



THE RAP PROJECT

Referrals, Assessments and Packages of Care In Adult Personal Social Services

September 2008 Newsletter

1. RAP return 2007/08

We have received completed returns from ALL 150 councils in England. The RAP team appreciates the effort and time taken in the submission and updates of the returns to coincide with final PAF¹ Performance Indicators.

We are now processing the data with the intention to publish provisional CASSR level tables (based on the data used to calculate the PAF indicators for 2007/08) by early October. The National Summary for 2007/08 will be published in December 2008, and the Final Report for 2007/08 in February 2009.

2. New National Indicator Set

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.

Following the publication in October 2007 of the new National Indicator Set (NIS) for Local Authorities, The Information Centre for health and social care (The IC) commenced a review of social care collections with the aims of updating the data collections for the change from PAF to NIS and reducing the data collection burden on Councils. The final phase of the consultation process is due to finish on 24th October 2008.

Details of the NIS indicators are available at <http://www.audit-commission.gov.uk/performance/>.

Queries relating to NIS should be directed to The Audit Commission -

¹ Performance Assessment Framework

<http://www.audit-commission.gov.uk/performance/ni-contact.asp>

3. Formal data collection requirements for 2008/09

We wish to draw your attention to the annual Local Authority Letter to all information contacts in Adult Social Services and Directors of Adult Social Services (dated 30th September 2008) from the IC containing formal notification of the Social Services data returns, which councils are required to make for 2008/09. Further information, including details of how data should be submitted to The IC is included within this letter, which is available at:

<http://www.ic.nhs.uk/services/social-care/social-care-collections/collections-2009>

NB The Local Authority Letter to social services details 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.

This letter is also being sent to all other IC information contacts and to Directors of Adult Social Services.

4. Summary of changes to RAP for 2008/09:

For 2008/09 there is new or revised guidance for the following areas. These are unless stated otherwise for implementation wherever possible from 2008/09:

- **Clarification on Self Assessments**

Because it will be up to the service users own discretion to go at their own pace when completing a self assessment, it has been agreed at SIGASC² that the time from which the council should measure D55 where a self assessment is completed is the date that the council receive the self assessment back from the client, NOT the date of first contact with the council.

- **Clarification on Professional Support**

Clarification was included in the July 2008 RAP Newsletter following agreement at the ARG³ meeting in July that the following should be added to the definition of professional support given in the RAP Guidance: professionals who provide **active, ongoing support** for the client that goes beyond the normal assessment and review process.

Active Professional Support could be for example; a support professional telephoning a client on a weekly basis to ask how things are and discuss any issues the client might have. In contrast to the client having a phone number that they could call if they felt there was anything they would like to discuss - this would be more "passive" support.

- **Clarification on Information and Advice for carers**

Clarification was included in the July 2008 RAP Newsletter following agreement at the ARG meeting in July that the simple act of giving out leaflets should not be recorded as information and advice in RAP if this is the only outcome of a carer's assessment or review.

To be counted in RAP a "**package** of information and advice" must be provided to the carer - the information and advice given must be **person centred** and **specifically tailored to the individual needs** of the carer. A "package of information and advice" could comprise a number of leaflets and telephone numbers provided in response to an individual carer's particular needs.

Provision of telephone numbers or distribution of one or more leaflets **indiscriminately cannot** be counted as

Information and Advice as the RAP return is aiming to build up a picture of what is provided to clients and carers in response to an assessment of their individual needs.

The following updates are proposed for the RAP proformas for 2008/09:

- Removal of Table R1
- Removal of Table R2
- Removal of Table A1 page 1 and page 3
- Removal of Table A5
- Two additional tables on Gender will be included in Table A6
- A new table to RAP proforma A8 page 1 and a new table to RAP proforma A8 page 2.
- Removal of Table A9
- 3 extra boxes will be added to Table P2f page 5 (see Direct Payments)
- The 2 separate columns entitled "CSSR Residential Care" and "Independent Sector Residential Care" on the P1 and P4 proformas will be amalgamated into one column headed "Residential Care".

- **Direct Payments**

In **2008/09** 3 extra boxes have been added to page 5 of RAP P2f to collect the number of clients receiving direct payments during the year for the following age groups:

1. 65-74
2. 75-84
3. 85 and over

- A new table will be added to proforma P2s

To collect the number of planned hours and visits per week for those clients on the books to receive homecare as at 31st March (this was previously collected in the HH1 return).

- **Measure to cover the equalities agenda - A6 and P4 proformas**

Proformas A6 and P4 have been split by gender (2 tables added to the existing 2 tables for A6 and 4 tables to the existing 4 tables for P4).

This is in order to provide some high level data on differences in receipt of assessments and services in terms of gender.

² Strategic Information Group for Adult Social Care

³ Adult Review Group

- **Timeliness of Care Packages – proforma A8**

A new table has been added to both page 1 and page 2 of RAP proforma A8 to capture the waiting times for clients aged 18 to 64.

Completion of these A8 tables is voluntary for 2008/09 but will be mandatory for 2009/10.

For further details see the December 2007 RAP Newsletter.

Previous RAP newsletters providing more details can be found at <http://www.ic.nhs.uk/our-services/improving-social-care-information/social-care-collections/collections-2008> and <http://www.ic.nhs.uk/our-services/improving-social-care-information/social-care-collections/collections-2007>

5. RAP Guidance and forms

The 2008/09 RAP guidance and proformas will be available from <http://www.ic.nhs.uk/services/social-care/social-care-collections/collections-2009> once the final outcomes of the review of collections are confirmed.

You will be notified once these documents are available on the internet.

Additionally, answers to queries may be found through the soon to be updated Frequently Asked Questions (FAQs) and Waiting Times Summary. The document titles are listed below for information:

- Information and guidance for the Referrals, Assessments and Packages of Care collection (RAP)
- Proformas for the Referrals, Assessments and Packages of Care collection (RAP)
- Frequently Asked Questions for the Referrals, Assessments and Packages of Care collection (RAP)
- Waiting times summary and guidance for councils to sample data for the waiting times indicators

6. Changes to RAP for 2009/10:

Please see Appendix 2 of the LA letter for full details of proposed changes for 2009/10.

- **Addition of 4 ethnicity categories** to be added to RAP proformas A6 and P4: “Traveller of Irish Heritage” and “Gypsy/Roma” under the broader heading of ‘White’. “Refused” and “Information not yet obtained” under the broader heading of ‘Not Stated’. Please see **Annex A** for a sample proforma.

- **Timeliness of Care Packages - A8** The new table added to pages 1 and 2 of RAP proforma A8 to capture the waiting times for clients aged 18 to 64 will be mandatory for 2009/10.

- **Self directed support for service users and carers**

The current RAP P2f column 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 in 2008/09.

The current RAP P2s column 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.

New S Tables will be added to the RAP return to record information on self directed support (SDS) for local and central policy monitoring as follows:

- S1** to record information on SDS by primary client type
- S2** to record information on SDS by ethnicity.
- S3** to record information on SDS for carers and for NI 130 in 2009/10.

THANK YOU

2007/08 has been a great success for all the social care returns with respect to improved response rates and the quality of the data submitted. Thank you, both to you and your council, for all your efforts over the past year in completing all the returns.

Individual contact e-mail addresses and phone numbers:

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Annex A

For 2009-10

- **Addition of 4 ethnicity categories** to RAP proformas A6 and P4:
 “Traveller of Irish Heritage” and “Gypsy/Roma” under the broader heading of ‘White’.
 “Refused” and “Information not yet obtained” under the broader heading of ‘Not Stated’.

(Codes used in
 DCSF⁴s SSDA903
 and in NMDS-SC⁵))

White

White British		A1
White Irish		A2
Any other White background		A3
Traveller of Irish Heritage		A4
Gypsy/Roma		A5

Mixed

White and Black Caribbean		B1
White and Black African		B2
White and Asian		B3
Any other Mixed background		B4

Asian or Asian British

Indian		C1
Pakistani		C2
Bangladeshi		C3
Any other Asian background		C4

Black or Black British

Caribbean		D1
African		D2
Any other Black background		D3

Other Ethnic Groups

Chinese		E1
Any other ethnic group		E2

Not stated

Refused		E3
Information not yet obtained		E4

‘Refused’ and ‘Information not yet obtained’ replace the category of ‘Not stated’. It is suggested that CASSRs record those in the previous category of ‘Not stated’ in the ‘Information not yet obtained category’ until client records are updated accordingly.

⁴ Department for Children, Schools and Families (previously DfES)

⁵ Skills for Care - National Minimum Data Set for Social Care