (NIS) for Local Authorities. The purpose of the NIS is to streamline the data requirements associated with the performance management of local authorities, as described in the local government White Paper, 'Strong and Prosperous Communities'. There are a total of 198 Indicators but only 8 relate directly to adult social care with a small number of additional indicators taking in the wider health and well being agenda. This means that there is no longer a justification for the continued collection of some of the current information from Local Authorities.

As a result of the publication of the NIS, The NHS Information Centre for health and social care (The NHS IC) commenced a review, in January 2008, of all our adult social care national data collections and publications. We worked closely with, among others, the Department of Health and the Association of Directors of Adult Social Services and consulted with other relevant government departments and agencies.

The review identified:

- those data entries which relate to the NIS and must therefore be retained (these collections being mandatory);
- those data entries which are of particular benefit for local policy and practice implementation and review, but which have added value if collected and collated nationally;
- those items which are now outmoded or of questionable accuracy and, as such, should no longer be collected.

This Consultation has been seeking views on those data entries/collections (and the implications for associated publications), proposed for deletion. The final phase of the consultation process is due to finish on 24th October 2008.

Exclusions to this Consultation

- i) The Expenditure and Unit Costs return (PSS EX1), the Registers of Blind and Partially Sighted People (SSDA902) and the Registers of Deaf and Hard of Hearing People (SSDA910) are NOT included in this consultation. These are subject to separate review processes.
- ii) The User Surveys Programme is reviewed annually therefore is not included in this consultation.

The rest of this letter sets out the proposed information requirements for 2008/09 based on the proposals set out in the consultation documents, however please note that there could be some changes following the outcome of the consultation. Councils will be notified of the final information requirements for 2008/09 as soon as possible after 24th October 2008.

NEW OR CHANGED RETURNS for 2008/09

My colleagues have already contacted you or will be contacting you soon about the changes which affect the following areas:

1. National Indicator Set (NIS):

From 2008-09 the new National Indicator Set will replace the current PAF indicators. CASSRs should already have received notification of new information requirements that will affect their data returns for 2008-09. Details were set out in the LA letter sent in September 2007 and following updates in February and May 2008. This information has been reiterated below for completeness.

Details of the NIS indicators are available at <http://www.audit-commission.gov.uk/performance/>. Queries relating to the new National Indicator Set (NIS) should be directed to The Audit Commission - <http://www.audit-commission.gov.uk/performance/ni-contact.asp>

2. Referrals, Assessments and Packages of Care (RAP):

For 2008/09 RAP proformas there has been revised guidance on;

- i) Professional Support
- ii) Information and Advice for carers
- iii) Self assessments

More details can be found in the RAP newsletters at

<http://www.ic.nhs.uk/services/social-care/social-care-collections/collections-2008>

Proposed changes to the RAP Proformas are indicated below:

Table R1: DELETE

Table R2 table (i): RETAIN

Table R2 table (ii): DELETE

Table R3: RETAIN

Table A1 (page 1): DELETE (as data available in proforma A7)

Table A1 (page 2): RETAIN

Table A1 (page 3): DELETE

Table A5: DELETE (as data is available in proforma A6)

Table A6: RETAIN – plus two additional tables on Gender will be included from 2008/09 (as agreed with SIGASC see appendix 3)

Table A7: RETAIN for NIS

Table A8: RETAIN for NIS – plus a new table to RAP proforma A8 page 1 and a new table to RAP proforma A8 page 2 to capture the waiting times to receiving services for those aged 18 to 64 on a voluntary basis in 2008/09 (see appendix 4).

Table A9: DELETE

Table P1: RETAIN - the 2 separate columns entitled CSSR Residential care and Independent sector residential care will be amalgamated into one column headed 'residential care'.

Table P2f: RETAIN for NIS – plus 3 extra boxes will be added to page 5 to collect the number of clients receiving direct payments during the year for the following age groups: 65-74, 75-84, 85 and over

Table P2s: RETAIN for NIS – plus new table to collect number of planned hours and visits per week for those clients on the books to receive homecare as at 31st March (see appendix 5).

Table P4: RETAIN - the 2 separate columns entitled CSSR Residential care and Independent sector residential care will be amalgamated into one column headed 'residential care' plus four additional tables on Gender will be included from 2008/09 (as agreed with SIGASC)

Table C1: RETAIN

Table C2: RETAIN for NIS

3. Supported Residents data (SR1):

Table 1: RETAIN -The categories under the Independent Residential Care heading (private, voluntary and other) will be consolidated into one column entitled 'independent residential care'. The 'adult placement' column will be separated from the 'registered homes' columns.

Table 2: RETAIN

Table 3: DELETE

Tables 5a and 5b: RETAIN - The categories under the Independent Residential Care heading (private, voluntary and other) will be consolidated into one column entitled 'independent residential care'. The 'adult placement' column will be separated from the 'registered homes' columns.

Table 5c: RETAIN

Table 6: DELETE

Table 7 DELETE

4. Grant Funded Services (GFS1):

WHOLE COLLECTION: RETAIN – the only exception is the removal of the data items on compliance costs.

5. Home Help/Home Care data (HH1):

WHOLE COLLECTION RETAINED FOR 2008/09 ONLY

Following the review of social care collections, it has been proposed that there is no justification for retaining the Home Help (HH1) return in its current format, however some data items (e.g. number of hours and distribution of people receiving home care by hours and visits) are proposed to be transferred to the RAP P2s and PSSEX1 returns based on the local client and finance systems as opposed to a sample week. As the HH1 return is a National Statistic, and therefore subject to adherence to strict protocols, we are required to run the 3 month public consultation on the changes before a final decision can be made. Due to the timing of the public consultation (due to end on 24th October 2008), a final decision on the HH1 will not be made until after the sample week in September 2008. Therefore we have asked councils to collect the HH1 return for September 2008 with the prospect that this will be the last year it will be collected in its current format.

6. Key Stats (KS2):

WHOLE COLLECTION: DELETE (new KS2 from 2008/09)

The revised KS2 return for 2008/09 will require new data relating to three key topics;

- a) the employment status at time of assessment or review for people with learning disabilities aged 18-64 for the period 1st October 2008 to 31st March 2009 (see appendix 6).
- b) the settled accommodation status at time of assessment or review for people with learning disabilities aged 18-64 for the period 1st October 2008 to 31st March 2009.
- c) the number of discharges to rehabilitation/re-enablement services following discharge from hospital and whether the person was still at home 91 days later. Data will relate to discharges during the period 1st October 2008-31st December 2008 with a 3 month follow-up (see appendix 7)

More information about these tables can be found on this on the IC website at http://www.ic.nhs.uk/webfiles/Services/Social%20care/Collections/2007%20to%2008/Learning%20disabilities_collection.pdf (learning disabilities) and <http://www.ic.nhs.uk/webfiles/Services/Social%20care/Collections/2007%20to%2008/NI125%20VSC04%20Joint%20rehabilitation%20-%20final.pdf> (joint rehab).

7. User Survey: User Experience Survey of older people receiving home care in England 2008/09

Following the success of the Personal Social Services survey of home care users aged 65 or over in England 2005/06, it has been agreed to run the survey again in February 2009. Following a review of the 2005-06 survey some questions have been amended or deleted and some new questions added. Councils will be informed of the details in early October 2008.

8. Expenditure and Unit Costs Return (PSS EX1):

As mentioned previously, the PSS EX1 is currently subject to a separate review by the Department of Health (DH) in which ADASS are fully engaged. The changes that have already been agreed for the PSS EX1 in 2008/09 are;

- i) only information relating to adult social care will be collected as the data on children's social care will be collected separately by the Department for Children, Schools and Families (DCSF).
- ii) 5 new boxes will be added to the activity sheet to record the number of carers receiving direct payments during the year for the age groups
 1. 16-17
 2. 18-64
 3. 65-74
 4. 75-84
 5. 85 and over

Any further changes for 2008/09 and 2009/10 resulting from the review are for DH to determine and councils will be notified as soon as possible. Details at <http://www.ic.nhs.uk/our-services/improving-social-care-information/review-approval-and-development/pssex1>. Comments to be sent to pssex1@dh.gsi.gov.uk by 20th October 2008.

9. PSS Staffing Return (SSDS001):

Councils were previously informed, in the LA letter September 2007 that the National Minimum Data Set (NMDS-SC) will run in parallel with SSDS001 in September 2007. It was noted that if it was proven that the NMDS-SC is able to provide all the data currently collected on SSDS001, then the SSDS001 collection for September 2008 would be discontinued. Although a Bulk Upload Tool is now available for councils to provide information to the NMDS-SC, a number of councils are likely to need a longer lead time to prepare their data for upload through this route. Therefore it has been decided to continue with the SSDS001 for September 2008. Once it has been proven that councils can provide to the NMDS-SC all the data currently collected on the SSDS001, the NHS Information Centre propose to stop the SSDS001 return completely. We would expect councils to submit NMDS-SC returns during 2008-09.

10. Registered Blind and Partially Sighted People (SSDA902):

As this collection was brought forward from 2008/09 to 2007/08, there will be no collection taking place this year, 2008/09. As mentioned above a separate review is being carried out on the Registers of Blind and Partially Sighted People (SSDA902) and the Registers of Deaf and Hard of Hearing People (SSDA910) led by the Department of Health.

11. Guardianship:

WHOLE COLLECTION: DELETE

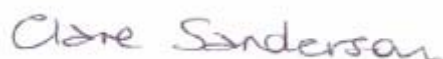
12. New format for activity data in 2008/09

As part of the review of social care collections, a number of data items on the activity returns are proposed to be deleted. We are currently reviewing the format of the activity returns for the remaining data items and will send out further details in early November.

As noted earlier, this letter sets out the proposed information requirements for 2008/09 based on the proposals set out in the IC consultation documents, however please note that there could be some changes following the outcome of the consultation. Councils will be notified of the final information requirements for 2008/09 as soon as possible after 24th October 2008.

2007/08 has been a great success for all the returns in respect to improved response rates and the quality of the data submitted. Thank you for all your efforts over the past year in completing the returns. We look forward to receiving your returns by the due date. Please contact Michael Oxley if you have any queries regarding this letter.

Yours faithfully



Clare Sanderson
Director of Information Governance and Policy
NHS Information Centre for health and social care

Chair of the Strategic Information Group on Adult Social Care

Appendices (please see the following website for appendices 3 to 8; <http://www.ic.nhs.uk/services/social-care/social-care-collections/collections-2009>):

- ❖ APPENDIX 1 – IC PSS Statistical Returns 2009: Purpose/Users of data as agreed by Strategic Information Group on Adult Social Care.
- ❖ APPENDIX 2 - Changes to IC PSS Statistical Returns for 2009/10.
- ❖ APPENDIX 3 – New tables for 2008/09 to record gender on the Referrals, Assessments and Packages of Care (RAP) returns A6 and P4
- ❖ APPENDIX 4 – New tables for 2008/09 to record waiting time to services for people aged 18-64 on the Referrals, Assessments and Packages of Care (RAP) return A8
- ❖ APPENDIX 5 - New table for 2008/09 to record number of planned hours and visits per week for those clients on the books to receive homecare as of 31st March on the Referrals, Assessments and Packages of Care (RAP) return P2s
- ❖ APPENDIX 6 – New tables for 2008/09 to record the employment status and settled accommodation status at time of assessment or review for people with learning disabilities on the revised KS1 return
- ❖ APPENDIX 7 – New tables for 2008/09 to record discharges to rehabilitation/re-enablement services on the revised KS1 return
- ❖ APPENDIX 8 – New tables for 2009/10 to record information for NI 130 on self directed support on the Referrals, Assessments and Packages of Care (RAP) returns

APPENDIX 1

IC PSS Statistical Returns 2009: Purpose/Uses of data as agreed by Strategic Information Group on Adult Social Care

Return Code	Return Title	Due date	Purpose/Uses	Proposed changes from previous year	Format for reporting and contact point for queries
Adult related					
GFS1	Grant Funded Services	23/01/09	To collect information about numbers of people helped by grants from councils to voluntary organisations that do not receive care services as part of a CSSR package. This collection will be used for National Indicator NI 136 / VSC03	<ul style="list-style-type: none"> • Compliance costs removed • Returns submitted via data depot 	EXCEL spreadsheet Janice Allen 0113 254 7085 GFS@ic.nhs.uk
RAP	Referrals, Assessments and Packages of Care for the year ending 31 st March 2009	27/05/09	Information collected for the period 1 st April 2008 to 31 st March 2009. RAP will be able to monitor the process of providing community care – via assessment and care planning into services. Thus it can be used to monitor the provision of community care. This collection will be used for National Indicators NI 130 / VSC17, NI 132 / VSC12, NI 133 / VSC13, NI 135 / VSC18, NI 136 / VSC03.	<ul style="list-style-type: none"> • For 2008/09 there is new or revised guidance for Information and Advice for carers , Self assessments and Professional Support • Proformas R1, R2 (ii), A1 (pages 1 and 3), A5 and A9 will be deleted. • A6 will have 2 additional tables on gender • A8 will have 2 new tables to capture waiting times to services for 18-64 <i>on a voluntary basis</i> • On P1 the 3 separate columns entitled CSSR Residential care, Independent sector residential care and Nursing care will be amalgamated into one column headed 'residential care' • P2f will have 3 extra boxes on page 5 for number of clients receiving direct payments during the year for the age groups: 65-74, 75-84, 85 and over 	Web based collection Gillian Birk-Telford 0113 254 7173 RAP@ic.nhs.uk

Return Code	Return Title	Due date	Purpose/Uses	Proposed changes from previous year	Format for reporting and contact point for queries
				<ul style="list-style-type: none"> P2s will have a new table on number of planned hours and visits per week for those clients on the books to receive homecare as at 31st March P4 will have 4 additional tables on gender and the 3 separate columns entitled CSSR Residential care, Independent sector residential care and Nursing care will be amalgamated into one column headed 'residential care' 	
SR1	Supported Residents return for the year ending 31 st March 2009	27/05/09	<p>Information collected as at 31st March is used for:</p> <ul style="list-style-type: none"> Monitoring the development of the mixed economy of care and the use made by councils of independent sector providers and support for carers. Monitoring the effect of community care on individual client groups. Informing public expenditure discussions with Treasury. Resource allocation (PSS FSS). 	<ul style="list-style-type: none"> Tables 1, 5a and 5b - the categories under the Independent Residential Care heading (private, voluntary and other) will be consolidated into one column entitled 'independent residential care' and the 'adult placement' column will be separated from the 'registered homes' columns. Tables 3, 6 and 7 will be deleted 	<p>Web based collection Trina Cheung 0113 254 7006 SR1@ic.nhs.uk</p>
HH1	Home help/home care services return as at September 2008	07/11/08	<p>Information collected for services provided during a September week. Used for monitoring of the progress of the Community Care reforms of 1992 at a national and local level.</p>	<ul style="list-style-type: none"> The HH1 return is now to be submitted to the Omnibus system. 	<p>Web based collection Trina Cheung 0113 254 7006 HH1@ic.nhs.uk</p>

Key Statistics

KS2	Key Statistics for year ending 31 st March 2009	27/05/09	Used for National Indicators NI 125 / VSC04, NI 145 / VSC05, NI 146 / VSC07.	<ul style="list-style-type: none"> Existing data on KS2 will be deleted. The revised KS2 return for 2008/09 will require new data relating to three key topics; <ol style="list-style-type: none"> the employment status at time of assessment or review for people with learning disabilities aged 18-64 for the period 1st October 2008 to 31st March 2009 the settled accommodation status at time of assessment or review for people with learning disabilities aged 18-64 for the period 1st October 2008 to 31st March 2009 the number of discharges to rehabilitation/re-enablement services following discharge from hospital and whether the person was still at home 91 days later. Data will relate to discharges during the period 1st October 2008-31st December 2008 with a 3 month follow-up. 	<p>Web based collection</p> <p>Amrit Ubhi 0113 254 7171 KEYSTATS@ic.nhs.uk</p>
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User Experience Survey

UES	User Experience Survey of older people receiving home care 2009	31/05/09	Collects individual data from the user experience survey of people aged 65 and over receiving home care, to be carried out early 2009.	<ul style="list-style-type: none"> Following the success of the Personal Social Services survey of home care users aged 65 or over in England 2005/06, it has been agreed to run the survey again in February 2009. Councils will be informed of the details in early October 2008. 	<p>EXCEL spreadsheet Charlotte Thompson 0113 254 7211 usersurvey@ic.nhs.uk</p>
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Expenditure Related

PSS EX1	Personal Social Services Expenditure and Unit Costs for year ending 31 st March 2009	10/07/09	LA social services income and expenditure by client group and subjective category e.g. Own provision, provision by others, client contributions and joint arrangements; also unit costs.	<ul style="list-style-type: none"> • Only information relating to adult social care will be collected • 5 new boxes will be added to the activity sheet to record the number of carers receiving direct payments during the year for the age groups 16-17, 18-64, 65-74, 75-84, 85 and over • Any further changes for 2008/09 and 2009/10 resulting from the review are for DH to determine and councils will be notified as soon as possible • Returns submitted via data depot 	EXCEL spreadsheet Matt Freeman 0113 254 7187 PSSEX1@ic.nhs.uk
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Staffing Related

SSDS 001	PSS Staffing return – staff as at 30 th September 2008	31/10/08	Information collected as at 30 th September. An annual census of the staff directly employed by LA social services departments. Form requests numbers of F/T staff and P/T staff and their WTEs, by gender, ethnicity, staff group or service and by client group type. Although the information should be available from the Minimum Data Set – Social Care (NMDS-SC) that councils provide to Skills for Care, SSDS001 is needed until it can be proved that NMDS-SC can produce comparable data.	<ul style="list-style-type: none"> • Returns submitted via data depot 	EXCEL spreadsheet Amrit Ubhi 0113 254 7171 SSDS001@ic.nhs.uk
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APPENDIX 2

CHANGES TO 2009/10 RETURNS:

Due to the requirement for informing councils 6 months prior to new collections being implemented, a list of changes to returns, including new data items, for the 2009/10 collections is set out below.

1. Referrals, Assessments and Packages of Care (RAP)

- From 2009/10 4 additional ethnicity categories will be added to RAP proformas A6 and P4, namely;

- (i) "Traveller of Irish Heritage" and "Gypsy/Roma" under the broader heading of 'White'.
- (ii) "Refused" and "Information not yet obtained", recorded under the broader heading of 'Other Ethnic Groups'.

- Following the introduction in 2008/09 of a new table to RAP proforma A8 page 1 and a new table to RAP proforma A8 page 2 to capture the waiting times to receiving services for those aged 18 to 64, these tables should be completed on a mandatory basis from 2009/10 as the data is required for NI 133 – timeliness of social care packages.

- The collection for 2009/10 will include new information and proformas on Self Directed Support for service users and carers. From 2009/10;

(i) the current column on RAP P2f labelled 'direct payments' will be amended to read 'Existing/new Direct Payments and Personal Budgets' on pages 2 and 4, as will the 3 extra direct payment boxes on page 5. This will provide the data required for NI 130

(ii) the current column on RAP P2s labelled 'direct payments' will be amended to read 'Existing/new Direct Payments and Personal Budgets' on pages 2, 4 and 6, as will the 2 extra direct payment boxes on page 7

(iii) a new table will be added to record information for local and central policy monitoring on self directed support for service users on a new RAP S1 proforma

(iv) a new table will be added to record ethnicity information for local and central policy monitoring on self directed support on a new RAP S2 proforma

(v) a new table will be added to record information on carers for NI 130 and local and central policy monitoring on self directed support on a new RAP S3 proforma

If someone has existing/new Direct Payments and a Personal Budget, they are only to be counted once based on the last service planned. See more details in Appendix 8.

2. Key Stats (KS2):

For the 2009/10 revised KS2 return the time periods for the 3 components will be as follows;

- a) the employment status at time of assessment or review for people with learning disabilities aged 18-64 for the period 1st April 2009 to 31st March 2010
- b) the settled accommodation status at time of assessment or review for people with learning disabilities aged 18-64 for the period 1st April 2009 to 31st March 2010

c) the number of discharges to rehabilitation/re-enablement services following discharge from hospital and whether the person was still at home 91 days later. Data will relate to discharges during the period 1st July 2009 to 31st December 2009 with a 3 month follow-up.

3. User Experience Surveys

There are two new National Indicators (NIS) relating to user experience, namely

- NI127 – self-reported experience of social care users
- NI128 – user-reported measure of dignity and respect in their treatment.

For 2009/10 it has been agreed to repeat the Equipment and Minor Adaptations User Survey last undertaken in 2007/08 to populate the NIS indicators. This will help enable councils to compare responses with a recent baseline and determine the impact of the Transforming Community Equipment Services programme. The IC is also developing a user experience survey on Carers for 2009/10 which councils may find useful.

4. Abuse of Vulnerable Adults

The draft return, designed for gathering aggregate data on abuse of vulnerable adults, is delivered in the form of an Excel workbook containing nine tables. These tables address various aspects of the subject relating to the victim, alleged perpetrator, their details and details of the alleged offence. It is currently being piloted with over 40 councils with a close date of 19th September. Subject to the outcome of the pilot, full roll out will occur during 2009/10. If this collection goes ahead, due to the 6 month rule it will relate to a period of less than 12 months for 2009/10 dependent on when the final collection is approved.