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# **Information and Guidance for the Social Services Staffing Collection (SSDS001) 2008/09**

Issued: August 2008

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## Notes on Completion of the Template

### Councils with Adult Social Services Responsibilities (CASSR) Details

CASSR code, name and contact details should be completed on the first page of the return. If they are not completed, data summarisation will not be possible.

### Data Entry format

Data should be entered in the format specified on the Data Entry form, in upper or lower case. One line should be completed for each member of staff, as per example below.

Staff Code	FT=Full Time, PT=Part Time	WTE of Part Time staff	SSDS line number	Gender (M=Male, F=Female)	Ethnic Origin (2001 Census or Children in Need codes)
J. Smith	ft		1.1	m	1
0001	pt	0.3	1.2	F	19
AB/123	FT		1.3	f	A2

**Staff Code** is needed to identify which records are involved when validation fails. Any identifier will do so long as it uniquely identifies one of the records entered.

The use of consecutive line numbers would often be appropriate. If a person has more than one entry because they have more than one job or role within social services they will require a unique identifier for each.

This can be as simple as 1A, 1B or J. Smith 1, J. Smith 2 etc. They will have to be entered as part time (PT) and the appropriate WTE entered for each job or role.

**Full/Part time** should be completed for all staff members, with "FT" for full time staff and "PT" for part time staff.

**WTE (Whole Time Equivalent)** should be completed for all part time staff, as a figure more than 0 but less than 1 to 1 decimal place (for example 0.6). For full time staff either leave this blank or enter 1.

**SSDS Line Number:**

The appropriate job category code should be entered for the member of staff (for example 1.1 or 2.34). Line numbers and descriptors can be found by selecting one of the tables (1 to 5) listed on the index sheet at the top of any of the other sheets.

**Gender** should be completed for all staff, with "M" for male and "F" for female.

**Ethnic Origin** should be completed for all staff using codes from the 2001 Census or the Children in Need data collection but the same set of codes must be used for all staff. If specific 2001 Census codes are not used then the last of the appropriate range of codes should be entered i.e. 39, 29, 59, 69 or 89.

Where Ethnic Origin is unknown, 99 should be entered for the Ethnic Origin code if 2001 Census codes are being used, (0 (zero) can be used if you are still using the old list of codes), F1 should be entered if Children in Need codes are being used. It is not necessary to enter a leading zero (e.g. 01 can be simply entered as 1).

**ONCE YOU HAVE ENTERED ALL YOUR DATA AND BEFORE VALIDATION OR SUMMARISATION YOU ARE STRONGLY ADVISED TO SAVE A SEPARATE COPY OF THE SPREADSHEET. AFTER SUMMARISATION YOU ARE ADVISED TO SAVE ONCE MORE USING A DIFFERENT FILE NAME.**

**Validation**

Validation performed on data entered does **not** validate the actual data; rather, it validates the **format** in which the data is entered. The validation process will not be able to tell if a number/reference is unique, but you may end up with a duplicate entry or the earlier entry will be overwritten at some stage.

For example, if "FT" rather than "PT" was entered for a part time staff member, the validation process would not generate an error, as the data is entered in the correct format, even if the content is not correct.

Errors generated during validation are generally self explanatory. If these errors occur, click on "OK." The cell now active contains the error.

You may validate the data entered at any stage of the data process by clicking on the "validate" button. This will not generate summary tables.

## Summary

Summary tables of staffing data have been included for the benefit of CASSRs. These contain analyses of PSS workforce by ethnicity and gender.

The first table summarises data by full/part time and whole time equivalent, the second by job category. These tables should be created by clicking on the "summarise" button on the data entry sheet after all the data has been entered. Note that the tables take several minutes to be created and at one point you will be asked to confirm that all data has been entered by clicking "OK".

## Edit Data Button

If after summarising the data you discover an error you will need to click on this button to unprotect the data and amend the error. You will need to summarise again afterwards to create tables incorporating any amendments.

## Reset Data Entry Form Button

Clicking on this clears the summary tables and the data entered.

## Returning Data to the NHS Information Centre for health and social care

When all data has been entered, validated and transferred to final tables, click on the "SSDS001 return" button on the first page (Index).

The new file contains the data required by the NHS Information Centre, and should be returned via the internet. The completed SSDS template is not required - tables within it are provided for the use of CASSRs.

## General Notes on Completion of Return SSDS001

### Coverage

1. Return SSDS001 covers all staff, full and part time, directly employed by CASSR Social Services departments as at 30<sup>th</sup> September 2008.
2. The following categories are not to be included:
  1. Staff in CASSR Direct Service Organisations (DSOs) and independent units within the CASSR
  2. Staff working for LA/CASSR Trusts
  3. Staff employed under contracted-out arrangements
  4. Staff employed by voluntary organisations
  5. Staff on training or long term (that is, more than 3 months) sickness or maternity leave. Staff covering for those on long term absence should, however, be included

New guidance for **2008/09** is highlighted below

### General Notes on the Form

1. Data should relate solely to staff directly employed by the CASSR on the census day. Staff who are absent on full time training, short term sick leave (i.e. less than 3 months) or unpaid leave should be included in their "normal" staff category. People doing two jobs in social services should be treated as part time and both jobs counted separately, and the whole time equivalent (WTE) should be split between the two posts.
2. Where the CASSR does not have a formally designated social services department, the information supplied should relate to staff time spent on social services activity, estimated pro rata if necessary (**see also note 13**).
3. Include all staff employed by the CASSR in substantive posts on the census day, whether permanent or temporary. Where staff are on long term absence from a substantive posts, please do not double count temporary staff filling these posts. Staff employed in workshops should be included only where employed by social services
4. Whole time equivalents should be shown to one decimal place. Hours worked should be contractual hours, rather than those actually worked on the census day. Staff figures should relate to function as closely as possible. For example, central and strategic staff need not necessarily be in HQ. Day care staff that are based in a residential establishment should be included under the appropriate day care heading(s), rather than under 'residential'.

5. For any grade where the CASSR does not have a standard working week, it is suggested that the WTE should be calculated on the basis of 39 (contractual) hours per week for care assistants, manual and domestic staff and 37 hours per week (36 hours in London) for other staff. Any person working approximately 37 or more contractual hours per week should be counted as **ONE** WTE for the purposes of this return.
6. Throughout the return, the phrase 'support services staff' is to be understood as including administrative, clerical and ancillary staff.
7. Support services staff for day care and residential establishments includes drivers and escorts where establishment based.
8. Care staff in day centres should include care workers and care assistants and attendants.
9. Care staff in residential establishments should include care assistants and attendants.
10. Care managers are those designated by the CASSR social services department. Include 'case managers' in this line only if they have a supervisory function for care management provision.
11. In the return, 'elderly people with mental health problems' are to be included under 'elderly'.
12. The term 'children' (in section 2) and elsewhere is as defined in the Children Act. Broadly, this covers all children, including those with mental illness problems and learning difficulties.
13. It is acknowledged that adult social services are increasingly linked with other CASSR departments' e.g. housing, education, amenities. Therefore what is fundamentally social services is increasingly problematic to define. In response to these changes Directors of Adult Social Services (DASS) are taking on extended remits i.e. these may possibly and often do include other areas for example as above education, leisure, housing.

Anyone employed by an extended social services department as described but working wholly on other areas, i.e. not social care/social services work should be excluded from SSDS001. To be included in SSDS001 they must be working in a clear social care role. If they are working across both social care and another work area (e.g. housing) CASSRs should apportion on a part time basis to the best of their ability the time an employee works on social care activities. It is acknowledged that in some cases this will not be an exact or completely accurate split.

#### 14. Joint roles

Social services staff may work across both adult and children's social care; in these cases there are two scenarios:

- a. There is one role (one contract), which one member of staff is undertaking, but it involves working at separate times with both adults and children's social care.
  - Where there is no formal Service Level Agreement (SLA) or other agreement, this should be counted as one whole time equivalent (WTE) generic role.
  - Where there is a formal SLA or agreement, if a member of social services staff works within both adult and children's services during their normal working week, then the CASSR should apportion to the best of their ability the amount of time spent in each role within the return. That person should be recorded as per the appropriate group and type of staff for the proportion of the work that is undertaken within each role. It is acknowledged that in some cases this will not be an exact or completely accurate split.
- b. There are 2 distinct roles (two contracts for one person), one in children's social care and the other in adult social care, which one member of staff is undertaking on a part time basis in both roles.
  - In these cases record WTE in the correct adults and children's section in the appropriate line on the return. These are separate and distinct part time roles, and should therefore be recorded as such.

#### 15. Corporate Staff (e.g. Finance, Human Resources)

If the corporate services are within the social services departmental budget (i.e. a department that includes a social care function), then these staff should be included in the SSDS001 return, otherwise they should be excluded.

Where corporate staff are included, CASSRs need to apportion the time the corporate staff spent on social services by calculating as far as is reasonably possible what proportion of the services is engaged by social services. CASSRs may have their own process for apportioning the time of corporate services, but if not an alternative method would be to use the percentage of the central establishment budget recharge used for social services. This would then provide a percentage to apply to all staff in corporate services to get WTE for each member of staff.

For example:

To illustrate, if the central establishment budget recharge split for corporate services is as follows

- Social Services = 50%, Housing = 30% and Education = 20%

Then all corporate staff should be apportioned as spending 50% of their working time for social services and should be recorded as 0.5 WTE on the SSDS001. It is acknowledged that in some cases this will not be an exact figure. CASSRs should record corporate staff not split into adults' and children's on SSDS001.

## 16. National Minimum Dataset for Social Care

Skills for Care launched the National Minimum Dataset for Social Care (NMDS-SC) in October 2005. From 2006 the NMDS-SC is being gradually phased in, aiming for full collection in 2007, possibly 2008. From September 2008 it may be able to provide the data currently collected on SSDS001.

However, SSDS001 will continue until this is proven, therefore it is being collected in September 2008. The data between the returns will be reviewed and considered before reaching a decision on future collections.

More information can be found on the Skills for Care web site

<http://www.topssengland.net/> and you can contact them via this email address [info@skillsforcare.org.uk](mailto:info@skillsforcare.org.uk)

## 17. Combined return

Despite restructuring and the separation of adults and children's services at CASSR level, the SSDS001 return has always been collected as a combined adults and children's return. Due to the introduction of the NMDS-SC it is not envisaged at this stage this will change.

Therefore, as in previous years every CASSR will submit one SSDS001 return in 2008/09. That is a combined return including adult services and children's services (including generic roles). If adult and children's services are separate the CASSR will have to ensure the information is collated jointly into one spreadsheet before submitting their return to The NHS Information Centre (IC).

## 18. Line Codes

It is acknowledged that with the separation of adult and children's services within many CASSRs some of the line codes used in the SSDS001 maybe outdated and in addition new job roles have been created. However, the SSDS001 is not being updated extensively due to the Skills for Care National Minimum dataset being projected to supersede it. CASSR staff should as far as possible retain their previous codes, assuming that the job description has not changed for recording purposes, and CASSRs should as far as possible allocate staff to line codes as they would have previously.

## 19. Ethnic codes

The ethnic codes lists in the notes section of the spreadsheet include a summary list for the purposes of the return and there is a more detailed list below. All of the original codes will be in place again this year and because of the broad ethnic groupings, the template will place the numbers into the correct cells in the tables. The Department of Health (DH) has placed the ethnic codes classifications in detail in annex A of its guidance on its website at:

[http://www.dh.gov.uk/PublicationsAndStatistics/Statistics/StatisticalCollection/StatisticalCollectionArticle/fs/en?CONTENT\\_ID=4049499&chk=vi2KKe](http://www.dh.gov.uk/PublicationsAndStatistics/Statistics/StatisticalCollection/StatisticalCollectionArticle/fs/en?CONTENT_ID=4049499&chk=vi2KKe)

## 20. Excel spreadsheet version and instructions for use

A copy of the staffing return template will be available to download and save from The IC's Internet page: <http://www.ic.nhs.uk/our-services/improving-social-care-information/social-care-collections/collections-2008>

When opening the spreadsheet you should enable macros and then click on "Notes" for additional guidance on completion of the return, how to enter the data, run certain macros and return the data to the IC. It is important to note that each individual member of staff needs to be entered on the data entry form and for data protection reasons they should be anonymous.

## 21. Deadline for submitting SSDS001

The deadline for submitting the return is **31<sup>st</sup> October 2008**. The spreadsheet must be uploaded onto the website in order to submit in your return.

The email address to forward any queries to is [SSDS001@ic.nhs.uk](mailto:SSDS001@ic.nhs.uk)

## Notes on Particular Lines

### Strategic/Central staff

Include staff in Section 1 where they perform a strategic/central function for social services, whether or not they are physically located in the HQ building(s).

#### Line 1.1

Assistant Directors not identified with operational divisions should be shown in line 1.1

#### Line 1.3

Include ALL Training officers, wherever they are based.

#### Line 1.4

Include ALL registration/inspection officers employed by social services departments wherever they are based. Registration managers should be included in this line. Lay inspectors should NOT be included on the return.

#### Line 1.5

Include senior officers not accounted for in lines 1.1 - 1.4 or 2.1 - 2.2 (e.g.: finance officer, computer liaison officer, staff in contracting units) in this line.

## Staff in operational divisions/area offices/not establishment based

### Provision for children

#### Line 2.31

Include senior child protection officers here.

#### Line 2.34

Include day care advisors for under 8s here.

#### Line 2.35

Include family placement officers not based in family centres.

#### Line 2.39

Include rehabilitation workers/officers here (or in line 2.48 or 23.1 'other', as appropriate).

### Provision Specifically for Adult Services

#### Section 2.4

In this section (only) the term 'adult' is intended to cover both 'adult' and 'elderly'.

## Hospital/Other Health Related Settings

### Section 2.5

Include all staff working in hospital/health related settings, including hospital based staff where appropriate. Joint funded posts should be included where the staff in question, are employed by the LA.

### Sections 2.6/2.7

Include in these sections staff working in, or for, a specialist team.

### Section 7

Include in this section specialist teams for people with physical disabilities.

## Generic Provision

### Section 2.8

Include in this section any staff that do not work specifically in any of the other areas mentioned in section 2.1-2.7.

#### Line 2.84

Include welfare support/rights staff here, or in line 9.4 or 23.1 'other', as appropriate. Also include mental health workers not in specialist teams.

#### Line 2.87

Include handicapped service workers.

#### Line 2.88

Include rehabilitation workers/officers here, or in lines 2.39, 2.48 as appropriate.

#### Line 2.89

Include any trainee residential social workers in this line.

## Support Staff

### Line 2.90

Include staff specifically employed by the CASSR to undertake work on Guardians ad Litem on behalf of the CASSR or Consortium. Only include panel members where employed by the CASSR. If there are significant numbers of staff employed by another CASSR, please give details separately.

### Line 2.93

Support services staff in this line should include all relevant staff (see general note 6) providing support for the activities in sections 2.1-2.9. The subtotal (2.90-2.93) includes GAL, transport and support services.

## Domiciliary Service

### Line 3.1

Include 'team leaders' specifically for home help services.

### Line 3.4

Include sheltered housing wardens only where they are employed directly by social services.

### Line 3.5

Include meals-on-wheels helpers in this line.

## Day Care Provision

### Section 8

Exclude sheltered workshop staff employed under the Disabled Persons Act.

## Family Centres

### Line 9.4

Includes family placement officers and nursery officers where based in family centres.

## Playgroups

### Line 11.1

Include childminder and playgroup advisers.

## Nursery Centres

### Section 12

If your CASSR has nursery centres jointly funded with the Local Education Authority (LEA), please give details on a separate sheet.

### Section IV

(14.1 - 19.6) Residential provision

This section should include staff in all establishments which are primarily residential. Staff supporting people in their own homes should be included with home care (line 3.3).

### Section 19

Includes observation and assessment centres where mainly residential.

## Specialist Needs Establishments

### Section 22

Include 'teenage mother and baby units'.

### Other Staff

#### Line 23.1

In earlier years the following categories (amongst others) have appeared:

- I. Laundry staff directly employed by social services.
- II. Staff in factories directly owned by social services.
- III. Voluntary services officers.
- IV. Interpreters directly employed by social services.

## Contacts

CASSR staff who require advice regarding SSDS001 or who have questions on issues relating to the content and coverage of the return are invited to contact The NHS Information Centre at the following email address [SSDS001@ic.nhs.uk](mailto:SSDS001@ic.nhs.uk).

Further information on the SSDS001 return is also available via The NHS Information Centre's website at: <http://www.ic.nhs.uk/our-services/improving-social-care-information/social-care-collections/collections-2008>

The person responsible for SSDS001 is:

Michael Oxley: Deputy Section Head for Social Care Statistics  
The NHS Information Centre for health and social care  
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Note: We would welcome comments on this return.

Please send any comments to: [SSDS001@ic.nhs.uk](mailto:SSDS001@ic.nhs.uk)

(We are asking for comments via e-mail as this makes it easier to collate them)