

Information and Guidance for the Personal Social Services Expenditure Return (PSS EX1)

For the collection period
April 1st 2007 to March 31st 2008

Issued: April 2008

CONTENTS

BACKGROUND.....	3
GENERAL GUIDANCE	4
JOINT ARRANGEMENTS/POOLED BUDGETS/CARE TRUSTS/CHILDREN'S FUNDS/CHILDREN'S TRUSTS.....	4
SECTION 28A.....	4
GROSS RECORDING.....	4
INDIVIDUAL BUDGETS (IB) AND "IN CONTROL" PILOTS	5
FREE NURSING CARE.....	6
SPECIFIC GRANTS.....	6
GRANTS TO VOLUNTARY ORGANISATIONS.....	6
POCKET MONEY.....	6
FOSTER CARE PAYMENTS, ADOPTION ALLOWANCES AND CHILDMINDER PAYMENTS	6
TAXICARD, CONCESSIONARY FARES AND FREEDOM PASSES.....	6
SERVICES FOR UNDER 8s	7
CAPITAL CHARGES AND OTHER RESIDUAL COSTS ASSOCIATED WITH THE CLOSURE OF ESTABLISHMENTS	7
CHANGES IN THE DEFINITION OF CAPITAL CHARGES	7
REGISTRATION AND INSPECTION	7
BOARDING SCHOOL PLACEMENTS FOR CHILDREN NOT LOOKED AFTER	7
UNACCOMPANIED ASYLUM SEEKING CHILDREN (UASC) WHO ARE LOOKED AFTER	8
DELAYED TRANSFERS OF CARE (BED BLOCKING) FINES.....	8
FRS17 PENSION COSTS.....	8
RECONCILIATION BETWEEN PSS EX1 AND RO3 FOR 2007/08.....	9
SERVICES FOR ADULTS AND OLDER PEOPLE.....	10
<i>KS1 (Data entry sheet).....</i>	<i>10</i>
<i>HH1.....</i>	<i>11</i>
<i>RAP.....</i>	<i>11</i>
<i>Other.....</i>	<i>11</i>
SERVICES FOR CHILDREN.....	12
<i>SSDA903 (on a 100% count basis).....</i>	<i>12</i>
<i>CPR3.....</i>	<i>13</i>
<i>Other.....</i>	<i>14</i>
PSS EX1 – CHANGES BETWEEN 2006/07 AND 2007/08	15
PSS EX1 CHECKLIST	15
NOTES ON INDIVIDUAL BUDGETS AND "IN CONTROL"	16
CONTACTS.....	17

PSS EX1 SPREADSHEET FOR 2007/08: GENERAL GUIDANCE AND DEFINITIONS OF ACTIVITY ENTRIES

This document provides general guidance on completing the PSS EX1 spreadsheet for 2007/08 and definitions relating to activity data required for the spreadsheet.

Definitions of the expenditure categories are given in the CIPFA Service Expenditure Analysis (SEA) for Social Services which forms part of their Best Value Accounting Code of Practice (BVACOP). The definitions are included as comments against the appropriate rows in column B of the Incl SSMSS sheet of the spreadsheet (hover with the mouse over the appropriate row of column B and the definition will be displayed).

Definitions for the activity data can similarly be displayed by hovering over the appropriate row in column B of the Activity Data sheet.

BACKGROUND

1. PSS EX1 was a new form for 2000/2001. It aims to collect the detailed information on PSS expenditure formerly collected by ODPM (now DCLG) on RO3 (RO3 has been reduced to 8 summary lines, matching those on the DCLG RA return, plus a total) and the information previously collected on the CIPFA Actuals return (which has now been discontinued). It also collects the PSS Performance Assessment Framework (PAF) Performance Indicators (PIs) that involve expenditure data and which were previously collected on the Key Statistics return (KS1).
2. The rows into which the expenditure is to be analysed match the subdivisions in the CIPFA Service Expenditure Analysis for Social Services, used for the 2007/08 Accounts (2007 version). Your accounts for 2007/08 may not be in the same format and so you may need to estimate expenditure for some rows of the return.
3. Social Services Management and Support Services (SSMSS) expenditure must be included in individual service rows – there are no separate rows for it. Please allocate to the appropriate service line in the 'Incl SSMSS' worksheet. The 'XSSM' has been removed for 2007/08, meaning all expenditure should be recorded on the 'Incl SSMSS' worksheet.
4. In general, only activity data required for calculating PAF indicators, or unit costs previously included in the CIPFA Actuals return and still required by CIPFA, are sought on this return; wherever possible, activity data collected on the NHS Information Centre statistical returns is used. However, some activity data already collected on the NHS Information Centre statistical returns is included where it can be used to derive unit cost indicators.

GENERAL GUIDANCE

Joint arrangements/pooled budgets/Care Trusts/Children's Funds/Children's Trusts

5. The most important principle to bear in mind when completing this form is that expenditure and activity should be recorded in a consistent fashion so that derived unit costs are meaningful. The CIPFA Service Expenditure Analysis states that in the case of pooled budgets and joint arrangements only the CSSR's own expenditure contribution should be recorded; this is also the case for Care Trusts, Children's Funds and Children's Trusts (BVACOP 2007, p3.10 paragraph 4.0). In order to produce meaningful unit costs, it follows that only the CSSR's share of activity should be recorded in this spreadsheet. Often this will be clearly known but, if not, it will often be possible to estimate this based on periodic activity returns or a split pro-rata to expenditure. If exceptionally joint activity cannot be split, the total joint expenditure should be entered and the other party's contribution should be shown under income from joint arrangements. Services purchased from other CSSRs should be treated similarly.

Section 28a

6. From 2006/07 a separate column was introduced to record "Income from NHS" (column I on Incl. SSMSS). Previously this may have been included in the "income from joint arrangements" or "other income" columns. Under Section 28a Health CSSRs can reimburse CSSR expenditure. The CSSR expenditure should be recorded gross of these contributions and the contributions should be shown under "Income from NHS". In order to produce meaningful unit costs, the activity for residential and nursing placements funded wholly by the NHS should be included at lines 39 to 57 as it will not be included under supported residents on the Key Statistics (KS1) return.

Gross recording

7. All expenditure should be recorded on a gross basis with contributions from service users being recorded in the income: client contributions column. In particular:
- For supported residents in private residential and nursing homes the full cost should be shown under expenditure and any contribution by the service user should be shown under income: client contributions (it may be necessary to obtain these figures specially or estimate them if your CSSR pays the homes concerned on a net basis).
 - In the case of residential homes run by your CSSR, the total gross cost of running the home should be shown under expenditure. Service user contributions by supported residents, contributions by their relatives, and payments by full cost paying residents should all be shown under client contributions. However, in the case of residents paid for by other CSSRs, if possible, reduce expenditure and activity proportionately (if this is not possible, show total expenditure and total activity and show the other CSSRs contribution under other income).

- Third party “top-up” payments (contributions from a third party, usually a relative, to enable a service user to occupy a more expensive place than the CSSR is prepared to pay for) should be excluded, even if the CSSR pays the full cost and reclaims the “top-up” from the third party.
- In the case of direct payments, the total monies to be used for the purchase of services should be shown under expenditure and the service user’s contributions should be shown in the income: client contributions column even if the user pays the service provider direct. Note that expenditure on direct payments must be recorded in the provision by others column and not under own provision.

Individual budgets (IB) and “In Control” pilots

8. Activity

The principles underlying recording activity data on PSS EX1 should be the same as for RAP and HH1. Many of the activity data on PSS EX1 are sourced from these returns and should be consistent. So far as other activity data are concerned: meals, day care sessions, actual hours of home care and direct payments planned to be delivered by an IB or “In control” should be included, unless the service user has no social services funding. If the user is planned to receive one of these services provided or commissioned by social services and paid for from social services expenditure as well as other funding sources (e.g. Supporting People, Disabled Facilities Grant (DFG), Independent Living Fund (ILF)), then only include the activity funded by social services. If the individual has no social services funding then exclude them.

For example;

- If the individual receives 60% of funding from social services and 40% from the Supporting People grant, then apportion the activity to include 60% of it in the PSS EX1 return.

Service users planned to receive services via an IB or “In control” should **NOT** be counted under direct payments **UNLESS** a direct payment is provided as part of the IB or “In control”.

Expenditure

The underlying aim is to record IB or “In control” expenditure in a way consistent with the associated activity. Thus social services expenditure should be recorded on the line in the Incl SSMSS sheet of PSS EX1 appropriate to the service user group and the service paid for (e.g. C6 for home care provided to Adults with a physical disability). Expenditure funded from the Supporting People grant that is treated as social services expenditure should be recorded on the Supporting People line for the relevant user group (e.g. C12 for Adults with a physical disability) whatever the service paid for. Expenditure funded from the Supporting People grant that is treated as housing expenditure should not be recorded on PSS EX1 whatever the service paid for nor should expenditure funded from the Disabled Facilities Grant (DFG) or Independent Living Fund (ILF).

Free nursing care

9. Expenditure on nursing care placements should be recorded net of NHS payments for free nursing care. From 1 April 2003 the NHS have been providing free nursing care. CSSRs will not always know the amounts involved and so may only be able to show expenditure net of such contributions in their accounts. Any such payments passing through the CSSR's accounts should be netted off any gross payments to give the expenditure to be entered on PSS EX1. The relevant unit costs (PAF AO/B12, UCs 2.1, 2.2, 2.3, 2.7, 2.8, 2.12, 2.13, 2.17, 2.18) showed a one off fall for 2003/04.

NB: This expenditure **should not** be included in the "Income from NHS" column.

Specific grants

10. Expenditure funded by specific grants should be included in columns C and D. Specific grants should not be included as income in columns G to J. The total value of specific grants should be entered in cells L110 and L177 of the Incl SSMSS sheet, for Adults and Children and Families respectively.

Grants to voluntary organisations

11. Grants to voluntary organisations to enable them to provide a service should be included in the appropriate service line (Day care, Home care etc) under the new column "Grants to Voluntary Organisations" (Column E) introduced for 2007/08. Grants provided to all organisations that provide services which are not specified in the care plan of assessed service users should be included. Where grants are provided to organisations to provide services wholly or predominantly specified in the care plan of users who are assessed by social services they should be excluded from this column and entered in column D (Provision by Others).

Pocket money

12. Pocket money paid to service users via the CSSR and not handled via suspense accounts should be netted off expenditure.

Foster care payments, adoption allowances and childminder payments

13. Payments made to foster carers, adoptive parents or childminders recruited through an agency should be treated as provision by others (whoever trains them). Payments to self employed people and those recruited by the CSSR should be treated as own provision.

Taxicard, concessionary fares and Freedom Passes

14. Expenditure on these is recorded on RO2 (Highways, Road and Transport Services) rather than RO3 and so should also be **excluded** from PSS EX1.

Services for under 8s

15. Expenditure should be included if it relates to social services work, even if it is managed by education departments. BVACOP makes clear that expenditure relating to the attendance of children under 8 at family centres should be recorded under “Family centres”.

Capital charges and other residual costs associated with the closure of establishments

16. Capital charges and other residual costs associated with the closure of establishments should be included in rows OE3, B10, C10, D10, E10 or G4 (Other Services) and NOT the residential or day care headings to which they formerly related. This avoids overstating the unit costs as there is no activity data to match this expenditure.

Changes in the definition of capital charges

17. Record capital charges i.e. *depreciation, loss on impairment of assets, amortisation of deferred charges* and *credit for amortisation of capital grants*. It should be noted that the last element of credit for *amortisation of capital grants* is included for the first time and the previous element of *notional interest* should NOT be included within capital charges. These changes were introduced by CIPFA in the 2006 Local Authority Accounting SORP (Statement of Recommended Practice). Further information about the effect of this change on the definition of total cost can be found in Section 2: Annex B of the 2006 Best Value Code of Practice (BVACOP).

Registration and Inspection

18. This function has transferred to the Commission for Social Care Inspection. Include registration fees paid to CSCI on lines B3, C3, D3 or E3 as appropriate.

Boarding school placements for children NOT looked after

19. BVACOP states (BVACOP 2007, p3.52) that expenditure on children in children’s homes who are not looked after (perhaps disabled children) is recorded under “Other family support services” (row OC6 on PSS EX1) rather than under the “Children’s homes” sub-division (row OB1). Any children going into children’s homes are likely to become looked after for the time that they are there, even if this is only for a very short period of respite care. So, for PSS EX1, such expenditure should continue to be included under children’s homes and the associated nights of respite care should continue to be included on lines 160 and 161 of the Activity data sheet.

However, the children’s homes sub-division of BVACOP includes boarding schools, and CSSRs may be supporting boarding school placements from their Social Services budgets. These children may not be looked after and, if this is so, the associated expenditure should now be recorded on line OC6 rather than line OB1. There is no associated activity for these

children in the denominators of CF/B8 and UC1.2 and so the change will improve the accuracy of these indicators. It will also improve the accuracy of CF/E44 by counting this expenditure as expenditure on children in need but not looked after rather than expenditure on children looked after.

Unaccompanied Asylum Seeking Children (UASC) who are looked after

20. The unaccompanied children sub-division of the Asylum Seekers division of BVACOP states that this excludes unaccompanied asylum-seeker children who meet the definition of children looked after. The UASC expenditure for children looked after **should not** be moved from Asylum Seekers (Unaccompanied children) to Children Looked After. This will ensure that CF/B8 and its components do not get distorted by the inclusion for the CSSRs affected of costs for UASC who are looked after, whose costs are often higher than those for other children looked after, and avoid adverse impact on PAF indicator CF/E44.

In the 2006 BVACOP, expenditure on asylum seekers has been split between *Children's Social Services* and *Adults Social Services*. Within *Children's Social Services*, 'Asylum Seekers' is now a mandatory division of service including 'Assessment and care management', 'Unaccompanied children' and 'Families'. However, in the case of *Adults' Social Services*, 'Lone Adult Asylum Seekers' is now a discretionary sub-division within the mandatory division of 'Other Adult Services'. As a result, any analysis using just the mandatory divisions would be **unable** to separately identify asylum seeker expenditure within the *Adults' Social Services*. In order to ensure that all asylum seekers related expenditure can continue to be identified, the 2007/08 PSS EX1 will retain the rows for both children's and adults' expenditure on asylum seekers. This is consistent with other government returns issued in 2007 (RA and RO) and will ensure that CSSRs can continue to monitor expenditure in this area.

Delayed transfers of care (bed blocking) fines

21. Delayed transfers of care (bed blocking) fines should be included in the "other expenditure" category for the appropriate service user group (rows B10, C10, D10 or E10).

FRS17 pension costs

22. The 2003/04 BVACOP stated that pension costs for in house staff were to be moved onto a real cost basis..This may inflate some in house costs. To help us gauge the effect of this, you are asked to enter actual total net cost as it would have been on a pre FRS17 basis in cells L115 and L182 of the Incl SSMSS sheet, directly below the corresponding figure on the new basis. If you have not yet changed to a FRS17 basis, you should enter the value from L112 into L115 and from L179 into L182 as the two figures should be the same.
For further information about the accounting treatment of pensions costs, please refer to section 2 'Definition of Total Cost' in BVACOP.

Reconciliation between PSS EX1 and RO3 for 2007/08

23. Expenditure (and income) on the 'Incl SSMSS' sheet of the PSS EX1 should match that entered on the DCLG RO3 return as follows:

PSS EX1 Row	Corresponding RO3 Row
A3 Total service strategy – Adults & M3 Total service strategy - Children and Families	30 Social Services strategy – Adults & 11 Social Services strategy - Childrens
P3 Total children’s and families services incl SP	29 Children’s and families’ services - other
B13 Total older people including Supporting People	40 Older people (aged 65 and over) including older mentally ill
C13 Total adults aged under 65 with a physical disability etc incl SP	51 Adults aged under 65 with physical disability or sensory impairment
D13 Total adults aged under 65 with learning disabilities incl SP	52 Adults aged under 65 with learning disabilities
E13 Total adults aged under 65 with mental health needs incl SP	53 Adults aged under 65 with mental health needs
N4 Total Asylum seekers – Children and Families & F3 – Total Asylum Seekers - Adults	25 Children’s and families’ services - asylum seekers & 75 Other adult Social Services - asylum seekers - lone adults
G7 Total other adult services including Supporting People	79 Other adult Social Services
H3 Total PSS including Supporting People	90 Total Social Services less 80 Supported employment
H2 Total Supporting People	99 Supporting people ancillary expenditure included within above total
I1 Supported Employment	80 Supported employment
PSS EX1 Column	Corresponding RO3 Column
G Client contributions (Sales, Fees and Charges)	4 Sales, Fees and Charges
H Joint arrangements I Income from NHS J Other Income	5 Other income
K Total income (including joint arrangements)	6 Total Income
L Net total expenditure	9 Net total cost (excl. spec grants)

*The breakdown of RO3 column 3 (Total expenditure) into column 1 (Employees) and column 2 (Running Expenses) is different to the breakdown of PSS EX1 column F into column C - Own provision (including joint arrangements) and column D - Provision by others and will need to be calculated in addition to the PSS EX1 breakdown.

Definitions of activity data required for PSS EX1

Most of the activity data required should be clear from the descriptions on the Activity data sheet of the PSS EX1 spreadsheet. However, further information in respect of some items is given below and as comments in the spreadsheet which can be viewed by hovering the mouse over column B of the appropriate row of the Activity data sheet. For completeness, these comments have also been included below (in green); in the order they appear on the PSS EX1 'Activity data' sheet.

Services for adults and older people

KS1 (Data entry sheet)

PSS EX1 'Activity data' sheet – rows 13:17

Supported residents

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

row 18 (residents aged 65 and over)
residents aged 18 to 64 with
- row 20 (learning disability)
- row 21 (mental health problems)
- row 22 (physical disability)

The total number of weeks each service user 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 users).

NB Additional guidance is available at Question 1 of the Key Statistics Frequently Asked Questions document. This is available at:

<http://www.ic.nhs.uk/our-services/improving-social-care-information/social-care-collections/collections-2008>

Breakdowns between nursing placements, own provision residential placements and residential placements provided by others are requested at lines 99 to 111.

Full cost paying residents*

Number of weeks spent in LA residential homes (both permanent and temporary placements) by ...

All persons resident at any time during the year should be included.

Number of weeks spent in residential homes provided by others and nursing homes (both permanent and temporary placements) by residents whose full costs are included under expenditure (and income) by ...

CSSR practice in respect of full cost paying residents varies. If the full cost is included in the CSSR accounts (and therefore on PSS EX1) under both expenditure and income, then the relevant activity should be included here in order to produce accurate unit costs. If the cost is not so recorded, the activity should not be counted. Persons resident at any time during the year should be included.

Residents wholly funded under section 28a*

Number of weeks spent in LA residential homes (both permanent and temporary placements) by ...

All persons resident at any time during the year should be included.

Number of weeks spent in residential homes provided by others and nursing homes (both permanent and temporary placements) by residents whose full costs are included under expenditure (and income) by ...

CSSR practice in respect of residents funded wholly under Section 28a varies as does the extent to which Section 28a is used. If the full cost is included in the CSSR accounts (and therefore on PSS EX1) under both expenditure and income, then the relevant activity should be included here in order to produce accurate unit costs. If the cost is not so recorded, the activity should not be counted. Persons resident at any time during the year should be included. Please enter here resident weeks supported wholly by the NHS under section 28a; if there were none, enter 0. Do not include residents funded partly by the CSSR and partly by the NHS under section 28a as these will have been included on lines 13 to 17 and 100 to 111.

HH1

PSS EX1 'Activity data' sheet – rows 60:63

Table 1 line 4 column A (Total hours, LA)

The total number of home help/care contact hours provided by the LA for all adult service user groups and older people during the sample week
Source: HH1 Table 1 line 4 column A.

Table 1 line 4 column B (Total hours, independent sector)

The total number of home help/care contact hours provided by the independent sector for all adult service user groups and older people during the sample week
Source: HH1 Table 1 line 4 column B.

Table 3B (Hhs receiving >10 hours and 6+ visits)

The number of households receiving intensive home care (More than 10 contact hours and 6 or more visits during the week) during the sample week.
Source: HH1 Table 3B.

Actual hours of home care provided during the year

- provided by the council
- provided by the independent sector

Enter only actual hours of care (if known); do not enter contracted hours as these are likely to be higher than actual hours provided. Do not change the initial “..” entries in these cells if you are unable to provide actual hours. What is required here are annual figures not weekly averages and so the figures will be around 52 times the size of the HH1 sample week figures entered on lines 60 and 61.

RAP

PSS EX1 'Activity data' sheet – rows 67:95

RAP return reference included in column B for each row.

Other

PSS EX1 “Activity data” sheet – rows 97:133

Total meals provided by LA per week on average during year

Total meals provided by independent sector per week on average during year

Include meals on wheels, meals in luncheon clubs and cook-chill meals. Exclude meals provided at day centres, even if the service users only come to the day centre for the meal (the associated costs are included under day care). Treat meals prepared by an outside

contractor but delivered by the internal home care service as provided by the CSSR.

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

Lines 100 to 111 should be a breakdown by nursing/ own provision residential/ residential provided by others of the entries in rows 13 to 17. Former Preserved Rights, former Boyd loophole and other supported residents should be included. To ensure agreement between rows 100 to 111 and lines 13 to 17, the “residential placements provided by others” entries on lines 102, 105, 108 and 111 are calculated automatically by subtracting the “nursing placements” and “own provision residential placements” entries on the two preceding lines from the total residential and nursing care entries on lines 13 to 17.

Number of day care sessions per week on average during year

In line with the Best Value Accounting Code of Practice, include activities involving regular attendance at a location (other than the service user’s own home) for personal, social, therapeutic, training or leisure purposes, including any meals at the centre but excluding luncheon clubs. This can include day care within resource centres. Some CSSRs open their day centres during the evenings, for this reason the user activity is requested for the number of sessions attended. A session is defined as a morning, an afternoon or an evening. Therefore it is possible for a user to attend 3 sessions per day. The survey requires the total number of sessions attended by all users on average throughout the year. A single session equates to approximately 4 hours. Therefore a user attending each morning and afternoon, Monday to Friday, would attend 10 sessions. Include an estimate in respect of block contracts for which actual numbers of sessions attended is not known.

Referrals between 1 April 2007 and 31 March 2008

Lines 122-125 require a service user breakdown of the figure at line 67 (RAP Table R1 Box 1 (Total screened contacts passed on for further assessment or commissioning of service)). Sampling or estimation may be used if actual figures are not available.

Services for children

SSDA903 (on a 100% count basis)

PSS EX1 ‘Activity data’ sheet – rows 139:164

Count of total number of days during year that CLA spent in placements (excluding children accommodated under a series of short term breaks (legal status V3 and V4) and Unaccompanied Asylum Seeking Children)

A3, A4, A5, A6 (placed for adoption) – own provision

A3, A4, A5, A6 (placed for adoption) – provision by others

The total number of days children spent placed for adoption (placement codes A3, A4, A5, A6 as defined by the SSDA903 collection) during the year (include all children placed for adoption at any time during the year). Any placements that formed part of an agreed series of short term-placements (under the provisions of Reg. 13 of the Arrangement for Placement of Children (General) Regulations, 1991) are excluded as are Unaccompanied Asylum Seeking Children.

A split between own provision placements and placements provided by others (eg fostering agencies) is sought. Foster carers recruited through an agency should be treated as provision by others (whoever trains them). Self employed people and those recruited by the CSSR should be treated as own provision.

F1, F2, F4, F5 (own provision foster placements)
F3, F6 (foster placements provided by others)

The total number of days children spent in foster care (placement codes F1 to F6 as defined by the SSDA903 collection) during the year (include all children in foster care at any time during the year). Any placements that formed part of an agreed series of short term-placements (under the provisions of Reg. 13 of the Arrangement for Placement of Children (General) Regulations, 1991) are excluded as are Unaccompanied Asylum Seeking Children.

A split between own provision placements and placements provided by others (eg fostering agencies) is sought. Foster carers recruited through an agency should be treated as provision by others (whoever trains them). Self employed people and those recruited by the CSSR should be treated as own provision.

H3 to H5 (homes, hostels etc) – own provision
H3 to H5 (Homes, hostels etc) – provision by others

The total number of days children spent in children's homes (placement codes H3 to H5 as defined by the SSDA903 collection) during the year (include all children in children's homes at any time during the year). Children's homes include community homes, voluntary homes and hostels and private registered children's homes. Any placements that formed part of an agreed series of short term-placements (under the provisions of Reg. 13 of the Arrangement for Placement of Children (General) Regulations, 1991) are excluded as are Unaccompanied Asylum Seeking Children.

A split between placements in own provision children's homes and children's homes provided by others is sought.

S1 (residential schools) – own provision
S1 (residential schools) – provision by others

The total number of days children spent in all residential schools (including both full-time and weekly boarding arrangements and SEN schools) except where the school is dual registered as a children's home (placement code S1 as defined by the SSDA903 collection) during the year (include all children in residential schools at any time during the year). Any placements that formed part of an agreed series of short term-placements (under the provisions of Reg. 13 of the Arrangement for Placement of Children (General) Regulations, 1991) are excluded as are Unaccompanied Asylum Seeking Children.

A split between own provision placements and placements provided by others is sought.

H1, H2 (secure accommodation (welfare))

Include all children in secure accommodation (welfare) (placement codes H1 and H2 as defined by the SSDA903 collection) at any time during the year.

CPR3

PSS EX1 'Activity data' sheet – rows 150:151

Part A 1.Total number of referrals of children who have been the subject of referral (including re-referrals) in the year

If a child was the subject of more than one referral during the year count each occasion separately. Also see guidance notes for CPR3 return.

Part A 2.Total number of initial assessments of children receiving initial assessment in the year (sum of "completed within 7 working days of referral" and "other initial assessments completed in the year")

If a child was the subject of more than one initial assessment during the year count each assessment separately. Also see guidance notes for CPR3 return.

Other

PSS EX1 'Activity data' sheet – rows 153:164

Children and their families – number of reviews during year

A review is the planned or scheduled part of the monitoring of a package of care, which will involve checking how far delivered services are meeting needs as well as looking at aspects of quality. Family support, CLA, CPR, Child Care Plan and any other Children in Need reviews should be included. If a child was the subject of more than one review during the year count each review separately.

Number of nights children looked after (other than Unaccompanied Asylum Seeking Children) spent in short term placements (SSDA 903 legal status V3 and V4) under Reg 13 of the Arrangement for Placement of Children Regulations 1991 (including in respite placements under Section 20)

Include all children (other than Unaccompanied Asylum Seeking Children) in short term placements at any time during the year.

PSS EX1 – CHANGES BETWEEN 2006/07 AND 2007/08

A letter dated 28th September 2007 was sent to PSS EX1 contacts confirming the statistical returns that needed to be completed for 2007/08. The letter sets out the changes to PSS EX1 for 2007/08 that had been agreed with the Strategic Information Group on Adult Social Care (SIGASC).

1. The layout of the form has been altered to separate out Adult's and Children's data in preparation for final separation of the returns in 2008/09.
2. Service strategy will be analysed over Children's and Adult's Services only, the Generic Services line has been dropped.
3. The 'SSMSS' sheet has been removed from the form. CSSRs are required to allocate 'SSMSS' expenditure to the appropriate service line on the 'Incl SSMSS' worksheet. The 'XSSM' sheet has also been removed as a result. All expenditure should be recorded on the 'Incl SSMSS' worksheet.
4. The definition of capital charges has been brought into line with 2006 SORP i.e. inclusive of amortisation of capital grants and excluding the element of notional interest. This matches the recording practice on RO3. Please see below for further details.
5. Expenditure is to be recorded inclusive of capital charges. Capital charges have been kept as a memorandum item to allow expenditure excluding capital charges to still be calculated.
6. A column has been added on the 'Incl SSMSS' worksheet in order for Grants to Voluntary Organisations to be recorded against the appropriate service row.
7. The Grants worksheet has been removed (as a result of 6 above). The supplementary questions are now included in the 'Comments' worksheet.

Expenditure and Unit Costs Return (PSS EX1):

- The due date for the return is **11th July 2008**

PSS EX1 Checklist

Before submitting your PSS EX1 return, please ensure that points 1-12 of "Instructions for Completion" found on the spreadsheet cover have been met.

In particular:

1. Contact details have been entered on the spreadsheet front page.
2. Cells pre-populated with '..' (two dots) have been reviewed.
 - a. Two dots indicate that data are 'not available'.
 - b. If cell value is in fact zero then 0 should be entered.
3. The 'Grants & Comments' sheet has been completed (if data are available).
4. Cells L115 and L182 on 'Incl. SSMSS' (Actual Total Net Cost on a pre FRS 17 basis) has been completed.
5. Double-check points 1-12 of "Instructions for Completion" on the PSS EX1 spreadsheet front page/cover.

Notes on Individual Budgets and “In Control”

CSSRs running ‘In Control’ projects in 2007/08

In 2007/08 some CSSRs will be running ‘In Control’ projects. The CSSRs involved in the projects need to continue to include the service users receiving services via ‘In Control’ within the current NHS Information Centre central data collections, including PSS EX1.

‘In Control’ projects offer a whole system, with policies and procedures for resource allocation, support planning, supported decision making etc. ‘In Control’ is used for self directed support. There is a contract and Support Plan and care managers need to review how well the Plan is working. ‘In Control’ is basically a way of telling people openly about what they are entitled to - and the Resource Allocation levels are based on what people would usually get. ‘In Control’ does not challenge the Fair Access to Care guidelines.

See guidance note 8 on page 5 for details of recording activity and expenditure in these cases.

CSSRs piloting Individual Budget schemes

Some CSSRs have been piloting Individual Budgets. A separate evaluation study will collect information from the pilots to assess the outcome of the pilots, however in the meantime the CSSRs involved in the pilots need to continue to include the service users on individual budgets within the current NHS Information Centre central data collections, including PSS EX1.

See guidance note 8 on page 5 for details of recording activity and expenditure in these cases.

Contacts

Any CSSR staff who require advice regarding PSS EX1 or who have questions on issues relating to the content and coverage of this return are invited to contact the PSS EX1 Helpdesk at The NHS Information Centre **PSSEX1@ic.nhs.uk**.

The persons responsible for PSS EX1 are:

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The NHS Information Centre for health and social care (2008)