

# Information and Guidance for the Keystats collection (KS1)

For the collection period  
April 1<sup>st</sup> 2006 to March 31<sup>st</sup> 2007

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## Definitions of data required for the Keystats collection 2006-07

**When completing your return, please ensure to use zeros to indicate no activity. Only leave blank if data are not available. All blank cells will be treated as data not available.**

### Services for adults and older people

#### Items of equipment or adaptations

##### *Total number delivered during year (population not sample figure)*

**The number of items of equipment or adaptations for use by adults and older people delivered during the year (regardless of when ordered) excluding:**

- adaptations that are not the responsibility of Social Services and in addition alarm or telecare systems that are not the responsibility of Social Services;
- equipment and adaptations for which the time limit could not be met because of the client's actions or absence (e.g. when a person was on holiday);
- equipment and adaptations that require construction, structural work or fitting other than simple fitting such as bolting to a wall or floor.

The figure required here is the total number of items of equipment or adaptations delivered by the Council in the year not the smaller number in the sample used to calculate the % delivered within 7 working days. It is required only for weighting together the percentages supplied by each Council.

##### *% delivered within seven working days*

Of the items of equipment and adaptations, the percentage delivered within 7 working days. The period begins when a decision to supply the equipment/adaptation is made (likely to be prior to when the order is placed) and ends when the equipment/adaptation is satisfactorily installed in the opinion of the council (the delivery/installation date, or when satisfactorily installed in the view of the council, if later). "Working days" for this indicator is taken to mean simply Monday to Friday; bank holidays are therefore included for these purposes as working days. The period counted is where the difference between the decision to supply and the date of satisfactory installation is less than or equal to 7 "working days".

This percentage will often be based on a sample of the items of equipment or adaptations delivered by the Council in the year.

NB Additional guidance is available at Questions 3, 7, 8, 9, and 10 in the Frequently Asked Questions Section. The guidance at Question 9 about what constitutes within 7 working days is new for 2006-07.

## Statement of needs

### *Total adults and older people getting a service covered by RAP P1 during the year (population not sample figure)*

The total number of adults and older people getting a community or residential service covered by RAP P1 during the year. Clients who do not have a relative/guardian/friend etc. that can be consulted about their affairs, and who because of their mental health or learning difficulties are unable to understand or react properly to a statement may be excluded.

The figure required here is the total number of adults and older people getting a community or residential service covered by RAP P1 during the year not the smaller number in the sample used to calculate the % receiving a statement of needs. It is required only for weighting together the percentages supplied by each Council.

NB Additional guidance is available at Question 6 in the Frequently Asked Questions section.

### *% receiving a Statement of needs*

Of the adults and older people getting a service, the percentage who had received by 31 March a written description of what their needs were so far as these services were concerned and how those needs would be met.

This percentage will often be based on a sample of adults and older people getting a community or residential service covered by RAP P1 during the year.

NB Additional guidance is available at Question 3 of the Key Statistics Frequently Asked Questions document.

## Supported residents

Number of weeks spent in residential and nursing care (both permanent and temporary) by:

- residents aged 65 and over
- residents aged 18 to 64 with
  - learning disability
  - mental health problems
  - physical disability
  - HIV/Aids & Alcohol Abuse/Drug Misuse

The total number of weeks each client group was supported in residential and nursing care during the year (including both permanent and temporary residents and including former Preserved Rights residents and Boyd loophole clients). NB Additional guidance is available at Question 1 and 2 in the Frequently Asked Questions Section. For 2005-06, this has been extended to cover the 12 week property disregard and deferred payments.

## **Single adults and older people entering permanent residential and nursing care**

### ***Total numbers***

The number of single adults and older people for whom permanent residential or nursing care placements were arranged during the year (excluding people aged under 65 who belong to alcohol/drug misusers and “other” client groups). As for admissions on SR1, include people transferring between residential and nursing homes (or vice versa), people transferring from temporary to permanent residential or nursing care but not those transferring between homes of the same type.

Source: KS1 'data entry' sheet, row 25. This should be completed from SR1 return table 5a (line 16 cols A-E - line 10 cols A-E) plus those transferring from a permanent residential placement to a permanent nursing placement or vice versa (reported in SR1 Table 5c).

The figure required here is the total number of adults and older people for whom permanent residential or nursing care placements were arranged during the year not the smaller number in the sample used to calculate the % allocated single rooms. It is required only for weighting together the percentages supplied by each Council.

NB Additional guidance is available at Question 4 in the Frequently Asked Questions section.

### ***% allocated single rooms***

Of the single adults and older people entering permanent residential and nursing care, the percentage who were allocated single rooms.

This percentage will often be based on a sample of adults and older people entering permanent residential and nursing care during the year.

NB Additional guidance is available at Questions 3 and 5 in the Frequently Asked Questions Section.

## **Staffing-Practice Learning**

***Number of assessed social work practice learning days directly provided by the council for its own employees during the year 01.04.06 - 31.03.07***

- Working in children's services
- Working in adults' services

***Number of assessed social work practice learning days directly provided by the council for external students during the year 01.04.06 - 31.03.07***

- Working in children's services
- Working in adults' services

Days are normal working days for the setting in which practice learning is taking place. Assessed days mean those that are part of students' assessment for their social work degree or the Diploma in Social Work. This does not include time spent in preparation for practice nor observation of practice.

***Number of assessed social work practice learning days directly supported by the council in voluntary, private and other sectors for its own employees during the year 01.04.06 - 31.03.07***

- Working in children's services
- Working in adults' services

***Number of assessed social work practice learning days directly supported by the council in voluntary, private and other sectors for external students during the year 01.04.06 - 31.03.07***

- Working in children's services
- Working in adults' services

The number of practice learning days is the total number of days this support directly enables to happen in the voluntary, private or other sectors such as health, education. 'Support' includes the provision of a practice assessor or financial support given specifically for practice learning by the local authority. (It does not include days spent observing practice for example). Practice placements developed by a Learning Resource Centre Network (LRCN) where there is match-funding by the council, either in terms of payment or hosting of staff may be included. If a Local Authority provides training for Practice Assessors from voluntary or private organisations, the numbers of days training provided by the Local Authority should be included in these figures.

NB Additional guidance is available at Question 11 in the Frequently Asked Questions Section.

## Frequently Asked Questions for the Performance Assessment Framework (PSS PAF) Indicators 2006-07 collected on the Keystats return (KS1)

This section contains information for certain 2006-07 PAF indicators to supplement that in the 2006-07 PAF definitions document. The definitions document was sent to Councils with Social Services Responsibilities (CSSRs) by CSCI in August 2006 and is available at

[http://www.csci.org.uk/care\\_professional/councils/paf/performance\\_indicator\\_definiti/2006-07\\_pis.aspx](http://www.csci.org.uk/care_professional/councils/paf/performance_indicator_definiti/2006-07_pis.aspx)

### AO/B11

#### **Q1. Should full cost paying, former preserved rights and Boyd loophole clients and clients supported under the 12 week property disregard or deferred payments be counted in the denominator of AO/B11?**

**A1.** Self funders should be excluded from AO/B11 as the council is not supporting them financially (although the council may have assessed them and may receive and pass on their payments). The same applied to Preserved Rights and Boyd loophole clients prior to the council taking over responsibility for them. Essentially, once the council takes over responsibility for them, they are the same as residents that the council has always supported and so they should be included for 2006-07. Clients being supported under the 12 week property disregard should also be counted for the relevant period. When that period ends, the value of their property will be taken into account. If they still qualify for a contribution from the council, then they should still be counted. If they are then assessed as paying the full fees, they should no longer be counted unless they opt for deferred payments. Deferred payments enable them to continue to own their property, pay only part of their fees and continue to receive support from the council. When they die and their property is sold, the council recovers from the person's estate the additional cost of the support they provided. The time in which payments were deferred should be counted as the council will have been incurring costs. Wherever possible, the full period for which payments were deferred should be subtracted in the year in which the deferred payments are recovered in order to match the recovery of costs. If deferred payments costs are recovered within the year in which they are incurred, the period of deferred payments will make no contribution to the indicator.

### AO/B11

#### **Q2. If a resident is funded by supporting people in residential/nursing care- should they be counted in the supported residents figures, or should only the weeks funded by social services be counted for this indicator?**

**A2.** The weeks funded by social services should be counted.

### **AO/D37, AO/D39 and AO/D54**

**Q3. The Key Statistics guidance notes mention calculating indicators AO/D37, AO/D39 and AO/D54 on a sample basis. Is a sample basis acceptable to auditors?**

**A3.** The acceptability of a sample would be a matter for agreement between the council and the auditor.

### **AO/D37**

**Q4. Indicator AO/D37 on availability of single rooms covers single adults and older people. Does “single” refer to their marital status or the fact that they are unaccompanied?**

**A4.** AO/D37 covers all people going into residential and nursing care, other than those going in together with their spouse. Their marital status may be single, widowed or divorced; it may even be married if their spouse is remaining at home.

### **AO/D37**

**Q5. If I offer a single room to a person moving into permanent care as an individual (no partner involved) but they decline it, do I include this in the numerator or not?**

**A5.** The basis for the indicator changed in 1999-2000 from those who were offered a single room to those who were allocated a single room.

### **AO/D39**

**Q6. Should the population denominator for AO/D39 collected on KS1 be different from the denominator for AO/D40 collected in RAP?**

**A6.** The two should be the same unless the council wishes to reduce the population denominator for AO/D39 to exclude clients who do not have a relative/guardian/friend etc. that can be consulted about their affairs, and who because of their mental health or learning difficulties are unable to understand or react properly to a statement. These clients should not be excluded from the denominator for AO/D40 or from RAP P1.

## **AO/D54**

### **Q7. When is the “decision to supply date”?**

**A7.** The “ decision to supply” date should be the day when the person doing the assessment decides what equipment is needed NOT once the financial decision has been taken to provide the equipment and NOT once the order has been placed.

Two case studies to illustrate this are:

- A client is assessed as needing a bath rail. This decision is made on 17th February. The worker does not write up the case notes until the following week on 25th February and then places the order some days later on 4th March. In this case the “decision to supply” date is the 17th February NOT 4th March when the order is placed.
- A client is assessed and the OT doing the assessment decides on Monday 1st of May that the client needs bespoke seating. Because the equipment is a specialist item the OT refers this to a panel who take decisions about these items of equipment. The panel only sits once a month and next meets on 24th May. At this meeting the case is reviewed and the order placed the next day. In this case the “decision to supply” date is 1st May NOT 24th May when the panel agree that the equipment should be provided.

### **Q8. How do we measure when a piece of equipment is ‘satisfactorily installed’ when we provide the equipment to a landlord for them to install? In this case we don’t know when the landlord has completed the work. How about when the council fits the equipment but needs to obtain permission from the landlord first?**

**A8.** In this case the date the equipment is delivered to the landlord should be used as a proxy for the date of ‘satisfactory installation’. When the council installs the equipment but needs first to obtain permission from the landlord, the date that permission is sought from the landlord should be used as a proxy for date of ‘satisfactory installation’ or else the council will be disadvantaged on this indicator because it provides this extra service.

### **Q9. We operate a joint equipment store with Health. Can we report on joint information or must we separate out the social services equipment and just report on that?**

**A9.** The indicator needs to be reported on the basis of the equipment commissioned by the joint store by Social Services staff. However, if you now have joint OT/physical disability team(s) where it is no longer practicable to identify which posts/staff are funded by the council and which by health, you should apportion the totality of all items ordered by the joint team(s) pro rata to the funding proportion provided by the council and by health partners.

**Q10. Where it has been established at the referral stage that a client has bathing needs our policy has been to send what is judged to be the appropriate equipment to the client's home prior to assessment with the client in their home. This is to enable the equipment to be trialled and its suitability assessed. How should we record the time taken to deliver the equipment in this case?**

**A10.** Where the piece of equipment sent meets the needs of the client and is assessed as suitable then the time recorded for delivery should be 0 days rather than a negative time. Where the piece of equipment sent does not meet the needs of the client then the indicator should be measured against whatever the new piece of equipment identified is with the decision date being the date of the assessment.

#### **MR/D75 and MR/D74 (previously MR/D59)**

**Q11. How should we interpret “directly supported by the council”?**

**A11.** Local authorities and other stakeholders have indicated that they need further guidance to interpret “directly supported by the council”. A range of stakeholders have been consulted and their contributions are reflected in the clarification below.

There are three potential elements to direct support

- a) If a Local Authority provides training for practice assessors from voluntary or private organisations, the number of days training, per participant, provided by the Local Authority should be included in this figure. For example, if two workers from a voluntary agency undertake a five day course funded by a local authority then ten days could contribute to the directly supported category
- b) However, Local Authorities can report all practice learning days provided within the supported voluntary or private organisation if they provide the same level of support to the practice learning opportunity that they would provide to assessors, supervisors and students within their own agency. For example, if the Local Authority fully supports (as detailed below) an agency who are providing a hundred day practice learning opportunity, then one hundred days could contribute to the numerator in the directly supported category.

The support should include all of the following:

- Access to training, support and development sessions for practice assessors and supervisors;
- Providing advice, support and guidance, especially to those agencies, teams and individuals who are new to supporting practice learning;
- Access to resources and information;
- Free places on short (two to five days) training courses.

It may include: Provision of mentors;

- Provision of assessors and mentors for the Practice Teaching Programme;
- Provision of practice assessors for social work students;
- Assistance with planning and co-ordinating the practice learning opportunity;
- Any other related activities.

Local authorities must be able to demonstrate the level of provision of direct support for practice learning through related activities, which are embodied within written agreements. The written undertaking may be incorporated within a service level agreement.

Local authorities will need to determine which organisations/agencies within their area would benefit from direct support, as some large/medium organisations may already have their own established systems in place.

- c) Local agreement with all stakeholders must be reached if there are consortium arrangements relating to practice learning provision, support and training. For example, if three councils fully and actively support and fund a consortium, which co-ordinates practice learning activity, then the number of days supported by the consortium could be divided between the three local authorities

There will be different partnership variables and arrangements in existence and local agreement must be reached between agencies and the social work programmes. This is essential as Universities have overall responsibility for the securing, approving, allocating and auditing of practice learning opportunities.

**Efforts must be made to ensure that there is no ‘double counting’ of practice learning days.**

## Internet Data Collection Guidance

### Q1. How do we know that the authorisation process has been successfully completed?

**A1.** To authorise the return you must be logged on as the manager. You need to choose the 'Authorise' option from the menu bar and then you should see the following text in red below the list of validation errors:

*Please use the check box below to authorise this return...*

*NOTE: Once authorised, no further amendments can be made...*

*I hereby authorise this return:*

You need to click on the check box in order to authorise the return. Once the return is authorised you will not be able to make any changes to the KS1 data when you next log on the IDC system.

### Q2. We have authorised our KS1 return but wish to make some minor changes to our data. How can we do this?

**A2.** If you wish to make changes to your data, you will need to contact us and we will change the status of your return back to “in progress”. Once you have made the necessary amendments you will have to re-authorise your return.

## CONTACT US

For all enquiries regarding this return please contact:

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