



The
Information
Centre

for health and social care

Frequently Asked Questions on the Adult Social Care Combined Activity Return (ASC-CAR)

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Acting as a 'one-stop-shop' for high quality,
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improve the quality and efficiency of care.

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The aim of the ASC-CAR guidance and FAQ document is to ensure consistent recording of data across all CASSRs in England when completing the ASC-CAR return.

1 Supported Residents (S) Tables

1. Q) Are temporary admissions included on the ASC-CAR return?

New temporary admissions are no longer recorded on the ASC-CAR return.

2. Q) What is defined as a break in care?

A break in care is defined by the funding. If someone was in permanent residential care and wasn't funded for one or more days before re-entering permanent care this would be seen as a new admission (please see guidance page 9).

3. Q) How do we record a break in funding?

Following a break in funding, once a council begins funding a service user again, this should be counted as a new admission, regardless whether there was a break in actual care (please see guidance page 9).

4. Q) What happens if someone goes into hospital from permanent residential care and comes out into permanent nursing care?

If someone in permanent residential care is admitted to hospital and then comes out into permanent nursing care, the result depends on the funding while in hospital. If the service user is still being funded as part of the residential placement whilst in hospital when they come out into nursing care they will be seen as a transfer and counted in table S5. If however their funding for the residential placement is stopped then they enter hospital, their return to nursing care is seen as a new admission and not a transfer as there is a definite break in care (see above) and they will be counted in table S3.

5. Q) Is a transfer from permanent residential to permanent nursing seen as a new admission if they stay in the same home/room?

If there is a change in the planned duration i.e. Temporary to Permanent, then yes this would be a new admission and can be counted in S3 and S4. Otherwise this would be counted in S5 as a transfer.

6. Q) When a service user changes from a children's to an adult's residential/nursing placement is it counted as a new admission?

Yes, because there is a change in the funding.

7. Q) What is an adult placement?

Adult placement schemes are similar to fostering schemes for children. These are locally run and usually place between one to three adults with care or support needs with an adult placement carer and will therefore no longer be classed as being in registered accommodation. They ensure that these adults are able to enjoy an ordinary and independent life in the community and share in the family

life of the carer. Please note – these service users are no longer classed as being in registered accommodation.

8. Q) What is meant by the 12 week disregard period and deferred payments?

The 12 week disregard guidance only applies to those service users who are in the position of needing to sell their home to pay for residential care. As selling a house may take some time, for the first 12 weeks the service user is assessed, and consequently only contributes the amount, as though they did not own the house. The house should go on the market during these 12 weeks, and upon sale of the house or after 12 weeks they are re-assessed and consequently contribute to their care, in the normal manner (taking into account ownership of the house). If the house is not sold in this 12 week period, the service user is entitled to deferred payments, which help with them with the cost of care until their house is sold; at which point these payments are paid back to the Council (please see guidance page 11).

9. Q) How do we record 12 week disregard / deferred payments?

During the 12 week disregard period, the service user is included as a temporary admission, rather than permanent (as the council is initially only intending on supporting them for the 12 week period). After the 12 week disregard, upon the sale of the house, if the service user becomes a self funder they would be excluded from the ASC-CAR.

All service users receiving deferred payments, regardless of the length of time it takes to sell a property, should be counted as a permanent admission. This is because for a period of time following the 12 week property disregard they require a contribution from the council to support their care, and it can't be determined what their financial situation will be following the sale of their house. Therefore include these service users on ASC-CAR as permanent residents (table S1) and new permanent admissions (table S3). This group of people should not be classed as a temporary resident or a temporary admission.

Situation - scenario	Type of Support/Admission	Record in ASC-CAR in -
Failure to sell house: Deferred Payments	Permanent supported residents	Table S1
	Permanent Admission	Table S3
Sell house		
1. Become a self-funder	Self Funders	Excluded from ASC-CAR
2. Self-funder drop below capital limit	Permanent supported residents	Table S1
	Permanent Admission	Table S3
3. After sale of house never fell into self-funder category	Permanent supported residents	Table S1
	Permanent Admission	Table S3

10. Q) How do we record service users that have a Carers Service, through which they enter residential/nursing care to give Carer a break?

These service users are classed as temporary admissions (please see guidance page 12 on 'Type of Stay: Temporary').

11. Q) How do we count periods of respite care?

Each admission into respite care would be classed as a new temporary admission. In order to be counted in S1 or S2 as a supported resident, service users have to be on respite care on the last day of the period. Those that only have an arrangement for respite but do not receive any care on 31st March should not be included.

12. Q) How do we record educational placements?

People in residential schools can be included in ASC-CAR as long as some part of the residential cost is being met by social services from the social services budget. If the NHS trust residential home is registered and the service user is being supported by the social services department then they should be included on ASC-CAR. (Please see ASC-CAR guidance page 8 'What to Include').

Service users in a residential college are classed as temporary residents as each spell of their residency is 'intended to be of a temporary nature and limited duration' (ASC-CAR guidance, Type of stay: Temporary, Pg 12).

13. Q) How do we record group homes?

Unstaffed Group Home: This is a home catering for a small number of people sharing a common household which is **not permanently staffed**. The home has communal areas and residents share basic amenities like bathrooms and kitchens. Board and personal care are not provided in such homes. Since

2005/06 the information on unstaffed (group) homes has not been recorded within the ASC-CAR return.

These homes are included in the RAP return as a community based service and categorised according to the services provided e.g. home care, professional support etc.

In cases where homes are **permanently staffed** then include in the appropriate column within the ASC-CAR.

2 Learning Disabled (L) Tables

14. Q) What is the time period for reporting data for the L tables?

Data for the L tables is to be reported for each financial year. However, in 2008/09 the numerators of NI145 and NI146 (L1, rows 1-8 and L2 rows 1-21) will relate to the period 1st October 2008 to 31st March 2009 and will be grossed by the Information Centre to provide data on the full 12 month financial year period for 2008/09.

For the denominators (L1, row 9 and L2, row 22), the reporting period is 1st April 2008 to 31st March 2009.

15. Q) Should learning disabled service users who are aged 18 years and over and in children's services be included on the return?

Yes, service users with learning disabilities aged 18 years and older who are still on the books of the CASSR but who are in children's services (i.e., not in adults' services) should also be included in the L tables.

16. Q) Should the return include people with incomplete assessments or reviews?

No. Only people who have had a **completed** assessment or review during the collection period should be included on the return.

17. Q) How are learning disabled service users coded if they are in employment and but are also in unpaid voluntary work?

Those who are undertaking both paid employment and unpaid voluntary work should be coded as working as a paid employee or self employed according to the number of hours they work per week, and also recorded in row 6 in L1.

18. Q) Who is responsible for determining settled accommodation status?

The settled accommodation indicator is consistent with the direction of travel set out in the *Valuing People Now* policy statement regarding the housing situation for people with learning disabilities. In particular, *Valuing People Now* sets out that local authorities should concentrate on promoting access to and increasing the numbers of people who live in their own homes or have assured tenancies in rented accommodation. The indicator therefore treats such forms of accommodation as representing settled accommodation, while it treats other forms of accommodation that are more institutional, such as registered care homes, nursing homes and health facilities, as representing non-settled accommodation. Other forms of accommodation where a person does not have any housing rights and may be asked to leave at short notice (such as adult placement schemes), are also treated as non-settled.

19. Q) How are learning disabled service users who are living with older or disabled family carers coded?

For the purposes of this indicator, learning disabled clients living with older or disabled family carers are regarded as being in settled accommodation. However, it will be important for care managers to consider with the client and their relative or carer, whether they feel the current accommodation arrangements are appropriate to support the needs of the person with learning disabilities and to plan locally for future arrangements where there is a risk of deterioration in support.

20. Q) How should Adult Placements be recorded on table L1?

People in Adult Placement schemes should be counted in the Community Based services columns of L1. (This is consistent with the RAP where Adult Placement schemes are 'other community based services').

'Residential Care services' does include people in Nursing Care.

3 Rehabilitation/re-enablement (I1) Table

21. Q) Should people who receive services only from health be included in the return?

If a person has had a joint assessment where both their health and social care needs are assessed, and they go on to receive a service from social care only, health only or both health and social care then they should be included on the return.

22. Q) If the rehabilitation is provided jointly, with the majority provided by a PCT and only 10% by social services, should councils only include 10% of cases?

No, they should include all cases as it is a joint indicator. The individual must have had a multi-disciplinary assessment, and have received services aimed at rehabilitation/re-enablement with an expectation that the patient will return home.

23. Q) What if the individual is still receiving joint rehabilitation after 91 days within their own home? Are they counted in the numerator?

Yes, they should be included in the numerator as long as they are within their own home.

24. Q) Should those people who died during the 91 days be excluded altogether from numerator and denominator?

No, they should be included in the denominator but not reported in the numerator.

