

# Information and Guidance for the Supported Residents Return (SR1)

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

Issued: September 2006

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## PLEASE READ THESE NOTES BEFORE COMPLETING THE RETURN

### General guidance notes for completion of the SR1 return

<i>Information requested</i>	<ul style="list-style-type: none"> <li>• This form requests information on residents in care homes for residential and nursing care and other residential accommodation who are supported financially by the local authority. <u>Residents who receive no financial support from the local authority should not be included.</u></li> </ul>
<i>Reference date</i>	<ul style="list-style-type: none"> <li>• Information provided should relate to residents receiving local authority financial support at 31 March 2007 or admissions and transfers during the period 1 April 2006 to 31 March 2007.</li> </ul>
<i>What to INCLUDE</i>	<ul style="list-style-type: none"> <li>• Residents where the local authority makes any contribution to the costs of care, no matter how trivial the amount and irrespective of how the balance of these costs are met;</li> <li>• Supported residents in:             <ul style="list-style-type: none"> <li>• local authority staffed care homes for residential care;</li> <li>• voluntary and private sector care homes for residential care;</li> <li>• voluntary and private sector care homes for nursing care;</li> <li>• other types of accommodation;</li> </ul> </li> <li>• Residents supported by your authority in homes outside of your authority area.</li> </ul>
<i>What to EXCLUDE</i>	<ul style="list-style-type: none"> <li>• Residents where the costs of care are met <u>in full</u> by social security benefits (e.g. housing benefit) or private means or a combination of these two;</li> <li>• Residents who are assessed and are paying the full cost;</li> <li>• Persons solely receiving social work supervision;</li> <li>• Residents in homes located within your authority area for whom the costs of care are met by other authorities.</li> </ul> <p>Information on the number of residents who are supported by payments from a Health Authority (under Section 28A of the National Health Service Act 1977) should be excluded from this form – except in Table 7 where the information is being requested on an optional basis.</p> <p>Residents in unstaffed (group) homes should be excluded from all parts of the return.</p>

## DEFINITIONS

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### *Age*

- Supported residents should be allocated to age bands on the basis of their age at 31 March 2007.

### *Admissions* (Table 5a and 6)

- An admission is a separate event of a person entering residential or nursing care (and being supported by the Local Authority) during the year 1 April 2006 to 31 March 2007. It is possible for a person to have more than one admission to care during the year. Care should be taken with regard to transfer of a person from one home to another as follows:
  - Transfers **between permanent residential care and nursing care do not** count as new admissions so should be excluded from table 5a. (Also see transfers below).
  - Transfers between residential care homes (e.g. in the event of home closure) do not count as new admissions. Similarly, transfers between nursing homes do not count as new admissions.
  - Re-admissions following a definite break during which the intention was not to return to the home do count as new admissions.
  - A change from permanent to temporary care does not count as a new admission (unless there is a break between admissions).
  - A change from temporary to permanent care **does** count as a new admission so should be included in table 5a. (See transfers below).
  - If someone was previously in care as a fully funded client and then becomes supported by the authority, this is considered a new admission (and also a supported resident).

### *Transfers* (Table 5b and 5c)

- A change from temporary to permanent should be counted as a transfer from temporary to permanent in Table 5b.
  - Permanent transfers between residential care and nursing care should be counted as a transfer in table 5c. This includes transfers within dual registered homes.
  - For a fuller explanation of transfers see the table in Annex B.
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<i>Breaks in care</i>	<ul style="list-style-type: none"> <li>▪ For cases where there is a definite break in care where the intention was to return to the home, the funding is the deciding factor. This is often the case if a client in residential care is admitted to hospital and when discharged, returns to nursing care. If there is a break in the client's funding during the break in care then the client is counted as a new admission on return to care. If funding is continued during the break in care then the client is counted as a transfer and not as a new admission</li> </ul>
<i>Breaks in Funding</i>	<ul style="list-style-type: none"> <li>▪ For cases where a council ceases funding, then re-starts at a later date, this is viewed as a new admission, whether or not there is a break in care.</li> </ul>
<i>Client group: general</i>	<ul style="list-style-type: none"> <li>• Supported residents should be allocated to a client group, <u>wherever possible</u>, on the basis of the condition of the person (i.e. the main reason for the provision of care for that person) rather than the primary function of the home in which the person is placed. Annex A shows how the client group categories on the SR1 form relate to those used on the Referrals, Assessments and Packages of Care project (RAP).</li> </ul>
<i>Local authority staffed homes</i>	<ul style="list-style-type: none"> <li>• Residential accommodation provided by local authorities under the terms of Part III, Section 21 of the National Assistance Act 1948</li> </ul>
<i>Nursing Care</i>	<ul style="list-style-type: none"> <li>• Nursing and other medical care provided in premises defined in Sections 21 to 22 of the Registered Homes Act 1984.</li> </ul>
<i>Other registered accommodation</i>	<ul style="list-style-type: none"> <li>• Other forms of registered accommodation where clients receive an element of both board and personal care. This does not, however, include unstaffed (group) homes and adult placements/fostering. Adult placements/fostering should be recorded in the 'Adult Placement' column.</li> </ul>
<i>12 Week Disregard</i>	<ul style="list-style-type: none"> <li>• When a client falls into the 12 week disregard they are counted as a temporary admission (table 6). If, after the 12 week period, the council still funds part of the client's care, they should be included in the SR1 as a transfer to permanent care (included in tables 5a/5b). If however, after the 12 weeks period, the council no longer funds the client's care, the client would no longer be counted in the SR1 (but the initial temporary admission in table 6 would be retained).</li> </ul>

<i>Deferred Payments</i>	<ul style="list-style-type: none"> <li>From October 2001 deferred payments, under section 55 of the Health and Social Care Act 2001, were introduced. (Where residents whose property is taken into account by the financial assessment for residential accommodation, and who would ordinarily have to sell their homes to cover care fees, may keep their homes on admission to residential care contribute assessed income to care home fees, and the council makes up the difference between the residents contribution and its standard rate. Residents or their estates pay back the contribution made by the council when the property is eventually sold). Residents who are supported by this scheme are to be counted as permanent supported residents in Table 1 and on admission are to be counted as permanent admissions in Table 5a.</li> </ul>
<i>Preserved Rights Cases</i>	<ul style="list-style-type: none"> <li>If someone became a supported resident as a result of the end of preserved rights scheme on 7 April 2002 they do not need to be separately identified on the SR1 in 2006-07.</li> </ul>
<i>Registered Homes</i>	<ul style="list-style-type: none"> <li>Homes registered under the Care Standards Act 2000.</li> </ul>
<i>Residential care</i>	<ul style="list-style-type: none"> <li>Accommodation with both board and personal care for persons requiring personal care by reasons of disablement, past or present dependence on alcohol or drugs, or past or present mental disorder.</li> </ul>
<i>Supported resident</i>	<ul style="list-style-type: none"> <li>A person in residential or nursing care who is receiving financial support from the local authority towards the cost of that care.</li> </ul>
<i>Type of stay: Permanent</i>	<ul style="list-style-type: none"> <li>Residential or nursing care which is of a permanent nature and where the intention is that the spell of care should not be ended by a set date. For people classified as permanent residents, the care home would be regarded as their normal place of residence.</li> </ul> <p>Where a person who is normally resident in a care home is temporarily absent at 31 March (e.g. through temporary hospitalisation) and the local authority is still providing financial support for that placement, the person should be included in the figures.</p> <p>Trial periods in residential or nursing care homes where the intention is that the stay will become permanent should be counted as permanent.</p> <p>Whether a resident or admission is counted as permanent or temporary depends on the intention of the authority making the placement.</p>

<i>Type of stay: Temporary</i>	<ul style="list-style-type: none"> <li>A spell of residential or nursing care which is intended to be of a temporary nature and of limited duration (although in some cases this may be as long as 12 to 18 months). This will include respite care, rehabilitation, short breaks and other care which is intended to be of a temporary nature, whatever the actual duration.</li> </ul>
<i>Unstaffed (group) home</i>	<ul style="list-style-type: none"> <li>This is a home catering for a small group of people sharing a common household which is not permanently staffed. The home has communal areas and residents share basic amenities like bathrooms and kitchens. Board and personal care are <u>not</u> provided in such homes. Since 2005/06 the information on unstaffed (group) homes has not been recorded in this return.</li> </ul>
<i>Nursing Care</i>	<ul style="list-style-type: none"> <li>Residents supported in nursing beds within Local Authority care homes should be recorded under the “nursing care” category.</li> </ul>

## ANNEX A

### Client Groups on the SR1 form and RAP

SR1	RAP (Primary client type)
People with physical disabilities	Physical disability, frailty and sensory impairment
People with learning disabilities	Learning disability
People with mental health problems	Mental Health
Alcohol/drug misusers and others	Substance misuse Vulnerable people

## ANNEX B - Updated to show transfers involving adult placements.

## Transfer summary table

Starting from	Finishing in	Counted in
Temporary Residential	Temporary Residential	Not counted - See 2nd bullet under admissions
Temporary Residential	Permanent Residential	Table 5a/5b
Temporary Residential	Temporary Nursing	Table 6
Temporary Residential	Permanent Nursing	Table 5a/5b
<i>Temporary Residential</i>	<i>Temporary Adult Placement</i>	<i>Table 6</i>
<i>Temporary Residential</i>	<i>Permanent Adult Placement</i>	<i>Table 5a</i>
Permanent Residential	Temporary Residential	Not counted - See 4th bullet under admissions
Permanent Residential	Permanent Residential	Not counted - See 2nd bullet under admissions
Permanent Residential	Temporary Nursing	Not counted - See 4th bullet under admissions
Permanent Residential	Permanent Nursing	Table 5c
<i>Permanent Residential</i>	<i>Temporary Adult Placement</i>	<i>Not counted</i>
<i>Permanent Residential</i>	<i>Permanent Adult Placement</i>	<i>Table 5a</i>
Temporary Nursing	Temporary Residential	Table 6 - See 1st bullet under admissions
Temporary Nursing	Permanent Residential	Table 5a/5b
Temporary Nursing	Temporary Nursing	Not counted - See 2nd bullet under admissions
Temporary Nursing	Permanent Nursing	Table 5a/5b
<i>Temporary Nursing</i>	<i>Temporary Adult Placement</i>	<i>Table 6</i>
<i>Temporary Nursing</i>	<i>Permanent Adult Placement</i>	<i>Table 5a</i>
Permanent Nursing	Temporary Residential	Not counted - See 4th bullet under admissions
Permanent Nursing	Permanent Residential	Table 5c
Permanent Nursing	Temporary Nursing	Not counted - See 4th bullet under admissions
Permanent Nursing	Permanent Nursing	Not counted - See 2nd bullet under admissions
<i>Permanent Nursing</i>	<i>Temporary Adult Placement</i>	<i>Not counted</i>
<i>Permanent Nursing</i>	<i>Permanent Adult Placement</i>	<i>Table 5a</i>
<i>Temporary Adult Placement</i>	<i>Temporary Residential</i>	<i>Table 6</i>
<i>Temporary Adult Placement</i>	<i>Permanent Residential</i>	<i>Table 5a/5b</i>
<i>Temporary Adult Placement</i>	<i>Temporary Nursing</i>	<i>Table 6</i>
<i>Temporary Adult Placement</i>	<i>Permanent Nursing</i>	<i>Table 5a/5b</i>
<i>Temporary Adult Placement</i>	<i>Temporary Adult Placement</i>	<i>Not counted</i>
<i>Temporary Adult Placement</i>	<i>Permanent Adult Placement</i>	<i>Table 5a/5b</i>
<i>Permanent Adult Placement</i>	<i>Temporary Residential</i>	<i>Not counted</i>
<i>Permanent Adult Placement</i>	<i>Permanent Residential</i>	<i>Table 5a</i>
<i>Permanent Adult Placement</i>	<i>Temporary Nursing</i>	<i>Not counted</i>
<i>Permanent Adult Placement</i>	<i>Permanent Nursing</i>	<i>Table 5a</i>
<i>Permanent Adult Placement</i>	<i>Temporary Adult Placement</i>	<i>Not counted</i>
<i>Permanent Adult Placement</i>	<i>Permanent Adult Placement</i>	<i>Not counted</i>