

29<sup>th</sup> September 2006

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To Information contacts in England

Dear Colleague

**REPORTING OF SOCIAL SERVICES STATISTICAL DATA TO THE IC  
Confirmation of the list of returns for 2007 and reporting facilities**

As in previous years, the purpose of this letter is to confirm which Social Services statistical returns need to be completed in 2007. Most relate to provision in 2006-07 and are due for return by the **end of May 2007**.

This letter relates to adults', expenditure and staffing returns which are now the responsibility of the Information Centre for Health and Social Care (IC). DfES are writing to their contacts separately about children's returns for which they are now 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/2007/> as soon as possible.

**STRATEGIC INFORMATION GROUP on ADULT SOCIAL CARE - SIGAS**  
(Formerly: Personal Social Services (PSS) Statistics Technical Working Group (TWG))

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 CSSRs, 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/TWG>. Changes to adult returns are considered by the Adult Review Group (ARG) before they go to SIGAS. Corresponding information for ARG is also available from this web link.

## Returning BVPI data to Audit Commission

All social services Best Value Performance Indicators (BVPIs) are also Performance Assessment Framework (PAF) PIs. Similar to 2005-06, the Audit Commission have agreed not to request social services BVPI data for 2006-07 when they collect BVPIs for all services from councils in order to reduce duplication and improve consistency. Instead IC and DfES will supply to them relevant PAF indicator data derived from the returns set out in Appendix 1 and the corresponding DfES document. These data will still be subject to audit and councils should submit amended returns to IC and DfES if the data change as a result of the audit process.

## Use of electronic reporting methods 2006-07

We are requesting that you send us the data electronically using one of the two methods listed below. Paper returns are no longer acceptable.

## Reporting methods for 2007

The available methods are:

### 1. **IC web-based data collection facility (IDC)**

This is an application that can be used for submitting many 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.

We are aiming to make the returns due on 31<sup>st</sup> May available on IDC by 1<sup>st</sup> April at the very latest.

The versions of the forms for 2005-06 on the IDC facility will be replaced once the 2006-07 forms are ready.

### 2. **Spreadsheets**

Some of the returns will be available at <http://www.ic.nhs.uk/pss/returns/2007> as downloadable spreadsheets with built-in validation checks. The completed spreadsheets can then be E-mailed to IC.

Appendix 1 (last column) sets out the reporting methods that are available for each return. Where there are options, we are content for you to use either of the methods for your returns.

## NEW OR CHANGED RETURNS

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

### **1. PAF data:**

CSCI sent the PAF Indicator definitions for 2006-07 to councils in April 2006 (CI (2006) 08); they are also available from [http://www.csci.gov.uk/care\\_professional/councils/paf/performance\\_indicator\\_definiti/2006-07\\_pis.aspx](http://www.csci.gov.uk/care_professional/councils/paf/performance_indicator_definiti/2006-07_pis.aspx) . These are reflected in the returns in Appendix 1.

### **2. Guardianship Under the Mental Health Act (SSDA 702):**

The format for reporting can be found at the following link <http://www.ic.nhs.uk/pubs/icpublication.2006-01-04.5354930463>

### **3. RAP data:**

In 2005-06 the information collected in proformas C1 and C2 was also collected by client group and age group of the person cared for in two additional carer tables. During the year there was some confusion around the descriptions of the data which have been clarified for 2006-07.

A new table will be included in the RAP P2s proforma for 2006-07 to collect the number of clients planned to receive services via an Individual Budget. This table is only applicable to councils involved in the Individual Budget pilots and must be completed. Details were sent to the relevant councils in April 2006.

There will be an additional breakdown relating to ethnicity of clients receiving services. The proforma P4 on Ethnicity by service type and Ethnicity by primary client type will be split into the age categories 18 to 64 and 65 and over, creating two additional tables.

RAP Newsletters providing more details can be found at <http://www.ic.nhs.uk/pss/returns/2006>

### **4. Supported Residents data (SR1):**

In 2006-07 table 5a will be redefined to;

- a) Include transfers from temporary to permanent residential and nursing care during 2006-07.
- b) Exclude transfers of permanent residents between residential and nursing care.

Table 5b which separately identifies transfers from temporary to permanent residential and nursing care and table 5c on the number of transfers of permanent residents between residential and nursing care will remain for 2006-07.

In 2005-06 a new column was introduced on several tables to record clients in adult placement schemes separately from 'other registered accommodation' where possible. For 2006-07 all councils must record clients in adult placement within this separate column, not under 'other registered accommodation'.

**5. Registered Deaf and Hard of Hearing People (SSDA910):**

We collect data every three years on the number of people registered as deaf and hard of hearing on local authority registers. This survey comes round again in 2007 and we will be collecting this information as at 31<sup>st</sup> March 2007. There are no changes to the form from 2003-04.

**6. Home Help/Home Care data (HH1):**

The home help/home care services return is being kept under review which may lead to some changes for 2007. If so, these will be notified to councils by the end of March 2007.

**7. Grant Funded Services (GFS1):**

A new return has been issued to councils to collect information on the numbers of people receiving preventative services outside a formal care plan through grants from CSSRs to organisations. The new collection has been approved by the SIGAS, and follows a detailed pilot survey in late 2005. This collection will be carried out in the autumn of 2006 for return on 26 January 2007.

**8. User Survey:**

Councils have been previously informed that the planned user survey on people with physical disabilities and sensory impairments aged 18-64 for 2006-07 is currently being considered by CSCI, councils will be informed of the decision as soon as possible.

**9. Key Stats (KS1):**

Following changes to the PI MR/D59 for 2006/07 adults and children's services have been split into adults MR/D75 and children's MR/D74 in the KS1, but the data collection page will remain the same.

**10. Expenditure and Unit Costs Return (PSS EX1):**

An additional column has been included for "Income from the NHS" in the XSSM and including SSMSS sheets in order that this can be separately identified. This return will remain a combined return covering Adults and Childrens Social Services expenditure for 2006/07 to be collected by the Information Centre.

**11. Staffing Return (SSDS001):**

This return will be collected in 2006-07. The Minimum Data Set (MDS) will run in parallel with SSDS001 in September 2007.

We look forward to receiving your returns by the due date. Please contact Annabelle McGuire if you have any queries regarding this letter. Thank you for all your efforts over the past years in completing the returns.

Yours faithfully

Ann Custance  
Special Projects  
Information Centre for Health and Social Care

Chair of the Strategic Information Group on Adult Social Care

## APPENDIX 1

### IC PSS Statistical Returns 2007: Purpose/Uses of data as agreed by Strategic Information Group on Adult Social Care

Return Code	Return Title	Due date	Purpose/Uses	Changes from previous year	Format for reporting and contact point for queries
<b>Adult related</b>					
GFS1	Grant Funded Services	26/01/07	To collect information about numbers of people helped by grants from CSSRs to voluntary organisations that do not receive care services as part of a CSSR package.	Not applicable – new return	EXCEL spreadsheet. Mike Barker 020 7832 4164 <a href="mailto:ASCID@ic.nhs.uk">ASCID@ic.nhs.uk</a>
SSDA 702	Guardianship Under the Mental Health Act 1983 for the year ending 31 <sup>st</sup> March 2007	18/05/07	The Information collected as at 31 <sup>st</sup> March details new cases and closures of Guardianship orders during the year. It is useful in assessing the current impact of ongoing Mental Health policy initiatives and the potential impact on the Mental Capacity Act which has now become law. When implemented it will create a new legal framework for decision making to protect adults who lack mental capacity.	No changes	Omnibus (Internet collection) or Spreadsheet Robert Dobson 0113 254 7283 <a href="mailto:surveyteam@ic.nhs.uk">surveyteam@ic.nhs.uk</a>

Return Code	Return Title	Due date	Purpose/Uses	Changes from previous year	Format for reporting and contact point for queries
RAP	Referrals, Assessments and Packages of Care for the year ending 31 <sup>st</sup> March 2007	31/05/07	Information collected for the period 1 <sup>st</sup> April 2006 to 31 <sup>st</sup> March 2007. 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. Will be used for the calculation of performance indicators AO/C29 – AO/32, AO/C51, AO/C62, AO/D40, AO/D55, AO/D56, AO/E47, AO/E48 and AO/82. Used in the PSA targets for older people.	<ul style="list-style-type: none"> <li>In 2005-06 the information collected in proformas C1 and C2 was also collected by client group and age group of the person cared for in two additional carer tables. During the year there was some confusion around the descriptions of the data which have been clarified for 2006-07.</li> <li>A new table will be included in the RAP P2s proforma for 2006-07 to collect the number of clients planned to receive services via an Individual Budget. This table is only applicable to councils involved in the Individual Budget pilots and must be completed. Details were sent to the relevant councils in April 2006.</li> <li>There will be an additional breakdown relating to ethnicity of clients receiving services. The proforma P4 on Ethnicity by service type and Ethnicity by primary client type will be split into the age categories 18 to 64 and 65 and over, creating two additional tables.</li> </ul>	<p>IDC Helen Foster 0113 254 7006 <a href="mailto:RAP@ic.nhs.uk">RAP@ic.nhs.uk</a></p>

Return Code	Return Title	Due date	Purpose/Uses	Changes from previous year	Format for reporting and contact point for queries
SR1	Supported Residents return for the year ending 31 <sup>st</sup> March 2007	31/05/07	Information collected as at 31 <sup>st</sup> March is used for: <ul style="list-style-type: none"> <li>Monitoring development of the mixed economy of care and the use made by LAs of independent sector providers and support for carers;</li> <li>Monitoring effect of community care on individual client groups;</li> <li>Informing public expenditure discussions with Treasury;</li> <li>Resource allocation (PSS FSS). Also used for performance indicators AO/C72 and AO/C73.</li> <li>Used in the PSA target for older people.</li> </ul>	<ul style="list-style-type: none"> <li>In 2006-07 table 5a will be redefined to; <ul style="list-style-type: none"> <li>a) Include transfers from temporary to permanent residential and nursing care during 2006-07</li> <li>b) Exclude transfers of permanent residents between residential and nursing care.</li> </ul> </li> <li>Table 5b which separately identifies transfers from temporary to permanent residential and nursing care and table 5c on the number of transfers of permanent residents between residential and nursing care will remain for 2006-07.</li> <li>In 2005-06 a new column was introduced on several tables to voluntarily record clients in adult placement schemes separately from 'other registered accommodation' where possible. For 2006-07 all councils must record clients in adult placement within this separate column, not under 'other registered accommodation'.</li> </ul>	<p>IDC Ed Bounford 0113 254 7173 <a href="mailto:SR1@ic.nhs.uk">SR1@ic.nhs.uk</a></p>
SSDA 910	Registered Deaf and Hard of Hearing People for the year ending 31 <sup>st</sup> March 2007	31/05/07	Information collected as at 31 <sup>st</sup> March 2007. To inform policy decisions concerning those who are registered as Deaf and Hard of Hearing.	None	<p>IDC Richard Murray 0113 254 7083 <a href="mailto:DISABILITIES@ic.nhs.uk">DISABILITIES@ic.nhs.uk</a></p>

Return Code	Return Title	Due date	Purpose/Uses	Changes from previous year	Format for reporting and contact point for queries
HH1	Home help/home care services return as at September 2007	09/11/07	Information collected for services provided during a September week. For monitoring of the progress of the Community Care reforms of 1992 at a national and local level. Used in the PSA targets for older people. Also used for performance indicators, AO/B11, AO/ B12, AO/B17 and AO/C28, although these are collected on KS1 and PSS EX1 (see below).	The home help/home care services return is being kept under review which may lead to some changes for 2007. If so, these will be notified to councils by the end of March 2007.	<p>IDC Ed Bounford 0113 254 7173 <a href="mailto:HH1@ic.nhs.uk">HH1@ic.nhs.uk</a></p>

#### Key Statistics

KS1	Key Statistics for year ending 31 <sup>st</sup> March 2007	31/05/07	Collects Performance Assessment Framework indicator data not collected on other returns or requiring data from two returns to be combined. Used for PAF indicators AO/B11, AO/C28, AO/D37, AO/D39, AO/D54, MR/D74 and MR/D75.	Following changes to the PI MR/D59 for 2006/07 adults and children's services have been spilt into adults MR/D75 and children's MR/D74 in the KS1, but the data collection page will remain the same.	<p>IDC Richard Murray 0113 254 7083 <a href="mailto:KEYSTATS@ic.nhs.uk">KEYSTATS@ic.nhs.uk</a></p>
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#### Expenditure Related

PSSEX1	Personal Social Services Expenditure and Unit Costs for year ending 31 <sup>st</sup> March 2007	13/07/07	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. Used for PAF indicators CF/B8, CF/E44, AO/B12 and AO/B17.	An additional column has been included for "Income from the NHS" in the XSSM and including SSMSS sheets in order that this can be separately identified. This return will remain a combined return covering Adults and Children's Social Services expenditure for 2006/07 to be collected by the IC.	<p>IDC or EXCEL Ed Bounford 0113 254 7173 <a href="mailto:PSSEX1@ic.nhs.uk">PSSEX1@ic.nhs.uk</a></p>
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Return Code	Return Title	Due date	Purpose/Uses	Changes from previous year	Format for reporting and contact point for queries
<b>Staffing Related</b>					
SSDS 001	PSS Staffing return – staff as at 30 <sup>th</sup> September 2007	31/10/07	Information collected as at 30 <sup>th</sup> 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. Also provides the denominator for PAF indicators MR/D74 and MR/D75 (see KS1 above). Although the information should be available from the Minimum Data Set – Social Care (MDS-SC) that councils provide to Skills for Care, SSDS001 is needed until it can be proved that MDS-SC can produce comparable data.	None  The Minimum Data Set (MDS) will run in parallel with SSDS001 in September 2007.	EXCEL spreadsheet. Moni Choudhury 0113 254 7085 <a href="mailto:SSDS001@ic.nhs.uk">SSDS001@ic.nhs.uk</a>