

Validation checks for the Referrals, Assessments and Packages of Care collection (RAP)

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

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(Press CTRL and click on relevant proforma automatically go to the page)

Please note, validations marked in [green below](#) are amendments to previous validations or new ones.

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1 Internal Validation Checks in the Internet Data Collection facility (IDC)

1.1 R3

- The sum of all the cells in R3 should equal the total figures entered for 'Total contacts' on R1 and R2. If you do not know the source of referral breakdown please enter the same figure, as in R1 or R2 in the 'Not known' row, otherwise a validation error will be returned.

1.2 A1 page 1

- 'Overall number of new clients with completed assessments' figure needs to be equal to the sum of the 'Column totals' row in the breakdown by client type/age group grid.
- The 'Column totals' row in the primary client type grid needs to be the sum of the primary client type (shaded) rows above.
- Any figure entered under the subset 'Dementia' needs to be less than or equal to the figure given for the primary client type 'Mental health' for that age group.
- Any figure entered in the subsets 'Physical disability, frailty and/or temporary illness', 'Hearing impairment', 'Visual impairment' and 'Dual sensory loss' needs to be less than or equal to the figure given for the primary client type 'Physical and sensory disability/frailty' for that age group.

1.3 A1 page 2

- 'Overall number of clients with completed reviews' figure needs to be equal to the sum of the 'Column totals' row in the breakdown by client type/age group grid.
- The 'column totals' row in the primary client type grid needs to be the sum of the primary client type (shaded) rows above.
- Any figure entered under the subset 'Dementia' needs to be less than or equal to the figure given for the primary client type 'Mental health' for that age group.
- Any figure entered in the subsets 'Physical disability, frailty and/or temporary illness', 'Hearing impairment', 'Visual impairment' and 'Dual sensory loss' needs to be less than or equal to the figure given for the primary client type 'Physical and sensory disability/frailty' for that age group.
- The sum of 'Total review events' row needs to be the same as or greater than the 'Number of existing clients with completed reviews'.

1.4 A1 page 3

- The 'Overall total number of clients with terminated assessments or reviews' needs to sum the row 'Total of clients with assessment or review terminated' in the breakdown by age group grid.

1.5 A5

(same validations for each page)

- The 'Total of above' row needs to sum any figure entered in the primary client type breakdown above (shaded rows). Please note that you can not just enter a 'Total of above' figure. If you enter a total figure without providing a client type breakdown it will be returned as invalid.
- Any figure entered under the primary client type 'Mental health' needs to be greater than or equal to that entered under the subset 'Dementia' for the same column.
- Any figure entered in the subsets 'Physical disability, frailty and/or temporary illness', 'Hearing impairment', 'Visual impairment' and 'Dual sensory loss' needs to be less than or equal to the figure given for the primary client type 'Physical and sensory disability/frailty'.
- The sum of each primary client type row and each subset row on A5 (i.e. the sum of all the sequels to assessment for each row) should be equal to the sum of the figures given for that client group and age group on A1 page 1.

1.6 A6

- The sum of each of the sequel columns on A6 should match the 'total of above' figure given on A5 for that column and age group. As A6 page 2 relates to '65 and over' you need to add the figures of A5 '65-74', and '75 and over' to compare.
- Total of all cells for '18-64' age group should be equal to the sum of the figures given on A1 page 1 for 'Column totals' for '18-64' column.
- Total of all cells for the '65 and over' age group should be equal to the sum of the figures given on A1 page 1 for the 'Column totals' row for columns '65-74' and '75 and over' age groups.

1.7 A7 page 1

- The sum of the column 'All new clients 18-64' and 'All new clients 65 and over' on A7 should be equal to the figure given for 'All new clients with completed assessments' on A1 (page 1).
- The sum of the row for 'Less than or equal to 2 days' for '18-64' and '65 and over' on A7 page 1 should be less than or equal to the sum of rows 'Less than or equal to 2 days' for '18-64' and '65 and over' on A9 page 1
- The sum of rows for 'Less than or equal to 2 days' + 'More than 2 days and less than or equal to 2 weeks' for '18-64' and '65 and over' on A7 page 1 should be less than or equal to the sum of rows 'Less than or equal to 2 days' + 'More than 2 days and less than or equal to 1 week' + 'More than a week less than 2 weeks' for '18-64' + '65 and over' on A9 page 1.

1.8 A7 page 2

- The sum of all the cells on this page should be less than or equal to the figure given for 'All new clients with completed assessments on A1'.
- The sum of each time-band row should equal the figure given in the column for 'All new clients' on page 1 for that time-band category and age group.

1.9 A7 page 3

- The sum of all the cells on this page should be less than or equal to the figure given for 'All new clients with completed assessments' on A1.
- The sum of each time-band row should equal the figure given in the column for 'All new clients' on page 1 for that time-band category and age group.

1.10 A8 page 2

- The sum of each time-band row should equal the figure given in the column for 'All new clients' on page 1 for that time-band category.

1.11 A9 page 1

- The sum of the cells for the time-band 'Less than or equal to 2 days' (new clients '18-64' and new clients '65 and over') should be greater than the sum of the equivalent cells in form A7. i.e. page 1 band 'Less than or equal to 2 days' (new clients '18-64' and new clients '65 and over')
- The sum of the cells in the first three time-bands (new clients '18-64' and new clients '65 and over') should be greater than the sum of the equivalent cells in form A7 i.e. page 1 first two time-bands (new clients '18-64' and new clients '65 and over').

1.12 A9 page 2

- The sum of each time-band row for each age group should equal the figure given in the column for 'All new clients' on page 1 for that time-band category and age group.

1.13 P1

- The total number of adult clients of all age groups receiving services during the period should equal the sum of 'Total of Above' row for the 'Total of clients' column, for all age groups. (i.e. P1 '18-64' and P1 '65 and over')
- The 'Total of above' row needs to sum any figures entered in the primary client type breakdown (shaded cells). Please note that you can not just enter a total figure. If you enter a total figure without providing a client type breakdown it will be returned as invalid.
- The sum of each of the service columns does not add up to the 'Total of clients' figures. However the figure given for each of the individual services on P1 should be less than or equal to the figure given in the 'Total of clients' column for that row.

- The sum of the number of clients reported for each of the services should be greater than or equal to the total number of clients reported within a given primary client type or subset category
- Any figure entered under the primary client type 'Mental health' needs to be greater than or equal to the figure entered under the subset 'Dementia' for the same column.
- Any figure entered in the subsets 'Physical disability, frailty and/or temporary illness', 'Hearing impairment', 'Visual impairment' and 'Dual sensory loss' needs to be less than or equal to the figure given for the primary client type 'Physical and sensory disability/frailty'.

1.14 P2f

- The 'Total of clients' column figure does not need to sum the clients entered under the community based service types as double counting is possible. However each figure entered under any one of the community based services columns needs to be less than or equal to the 'Total of clients' column figure for that primary client type row.
- The sum of the number of clients reported for each of the services should be greater than or equal to the total number of clients reported within a given primary client type or subset category
- The 'Total of above' row needs to sum any figures entered in the column by primary client type breakdown (shaded rows). Please note that you can not just enter a total figure. If you enter a total figure without providing a client type breakdown it will be returned as invalid.
- Any figure entered under the primary client type 'Mental health' needs to be greater than or equal to the figure entered under the subset 'Dementia' for the same column.
- Any figure entered in the subsets 'Physical disability, frailty and/or temporary illness', 'Hearing impairment', 'Visual impairment' and 'Dual sensory loss' needs to be less than or equal to the figure given for the primary client type 'Physical and sensory disability/frailty'
- The 'Total of clients' column figures should match the figures given in P1 in the 'community based services' column for that age group and primary client type row.

1.15 P2s

- The 'Total of clients' column figure does not need to sum the clients entered under the community based service types as double counting is possible. However each figure entered under one of the community based services needs to be less than or the same as the 'Total of clients' figure for that primary client type row.
- The sum of the number of clients reported for each of the services should be greater than or equal to the total number of clients reported within a given primary client type or subset category
- The 'Total of above' row needs to sum any figures entered in the column by primary client type breakdown (shaded rows). Please note that you can not just enter a total figure. If

you enter a total figure without providing a client type breakdown it will be returned as invalid.

- Any figure entered under the primary client type 'Mental health' needs to be greater than or equal to the figure entered under the subset 'Dementia' for the same column.
- Any figure entered in the subsets 'Physical disability, frailty and/or temporary illness', 'Hearing impairment', 'Visual impairment' and 'Dual sensory loss' needs to be less than or equal to the figure given for the primary client type 'Physical and sensory disability/frailty'
- The figures given for each of the columns on P2s needs to be less than or equal to the figure given on P2f for that column and age group.
- Total clients receiving home care in P2s within 20% (absolute) of latest HH1 value. (Either read directly from the HH1 IDC or we will provide a list of values).
- The sum of the figures given in the two cells on P2s page 7 for direct payments should be equal to the figure entered in the 'Total of above' row of the direct payments column on P2s page 6.

1.16 P4 page 1 and 2 ('18-64' and '65 and over')

- The sum of both columns for 'Total of all clients' on P4 page 1 and page 2 should be the same as the figure entered for the client total at the top of P1 page 1
- The sum of the 'community based services in their own home' column on P4 page 1 or 2 should be the same as the sum of the 'Total of above' row for the corresponding P1 page (i.e. '18-64' or '65 and over') for the 'community based services' column.
- The sum of the 'LA residential care' column on P4 page 1 or 2 should be the same as the sum of the 'Total of above' row for the corresponding P1 page (i.e. '18-64' or '65 and over') for the 'LA residential care column'.
- The sum of the 'Independent sector residential care' column on P4 page 1 or 2 should be the same as the sum of the 'Total of above' row for the corresponding P1 page (i.e. '18-64' or '65 and over') for the 'Independent sector residential care' column.
- The sum of the 'Nursing care' column on P4 page 1 or 2 should be the same as the sum of the 'Total of above' row for the corresponding P1 page (i.e. '18-64' or '65 and over') for the 'Nursing care' column
- The service columns should not add up to the 'Total of clients' column for each ethnicity row as there could be double counting. However, any figures given in the service columns should be less than or equal to the figure given for 'Total of clients' column for that row.
- The sum of the number of clients reported for each of the services should be greater than or equal to the total number of clients reported within a given ethnic category

1.17 P4 page 3 and 4 ('18-64' and '65 and over')

- The sum of all the cells on P4 page 3 and page 4 should equal the figure entered for the client total at the top of P1 page 1
- The sum of the rows for each ethnic group on P4 page 3 or 4 should equal the 'Total of all clients' figure for the relevant ethnic group for the corresponding P1 page (i.e. '18-64' or '65 and over')
- The sum of the Physical and sensory disability/frailty column on P4 page 3 or 4 should be the same as the figure given for 'Total of clients' column for the Physical and sensory disability/frailty row for the corresponding P1 page (i.e. '18-64' or '65 and over')
- The sum of the Learning disability column on P4 page 3 or 4 should be the same as the of the figure given for 'Total of clients' column for the Learning disability row for the corresponding P1 page (i.e. '18-64' or '65 and over')
- The sum of the 'Mental Health' column on P4 page 3 or 4 should be the same as the sum of the figure given for 'Total of clients' column for the 'Mental Health' row for the corresponding P1 page (i.e. '18-64' or '65 and over')
- The sum of the Substance misuse column on P4 page 3 or 4 should be the same as the sum of the figure given for 'Total of clients' column for the substance misuse people row for the corresponding P1 page (i.e. '18-64' or '65 and over')
- The sum of Vulnerable people column on P4 page 3 or 4 should be the same as the sum of the figure given for 'Total of clients' column for the Other vulnerable people row for the corresponding P1 page (i.e. '18-64' or '65 and over')

1.18 C1 page 1

- The figures entered for the 'All ages' row should be equal to the sum of the age breakdown for each column.

1.19 C1 page 2

- The figures entered for the 'Total' rows should be equal to the sum of the client group breakdown for each column.
- The total for each carer assessment/review column for '18-64' and '65 and over' should equal the total number of carers for the corresponding column on C1 page 1.

1.20 C2 page 1

- The figures entered for the 'All ages' row should be equal to the sum of the age breakdown for each column.
- The total number of carers receiving 'Services including respite for the carer and / or other carers specific services' AND 'Information and advice only' should be less than or equal to the total number of carers being assessed or reviewed (sum of first two columns on C1 page1) for each corresponding age group including 'All ages'.

1.21 C2 page 2

- The figures entered for the 'Total' rows should be equal to the sum of the client group breakdown for each column.
- The total for each carer services column for '18-64' and '65 and over' should equal the total number of carers for the corresponding column on C2 page 1
- Each primary client type row in C2 page 2 should be less than or equal to the total number of carers being assessed or reviewed (sum of first two columns on C1 page2) for each corresponding primary client type for the person cared for 'All ages'.

2 VALIDATION CHECKS AGAINST THE PREVIOUS YEAR'S DATA

- The total contacts for new clients on R1 should be within 20% of the number of new clients on R1 for the previous year.
- The total contacts for new clients on R2 should be within 20% of the number of new clients on R2 for the previous year.
- The total new clients with completed assessments on A1 (page 1) should be within 20% of the total new clients with completed assessments for the previous year.
- The total existing clients with completed reviews on A1 (page 2) should be within 20% of the total existing clients with completed reviews for the previous year
- The sum of new clients with completed assessments on A7 (page 1) should be within 20% of the total new clients with completed assessments for the previous year.
- The sum of new clients in receipt of all services on A8 (page 1) should be within 20% of the total new clients in receipt of all services for the previous year.
- The sum of new clients with start of assessment on A9 (page 1) should be within 20% of the total new clients with start of assessment for the previous year.
- The total clients receiving services on P1 pages 1 and 2 should be within 20% of the figure for the previous year for each service type i.e. 'Total of above' for each column (including column 1) should be within 20% of the corresponding figure for the previous year.
- For P2s page 1, the first cell in the 'Total of above' row should be within 20% of first cell in the 'Total of above' row of Form P2s page 1 of the previous year.
- For P2s page 3 and 5, the first cells in 'Total of above' row (clients aged '65 and over') should be within 20% of first cells in the 'Total of above' row of form P2s page 3 and 5 of the previous year.
- For P2s page 5, the first cell in 'Total of above' row should be within 20% of first cell in the 'Total of above' row of Form P2s page 5 of the previous year.
- Each of the totals on C1 page 1 should be within 20% of last year's figure
- Each of the totals on C2 page 1 should be within 20% of last year's figure.
- For P2f page 1, the first cell in the 'Total of above' row should be within 20% of first cell in the 'Total of above' row of Form P2f page 1 of the previous year.
- For P2f page 3, the first cell in the 'Total of above' row should be within 20% of first cell in the 'Total of above' row of Form P2f page 3 of the previous year.
- The totals on C1 page 2 should be within 20% of last year's figure
- The totals on C2 page 2 should be within 20% of last year's figure

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3 VALIDATION CHECKS THAT WILL BE MADE MANUALLY BY THE IC

- All data cells related to performance indicators will be checked to ensure there are no blanks, namely A5 and A6 that need every cell completed in order for a CSSR to receive an indicator.
- As all the waiting times proformas relate to new clients, the number of new clients on proforma A1 page 1 will be compared against the number of clients receiving services on P1 page 1. CSSR's with a very high/low distribution of new clients receiving services will be looked at.
- For A7 '65 and over' the distribution of the percentage of clients in each time-band will be analysed, concentrating on those CSSRs with a very high or very low percentage of clients in the time-band. Also, the percentage of all new clients in each time-band in will be compared against the percentage distribution in the previous year
- For A9 '65 and over' the distribution of the percentage of clients in each time-band will be analysed, concentrating on those CSSRs with a very high or very low percentage of clients in the time-band. Also, the percentage of all new clients in each time-band in will be compared against the percentage distribution in the previous year
- For A8 '65 and over' the distribution of the percentage of clients in each time-band will be analysed, concentrating on the CSSRs with a very high or very low percentage of clients in the time-band. Also, the percentage of all new clients in each time-band in will be compared against the percentage distribution in the previous year
- For proforma A8 the number of new clients aged '65 and over' recorded as receiving all their services will be compared against the total number of new clients with completed assessments on proforma A1, page 1. The number of services provided should be less than those clients assessed
- For proforma A9 the number of new clients recorded first contact with the client will be analysed against the total number of contacts leading to further assessment of need or commissioning of ongoing service on proforma R1. The two figures should be fairly similar and any outliers will be identified here
- The columns relating to equipment & adaptations, and professional support in P2s should be compared against the same columns in P2f. As P2s is a snapshot of the year it should be less than P2f which is a full year's data.
- The total number of clients receiving equipment & adaptations in P2f should be compared against that of the previous year. We would expect the figures to have gone up slightly but not significantly.
- The figures in R1 and R2 should be compared against those in the previous year and the actual differences should be investigated.

4 MANUAL VALIDATIONS (added to document 2007/08)

- The overall clients in A1 page 2 (reviews completed) and P1 page 1 (total number of clients receiving services) will be compared against the previous year's figure.
- As all the waiting times proformas relate to new clients, the number of new clients on proforma A1 will be compared against the number of clients receiving services on P1. CSSR's with a very high/low distribution of clients receiving services will need to be looked at. The rate of new clients per population will also be analysed to help with this check
- The rate of new clients assessed (A1) per 1000 population is done to make each CSSR's' data is comparable against each other no matter what size their population is.
- Using P2s '65-74' and '75 and over', the total clients in all services aged '65 and over' (page 3+5) will be compared against the previous year's figure.
- Using P2s '18-64', '65-74', '75-84' and 85+, the total clients in Direct Payments for all ages (pages 2, 4 + 7) will be compared against previous year's figure.
- The total for those clients who were first contacted within 2 weeks (A9) should be compared against the total clients with completed assessments within 2 weeks (A7). A7 should be less than A9.
- Using P2s '18-64', the total number of clients in Mental Health, will be compared against previous year's figures.
- Using C2 page 2, the number of carers for all ages receiving services including breaks for the carer and /or other carers' specific services, will be compared against previous year's figures.
- Comparison of the components of services in P2s as a percentage of P2f, where the figure matches almost exactly (99% and above) between P2s and P2f for:

Home Care
Day Care
Meals
Short term Residential
Other

and the figure matches almost exactly (90% and above) between P2s and P2f for:

Direct Payments
Professional Support
Equipment and Adaptations