

## **LDSS Data Collection 2019**

### **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 Commission for Learning Disability<sup>1</sup>. 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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<sup>1</sup> [https://www.sclid.org.uk/wp-content/uploads/2015/05/ld\\_and\\_asd\\_dataset\\_4.2\\_july\\_09.pdf](https://www.sclid.org.uk/wp-content/uploads/2015/05/ld_and_asd_dataset_4.2_july_09.pdf)

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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 SCLD with funding from the Scottish Government.

LDSS is fully compliant with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The LDSS team take all possible steps to ensure that no individual can be identified in the processing of LDSS data or in the final report. The LDSS team has developed a Data Sharing Impact Assessment (DPIA), which outlines how we keep personal details private.<sup>2</sup>

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 2018

### **Same Accommodation (page 20)**

This data item will no longer be reported on. Please leave the field blank in the spreadsheet.

### **Personal Life Plan (page 23)**

This data item will no longer be reported on. Please leave the field blank in the spreadsheet.

### **Alternative Opportunities (page 29)**

This data item will no longer be reported on. Please leave the field blank in the spreadsheet.

### **Local Area Coordination (page 30)**

This data item will no longer be reported on. Please leave the field blank in the spreadsheet.

## 1.2 Who should be included in this return?

The LDSS 2019 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.

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<sup>2</sup> <https://www.sclد.org.uk/wp-content/uploads/2018/12/ASDHD-2018-INFORMATION-GOVERNANCE-LDSS-DPIA.pdf>

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 contact with an adult in the past year (dating back to April 2018) 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 2019, we are asking for 17 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/Out of Area
- Person current gender
- Person date of birth
- Ethnic group
- Accommodation type
- Lives with family carer
- Advocacy
- Further education
- Employment opportunities
- Day Centre Attendance
- Postcode
- CHI
- Social Care ID Number

### **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 2018 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 How should I provide this data?

- Your data should be submitted in an Excel Spreadsheet format. A blank Excel Spreadsheet is provided.
- Individuals should not be named in any submission to LDSS.

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 1<sup>st</sup> April 2019 up to 31<sup>st</sup> July 2019.

## 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 SCLD website<sup>3</sup>

## 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 [ruth.c@sclد.co.uk](mailto:ruth.c@sclد.co.uk) or [lorne.b@sclد.co.uk](mailto:lorne.b@sclد.co.uk) or by telephone 0141 248 3733. Should you encounter any difficulties with the online web platform, please contact [ScotXed@gov.scot](mailto:ScotXed@gov.scot) or phone 0131 244 1490.

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<sup>3</sup> <https://www.sclد.org.uk/what-we-do/population-statistics/>

## 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 year (since April 2018). 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 2018 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. The same 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.

<b>Council Area Code</b>	<b>Council Area Name</b>
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 you have had contact with within the last year (since April 2018). The data provided 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 within the Scottish Government's learning disability strategy 'The keys to life' as 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 you have had contact with within the last year (since April 2018). The data provided 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

<b>Code</b>	<b>Value</b>	<b>Explanatory notes</b>
-99	Not known	

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

The data provided should only include individuals you have had contact with within the last year (since April 2018). The data provided 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
00QX	Moray

Local Authority Code	Council Area Name
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 local authority area, record that local authority 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 local authority area they are resident in should be used.

<b>Local Authority Code</b>	<b>Council Area Name</b>
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 with within the last year (since April 2018). The data provided 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 Date of Birth**

**The data provided should only include individuals you have had contact with within the last year (since April 2018). The data provided should be the latest available information you have for this person.**

This item should be recorded in the format YYYY-MM-DD format (Year, Year, Year, Year, - Month, Month- Day, Day – for example 1965-12-25).

## 2.8 Ethnic Group

The data provided should only include individuals you have had contact with within the last year (since April 2018). The data provided 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 with within the last year (since April 2018). The data provided 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.

<b>Code</b>	<b>Value</b>	<b>Definition</b>
06	Sheltered Housing	The person lives in a group of self-contained homes linked to a warden who provides specialist support to all the 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 with within the last year (since April 2018). The data provided 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**

**This data item will no longer be collected and reported on. Please leave the cell blank in the spreadsheet.**

## **2.12 Advocacy**

**The data provided should only include individuals you have had contact with within the last year (since April 2018). The data provided 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.

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.

<b>Code</b>	<b>Sub Code</b>	<b>Value</b>	<b>Explanatory notes</b>
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**

**This data item will no longer be collected and reported on. Please leave the cell blank in the spreadsheet.**

## 2.14 Further Education

**The data provided should only include individuals you have had contact with within the last year (since April 2018). This data should reflect the individual person's further education status in the academic year August/September 2018 to June/July 2019.**

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 with within the last year (since April 2018). The data provided should be the latest available information you have for this person.

### 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 <b>not</b> 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

<b>Code</b>	<b>Value</b>
90	Person is in volunteering
97	Person not in volunteering
-99	Not known

Volunteering status 2

<b>Code</b>	<b>Value</b>
91	Not applicable
90	Person is in volunteering

<b>Code</b>	<b>Value</b>
	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 Attendance

**The data provided should only include individuals you have had contact with within the last year (since April 2018). The data provided should be the latest available information you have for this person.**

This item will record a person's day centre attendance. 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 by recording the number of hours per week they spend attending. If the person does attend a day centre and the amount of time spent 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 in a day centre enter "0" in the box. If the person's day centre status is not known, enter "-99" in the box. If the person does attend a day centres 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

**Alternative opportunities hours was collected as part of this data item until 2018. Alternative opportunities will no longer be collected and reported on. Please leave this cell blank in the spreadsheet.**

## **2.17 Local Area Co-ordination**

**This data item will no longer be collected or reported on. Please leave the cell blank in the spreadsheet.**

## 2.18 Postcode

**The data provided should only include individuals you have had contact with within the last year (since April 2018). The data provided 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 CHI

**The data provided should only include individuals you have had contact with within the last year (since April 2018). The data provided should be the latest available information you have for this person.**

The Community Health Index (CHI) is a population register, which is used in Scotland for health care purposes. The CHI number uniquely identifies a person on the index.

This information will be encrypted one way once the data has been uploaded to Proxced.Net to protect patient privacy.

The current CHI number consists of the 6 digit Date of Birth (DDMMYY) followed by a 3 digit sequence number and a check digit. The tenth digit is always even for females and odd for males.



## **2.20 Social Care ID Number**

This item is in this return for the third time but has been in place with the Social Care return for a number of years. The same Social Care ID number used to identify the person in the Social Care Survey return should be used here. Please do not create new numbers.

### 3.0 Timeline for 2019 Data Collection and Publication

