

24th December 2008

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To Information contacts in England

Dear Colleague

**REPORTING OF ADULT SOCIAL SERVICES STATISTICAL DATA TO THE
IC
Confirmation of the list of returns for 2009 and reporting facilities**

Following Ministerial approval for the recommendations from the review of Social Care Collections, the purpose of this letter is to confirm which Social Services statistical returns should be completed in 2009. Many relate to provision in 2008-09 and are due for return by the **Wednesday 27th May 2009**.

This letter relates to adults' services activity, expenditure and staffing returns and the user experience surveys which are the responsibility of The NHS Information Centre for Health and Social Care (IC).

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/services/social-care/social-care-collections/collections-2009> as soon as possible.

USE OF ELECTRONIC REPORTING METHODS 2008-09

We are requesting that you send us the data electronically using one of the methods listed below. Paper returns will not be accepted. The available methods are Internet web-based collections:

a. *IC data collection facility (IDC)*

This is a tool that will be used for submitting the Referrals, Assessments and Packages of Care (RAP) return. The application includes built-in validation checks on data and security features, for example access via a password and the installation of firewalls. The version of the forms for 2007-08 on the IDC facility will be replaced with the new 2008-09 RAP forms once they are ready. This will be before April 2009.

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 but with additional features. Having started in 2007-08, the IC aims to use a phased approach to transferring returns from the IDC to Omnibus with minimum impact to councils. The Adult Social Care Combined Activity Return and Guardianship return will be collected via Omnibus.

We are aiming to make the returns due on 27th May available by 1st April at the very latest.

c. *Data depot*

During 2007-08 the IC developed a new tool called The IC Data Depot. It is a simple system for collecting Excel based returns designed for ease of use. This was first introduced for the PSS EX1 return in 2007-08 and is used for the SSDSS001 and GFS1 returns.

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

Formal Consultation on the Revision of National Social Care Data Collections and Publications in accordance with National Statistical Code of Practice Guidance:

In October 2007 the Department for Communities and Local Government published a new National Indicator Set (NIS) for Local Authorities. The purpose of the NIS is to streamline the data requirements associated with the performance management of local authorities, as described in the local government White Paper, 'Strong and Prosperous Communities'. There were a total of 198 Indicators but only 8 relate directly to adult social care with a small number of additional indicators taking in the wider health and well being agenda. This means that there is no longer a justification for the collection of some of the current information from Local Authorities.

As a result of the publication of the NIS, The NHS Information Centre for health and social care (The NHS IC) commenced a review, in January 2008, of all our adult social care national data collections and publications. We worked closely with, among others, the Department of Health and the Association of Directors of Adult Social Services and consulted with other relevant government departments and agencies.

The review identified:

- Those data entries which relate to the NIS and must therefore be retained.
- Those data entries which are of particular benefit for local policy and practice implementation and review, but which have added value if collected and collated nationally.
- Those items which are now outmoded or of questionable accuracy and, as such, should no longer be collected.

A consultation under National Statistics protocols sought views on those data entries/collections (and the implications for associated publications), proposed for deletion.

Exclusions to the Consultation

- i) The Expenditure and Unit Costs return (PSS EX1) was subjected to a separate review. Further details can be found at <http://www.ic.nhs.uk/services/social-care/review-approval-and-development/pssex1>.
- ii) The Registers of Blind and Partially Sighted People (SSDA902) and the Registers of Deaf and Hard of Hearing People (SSDA910) were NOT included in the consultation. These will be subject to a separate review process.
- iii) The User Surveys Programme is reviewed annually and therefore was not included in the consultation.

The final phase of the consultation process closed on 24th October 2008 and the recommendations from the review, along with the recommendations from

the separate review of the Expenditure and Unit Costs return (PSS EX1) were then sent to the Department of Health for Ministerial approval.

The recommendations were accepted in their entirety and clearance to implement them has been given by the Minister of State for Care Services.

The rest of this letter confirms the final information requirements for 2008-09.

NEW OR CHANGED RETURNS for 2008-09

My colleagues have already contacted you or will be contacting you soon about the changes which affect the following areas:

1. National Indicator Set (NIS):

From 2008-09 the new National Indicator Set will replace the current PAF indicators. CASSRs should already have received notification of new information requirements that will affect their data returns for 2008-09. Details were set out in the LA letter sent in September 2007 and following updates in February, May and September 2008. This information has been reiterated below for completeness.

Details of the NIS indicators are available at <http://www.audit-commission.gov.uk/performance/>. Queries relating to the new National Indicator Set (NIS) should be directed to The Audit Commission - <http://www.audit-commission.gov.uk/performance/ni-contact.asp>

2. Referrals, Assessments and Packages of Care (RAP):

For the 2008-09 RAP return there has been revised guidance on;

- i) Professional Support
- ii) Information and Advice for carers
- iii) Self assessments

New guidance and frequently asked questions will be issued around Self Directed Support. See appendix 9.

More details can be found in the RAP newsletters at:

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

Confirmed changes to the RAP Proformas are indicated below:

Table R1: DELETE

Table R2 table (i): RETAIN

Table R2 table (ii): DELETE

Table R3: RETAIN

Table A1 (page 1): DELETE (as data available in table A7)

Table A1 (page 2): RETAIN

Table A1 (page 3): DELETE

Table A5: DELETE (as data is available in table A6)

Table A6: RETAIN – plus two additional tables on Gender will be included from 2008-09 (as agreed with SIGASC see appendix 3)

Table A7: RETAIN for NIS

Table A8: RETAIN for NIS – plus a new table to RAP proforma A8 page 1 and a new table to RAP proforma A8 page 2 to capture the waiting times to receiving services for those aged 18 to 64. Completion of the two additional tables is on a voluntary basis in 2008-09 (see appendix 4).

Table A9: DELETE

Table P1: RETAIN - the 2 separate columns entitled 'CSSR Residential care' and 'Independent sector residential care' will be amalgamated into one column headed 'residential care'.

Table P2f: RETAIN for NIS – plus 3 extra boxes will be added to page 5 to collect the number of clients receiving direct payments during the year for the following age groups: 65-74, 75-84, 85 and over to support NI 130.

Table P2s: RETAIN for NIS – plus new table to collect number of planned hours and visits per week for those clients on the books to receive homecare as at 31st March (see appendix 5).

Table P4: RETAIN - the 2 separate columns entitled CASSR Residential care and Independent sector residential care will be amalgamated into one column headed 'residential care' plus four additional tables on Gender will be included from 2008-09.

Table C1: RETAIN

Table C2: RETAIN for NIS

3. Supported Residents data (SR1):

THE SR1 AS A SEPARATE COLLECTION HAS BEEN DELETED.

There will be no SR1 collection in 2008-09; however, tables 1, 2, 5a, 5b and 5c are to be included in the new Adult Social Care Combined Activity (ASC-CAR) Return in 2008-09 (See point 12 of this list).

4. Grant Funded Services (GFS1):

WHOLE COLLECTION: RETAIN – the only exception is the removal of the data items on compliance costs.

5. Home Help/Home Care data (HH1):

WHOLE COLLECTION RETAINED FOR 2008-09 ONLY

Following the review of social care collections, it was proposed that there is no justification for retaining the Home Help (HH1) return in its current format, however some data items (e.g. number of hours and distribution of people receiving home care by hours and visits) were proposed to be transferred to the RAP P2s and PSSEX1 returns. Where returns would be made based on the local client and finance systems as opposed to a sample week. As the HH1 return is a National Statistic, and therefore subject to strict protocols, we were required to run the 3 month public consultation on the changes before a final decision could be made. Due to the timing of the public consultation (closing on 24th October 2008), a final decision on the HH1 could not be made until after the sample week in September 2008. Therefore we asked councils to collect the HH1 return for September 2008 with the prospect that this would be the last year it will be collected in its current format.

6. Key Stats (KS1):

WHOLE COLLECTION: DELETE (with new items to be included in the new Adult Social Care Combined Activity Return 2008-09)

7. User Survey: User Experience Survey of older people receiving home care in England 2008-09

Following the success of the Personal Social Services survey of home care users aged 65 or over in England 2005-06, it has been agreed to run the survey again in February 2009. Following a review of the 2005-06 survey some questions have been amended or deleted and some new questions added. Councils were informed of the details on 18th September 2008, further details can be found at:

<http://www.ic.nhs.uk/services/social-care/social-care-collections/user-surveys/user-survey-guidance-2008-09>.

8. Expenditure and Unit Costs Return (PSS EX1):

As mentioned previously, the PSS EX1 has been subjected to a separate review by the Department of Health (DH) in which ADASS were fully engaged. The changes that have been agreed for the PSS EX1 in 2008-09 are:

- i) Only information relating to adult social care will be collected as the data on children's social care will be collected separately by the Department for Children, Schools and Families (DCSF).
- ii) 5 new boxes will be added to the activity sheet to record the number of carers receiving direct payments during the year for the age groups
 - a) 16-17
 - b) 18-64
 - c) 65-74
 - d) 75-84
 - e) 85 and over
- iii) New memorandum items to be reported on an optional basis for 2008-09 with the proposal of widening to all councils for 2009-10. See Appendix 10 for full details.
- iv) A new sheet for councils to make comments on their ability to fill in the new memorandum items and to give feedback.

9. PSS Staffing Return (SSDS001):

Councils were previously informed, in the LA letter September 2007 that the National Minimum Data Set (NMDS-SC) will run in parallel with SSDS001 in September 2007. It was noted that if it was proven that the NMDS-SC is able to provide all the data currently collected on SSDS001, then the SSDS001 collection for September 2008 would be discontinued. Although a Bulk Upload Tool is now available for councils to provide information to the NMDS-SC, a number of councils are likely to need a longer lead time to prepare their data for upload though this route. Therefore it was decided to continue with the SSDS001 for September 2008. Once it has been proven that councils can provide to the NMDS-SC all the data currently collected on the SSDS001, the NHS Information Centre propose to stop the SSDS001 return completely.

10. Registered Blind and Partially Sighted People (SSDA902):

As this collection was brought forward from 2008-09 to 2007-08, there will be no collection taking place this year, 2008-09. As mentioned above, a separate review, led by the Department of Health, is being carried out on the Registers of Blind and Partially Sighted People (SSDA902) and the Registers of Deaf and Hard of Hearing People (SSDA910).

11. Mental Health Guardianship (SSDA702):

Although the Guardianship return was originally proposed to be deleted, following compelling arguments from DH it has been agreed to retain the Guardianship return in the short term subject to further and immediate review.

12. Adult Social Care Combined Activity Return (ASC-CAR):

As part of the review of social care collections, the KS1 and SR1 activity returns are to be deleted. The small number of data items from these returns that are to be retained will be collected through the new Combined Activity Return. In addition, this return will include tables for those new data required to support the NIS measures on employment and settled accommodation status for people with learning disabilities and independence achieved through rehabilitation.

The *Adult Social Care Combined Activity Return* for 2008-09 will require new data relating to three key topics;

- a) Table L1: The employment status at time of assessment or review for people with learning disabilities aged 18-64 for the period 1st October 2008 to 31st March 2009 (see appendix 6).
- b) Table L2: The settled accommodation status at time of assessment or review for people with learning disabilities aged 18-64 for the period 1st October 2008 to 31st March 2009.
- c) Table I1: The number of discharges to rehabilitation/re-enablement services following discharge from hospital and whether the person was still at home 91 days later. Data will relate to discharges during the period 1st October 2008-31st December 2008 with a 3 month follow-up (see appendix 7)

More information about these tables can be found on this on the IC website at http://www.ic.nhs.uk/webfiles/Services/Social%20care/Collections/2007%20to%2008/Learning%20disabilities_collection.pdf (learning disabilities)

and

<http://www.ic.nhs.uk/webfiles/Services/Social%20care/Collections/2007%20to%2008/NI125%20VSC04%20Joint%20rehabilitation%20-%20final.pdf> (joint rehab).

As noted in section 3, five tables from the old SR1 return will be retained in amended form and collected through the ASC-CAR.

- i) Table S1: Previously SR1 table 1 – except the categories under the headings ‘voluntary’ and ‘private’ will be consolidated into one column entitled ‘Independent Residential Care’. ‘Adult Placement’ column will

be separated from the 'registered homes' columns into a separate page.

- ii) Table S2: Previously SR1 table 2 – this table is now split into two pages.
- iii) Table S3: Previously SR1 table 5a – except the categories under the headings 'voluntary' and 'private' will be consolidated into one column entitled 'Independent Residential Care'. 'Adult Placement' column will be separated from the 'registered homes' columns into a separate page.
- iv) Table S4: Previously SR1 table 5b – except the categories under the headings 'voluntary' and 'private' will be consolidated into one column entitled 'Independent Residential Care'. 'Adult Placement' column will be separated from the 'registered homes' columns into a separate page.
- v) Table S5: Unchanged from the previous SR1 table 5c.

2007-08 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 Anthony Harris if you have any queries regarding this letter.

Yours faithfully



Clare Sanderson
Director of Information Governance and Policy
NHS Information Centre for health and social care

Chair of the Strategic Information Group on Adult Social Care

Appendices (please see the following website for appendices 3 to 9; <http://www.ic.nhs.uk/our-services/improving-social-care-information/social-care-collections/Collections-2009>):

- ❖ APPENDIX 1 – IC PSS Statistical Returns 2009: Purpose/Users of data as agreed by Strategic Information Group on Adult Social Care.
- ❖ APPENDIX 2 – Changes to IC PSS Statistical Returns for 2009-10.
- ❖ APPENDIX 3 – New tables for 2008-09 to record gender on the Referrals, Assessments and Packages of Care (RAP) returns A6 and P4
- ❖ APPENDIX 4 – New tables for 2008-09 to record waiting time to services for people aged 18-64 on the Referrals, Assessments and Packages of Care (RAP) return A8
- ❖ APPENDIX 5 - New table for 2008-09 to record number of planned hours and visits per week for those clients on the books to receive homecare as of 31st March on the Referrals, Assessments and Packages of Care (RAP) return P2s
- ❖ APPENDIX 6 – New tables for 2008-09 to record the employment status and settled accommodation status at time of assessment or review for people with learning disabilities on the revised KS1 return
- ❖ APPENDIX 7 – New tables for 2008-09 to record discharges to rehabilitation/re-enablement services on the revised KS1 return
- ❖ APPENDIX 8 – New tables for 2009-10 to record information for NI 130 on self directed support on the Referrals, Assessments and Packages of Care (RAP) returns
- ❖ APPENDIX 9 – Self Directed Support – Guidance and Frequently Asked Questions
- ❖ APPENDIX 10 – New memorandum items to be reported in the PSSEX1 return 2008-09

APPENDIX 1

IC PSS Statistical Returns 2009: Purpose/Uses of data as agreed by Strategic Information Group on Adult Social Care

Return Code	Return Title	Due date	Purpose/Uses	Proposed changes from previous year	Format for reporting and contact point for queries
Adult related					
GFS1	Grant Funded Services	23/01/09	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 CASSR package. This collection will be used for National Indicator NI 136 / VSC03	<ul style="list-style-type: none"> Compliance costs removed Returns submitted via data depot 	EXCEL spreadsheet Janice Allen 0113 254 7085 GFS@ic.nhs.uk
RAP	Referrals, Assessments and Packages of Care for the year ending 31 st March 2009	27/05/09	Information collected for the period 1 st April 2008 to 31 st March 2009. 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. This collection will be used for National Indicators NI 130 / VSC17, NI 132 / VSC12, NI 133 / VSC13, NI 135 / VSC18, NI 136 / VSC03.	<ul style="list-style-type: none"> For 2009-10 there is new or revised guidance for Information and Advice for carers , Self assessments and Professional Support Proformas R1, R2 (ii), A1 (pages 1 and 3), A5 and A9 will be deleted. A6 will have 2 additional tables on gender A8 will have 2 new tables to capture waiting times to services for 18-64 <i>on a voluntary basis</i> On P1 the 2 separate columns entitled ‘CASSR Residential care’ and ‘Independent sector residential care’ will be amalgamated into one column headed ‘Residential care’ P2f will have 3 extra boxes on page 5 for number of clients receiving direct payments during the year for the age groups: 65-74, 75-84, 85 and over 	Web based collection Anthony Harris 0113 254 7124 RAP@ic.nhs.uk

Return Code	Return Title	Due date	Purpose/Uses	Proposed changes from previous year	Format for reporting and contact point for queries
				<ul style="list-style-type: none"> • P2s will have a new table on number of planned hours and visits per week for those clients on the books to receive homecare as at 31st March • P4 will have 4 additional tables on gender. Also, the 'CASSR Residential care' and 'Independent sector residential care' will be amalgamated into one column headed 'Residential care' 	
HH1	Home help/home care services return as at September 2008	07/11/08	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.	<ul style="list-style-type: none"> • The HH1 return is now to be submitted to the Omnibus system. 	Web based collection Trina Cheung 0113 254 7006 HH1@ic.nhs.uk

Adult Social Care - Combined Activity Return for year ending 31st March 2009					
CAR	Adult Social Care - Combined Activity Return for year ending 31 st March 2009	27/05/09	Used for National Indicators NI 125 / VSC04, NI 145 / VSC05, NI 146 / VSC07.	<ul style="list-style-type: none"> New Return. See point 12 of "NEW OR CHANGED RETURNS for 2008-09" for details. 	<p>Web based collection</p> <p>Amrit Ubhi 0113 254 7171 KEYSTATS@ic.nhs.uk</p>
User Experience Survey					
UES	User Experience Survey of older people receiving home care 2009	31/05/09	Collects individual data from the user experience survey of people aged 65 and over receiving home care, to be carried out early 2009.	<ul style="list-style-type: none"> Following the success of the Personal Social Services survey of home care users aged 65 or over in England 2005/06, it has been agreed to run the survey again in February 2009. Councils will be informed of the details in early October 2008. Returns submitted via data depot 	<p>EXCEL spreadsheet Charlotte Thompson 0113 254 7211 usersurvey@ic.nhs.uk</p>
Expenditure Related					
PSS EX1	Personal Social Services Expenditure and Unit Costs for year ending 31 st March 2009	10/07/09	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.	<ul style="list-style-type: none"> Only information relating to adult social care will be collected 5 new boxes will be added to the activity sheet to record the number of carers receiving direct payments during the year for the age groups 16-17, 18-64, 65-74, 75-84, 85 and over Returns submitted via data depot 	<p>EXCEL spreadsheet Matt Freeman 0113 254 7187 PSSEX1@ic.nhs.uk</p>
Staffing Related					
SSDS 001	PSS Staffing return – staff as at 30 th September 2008	31/10/08	Information collected as at 30 th 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,	<ul style="list-style-type: none"> Returns submitted via data depot 	<p>EXCEL spreadsheet. Amrit Ubhi 0113 254 7171 SSDS001@ic.nhs.uk</p>

ethnicity, staff group or service and by client group type. 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.

Guardianship

SSDA
702

- Returns submitted via Omnibus
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APPENDIX 2

CHANGES TO 2009-10 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 2009-10 collections is set out below.

1. Referrals, Assessments and Packages of Care (RAP)

- From 2009-10 4 additional ethnicity categories will be added to RAP proformas A6 and P4, namely;

- (i) "Traveller of Irish Heritage" and "Gypsy/Roma" under the broader heading of 'White'.
- (ii) "Refused" and "Information not yet obtained", recorded under the broader heading of 'Other Ethnic Groups'.

- Following the introduction in 2008-09 of a new table to RAP proforma A8 page 1 and a new table to RAP proforma A8 page 2 to capture the waiting times to receiving services for those aged 18 to 64, these tables should be completed on a mandatory basis from 2009-10 as the data is required for NI 133 – timeliness of social care packages.

- The collection for 2009-10 will include new information and proformas on Self Directed Support for service users and carers. From 2009-10;

(i) the current column on RAP P2f labelled 'direct payments' will be amended to read 'Existing/new Direct Payments and Personal Budgets' on pages 2 and 4, as will the 3 extra direct payment boxes on page 5. This will provide the data required for NI 130

(ii) the current column on RAP P2s labelled 'direct payments' will be amended to read 'Existing/new Direct Payments and Personal Budgets' on pages 2, 4 and 6, as will the 2 extra direct payment boxes on page 7

(iii) a new table will be added to record information for local and central policy monitoring on self directed support for service users on a new RAP S1 proforma

(iv) a new table will be added to record ethnicity information for local and central policy monitoring on self directed support on a new RAP S2 proforma

(v) a new table will be added to record information on carers for NI 130 and local and central policy monitoring on self directed support on a new RAP S3 proforma

If someone has existing/new Direct Payments and a Personal Budget, they are only to be counted once based on the last service planned. See more details in Appendix 8.

2. Combined Activity Return (ASC-CAR):

For the 2009-10 revised ASC-CAR return the time periods for the 3 components will be as follows;

- a) the employment status at time of assessment or review for people with learning disabilities aged 18-64 for the period 1st April 2009 to 31st March 2010
- b) the settled accommodation status at time of assessment or review for people with learning disabilities aged 18-64 for the period 1st April 2009 to 31st March 2010

c) the number of discharges to rehabilitation/re-enablement services following discharge from hospital and whether the person was still at home 91 days later. Data will relate to discharges during the period 1st July 2009 to 31st December 2009 with a 3 month follow-up.

3. User Experience Surveys

There are two new National Indicators (NIS) relating to user experience, namely

- NI127 – self-reported experience of social care users
- NI128 – user-reported measure of dignity and respect in their treatment.

For 2009-10 it has been agreed to repeat the Equipment and Minor Adaptations User Survey last undertaken in 2007-08 to populate the NIS indicators. This will help enable councils to compare responses with a recent baseline and determine the impact of the Transforming Community Equipment Services programme. The IC is also developing a user experience survey on Carers for 2009-10 which councils may find useful.

4. Abuse of Vulnerable Adults

The draft return, designed for gathering aggregate data on abuse of vulnerable adults, is delivered in the form of an Excel workbook containing nine tables. These tables address various aspects of the subject relating to the victim, alleged perpetrator, their details and details of the alleged offence. Subject to approval by SIGASC, full roll out will occur during 2009-10. If this collection goes ahead, due to the 6 month rule, it will relate to a period of less than 12 months for 2009-10.

APPENDIX 10

The following table summarises the new memorandum items to be reported in the PSS EX1 return 2008-09

PSS EX1 Division(s)	PSS EX1 Subdivision(s)	Memorandum item	Other information
OP, PSD, LD, MH	(a) Nursing Care placements and (b) Residential care placements summed	Rehabilitation / intermediate care Retained	
		Respite care Retained	
		Short term care Retained	
OP, PSD, LD, MH	Supported and other accommodation	Adult Placement Scheme	
		Supported living / group homes	
		Community support services	
		Extra care housing (non personal care elements)	
OP, PSD, LD, MH All client groups together	Direct payments	Direct Payments to carers:	
		Direct Payment Amounts (amount given to clients only)	
OP, PSD, LD, MH	Home care	Rehabilitation / re-enablement / intermediate home care	
		Extra care housing - personal care element	
		Live in home care	
PSD, LD, MH	Day care	Employment related day services	
OP, PSD, LD, MH	Equipment and adaptations	Telecare equipment and its maintenance	Not split by user group
		Prescriptions for equipment and their management costs	
		Equipment Store costs + associated transport	