

LDSS Data Collection 2015

Guidance on Items for Collection

All items referred to within this Guidance are taken from the LDSS National Learning Disability and Autism Spectrum Diagnosis Dataset, Version 4.2 (July 2009). Full copies of this document are available from the Scottish Consortium for Learning Disability¹. The complete list of codes for each item as well as a definition of each item can be found in this document.

It is highly recommended that this document is read through prior to beginning collection. It should be used for reference throughout the collection process.

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¹ <http://www.sclد.org.uk/sites/default/files/LD%20and%20ASD%20Dataset%204.2.pdf>

Do not include the complete date of birth. Submissions containing complete dates of birth will be returned to be amended as they provide potential identifying information.

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1.0 General Guidance on providing data

LDSS is the national learning disability and autism spectrum diagnosis dataset. It is run by the Scottish Consortium for Learning Disability (SCLD) with funding from the Scottish Government.

LDSS processes take account of the gold standard for information sharing as set out in the Implementation Toolkit for Information Governance. No individual can be identified from information supplied to LDSS. The LDSS database follows the guidance on acceptable anonymisation as set out by the Confidentiality and Security Advisory Group Scotland².

LDSS is returned on an individual basis. This means that a record should be returned for each individual person with learning disability or autism spectrum diagnosis.

1.1 Changes to the data collection since 2014

Procedure for data return

This is the first year that the LDSS data return will be carried out through ProcXed (rather than the dedicated esay-online portal used in previous years). The method of data return will remain the same; data providers should populate the template spreadsheet created by ScotXed (NOT the spreadsheet used in previous years) with local area data and upload it through the [ProcXed website](#)³. Full guidance on submitting data will be circulated by the LDSS team with this guidance. Please be aware that data providers must use the spreadsheet created by ScotXed. Spreadsheets with different variables or saved in other formats will not pass the ProcXed data validation checks.

'Not known' value

The code used where a piece of information is not known has changed from **99** to **-99**. This is because some data items, such as the deprivation data variables, have values that are also 99. This change will remove ambiguity over whether a value refers to a known value or denotes the information is missing.

Out of area placements (page 14)

The LDSS 2015 data collection includes a data item that will identify people who live away from home as part of a placement. This information will be recorded with the coding used for the local authority area item and additional codes assigned to England, Northern Ireland and Wales.

Family carer (page 21)

This data item now includes a value for recording if a person with learning disabilities lives with a partner/spouse who is their carer.

² For further information, see: <http://www.isdscotland.org/isd/4489.html> and <http://www.confidentiality.scot.nhs.uk/externalresources/csags.htm>

³ <https://procxed.scotxed.net/ProcXed/Security/Logon>

Employment opportunities (page 27)

Changes have been made to how employment opportunities data is structured in the data return, rather than the content of the data recorded. Job status, training for employment and volunteering (and the time spent doing these activities) are now collected as distinct variables. They will still be presented in statistical outputs under the 'employment opportunities' umbrella.

1.2 Who should be included in this return?

The LDSS 2014 data collection collects data on adults with learning disabilities and autism spectrum diagnosis in Scotland. Specifically, information is to be collected on:

- 16 and 17 year olds with learning disabilities and/or on the autism spectrum who are **not** in full-time school education
- All adults with learning disabilities and/or on the autism spectrum aged 18 or over who are known to local authorities.

All adults who match these criteria and who are known to the local authority regardless of the services they are currently receiving (if any) should be included in the return. In the case of those who are no longer in direct contact with a local authority, if the authority is aware that an adult is still in the local authority area and they are satisfied the adult has a learning disability and/or an autism spectrum diagnosis, they should be included. People in an out of area placement should be included in the return from the local authority which is funding them. Where there is doubt over which local authority is the main funder, local authorities should negotiate between themselves as to which local authority partner should most appropriately return data on an individual.

If there has been no further information about an adult in the past three years (dating back to September 2012) they should be excluded.

It is important to note the inclusion of adults with autism spectrum diagnosis in this collection. All items on which data is to be collected refer to both adults with learning disabilities and adults with AS diagnosis. Those who have AS diagnosis but who do not receive a learning disability service should also be included.

1.3 What information should be collected?

For 2014, we are asking for a minimum of 18 data items, for which a record should be returned for each individual person with a learning disability and/or an autism spectrum diagnosis. These items are:

- Person Service Status
- ID number
- Learning disability
- Autism spectrum diagnosis
- Area code/Health board code
- Person current gender
- Person year of birth

- Ethnic group
- Accommodation type
- Lives with family carer
- Number of people with a learning disability living in the same accommodation
- Advocacy
- Personal life plan
- Further education
- Employment opportunities
- Day opportunities
- Local Area Coordination
- Scottish Index for Multiple Deprivation

Anything over and above this you wish to provide will be greatly appreciated and will be of great benefit to the development of the national dataset. Additional codes are available in the Data Standards document version 4.2 which can be found at

1.4 To which time period should this data relate?

The data provided should be the **latest information available** about an individual on any given data item. The LDSS data collection is a 'snapshot' of the data at a specific point in time, not a cumulative record of outputs from throughout the year. For example, if a person had a job until July and then became unemployed, that person should **not** be recorded as having a job at the point of data collection. Data submitted must reflect each person's circumstances at the point of collection.

1.5 Commentary Forms

A commentary form will be provided to be returned with the data on which you can add a commentary on the quality of any data items. We would ask you to use it to provide us with any additional information you can about the data submitted. We would prefer you to return the data that you have with a comment, rather than not to send it because it is incomplete.

1.6 How should I provide this data?

- Your data should be submitted in an Excel Spreadsheet format. A blank Excel Spreadsheet is provided with only the required columns shown.
- It is not necessary to include any columns of data outwith the minimum items and any other items which you are returning. The blank Excel spreadsheet demonstrates this. Only add in further columns if you are returning data on that item.
- No identifying details such as name or full date of birth should be included in any submission to LDSS.

However, we would expect your local systems to include identifying details. You will be provided with a username and password to enter into a webpage in order to upload your return to our secure server. Please use meaningful filenames including your area and

the date. Data for this year's returns will be accepted from 31st October up to 13th December 2014.

1.6 How will this data be used?

LDSS aims to ensure that information is recorded and measured in the same way by everyone. The database can then be used more accurately to:

- Monitor the progress of the recommendations of 'The same as you?' and 'The keys to life'.
- make sure they are being implemented on time, and in the right way
- help plan services
- identify where there are unmet needs
- Compare information across local authority areas and see what is happening nationally.

The LDSS team produce a report at the end of each data collection year. The reports can be accessed on the LDSS website⁴

1.7 Where can I get help if I need it?

The LDSS team is available to help you check the requirements and make your data compliant. If you have any queries or foresee any problems with your ability to complete the data upload process then please contact us by e-mail on Andrew.m@scld.co.uk, Claire.m@scld.co.uk or chloe.t@scld.co.uk, telephone 0141 559 5736.

⁴ <http://www.scld.org.uk/scld-projects/LDSS/LDSS-statistics-releases>

2.0 Specific Guidance by item

Please note that code 99 “Not Known” has been provided for each item. This code should only be used where the information requested is completely unknown. Recording high numbers of unknowns ultimately may affect the final analysis of the data and should be avoided where possible.

2.1 Person Service Status

This item will record the current service status of the person i.e. whether or not the Council is currently funding a service. This information will assist the LDSS team with time series analysis.

The data provided should only include individuals you have had contact with within the last three years (since September 2012). The data provided should be the latest available information you have for this person.

Code	Value	Explanatory notes
01	Person is receiving a Council-funded service	At the time of recording the person is receiving a service which has been funded by the Council. This does not need to be a learning disabilities service.
02	Person is not receiving a Council-funded service	The person is not receiving a Council funded service but they are still in the local authority area and the local authority is satisfied that they have a learning disability and/or autistic spectrum diagnosis
03	Person deceased	The person was included on the 2014 data return but has passed away subsequently
-99	Not Known	

2.2 ID Number

Each person should be allocated an ID number. This will allow for longitudinal data comparisons with future collections. The first four characters of the ID number should be the same as the Council Area Code (shown below). An exclusive ID number should then be assigned to each person e.g. 00QA1, 00QA2, 00QA3 etc.

This number should be used for the same person in each year's LDSS return. ID numbers must not be used for two individuals. If a person dies or is no longer known to a local authority, their number must not be used for another person. When a person is recorded for LDSS for the first time, they must be given a new ID number.

Council Area Code	Council Area Name
00QA	Aberdeen City
00QB	Aberdeenshire
00QC	Angus
00QD	Argyll & Bute
00QE	Scottish Borders
00QF	Clackmannanshire
00QG	West Dunbartonshire
00QH	Dumfries & Galloway
00QJ	Dundee City
00QK	East Ayrshire
00QL	East Dunbartonshire
00QM	East Lothian
00QN	East Renfrewshire
00QP	City of Edinburgh
00QQ	Falkirk
00QR	Fife
00QS	Glasgow City
00QT	Highland
00QU	Inverclyde
00QW	Midlothian
00QX	Moray
00QY	North Ayrshire
00QZ	North Lanarkshire
00RA	Orkney Islands
00RB	Perth & Kinross
00RC	Renfrewshire
00RD	Shetland Islands
00RE	South Ayrshire
00RF	South Lanarkshire
00RG	Stirling
00RH	West Lothian
00RJ	Comhairle nan Eilean

2.3 Learning Disability

The data provided should only include individuals the local authority has had contact with in the last three years (since September 2012). This data should be the latest available information you have for this person.

This item is to record the numbers of people in your local authority who have a learning disability. A learning disability is defined as follows within the Scottish Government's new learning disability strategy 'The Keys to Life' is a 'significant lifelong condition which is present prior to the age of eighteen and which has a significant effect on a person's development. People with a learning disability will need more support than their peers to:

- understand information
- learn skills and
- to lead independent lives

People with learning disabilities should have a range of supports and services to meet the following needs:

- everyday needs
- extra needs because of their learning disabilities
- complex needs

Learning disability does not include specific learning difficulties such as dyslexia. An acquired brain injury which occurs at age eighteen or over would also not be considered as a learning disability.

Where a person has a learning disability and an autism spectrum diagnosis, they should be recorded as having a learning disability under this item and an AS diagnosis under the "Autism Spectrum Diagnosis" item. Where a person has an AS diagnosis but no associated learning disability, this should be recorded as none for this item.

Code	Value
00	None
01	Person has a learning disability
-99	Not known

2.4 Autism Spectrum Diagnosis

The data provided should only include individuals the local authority has had contact with in the last three years (since September 2012). This data should be the latest available information you have for this person.

This item will record the numbers of people who have been diagnosed with an autism spectrum diagnosis in your local authority. LDSS collects information on adults with an AS diagnosis. An adult need not have an associated learning disability to be included in the collection.

An autism spectrum diagnosis is characterised by the “triad of impairments” which are:

- **Social interaction** – difficulty with social relationships, for example, appearing aloof and indifferent to other people.
- **Social communication** – difficulty with verbal and non-verbal communication, for example not fully understanding the meaning of common gestures, facial expressions or tone of voice.
- **Imagination** – difficulty in the development of interpersonal play and imagination, for example having a limited range of imaginative activities, possibly copied and pursued rigidly and repetitively.

Only those who have received a formal medical diagnosis of being on the autism spectrum should be included.

Those who have an AS diagnosis which is not specified and those who have an AS diagnosis which is not listed in the LDSS codes should both be recorded under Code 98 for “Other Autism Spectrum Diagnosis”.

Code	Value	Explanatory notes
00	No AS diagnosis	
01	Classical Autism	Defined by the presence of abnormal or impaired development in all three areas of the triad of impairments with onset occurring prior to three years of age, irrespective of when diagnosis was confirmed.
02	Asperger’s Syndrome	As with other types of autism, the same difficulties with social interaction and repetitive or rigid behaviours are present. There are however no significant delays in spoken or receptive language development or in cognitive development.
98	Other Autism Spectrum Diagnosis	To record those who have an ASD which is not specified and those who have an ASD which is not listed in the above LDSS codes

Code	Value	Explanatory notes
-99	Not known	

2.5 Local Authority Code, Health Board Code and Out of Area Placements

The data provided should only include individuals the local authority has had contact with in the last three years (since September 2012).

This data should be the latest available information you have for this person.

This item records the local authority which is responsible for returning data for the person. That is, the area which is submitting the information should record the appropriate code for their local authority area, not the area in which the adult lives. You should record information about people for whom you provide or commission a service unless they are primarily funded by another local authority. Where it is unclear which local authority is the majority funder of a service, we ask that you negotiate with the local authority in question to decide which authority is best placed to undertake the reporting for that individual.

The Health Board Code should be used to show the region in which the person is receiving a health service. This may differ from the local authority area code in some circumstances e.g. when a person lives in or is funded by one local authority area but receives a health service in another.

Local Authority Code

Local Authority Code	Council Area Name
00QA	Aberdeen City
00QB	Aberdeenshire
00QC	Angus
00QD	Argyll & Bute
00QE	Scottish Borders
00QF	Clackmannanshire
00QG	West Dunbartonshire
00QH	Dumfries & Galloway
00QJ	Dundee City
00QK	East Ayrshire
00QL	East Dunbartonshire
00QM	East Lothian
00QN	East Renfrewshire
00QP	City of Edinburgh
00QQ	Falkirk
00QR	Fife
00QS	Glasgow City
00QT	Highland
00QU	Inverclyde
00QW	Midlothian

Local Authority Code	Council Area Name
00QX	Moray
00QY	North Ayrshire
00QZ	North Lanarkshire
00RA	Orkney Islands
00RB	Perth & Kinross
00RC	Renfrewshire
00RD	Shetland Islands
00RE	South Ayrshire
00RF	South Lanarkshire
00RG	Stirling
00RH	West Lothian
00RJ	Comhairle nan Eilean

Health Board Code

Health Code	Health Board Name
SA9	Ayrshire and Arran
SB9	Borders
SF9	Fife
SG9	Greater Glasgow and Clyde
SH9	Highland
SL9	Lanarkshire
SN9	Grampian
SR9	Orkney
SS9	Lothian
ST9	Tayside
SV9	Forth Valley
SW9	Western Isles
SY9	Dumfries and Galloway
SZ9	Shetland
EN0	Outside Scotland

Out of Area Placement

This item records people who are funded by one local authority but live in another local authority area. If an individual lives in another area, record that area using the relevant area code. If an individual lives in the same local authority area that funds a service they are using, the same code should be used for this item. If a person does not use a Council funded service, the code of the area they are resident in should be used.

Local Authority Code	Council Area Name
00QA	Aberdeen City
00QB	Aberdeenshire
00QC	Angus
00QD	Argyll & Bute
00QE	Scottish Borders
00QF	Clackmannanshire
00QG	West Dunbartonshire
00QH	Dumfries & Galloway
00QJ	Dundee City
00QK	East Ayrshire
00QL	East Dunbartonshire
00QM	East Lothian
00QN	East Renfrewshire
00QP	City of Edinburgh
00QQ	Falkirk
00QR	Fife
00QS	Glasgow City
00QT	Highland
00QU	Inverclyde
00QW	Midlothian
00QX	Moray
00QY	North Ayrshire
00QZ	North Lanarkshire
00RA	Orkney Islands
00RB	Perth & Kinross
00RC	Renfrewshire
00RD	Shetland Islands
00RE	South Ayrshire
00RF	South Lanarkshire
00RG	Stirling
00RH	West Lothian
00RJ	Comhairle nan Eilean
00ENG	England
00NIR	Northern Ireland
00WAL	Wales

2.6 Person Current Gender

The data provided should only include individuals you have had contact within the last three years (since September 2012). This data should be the latest available information you have for this person.

This item records the person's current gender at the time of collection. Gender is self-assigned and is therefore a statement by the individual about the gender they currently identify themselves to be. This should be recorded accordingly.

Code	Value	Explanatory Notes
01	Male	
02	Female	
08	Other specific gender	The person has a clear idea of what their gender is, but it is neither discretely male nor female, e.g. 'intersex', 'transgender' or 'third gender'.
09	Not Specified	The person is unable to specify their current gender or does not have a clear idea of what their current gender is.
-99	Not known	

2.7 Person Birth Year

The data provided should only include individuals you have had contact within the last three years (since September 2012). This data should be the latest available information you have for this person.

This item will record **the year** in which the person was born, not the specific date. As such the entry should be the year itself in the CCYY format (Century, Century, Year, Year – for example 1965).

Do not include the complete date of birth. Submissions containing complete dates of birth will be returned to be amended as they provide potential identifying information.

2.8 Ethnic Group

The data provided should only include individuals you have had contact within the last three years (since September 2012). This data should be the latest available information you have for this person.

This item will record the current ethnic group as defined by the person themselves.

Code 97 in the main list “Not Disclosed” means that the person has been asked what his/her ethnic group is, and has chosen not to disclose it. Code -99 in the main list “Not Known” means the information is not available for a reason OTHER than non-disclosure.

Code	Value	Sub Code
01	White, not otherwise specified	E004: Scottish E003: English E005: Welsh E038: Northern Irish E001: British E002: Irish E014: Traveller E016: Polish E039: Other white
02	Mixed, not otherwise specified	E029: Other mixed
03	Asian, Asian Scottish or Asian British, not otherwise specified	E042: Pakistani E041: Indian E043: Bangladeshi E081: Chinese E059: Other Asian
04	Black, Black Scottish or Black British, not otherwise specified	E062: African E061: Caribbean E069: Other Black
05	Other ethnic background, not otherwise specified	E076: Arab E089: Any other group
97	Not disclosed	
-99	Not known/information not provided	

2.9 Accommodation Type

The data provided should only include individuals you have had contact within the last three years (since September 2012). This data should be the latest available information you have for this person. This item will record the type of accommodation in which the person is normally resident.

It should be noted that only the top level codes are necessary for this item.

To be clear, definitions are given below next to each top level code.

Code	Value	Definition
01	Homeless	The person is without a permanent home. This includes those who are in refuges, emergency/temporary accommodation, bed and breakfasts and those who are sleeping rough and squatting.
02	Mainstream housing without support	The person lives in their own home, or in the family home. The person does not receive paid or organised support to enable him/her to live in this setting and the house will not have been adapted for their needs in any way.
03	Mainstream housing with support	The person lives in their own home or in the family home. The person receives paid or organised support to enable him/her to live in this setting and the house will not have been adapted for their needs in any way.
04	Mainstream housing support status unknown	The person lives in their own home or in the family home. It is not known whether they receive paid or organised support.
05	Special Housing	The person lives in a home which has been designed or adapted for their needs in some way. This may be wheelchair accessibility to family or mainstream home or be amenity housing. Amenity housing is defined as a group of flats or homes with special modifications for particular needs but which are not supported by a warden.
06	Sheltered Housing	The person lives in a group of self-contained homes linked to a warden who provides specialist support to all the

Code	Value	Definition
		tenants.
07	Supported accommodation	The person lives in a home in which external support is attached to help them live independently. This includes those who live in a Supported Living setting.
08	Specialist Rehabilitation Units	The person is normally resident in a specific rehabilitation unit of any description. This includes Addiction Rehabilitation and Mental Health Rehabilitation.
09	Registered adult care homes	The person lives in a residential setting specifically for adults where a number of other people live (usually in single rooms) and have access to on-site care services.
10	Registered child care accommodation	The person lives in a residential setting specifically created to house children.
11	NHS Facilities/hospitals	The person is normally resident in an NHS setting. This can be either a long or short stay facility and may or may not be learning disability specific.
12	Penal institutions	The person is resident in an institution which provides confinement as a punishment. This may be a prison, a young offender's institution or secure psychiatric facility.
13	Independent hospitals	The person is normally resident in a private hospital setting.
14	Independent hospices	The person is normally resident in a private hospice.
15	Mobile accommodation	The person is normally resident in a mobile home setting. This could be a caravan or even static caravan.
-99	Not Known	The type of accommodation in which the person is normally resident is unknown.

2.10 Lives with family carer

The data provided should only include individuals you have had contact within the last three years (since September 2012). This data should be the latest available information you have for this person.

This item will record whether an individual lives with a family carer.

It is intended to capture where people are living with a family member who may or may not be providing care,

Code 01D "Other Relative" should be used to record where a person lives with a relative who is not listed (for example an aunt, cousin etc.) and does not refer to the specific relationship being unknown. Where it is known a person lives with a family carer but the relationship is not known code 01 "Person lives with a family carer, relationship unknown" should be used. Code 99 "Not Known" then applies when it is unknown whether or not the person lives with a family carer.

Code	Sub code	Value	Explanatory notes
00		Person does not live with a family carer	
01		Person lives with a family carer, relationship not known	
	A	Parent	
	B	Sibling	
	C	Son/Daughter	It should be noted in this instance an individual's son or daughter may be a child or adult who is caring for a parent.
	D	Other relative	To record where a person lives with a relative who is not listed above (for example an aunt, cousin etc.).
	E	The family carer is not related	This sub-code should be used for those who are living in adult placements. That is, the person has support to live with a family which is not their own.
01	F	Partner/spouse	
-99		Not Known	

2.11 Number of people with a Learning Disability living in the same accommodation

The data provided should only include individuals you have had contact within the last three years (since September 2012). This data should be the latest available information you have for this person.

This item records how many people with a learning disability are living in the same household.

If there are people who are living in the household who do not fit the criteria for inclusion in this collection (for example they are under the age of 16 or who are over 16 and in full time school education) they should still be included in this item. Therefore if one child with learning disabilities and one adult with learning disabilities live in a household then code 02 "One other person..." should be used.

Code	Value
01	Person is the only person with a learning disability in the household
02	One other person with a learning disability in the household
03	Two other people with a learning disability in the household
04	Three other people with a learning disability in the household
05	Four or more other people with a learning disability in the household
-99	Not Known

2.12 Advocacy

The data provided should only include individuals you have had contact within the last three years (since September 2012). This data should be the latest available information you have for this person.

This item records whether the person has advocacy support and if so, what type of advocacy the person uses. Improving access to advocacy services is a key recommendation of “The same as you?” Through advocacy services, people who feel unable to speak up for themselves are supported to make their voices heard in order that they can play an active role in their community and help to shape future services.

Where possible, this item should be completed on the individual level that is used throughout LDSS. However, if this proves impossible an aggregate figure is acceptable only when submitted using the Advocacy Aggregate Total Form which is available from the LDSS Team.

Code	Sub Code	Value	Explanatory notes
00		No advocate, advocate not required	The individual does not currently have an advocate and does not think that they require one.
01		No advocate, advocate required	The individual does not currently have an advocate but would like to have one.
02	A B	Professional advocate, not otherwise specified Short term support Long term support	Usually a paid advocate who has received professional advocacy training, this person will be likely to be supporting several people at any given time. This relationship may be long or short term.
03		Citizen Advocate	An ordinary citizen who may not have had any formal training, this type of advocate is usually not paid for their work.
04		Self Advocacy	The individual is able to advocate for themselves and may be supported by a group. Viewpoints may be put forward individually or collectively.
05		Group/Collective Advocacy	The individual is involved in a group who support each other on common issues or who may campaign on some issues together.

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97		Aggregate return	Advocacy data for the local authority area has been returned separately as an aggregate record of advocacy use. This record cannot be matched to individual records.
-99		Not known	

2.13 Personal Life Plan

The data provided should only include individuals you have had contact within the last three years (since September 2012). This data should be the latest available information you have for this person.

This item will record the number of people who have a Personal Life Plan (PLP) in place. A PLP is an assessment and/or support plan for continual listening and learning, focused on what is important to someone now and for the future, and is being implemented in alliance with family and friends.

A PLP should meet the following **primary criteria**;

- The plan records the person's wishes and the outcomes they want to achieve in their life.
- It specifies actions/support to achieve these outcomes.
- The plan has been developed with the active engagement of the person who is in control of how the plan is developed.
- The person is at the centre, and has decided who to invite to be part of the planning process.
- It has also engaged support of family, friends or workers and there is a joint responsibility for achieving the goals set out.
- The person and their team have been supported by a skilled and experienced facilitator, and the plan recorded in a format best suited for the individual.
- The person centred planning meeting or process should agree on a review date and record this in the plan, preferably at least every 12 months.

It can refer to a variety of tools, including but not limited to;

- Single shared assessment
- Person centred planning (e.g. MAP, PATH, Essential Lifestyle Plan)
- Individual Support Plan
- Transition Plan
- Vocational profile
- Plan for care profile approach
- Outcome based support plans

The use of any of these tools alone is not sufficient to be considered a PLP. It must also meet the primary criteria above.

Code	Value
00	Not applicable
01	Yes
02	No
-99	Not known

2.14 Further Education

The data provided should only include individuals you have had contact within the last three years (since September 2012). This data should reflect the individual person's further education status in the academic year August/September 2014 to June/July 2015.

This item records whether the person is enrolled in further education courses. It should be noted that LDSS does not collect information on adults aged 16+ who are in full-time school education. If you identify someone who meets these criteria in your return, they should be removed.

Please record the number of days per week the person is attending further education. The time spent in education should be recorded to the nearest half day.

For example:

- If someone visits a college 3 afternoons a week they should be entered under 1.5 days
- If someone visits a college 5 mornings a week they should be entered under 2.5 days

All further education courses being attended should be accounted for here. The September date for this item has been specifically chosen as it is one month after the usual month for further education courses starting.

Code	Sub Code	Value
00		Not currently in education
01		In education, amount of time not specified
	A	0.5 day per week
	B	1 day per week
	C	1.5 days per week
	D	2 days per week
	E	2.5 days per week
	F	3 days per week
	G	3.5 days per week
	H	4 days per week
	I	4.5 days per week
	J	5 days per week
-99		Not known

2.15 Employment Opportunities – Time spent and employment, training and volunteering status

The data provided should only include individuals you have had contact within the last three years (since September 2012). This data should be the latest available information you have for this person.

Please note the codes for this item have changed since the 2014 collection.

How to record people who have more than one job that are different employment types

Where this applies, you should record the job that the person spends the most amount of time doing in the first column and then the other job in the second column. For example, where a person has two jobs, one in open employment for 12 hours per week and the other in non-open employment for 4 hours per week, the data will look like this:

Employment status 1	Employment status 2	Employment hours
94	95	16

The open employment job is recorded in employment status 1 because the person works there for the majority of the working week, followed by their second job (non-open employment).

Please note: this guidance only applies where a person has two jobs that are different types according to the coding guidance in the table below. If a person has two jobs that are the same type e.g. two open employment jobs, it will not matter which is recorded in either employment status column.

Employment

The definitions of open and non-open employment are given below:

Open Employment (inclusive employment)

Workplace not specifically set up for people with learning disabilities; people with learning disabilities are included in a staff group that has people who don't have learning disabilities; people with learning disabilities get the **going rate for the job** - this may be the **national minimum wage** or above; people with learning disabilities may get support from a job coach or they may not; there is an open market demand for the service the person with learning disabilities provides or the manufactured goods the person produces; Open employment posts have/or could be put out to open job adverts

Social firms are considered to be “open employment” and should be recorded as such.

Non-open Employment

The person works in a workplace which has been set up for a group of people to work together. This group of people may all have learning disabilities or other support needs (e.g. receiving mental health or addiction services). The workplace

has been set up specifically for this group of people and the persons will receive an allowance rather than a wage for the work that they do. Non-Open posts probably could not be put out to open job adverts.

Employment status 1.

Code	Value
93	Person in employment, open/non-open not specified
94	Open employment opportunity
95	Non-open employment opportunity
97	Person not in employment
98	Self-employed
-99	Not known

Employment status 2.

Code	Value
91	Not applicable
93	Person in employment, open/non-open not specified
94	Open employment
95	Non-open employment
98	Self-employed

Hours spent **per week** in employment and/or training for employment (open response)

Code	Value
	Please enter the number of hours the person spends in employment in the employment hours column
-99	Number of hours not known
0	Person is not in employment or training for employment

Training for employment

Training for employment status 1

Code	Value
96	Person is in training for employment
97	Person is not in training for employment
-99	Not known

Training for employment status 2

Code	Value
91	Not applicable
96	Person is in training for employment

Code	Value
	Please enter the number of hours the person spends in training for employment in the training column
-99	Number of hours not known
0	Person is not in employment or training for employment

Voluntary employment

A volunteer is someone who gives time and energy through a third party, which can bring measurable benefits to the volunteer, individual beneficiaries, groups and organisations, communities, environment and society at large. It is a choice undertaken of one's own free will, and is not motivated primarily for financial gain or for a wage or salary. The person is not paid for the work they do, but they may be paid expenses. Voluntary positions can help people to develop work skills.

Volunteering status

Code	Value
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Code	Value
90	Person is in volunteering
97	Person not in volunteering
-99	Not known

Volunteering status 2

Code	Value
91	Not applicable
90	Person is in volunteering

Code	Value
	Please enter the number of hours the person spends in volunteering in the volunteering column
-99	Number of hours not known
0	Person is not in volunteering

2.16 Day Centre and Alternative Opportunities

The data provided should only include individuals you have had contact within the last three years (since September 2012). This data should be the latest available information you have for this person.

These items will record the day opportunities including centre and non-centre based opportunities that the person is currently engaged in.

An alternative opportunity can be described as a regular and pre-planned non-centre based activity which the person has chosen to take part in. **Alternative opportunities do not include further education or paid employment.** Alternative opportunities include but are not exclusive to lifelong learning, training (this does not include training for employment), sport or leisure and recreation. This may include episodes where the person drops in to a centre and then goes to a regular day opportunity outside the centre. Day trips out-with the centre to local places are not alternative day opportunities. These should be recorded under the relevant data items.

Some local authorities reported that this data is recorded on their systems in days rather than hours. Where this is the case, one day of attendance at day centre should be taken to equal 6 hours.

Indicate whether or not a person attends a day centre and/or has alternative opportunities by recording the number of hours per week they spend on these activities. If the person does attend a day centre/have alternative opportunities and the amount of time spent in this activity is known enter the amount of time in the corresponding box. Time should be recorded in 15 minute increments e.g. 4 hours 45 minutes will be entered as 4.75. If they do not spend any time on either activity, enter "0" in the box. If the person's day opportunities status is not known, enter "-99" in the box. If the person does attend a day centre/have alternative opportunities but the amount of time is not known/not specified, enter "-97" in the box.

Attends a day centre

Code	Value
-	Enter number of hours per week which person attends a day centre (in 15 minute increments)
0	Person does not attend a day centre
-97	Person attends a day centre, amount of time not specified
-99	Not known

Has alternative opportunities

Code	Value
	Enter number of hours per week which person has alternative opportunities (in 15 minute increments)
0	Person does not have alternative opportunities
-97	Person has alternative opportunities, amount of time not specified
-99	Not known

2.17 Local Area Co-ordination

The data provided only includes individuals you have had contact within the last three years (since September 2012). This data should be the latest available information you have for this person.

Please note the codes for this item have changed since the 2013 collection.

Local area co-ordinators (LACs) work alongside people with learning disabilities to support them to build independent lives. LACs facilitate individual participation in all aspects of community, private, public and social life. Local Area Co-ordinators also work with community groups, institutions and organisations to help them to become more welcoming and inclusive. It is a diverse and flexible role that is led by the goals and aspirations of the individual or family. The Scottish Consortium for Learning Disability developed 'Values into Practice: A framework for Local Area Co-ordination in Scotland' which identified 5 core work areas as central to the LAC role.

These are:

1. Information, signposting and guiding
2. Developing relationships
3. Planning, empowerment and promoting independent living
4. Promoting inclusion
5. Influencing public service delivery

Local area co-ordination was recommended by 'The same as you?' because it was seen as the best way to ensure that people with learning disabilities and their families would get the changes they were asking for.

Code	Sub Code	Value
00		No LAC service available in local authority area
01		Individual uses an LAC service
02		Individual does not use an LAC service

2.18 Postcode

The data provided should only include individuals you have had contact within the last three years (since September 2012). This data should be the latest available information you have for this person.

This item records a person's postcode at the point of collection. This information will not be published and is intended to enable anonymous data linkage only. The purpose of the collection of postcode data is to generate Scottish Index of Multiple Deprivation (SIMD) data.

Enter the full postcode (e.g. AB15 0PQ) into the cell for this column. If a person is homeless but has been placed in a shelter or temporary accommodation, this postcode should be recorded.

2.19 Self-directed Support

Guidance for this data item has been taken from guidance issued by the Analytical Services Division of the Scottish Government. The data collection method for this item in the LDSS return has been aligned with the method used by the Analytical Services Division in the collection of data for the Social Care survey.

A new question on Self-directed Support has been introduced in 2014 following the implementation of the Social Care (Self-directed Support) (Scotland) Act 2013:

Self –directed Support

- Option 1 – Direct Payment (1=Yes; 0=No)
- Option 2 – Directing the available resource (1=Yes; 0=No)
- Option 3 – Local Authority arranged (1=Yes; 0=No)

The three options for Self-directed Support are defined as follows:

Option 1 - Direct Payment

You should enter “1” for Direct Payment if the client receives a sum of money into a bank account or onto a pre-paid debit card or by other means. A Direct Payment means that the client can purchase and commission services as a private individual.

Option 2 - Directing the available resource

You should enter “1” for Directing the available resource if the client has been assessed as requiring a sum of money in order to meet agreed outcomes. The client will choose the support / services that they want and the local authority will make the arrangements to put these services in place. The money can remain within the local authority or it can be delegated to a provider to hold and distribute under the clients direction. An example of this would be an Individual Service Fund.

Option 3 - Local Authority arranged

You should enter “1” for Local Authority arranged if:

- The client has been assessed as requiring a sum of money to meet agreed outcomes; and
- The client has been explained all the options available to them with regard to self-directed support; and
- The client has chosen that the Local Authority decide and arrange these services.

Note that option 3 is not a catch-all question and services may be arranged by the Local Authority which do not meet the definition of Self-directed Support (LA arranged).

Option 4 – any mixture of options 1-3

There is a fourth option under Self-Directed Support, for clients who receive a mixture of the first 3 options. The survey will not explicitly ask for 'option 4' - this option is derived by looking to see how many clients have entered '1' for more than one of the three options. It may be that a significant proportion of clients fall into this category and capturing the data in this way allows for more flexible analysis.

Can I put '0' for all three SDS options?

In the early years of implementation of the Self-directed Support bill, we expect that SDS will not apply to many clients, as they have not been subject to an outcomes based assessment or review and have not had all the new SDS options explained in detail. The survey *will* therefore accept clients where a zero is returned for each of the three options.

3.0 Timeline for 2015 Data Collection and Publication

