



THE RAP PROJECT

Referrals, Assessments and Packages of Care In Adult Personal Social Services September 2007 Newsletter

1. RAP return 2006/07

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 PAF PIs.

We are now processing the data with the intention to publish a National Summary for 2006/07 in December 2007; the final report including CSSR tables are for 2006/07 for publication in February 2008.

2. Formal data collection requirements for 2007/08

We wish to draw your attention to a letter (dated 28th September 2007) from The Information Centre for health and social care (The IC) containing formal notification of the Social Services data returns, which councils are required to make for 2007/08. Further information, including details of how data should be submitted to The IC is included within this letter, which will be available shortly at:

<http://www.ic.nhs.uk/pss/returns/2007>

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

3. Revised guidance for A1 Proforma

Guidance for A1 regarding double counting:

“A1 is mainly concerned with client figures. New clients should only be counted once in the first box and main table on A1 page one. If a client has had more than one assessment event during the reporting period then provide details in relation to the most recently completed assessment event (i.e. no double counting). Similarly, if an existing client has had more than one review event in the period then provide details in relation to the most recently completed review process.

There should be no double counting of clients in the first box and main table on A1 page 2. However, it is possible for a client to be counted in both pages 1 and 2 of A1 if they were a new client and received a review during the reporting period.

It is also possible for a client to be recorded on all 3 pages of A1. As the criteria for inclusion refer to completed assessments and reviews, clients who have had a completed assessment and a completed review within the year, and then have a subsequent review terminated in the same time period (e.g. due to death) in these cases the 3 events should be recorded on pages 1, 2 and 3 of A1.”

4. Summary of changes to RAP for 2007/08:

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.

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

5. RAP Guidance and forms

The 2007/08 RAP guidance and proformas will shortly be available from

<http://www.ic.nhs.uk/pss/returns/2008>.

Additional queries can also be consulted through the 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. OT Assessments

The Adult Review Group suggested it would be helpful to reiterate the RAP guidance regarding OT assessments.

OT equipment delivered without an assessment should be recorded in the R proformas as a basic service. The guidance states that any items of equipment issued at or near the point of contact as a basic service should be recorded in form R2.

7. Changes to RAP for 2008/09:

• Direct Payments

In 2008/09 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.

- **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 in **2008/09** 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.

- **Clarification to the RAP guidance on self assessments for implementation in 2008/09**

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 SIGASC 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.

8. Web based collections - 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. As RAP is one of the ICs more complex returns it will be in the final stage of this transfer, therefore RAP will be collected via the IDC in 2007/08.

You will be kept closely informed of any progress made with regards to this work.

9. IDC

At the IC we have received a query from a council regarding whether or not we can view or use data on the Internet Data Collection facility (IDC) before it is authorised and submitted to us. We would like to assure councils, that although staff working in the Adult Social Care Statistics team could if they wished to do so view data whilst a return is in progress, this is not regularly carried out, there are no circumstances in which we would nor is it of any benefit to undertake any pre-analysis and work loads do not allow for either to take place. Therefore, councils can be confident this does not happen.

THANK YOU

2006/07 has been a great success for all the social care returns in 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.

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