

28<sup>th</sup> September 2007

Enquiries to: Annabelle McGuire  
Direct Line 0113 254 7157  
E-mail [annabelle.mcguire@ic.nhs.uk](mailto:annabelle.mcguire@ic.nhs.uk)

To Information contacts in England

Dear Colleague

**REPORTING OF SOCIAL SERVICES STATISTICAL DATA TO THE IC  
Confirmation of the list of returns for 2008 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 2008. Most relate to provision in 2007-08 and are due for return by the **end of May 2008**.

This letter relates to adults' services, expenditure and staffing returns which are the responsibility of The 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 (Formerly: Personal Social Services (PSS) Statistics Technical Working Group (TWG)) 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/our-services/improving-social-care-information/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 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 2006/07, the Audit Commission have agreed not to request social services BVPI data for 2007/08 when they collect BVPIs for all services from councils in order to reduce duplication and improve consistency. Instead IC and DCSF will supply to them relevant PAF indicator data derived from the returns set out in Appendix 1 and the corresponding DCSF document. These data will still be subject to audit and councils should submit amended returns to IC and DCSF if the data change as a result of the audit process.

## **Use of electronic reporting methods 2007-08**

We are requesting that you send us the data electronically using one of the methods listed below. Paper returns are not acceptable.

## **Reporting methods for 2008**

The available methods are:

### **1. Internet web-based collections**

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

This is a tool 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. The versions of the forms for 2006/07 on the IDC facility will be replaced once the 2007/08 forms are ready.

#### **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. Starting in 2007/08 the IC aim to use a phased approach to transferring returns from the IDC to Omnibus with little impact to councils.

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

### **2. Spreadsheets**

Some of the returns will be available at <http://www.ic.nhs.uk/pss/returns/2008> as downloadable spreadsheets with built-in validation checks. The completed spreadsheets can then be e-mailed to the IC.

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

## 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 2007/08 to councils in May 2007; they are also available from [http://www.csci.org.uk/professional/councils/performance\\_assessment/definitions.aspx](http://www.csci.org.uk/professional/councils/performance_assessment/definitions.aspx). These are reflected in the returns in Appendix 1.

### **2. RAP data:**

For 2007/08 there is new or revised guidance for the following areas. These are unless stated otherwise for implementation wherever possible from 2007/08:

- Revised definitions of subset 'dementia', 'respite care' and 'short term residential – not respite' and revised definitions for recording of equipment on P2s – one-off pieces of equipment.
- Revised guidance on carer assessments carried out by other organisations.
- Revised guidance on inclusion criteria for pages 1, 2 and 3 of proforma A1
- New guidance for councils on how to record 'telecare' (for implementation in 2007/08)
- New guidance on recording clients receiving services via 'In Control' projects (for implementation in 2007/08)

The following updates have been made to the RAP proformas for 2007/08:

- Removal of 'overnight - respite care' from 'P' forms. This will be a service provided to carers recorded on the 'C' forms.
- For 2007/08 there will be a new table on RAP R2 contacts '*Number of contacts for new clients receiving services covered by definitions relating to RAP P forms at the point of contact outside of a formal assessment*', for councils to complete on a voluntary basis. This covers the number of contacts for new clients receiving services covered by definitions relating to RAP P forms at the point of contact outside of a formal assessment.

RAP newsletters providing more details can be found at <http://www.ic.nhs.uk/pss/returns/2007>

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

For 2007/08 the 'Other Registered Accommodation' column will be removed from all tables.

### **4. Home Help/Home Care data (HH1):**

The HH1 return is being kept under review which may lead to some changes for 2008. If so, these will be notified to councils by the end of March 2008.

## **5. Grant Funded Services (GFS1):**

The GFS1 return has been extensively reviewed after the first year of collection; the changes for 2007/08 are summarised below in three sections.

### ***Data Collection***

- Councils are able if necessary to submit voluntary organisations' data to the IC anonymously.
- Voluntary organisations' are asked to include information regarding the type of service provided by their scheme(s).
- Schemes with no social services funding, but are funded in whole or partly from other council budgets, are now eligible for inclusion as long as they conform to **ALL** other criteria for inclusion in the return.
- Voluntary organisations' are asked to provide figures for the number of carers using their schemes separately.
- Voluntary organisations' are asked for numbers of people in each age group (plus carers and other). They are asked to provide a primary client type for the 18-64 age group.

### ***Data Entry***

- Councils are asked, on an optional basis, to include any reasons as to why voluntary organisations' didn't return.
- Councils can enter 1% as a value for the percentage of funding they provide to a scheme. This should make it easier to tell the difference between those councils that made no entry and those that have entered a low number.
- 'Carers' has been added as a category to the 'total number of people' field.
- A primary client type no longer has to be assigned to an entire scheme. Councils are asked to assign a primary client type to 18 to 64 year old persons only (if applicable).
- Councils are asked to state if the scheme operated during the survey week.

### ***Summary***

- Section A (number of schemes) will include a field specifying the number of schemes receiving funding from social services (this is based on the number of schemes that have entered a figure for social services funding).
- The number of schemes operational during the week will be calculated from the number of schemes the council have stated are operational, rather than the number of schemes that have clients entered.
- Funding details have been added to the summary sheet.
- Section B2 has been simplified in line with the changes to how primary client type is assigned.

## **6. User Survey: User Experience Survey of people receiving Community Equipment and Minor Adaptations 2008:**

The survey has been piloted over the summer. Following the success of the pilot on Community Equipment and Minor Adaptations the User Experience Survey has been given approval, and the survey will be run at national level in February 2008. Councils will be informed of the details in early October.

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

- SIGASC have agreed the following with regard to the PSS EX1 return for 2007/08. The adult's expenditure data will be collected, as in previous years, on a mandatory basis and returned to the IC. DCSF will be writing in early October 2007 to the Directors of Children's Social Services separately regarding the children's expenditure data for 2007/08, with further information about completing this section of the return.
- The layout of the PSS EX1 form will be altered to separate out Adults' and Children's data in preparation for final separation of the returns in 2008/09.
- Service strategy will be analysed over Children's Services and Adults' Services only, the Generic Services line will be dropped.
- The SSMSS sheet is being removed from the form. Councils are required to allocate SSMSS expenditure to the appropriate service line on the Incl. SSMSS table. The XSSM sheet will also be removed as a result, all expenditure to be recorded on Incl. SSMSS.
- The definition of capital charges will be brought into line with the 2006 SORP i.e. inclusive of amortisation of capital grants and excluding the element of notional interest. This will then match with recording practice on RO3.
- Expenditure will be recorded inclusive of capital charges only. Capital charges will be kept as a memorandum item to allow expenditure excluding capital charges to still be calculated.
- A column will be added on the Incl. SSMSS table in order for Grants to Voluntary Organisations to be recorded against the appropriate Service row.
- The Grants tab will be removed due to the new column on grants (see note above) and the Grants supplementary questions will be moved to the Comments section.
- The PSS EX1 return will be collected via Excel spreadsheet only.

## **8. PSS Staffing Return (SSDS001):**

Councils were previously informed in the LA letter September 2006 that the PSS Staffing return will be collected in 2007/08. There are no changes to the return for 2007/08; however the guidance notes have been updated to reflect, as far as possible, changes at council level. The National Minimum Data Set (NMDS-SC) will run in parallel with SSDS001 in September 2007.

From September 2008 the NMDS-SC may be able to provide all the data currently collected on SSDS001. However, SSDS001 will continue until this is proven. The data collected by the two returns in 2007 will be reviewed and considered in March 2008 before reaching a decision on the future collection for September 2008.

### **9. Registered Blind and Partially Sighted People (SSDA902):**

A need has been identified for the collection of the triennial return to be brought forward by a year; numbers registered will be collected for the year ending 31<sup>st</sup> March 2008 rather than 31<sup>st</sup> March 2009.

The Department of Health has been approached about concerns regarding the fall in the number of people newly registered as blind and partially sighted between March 2003 and March 2006. These concerns haven been raised by the steering group of a project funded by Guide Dogs for the Blind Association in relation to the electronic monitoring of causes of certifiable vision impairment.

- Following the collection in 2007/08 both the Registered Blind and Partially Sighted People (SSDA902) and the Registered Deaf and Hard of Hearing People (SSDA910) returns will be reviewed before the next collections.
- As the collection is being brought forward from 2008/09 to March 2007/08, the next collection will take place three years' later in 2010/11. The 2007/08 collection is **not** in addition to the previously planned 2008/09 collection.

### **Changes to 2008/09 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 2008/09 collections can be found in appendix 2. These are primarily for the new Social Care Indicator Measures for the Department of Health, and a final decision on approval of these will be made in October 2007. Councils will be informed in October 2007 if any of these changes will NOT be going ahead.

This is an important area of work is that is being undertaken by the Department of Health and the Commission for Social Care Inspection working towards the new Social Care Indicator Measures. As this may produce further impact on the returns, you will be kept closely informed of progress made concerning this work.

At the Information Centre (IC) we would also like to take this opportunity to inform you that one of the social care key projects for the IC over the forthcoming months is a review of all the social care returns the IC collects, as part of the Information Centre's overall business review. We will also keep you informed of progress made in this area.

2006/07 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 Annabelle McGuire if you have any queries regarding this letter.

Yours faithfully



Dr Pam Westley  
Assistant Director of Information Governance and Policy  
Information Centre for health and social care

Chair of the Strategic Information Group on Adult Social Care

**Appendices** (attached):

- ❖ APPENDIX 1 - IC PSS Statistical Returns 2008: Purpose/Uses of data as agreed by Strategic Information Group on Adult Social Care.
- ❖ APPENDIX 2 - Changes to IC PSS Statistical Returns for 2008/09.

## IC PSS Statistical Returns 2008: 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	25/01/08	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.	The GFS1 return has been extensively reviewed after the first year of collection; the changes for 2007/08 are summarised in the letter in three sections. Data Collection, Data Entry, and Summary information.	EXCEL spreadsheet Ed Corbet 0113 254 7085 <a href="mailto:GFS@ic.nhs.uk">GFS@ic.nhs.uk</a>
SSDA 702	Guardianship Under the Mental Health Act 1983 for the year ending 31 <sup>st</sup> March 2008	15/05/08	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.	The publication for 2005/06 can be found at the following hyperlink - <a href="http://www.ic.nhs.uk/statistics-and-data-collections/health-and-lifestyles/mental-health/guardianship-under-the-mental-health-act-1983-england-2006">http://www.ic.nhs.uk/statistics-and-data-collections/health-and-lifestyles/mental-health/guardianship-under-the-mental-health-act-1983-england-2006</a> . A copy of the SSDA 702 form and notes for completing the 2007/08 return can be found in the appendix of the publication. <ul style="list-style-type: none"> <li>No changes</li> </ul>	EXCEL spreadsheet Laura Allen 0113 254 7067 Judith Ellison 0113 254 7283 <a href="mailto:surveyteam@ic.nhs.uk">surveyteam@ic.nhs.uk</a>
RAP	Referrals, Assessments and Packages of Care for the year ending 31 <sup>st</sup> March 2008	31/05/08	Information collected for the period 1 <sup>st</sup> April 2007 to 31 <sup>st</sup> March 2008. 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/C30 AO/C31 AO/C32 (BV54), AO/C51 (BV201), AO/C62, AO/D40, AO/D55 (BV195), AO/D56	For 2007/08 there is new or revised guidance for the following areas. These are unless stated otherwise for implementation wherever possible from 2007/08: <ul style="list-style-type: none"> <li>Revised definitions of subset ‘dementia’, ‘respite care’ and ‘short term residential – not respite’ and revised definitions for recording of equipment on P2s – one-off</li> </ul>	Web based collection Amrit Ubhi 0113 254 7173 <a href="mailto:RAP@ic.nhs.uk">RAP@ic.nhs.uk</a>

Return Code	Return Title	Due date	Purpose/Uses	Changes from previous year	Format for reporting and contact point for queries
			(BV196), AO/E47, AO/E48 & AO/E82. Used in the PSA targets for older people.	<p>pieces of equipment.</p> <ul style="list-style-type: none"> <li>• Revised guidance on carer assessments carried out by other organisations.</li> <li>• Revised guidance on inclusion criteria for pages 1, 2 and 3 of proforma A1</li> <li>• New guidance for councils on how to record 'telecare' (for implementation in 2007/08)</li> <li>• New guidance on recording clients receiving services via 'In Control' projects (for implementation in 2007/08)</li> </ul> <p>The following updates have been made to the RAP proformas for 2007/08:</p> <ul style="list-style-type: none"> <li>• Removal of 'overnight - respite care' from 'P' forms. This will be a service provided to carers recorded on the 'C' forms.</li> <li>• For 2007/08 there will be a new table on RAP R2 contacts '<i>Number of contacts for new clients receiving services covered by definitions relating to RAP P forms at the point of contact outside of a formal assessment</i>', for councils to complete on a voluntary basis. This covers the number of contacts for new clients receiving services covered by definitions relating to RAP P forms at the point of contact outside of a formal assessment.</li> </ul>	

SR1	Supported Residents return for the year ending 31 <sup>st</sup> March 2008	31/05/08	<p>Information collected as at 31<sup>st</sup> March is used for:</p> <ul style="list-style-type: none"> <li>Monitoring the development of the mixed economy of care and the use made by councils of independent sector providers and support for carers.</li> <li>Monitoring the 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>For 2007/08 the 'Other Registered Accommodation' column will be removed from all tables.</li> </ul>	<p>Web based collection Daniel O'Neill 0113 254 7187 <a href="mailto:SR1@ic.nhs.uk">SR1@ic.nhs.uk</a></p>
SSDA 902	Registered Blind and Partially Sighted People for the year ending 31 <sup>st</sup> March 2007	31/05/08	<p>Information collected as at 31<sup>st</sup> March 2008. To inform policy decisions concerning those who are registered as Registered Blind and Partially Sighted.</p>	<ul style="list-style-type: none"> <li>No changes</li> </ul>	<p>Web based collection Daniel O'Neill 0113 254 7187 <a href="mailto:DISABILITIES@ic.nhs.uk">DISABILITIES@ic.nhs.uk</a></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. Used in the PSA targets for older people. Also used for performance indicators, AO/B11, AO/ B12, AO/B17 and AO/C28 (BV53), although these are also collected on KS1 and PSS EX1 (see below).</p>	<ul style="list-style-type: none"> <li>The HH1 return is being kept under review which may lead to some changes for 2008. If so, these will be notified to councils by the end of March 2008.</li> </ul>	<p>Web based collection Daniel O'Neill 0113 254 7187 <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 2008	31/05/08	Collects PAF indicator data not collected on other returns or requiring data from two returns to be combined. Used for PAF indicators AO/B11, AO/C28 (BV53), AO/D37, AO/D39, AO/D54 (BV56), MR/D74 AND MR/D75.	<ul style="list-style-type: none"> <li>No changes</li> </ul>	<p>Web based collection</p> <p>Simon Cheung 0113 254 7171 <a href="mailto:KEYSTATS@ic.nhs.uk">KEYSTATS@ic.nhs.uk</a></p>
User Experience Survey					
UES	User Experience Survey of people receiving Community Equipment and Minor Adaptations 2008	31/05/08	Collects individual data from the user experience survey of people receiving pieces of equipment or minor adaptations, to be carried out early 2008.	<ul style="list-style-type: none"> <li>New.</li> <li>The survey has been piloted over the summer. Following the success of the pilot on Community Equipment and Minor Adaptations the User Experience Survey has been given approval, and the survey will be run at national level in February 2008. Councils will be informed of the details in early October.</li> </ul>	<p>EXCEL spreadsheet Jeanette Barrett 0113 254 7211 <a href="mailto:usersurvey@ic.nhs.uk">usersurvey@ic.nhs.uk</a></p>
Expenditure Related					
PSS EX1	Personal Social Services Expenditure and Unit Costs for year ending 31 <sup>st</sup> March 2008	11/07/08	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 AO/B12 and AO/B17.	<ul style="list-style-type: none"> <li>SIGASC have agreed the following with regard to the PSS EX1 return for 2007/08. The adult's expenditure data will be collected, as in previous years, on a mandatory basis and returned to the IC. DCSF will be writing in early October 2007 to the Directors of Children's Social Services separately regarding the children's expenditure data for 2007/08, with further information about completing this section of the return.</li> <li>The layout of the PSS EX1 form will be altered to separate out Adults' and Children's data in preparation for final separation of the returns in 2008/09.</li> </ul>	<p>EXCEL spreadsheet Ed Bounford 0113 254 7006 <a href="mailto:PSSEX1@ic.nhs.uk">PSSEX1@ic.nhs.uk</a></p>

- Service strategy will be analysed over Children's Services and Adults' Services only, the Generic Services line will be dropped.
- The SSMSS sheet is being removed from the form. Councils are required to allocate SSMSS expenditure to the appropriate service line on the Incl. SSMSS table. The XSSM sheet will also be removed as a result, all expenditure to be recorded on Incl. SSMSS.
- The definition of capital charges will be brought into line with the 2006 SORP i.e. inclusive of amortisation of capital grants and excluding the element of notional interest. This will then match with recording practice on RO3.
- Expenditure will be recorded inclusive of capital charges only. Capital charges will be kept as a memorandum item to allow expenditure excluding capital charges to still be calculated.
- A column will be added on the Incl. SSMSS table in order for Grants to Voluntary Organisations to be recorded against the appropriate Service row.
- The Grants table will be removed due to the new column on grants (see note above) and the Grants supplementary questions will be moved to the Comments section.
- The PSS EX1 return will be collected via Excel spreadsheet only.

---

**Staffing Related**

SSDS 001	PSS Staffing return – staff as at 30 <sup>th</sup> September 2008	31/10/08	<p>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 (NMDS-SC) that councils provide to Skills for Care, SSDS001 is needed until it can be proved that NMDS-SC can produce comparable data.</p>	<ul style="list-style-type: none"> <li>• Councils were previously informed in the LA letter September 2006 that the PSS Staffing return will be collected in 2007/08. There are no changes to the return for 2007/08; however the guidance notes have been updated to reflect, as far as possible, changes at council level. The National Minimum Data Set (NMDS-SC) will run in parallel with SSDS001 in September 2007.</li> <li>• From September 2008 the NMDS-SC may be able to provide all the data currently collected on SSDS001. However, SSDS001 will continue until this is proven. The data collected by the two returns in 2007 will be reviewed and considered in March 2008 before reaching a decision on the future collection for September 2008.</li> </ul>	<p>EXCEL spreadsheet. Simon Cheung 0113 254 7171 <a href="mailto:SSDS001@ic.nhs.uk">SSDS001@ic.nhs.uk</a></p>
-------------	--	----------	--	--	---

---

## Changes to IC PSS Statistical Returns for 2008/09:

Unless stated these changes detailed below all relate to new data items required for the new Social Care Indicator Measures for The Department of Health.

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

The MH Act 1983 was updated in 2007. One of the changes includes abolishing the four different categories of mental disorder (1 - severe mental impairment; 2 - mental impairment; 3 - mental illness; and 4 - psychopathic Disorder). These will be replaced with a single definition of "mental disorder" which will apply throughout the Act. Currently, Councils have to indicate in column 5 of the Guardianship return the category of the mental disorder (1 – 4) for every record returned. Column 5 of the Guardianship return is to be removed for the 2008/09 collection.

### 2. *Key Statistics (KS1):*

New information as defined below will be collected on the Key Statistics (KS1) return:

#### A. **Achieving independence through rehabilitation**

This indicator looks to measure the benefit to individuals from joint intermediate care and rehabilitation following a hospital episode.

- *Numerator:* Numbers of those aged 65 and over discharged from hospital and having benefited from a joint intermediate care or a rehabilitation service are living at home (including in extra care housing or an adult placement scheme setting) three months after the discharge date from hospital. (Those temporarily in hospital or in a care home for respite/ short term care with a clear plan for their return home at the 3 month point should be counted as living 'at home').
- *Denominator:* Numbers of those discharged from hospital aged 65 and over on the date of discharge entering a joint 'intermediate care' or a 'rehabilitation service' which includes input from the CASSR in the period. (It would be possible to relate these numbers to those aged 65+ discharged from hospitals reported in the HES to identify 'extent' of work on independence / rehabilitation)

This will be piloted, and the details and definitions will be further developed. Councils will be informed in due course of the outcome of this work.

#### B. **New Public Service Agreement (PSA) data items for inclusion in the KS1**

There are currently no existing indicators collected by Councils with Social Services Responsibilities (CSSRs) on employment and settled accommodation status for those with learning disabilities. The sampling frame for the indicators should be those with learning disabilities who are known to CSSRs.

##### i. **Employment status indicator – draft operationalisation**

The employment indicator will collect information on the client's current employment status (i.e., over the 7 days preceding the client's review) using the following categories:

1. Working as an employee\*\* or self-employed†† (16 or more hours per week)
2. Working as an employee or self-employed (5 to 15 hours per week)
3. Working as an employee or self-employed (1 to 4 hours per week)
4. Unemployed and looking for work
5. Unemployed and not looking for work.
6. In voluntary (unpaid) work

## ii. Draft operationalisation of settled accommodation

**Coding for settled accommodation status:**

**U = unsettled**

**S = settled**

**U**

### 1. Unsettled accommodation – e.g.,

Rough sleepers

People in squats, night shelters, sofa surfing

People placed in temporary accommodation (e.g., B&B) by a local authority

Person asked to leave/unable to return home

### 2. Accommodation with varying degrees of tenure/residence – e.g.,

**e.g., S**

Accommodation with housing related support – e.g.,

- Supported accommodation or lodgings
- Staffed/Unstaffed Group Home
- Direct Access Provision
- Foyer

Accommodation with health and social care support – e.g.,

- Any stay in a health facility (e.g., NHS Facilities/Hospitals; Acute or long stay NHS Residential Facility/Hospital; Independent Hospitals and Clinics; Specialist Rehabilitation/Recovery; Secure psychiatric Unit)

Accommodation with both housing and health and social care support – e.g.,

- Registered Care Home, Nursing home (single status)

Accommodation with Criminal Justice Support – e.g.,

- Bail/probation hostel
- Prison
- Young offenders institution

### 3. Settled accommodation – e.g.,

**S**

Owner-occupier

Shared ownership scheme

Tenant - local authority/ALMO, housing association, private sector rental

Flat sharing, other mainstream housing

Extra-care Housing

Sheltered Housing

The details and the definitions of these new data items are being developed, and councils will be informed in due course of the outcome of this work.

\*\* Employees – those who work for a company and have their National Insurance paid for directly from their wages and are earning at or above the minimum wage.

†† Self-employed – those who work for themselves and generally pay their National Insurance themselves.

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

5 boxes will be added to the bottom of the activity sheet on PSSEX1 to collect the number of carers receiving direct payments during the year for the following age groups:

1. 16-17
2. 18-64
3. 65-74
4. 75-84
5. 85 and over

### **4. RAP data:**

#### **A. Direct Payments**

3 extra boxes will be 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

This would be similar to the extra boxes on page 7 of RAP P2s.

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

Gender may have an important bearing on accessibility and equity of services. Some services may not meet the needs of men; others may not meet the needs of women. Some groups may not use services provided for men and women together or may prefer to have assessment or services delivered by someone of the same gender. Therefore in order to provide some high level data on differences in receipt of assessments and services in terms of gender there will be a further split by gender to each table (for proforma A6 to add 2 tables to the existing 2 tables and for proforma P4 to add 4 tables to the existing 4 tables). In summary from 2008/09 there will be an additional breakdown of RAP proformas A6 and P4 by gender.

### **5. Registered Blind and Partially Sighted People (SSDA902):**

As the Registered Blind and Partially Sighted People return will have been collected for the year ending 31<sup>st</sup> March 2008 rather than 31<sup>st</sup> March 2009, the next collection will take place three years' later in March 2011. The 2007/08 collection is not in addition to the previously planned 2009 collection, which will now NOT take place.