



**Revised Source  
Social Care Dataset**

**Definitions & Recording Guidance**

**March 2020**

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## PURPOSE OF THIS DOCUMENT

This document has been prepared to assist staff providing social care data with advice and guidance on the data requirements. There is an accompanying Data Specification document which details the file submission and processing rules. This document will be available on the [ISD website Health and Social Care pages](#).

## PURPOSE OF THE DATASET

The Source Social Care (SourceSC) dataset provides an extract of data on social care clients and the services they receive. Examples of the intended purposes are described below.

This version of the SourceSC dataset aligns the original SourceSC data collection and the Scottish Government's Social Care Survey (SCS) into a single dataset which will meet multiple information needs.

In summary, the SourceSC dataset will support local information and intelligence needs of health and social care Partnerships, national bodies responsible for health and social care, the Scottish Government, and other bona fide data users. The dataset replaces the SCS as the main source of Official Statistics, including trends and cross-sectional analyses, on social care support and activities.

Note that through the use of the CHI number it will be possible to link the social care data to the appropriate health data held by Information Services Division (ISD) and to mortality data held by National Records of Scotland (NRS) at the level of the individual person. This provides the opportunity to give Partnerships intelligence on the wider pathway of care and outcomes for which they are responsible. It will show the ways that people use and flow through health and social care, helping to identify the potential areas for health and care for the future.

The dataset has been split into 8 sections as follows:

- Section 1 – Demographics
- Section 2 – Client Information
- Section 3 – Self Directed Support
- Section 4 – Home Care/Reablement
- Section 5 – Community Alarms and Telecare
- Section 6 - Care Homes
- Section 7 – IoRN (optional)
- Section 8 – Learning Disability Statistics Scotland (LDSS)

Validation is in place; more details are available in the Data Specification document on the ISD website or request a copy at [NSS.Source@nhs.net](mailto:NSS.Source@nhs.net). Data items required as part of validation are highlighted within the relevant sections of this document as being mandatory data items and must be submitted in order for the file to pass validation. Some of the mandatory data items will create a unique record identifier which allows the data to be updated and processed.

Optional data items which contain no value or have a value missing should be submitted as an empty field, zero must not be used as a default value.

#### INCLUSIONS:

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Information **should** be returned on every client/service user regardless of their age (please note that some exclusions apply – see EXCLUSIONS section below) who has had an assessment or review of their needs and who as a result of this assessment received/used the following support or services which have been active at any time during the collection period:

- Social Worker/support worker services (Community Care, Mental Health, Substance Misuse, Children with disabilities) (provided or funded by your Local Authority)
- Community Alarm
- Other Telecare service
- Reablement
- Home Care (personal and non-personal care)
- Housing Support
- Care Home
- SDS
- Carer
- Learning Disability Services: If a person with a learning disability and/or autism spectrum diagnosis is known to the Local Authority they should be included within this return regardless of the services they receive (if any).

#### EXCLUSIONS:

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Data should **not** be returned for client/service users who:

- Have been assessed but do not require a care plan or social care service
- Child Protection Social Work
- Looked after Children Social Work
- Adoption & Fostering Social Work

- Residential Child Care Social Work
- Criminal Justice Social Work.

The criteria on what should be included and excluded for each section of the dataset are highlighted within the relevant sections of this document.

## SUBMISSION

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Each section of the dataset should be submitted as a separate csv files and transferred via the secure Globalscape file transfer system.

Section 1 and 2 should be submitted for all clients regardless of their age (please note that some exclusions apply – see EXCLUSIONS section on page 2). We are aware that not all sections will be applicable to every client. However, where a client received any of the services identified in the dataset, this information should be submitted in sections 3 to 8 (section 7 remains optional).

Each section submitted should contain the client/service user Social Care ID to allow the submission to be linked to the other sections submitted for that client/service user.

Multiple rows for each client/service user which allow the ability to capture changes of circumstances during a reporting period are allowed and these are detailed further within each section of the dataset.

The following data/variable formats are used within the dataset:

Integer	<p>Only whole numbers can be submitted in fields with an integer format e.g. 1, 10, 100. Decimal points will not be accepted.</p> <p>For large numbers the ‘thousand’ display format characters such as the comma should <b>not</b> be included.</p>
Numeric	<p>Whole numbers and numbers containing decimal points can be submitted in fields with a numeric format e.g. 1, 10.5, 20.25, 100.</p> <p>Where the number submitted contains decimals, the period character ‘.’ will be used as the decimal point.</p>
Alpha Numeric	<p>Any combination of alphabetic, numeric and special characters can be submitted in fields with an alpha numeric format e.g. A0001, G52, O'Donnell.</p> <p>Both uppercase and lowercase characters will be accepted.</p>

Alpha	<p>Only alphabetic characters can be submitted in fields with an alpha format e.g. Scotland.</p> <p>Both uppercase and lowercase characters will be accepted.</p>
Date	<p>All date fields should be submitted with the following format; DDMMCCYY where DD is the day of the month, MM is the month of the year and CCYY is the year e.g. 01062014.</p> <p>If a 7 digit date is submitted it will be left zero padded to 8 digits i.e. a 0 will be added to the start of the 7 digits submitted.</p>
Financial Year	<p>The earliest year component should be submitted, e.g. 2017 should be submitted for the financial year 2017/2018.</p>
Hours	<p>Number of hours. Where a whole number of hours are being submitted it should be recorded without the decimal point e.g. 20.</p>
Monetary Values	<p>All monetary values should be submitted as pounds.pence (£.pp) and can be to two decimal places. e.g. Five thousand pounds and fifty pence should be entered as 5000.50 <b>not</b> £5,000.50. The £ sign and commas should <b>not</b> be submitted.</p>

# NEW SOURCE DATA SUMMARY

<b>Section 1: Demographics</b>	
1.1 Social Care ID*	1.2 CHI Number
1.3 Surname	1.4 Forename
1.5 Postcode	1.6 Date of Birth (DoB)
1.7 Gender	1.8 Ethnic Group
<b>Section 2: Client Information</b>	
2.1 Financial Year	2.2 Financial Quarter
2.3 Client/Service User Group	2.4 Living Alone
2.5 Support from an Unpaid Carer	2.6 Client has a Social Worker
2.7 Housing Support only required for periods prior to FY 2020/21	2.8 Type of Housing
2.9 Meals	2.10 Day Care
2.11 Learning Disability Statistics Scotland (LDSS)	
<b>Section 3: Self Directed Support</b>	
3.1 Financial Year	3.2 Financial Quarter
3.3 SDS Option(s)	3.4 SDS Start Date
3.5 SDS End Date (where applicable)	3.6 SDS Contribution
3.7 SDS Needs	3.8 SDS Support
3.9 Net Value SDS 1	3.10 Net Value SDS 2
3.11 Net Value SDS 3	3.12 Net Value TOTAL
3.13 Gross Value SDS 1	3.14 Gross Value SDS 2
3.15 Gross Value SDS 3	3.16 Gross Value TOTAL

<b>Section 4: Home Care/Reablement</b>	
4.1 Financial Year	4.2 Financial Quarter
4.3 Home Care Service Provider	4.4 Home Care Service
4.5 Home Care Service Start Date	4.6 Home Care Service End Date
4.7 Home Care Hours Planned	4.8 Home Care Hours Actual
4.9 Total Staff Hours	4.10 Home Care Service Provision Budget
4.11 Reablement	4.12 Reablement Service Provision Budget
<b>Section 5: Community Alarms and Telecare</b>	
5.1 Financial Year	5.2 Financial Quarter
5.3 Service Start Date	5.4 Service End Date
5.5 Service Type	5.6 Service Provision Budget
<b>Section 6: Care Home</b>	
6.1 Financial Year	6.2 Financial Quarter
6.3 Care Home Name	6.4 Care Home Postcode
6.5 Care Home Provider	6.6 Care Home Admission Date
6.7 Care Home Discharge Date	6.8 Type of Admission
6.9 Nursing Care Provision	6.10 Funding Type
6.11 Local Authority Contribution	6.12 Service Provision Budget
<b>Section 7: IoRN</b>	
7.1 Financial Year	7.2 Financial Quarter
7.3 IoRN Group	7.4 Date of IoRN Group
<b>Section 8: Learning Disability Statistics Scotland (LDSS)</b>	
8.1 Financial Year	8.2 Financial Quarter
8.3 Learning disability or autism spectrum diagnosis	8.4 Out of Area Placement



8.5 Area Client Resides	8.6 Priority to Return
8.7 Paid Employment	8.8 Paid Employment Hours
8.9 Employability Support	8.10 Employability Support Hours
8.11 Further Education	8.12 Further Education Hours
8.13 Volunteering	8.14 Volunteering Hours
8.15 Advocacy	

\*Note: Social Care ID is shown as 1.1 above but it should be understood that the Social Care ID has to be present on all sections submitted.

## SECTION 1: DEMOGRAPHICS

Demographic data should be submitted for every active client/service user and is required to allow ISD to generate a CHI number where required. The CHI number may be used to link social care data to other data, for example, health data.

Demographic data relating to any new client/service users within the reporting period should be submitted. This includes changes to postcode, surname etc. However, if easier for data providers we can also take demographic information for all clients.

### 1.1 SOCIAL CARE ID

**Definition:** A unique reference number which may be used across social care systems to identify an individual client/service users record. This number may be national or local to each Local Authority area.

**Common Names:** System Number/ID; Unique Identifier; Reference Number

**Format:** Alpha Numeric (20)

#### RECORDING GUIDANCE

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This is a mandatory data item.

The same identifier **must** be used in each submission for an individual client/service user. This identifier will be required for each file submitted. This identifier should be the same identifier used previously to submit data to Scottish Government for the Social Care Survey. This is to ensure the continuation of longitudinal data analysis.

### 1.2 CHI NUMBER

**Definition:** 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.

The CHI number is a unique numeric identifier, allocated to each patient on first registration with the health service.

The CHI number is a 10-character code consisting of the 6-digit date of birth (DDMMYY), two digits, a 9th digit which is always even for females and odd for males and an arithmetical check digit.

**Format:** Integer (10)

#### RECORDING GUIDANCE

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This is an optional data item.

### 1.3 SURNAME

**Definition:** The part of a person's name which is used to describe family, clan, tribal group, or marital association.

**Common Names:** Second Name; Family Name

**Format:** Alpha Numeric (35)

#### RECORDING GUIDANCE

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This is a mandatory data item.

The surname must conform to the following:

- Can contain alphabetic characters, hyphen, space or an apostrophe
- Must be a minimum of 2 characters.
- Must not contain brackets

### 1.4 FORENAME

**Definition:** The forename or given name of the client/service user.

**Common Names:** First Name; Given Name

**Format:** Alpha Numeric (35)

#### RECORDING GUIDANCE

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This is a mandatory data item.

The forename must conform to the following:

- Can contain alphabetic characters, hyphen, space or an apostrophe
- Must be a minimum of 2 characters.
- Must not contain brackets

### 1.5 POSTCODE

**Definition:** Postcode of the client/service user's main place of residence at the end of the reporting period.

**Common Names:** Postal Code

**Format:** Alpha Numeric (8)

#### RECORDING GUIDANCE

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This is a mandatory data item.

For all permanent care home residents, the postcode of the care home should be recorded.

For temporary care home residents, the postcode of their main place of residence should be recorded.

Where a client/service user has been placed in temporary accommodation (e.g. Homeless) the postcode of their temporary accommodation should be recorded.

Any homeless person with no temporary accommodation and no fixed abode should have a postcode of NF1 1AB.

Partial postcodes will not be accepted. Full postcodes do not require a space between each component part e.g. EH33XXX.

### 1.6 DATE OF BIRTH (DOB)

**Definition:** The date on which the client/service user was born or is officially deemed to have been born, as recorded on their birth certificate.

**Format:** Date – DDMMCCYY (8)

#### RECORDING GUIDANCE

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This is a mandatory data item.

### 1.7 GENDER

**Definition:** A statement by the individual about the gender they currently identify themselves to be.

**Common Names:** Sex

**Format:** Integer (1)

#### Codes/Values

Code	Description
0	Not Known
1	Male

2	Female
9	Not Specified

#### RECORDING GUIDANCE

This is a mandatory data item.

Since gender can be self-assigned and can change, it should not be presumed by a care professional.

If a client/service user is undergoing or has undergone gender reassignment, then record Code 1 - Male or Code 2 - Female as they wish to indicate their perceived gender at that time.

If the client/service user is unable or unwilling to specify their current gender or does not have a clear idea of what their current gender is then record Code 9 – Not Specified.

Where a client does not identify as either Male or Female (Intersex) please record Code 9 – Not Specified.

### 1.8 ETHNIC GROUP

**Definition:** A statement made by the client/service user about their current ethnic group.

**Format:** Alpha Numeric (2)

#### Codes/Values

Code	Description
1	White
1A	White – Scottish
1B	White – Other British
1C	White – Irish
1K	White – Gypsy/Traveller
1L	White – Polish
1Z	White – Other White ethnic group
2A	Any mixed or multiple ethnic groups
3	Asian, Asian Scottish or Asian British
3F	Asian, Asian Scottish or Asian British – Pakistani, Pakistani Scottish or Pakistani British
3G	Asian, Asian Scottish or Asian British – Indian, Indian Scottish or Indian British

3H	Asian, Asian Scottish or Asian British – Bangladeshi, Bangladeshi Scottish or Bangladeshi British
3J	Asian, Asian Scottish or Asian British – Chinese, Chinese Scottish or Chinese British
3Z	Other Asian, Asian Scottish or Asian British
4	African
4D	African – African, African Scottish or African British
4Y	African – Other African
5	Caribbean or Black
5C	Caribbean or Black – Caribbean, Caribbean Scottish or Caribbean British
5D	Caribbean or Black – Black, Black Scottish or Black British
5Y	Caribbean or Black – Other Caribbean or Black
6A	Other Ethnic Group – Arab, Arab Scottish or Arab British
6Z	Other Ethnic Group
98	Refused/Not Provided
99	Not Known

#### RECORDING GUIDANCE

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This is a mandatory data item.

## SECTION 2: CLIENT INFORMATION

The client information section is **mandatory and must be returned** as part of the submission. All data items in the Client Information section are mandatory and must be recorded.

Client information should be submitted for all clients regardless of their age and must be submitted alongside a demographic file even if no other sections of the dataset apply to the client/service user.

### 2.1 FINANCIAL YEAR

**Definition:** The financial year that the records relate to. Financial year runs April to March.

**Format:** Integer (4)

#### RECORDING GUIDANCE

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This is a mandatory data item.

Earliest year component of the financial year should be submitted e.g. 2017 should be submitted for the financial year 2017/2018.

### 2.2 FINANCIAL QUARTER

**Definition:** The financial quarter that the records relate to.

**Format:** Integer (1)

#### Codes/Values

Code	Description
1	Quarter 1: April-June inclusive
2	Quarter 2: July-September inclusive
3	Quarter 3: October-December inclusive
4	Quarter 4: January-March inclusive

#### RECORDING GUIDANCE

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This is a mandatory data item.

## 2.3 CLIENT/SERVICE USER GROUP

**Definition:** The client/service user group(s) determined by a Social Worker or other Health or Social Care Professional.

**Format:** Integer (1)

### Codes/Values

Code	Description
0	No
1	Yes

### RECORDING GUIDANCE

This is a mandatory data item.

Multiple client/service user groups can be recorded.

Please record code value 1 - Yes for each client/service user group that applies.

### CLIENT/SERVICE USER GROUP CATEGORIES

#### 2.3a Dementia

Dementia is a global deterioration of intellect, memory and personality. Dementia is normally a progressive condition resulting in cognitive impairment ranging from some memory loss and confusion to complete dependence on others for all aspects of personal care. Does not need to be medically diagnosed.

**Exclude:** Confusion due to other causes e.g. medicines, severe depression.

#### 2.3b Mental Health Problems

Mental health problems are characterised by one or more symptoms including: disturbance of mood (e.g. depression, anxiety, mania), delusions, hallucinations, disorder of thought, sustained or repeated irrational behaviour.

Mental Health symptoms or conditions include, but are not limited to:

- Schizophrenia, schizotypal and delusional disorders
- Neurotic, stress-related and somatoform disorders



- Behavioural syndromes associated with physiological
- Disorders of adult personality and behaviour disturbances and physical factors
- Behavioural and emotional disorders with onset usually occurring in childhood and adolescence
- Disorders of psychological development.

**Include:** Client/service users assessed as having mental health problems whether or not the symptoms are being controlled by medical treatment.

**Exclude:** Alcohol or drug related problems; Dementia, Autism, Learning Disabilities as there are separate categories for these.

### 2.3c Learning Disability

Learning disability is defined as follows within the Scottish Government’s learning disability strategy “The Key to Life”:

A learning disability 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 new and/or complex information
- Learn new skills and;
- To lead independent lives.

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.

**Source: Learning Disability Statistics Scotland** <https://www.sclد.org.uk/what-we-do/population-statistics/>

**The Keys to Life:** <https://keystolife.info/>

**Exclude:** Autism Spectrum Disorder (ASD) which has its own category – see section 2.3k below.

### 2.3d Physical & Sensory Disability

Physical disabilities have many causes in chronic illness, accidents, and impaired function of the nervous system which, in particular physical or social environments, results in long term difficulties in mobility, hand function, personal care, other physical activities, communication, and participation.

**Include:** Visual impairment, hearing impairment, sensory impairment\*, ~~severe epilepsy~~; limb loss; limiting illness\*; severe arthritis; chronic pain\*; diseases of the circulatory system (including heart disease); diseases of the central nervous system (e.g. ~~spina bifida~~ and paraplegia).

Visual impairment: Blindness or partial sightedness (unless problems resolved by spectacles or contact lenses).

Hearing impairment: Profound or partial deafness and other difficulties in hearing (unless problems resolved by a hearing aid).

**Exclude:** Acquired Brain Injury. These client/service users should be recorded under Neurological Condition Groups (2.3j).

Problems arising from infirmity due to age. These client/service users should be recorded in the separate category Elderly/Frail (2.3i).

\*These are examples offered by Local Authorities. Current local practices in the recording of this category are not required to change.

### **2.3e Drugs**

Often referred to as Addiction; Substance Misuse

Drug-related problems: Any person who experiences social, psychological, physical or legal problems related to intoxication and/or regular excessive consumption and/or dependence as a consequence of his/her use of drugs or psychoactive substances.

### **2.3f Alcohol**

Alcohol-related problems: Any person who experiences social, psychological, physical, or legal problems related to intoxication and/or regular excessive consumption and/or dependence as a consequence of his/her use of alcohol.

**Exclude:** Alcohol Related Brain Damage (ARBD). These client/service users should be recorded under Other Vulnerable Groups (2.3l).

### **2.3g Palliative Care**

Often referred to as End of Life Care; Terminal Care.

Palliative care is an approach that improves the quality of life of patients and their families facing the problems associated with life-threatening illness, through the prevention and relief of suffering by means of

early identification and impeccable assessment and treatment of pain and other problems, physical, psychosocial and spiritual.

**Source:** <http://www.who.int/cancer/palliative/definition/en/> for full definition.

### **2.3h Carer**

The client/service user is a carer and received social care services.

Carers provide care and support to family members, other relatives, partners, friends and neighbours of any age affected by physical or mental health issues (often long-term), disability, frailty or substance misuse.

### **2.3i Elderly/Frail**

Often referred to as Older People; Problems arising from infirmity due to age.

Client/service users should be included in this category if they are receiving care/services arising from infirmity due to age.

This category should only be used for client/service users aged 65 and over.

### **2.3j Neurological condition (excluding Dementia)**

Neurological conditions result from damage to the brain, spinal column or nerves caused by illness or injury. These include epilepsy, cerebrovascular diseases including stroke, multiple sclerosis, motor neurone disease, Parkinson's disease, cerebral palsy and acquired brain injury.

### **2.3k Autism**

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.

### 2.3l Other Vulnerable Groups

Client/service users should be included in this client/service user group if they do not fall under any other categories.

**Include:** Alcohol Related Brain Damage (ARBD); Domestic Abuse\*; HIV/AIDS; Homelessness\*; Refugees/Asylum Seekers\*; Social/Emotional Behaviour\*; Trauma\*; Vulnerable Adults\*.

\*These are examples offered by Local Authorities. Current local practices in the recording of this category are not required to change.

### 2.3m Not Recorded

Client/service users should be included in this category if the client/service user group is unknown or has not yet been recorded on the system.

Where a client/service user group is not recorded, it is expected that in future submissions the client/service user group should be known.

If Not Recorded = 1 (description =Yes) then none of the other client/service user groups can also be coded as 1 (description = Yes).

## 2.4 LIVING ALONE

**Definition:** Indicator of whether the client/service user lives alone

**Format:** Integer (1)

### Codes/Values

Code	Description
0	No
1	Yes
9	Not Known

### RECORDING GUIDANCE

This is a mandatory data item.

This should be the status of the client at the end of the reporting period.

**Include:**

- Mainstream Housing
- Sheltered Accommodation
- Supported Accommodation (single tenancy).

**Exclude:**

- Care Home
- Supported Accommodation (shared tenancy).

This data item is to establish if the client/service user lives alone and if this is likely to have a bearing on the care/services required. It is not to establish tenancy/housing.

## 2.5 SUPPORT FROM AN UNPAID CARER

**Definition:** Indicator of whether the client/service user received support from an unpaid carer at any point during the quarter.

**Common Names:** Carer; Informal Carer; Family Carer

**Format:** Integer (1)

**Codes/Values**

Code	Description
0	No
1	Yes
9	Not Known

### RECORDING GUIDANCE

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This is a mandatory data item.

An unpaid carer is a person who provides care and support to another person with care needs and is not a paid worker or volunteer. Volunteers may support the cared-for person and/or the unpaid carer, but they are not the unpaid carer in this context. Some carers care intensively or are life-long carers whilst others care for shorter periods. Anybody can become a carer at any time, sometimes for more than one person. Carers can be any age i.e. young carers and often the unpaid carer is a relative, neighbour or friend.

## 2.6 CLIENT HAS A SOCIAL WORKER

**Definition:** Indicator of whether the client/service user has an assigned Social Worker, Support Worker or Allocated Worker at any point during the quarter.

**Format:** Integer (1)

### Codes/Values

Code	Description
0	No
1	Yes
9	Not Known

### RECORDING GUIDANCE

This is a mandatory data item.

Information should be provided on every client/service user during the reporting period that, following an assessment, was assigned a Social Worker, Support Worker or Allocated Worker provided or funded by your Local Authority.

Include:

- Community Care Social Work
- Mental Health Social Work
- Substance Misuse Social Work
- Children with Disabilities Social Work
- Multi Disciplinary Social Work Team

Exclude:

- Child Protection Social Work
- Looked after Children Social Work
- Adoption & Fostering Social Work
- Residential Child Care Social Work
- Criminal Justice Social Work

## 2.7 HOUSING SUPPORT

REDUNDANT DATA ITEM – NOT REQUIRED FOR PERIODS FROM 1<sup>ST</sup> APRIL 2020

## 2.8 TYPE OF HOUSING

**Definition:** See notes below for definition of types of housing.

**Format:** Integer (1)

### Codes/Values

Code	Description	Example
1	Mainstream	This is a private home (either owned/mortgaged or rented) This includes homes which have small adaptations e.g. handrails
2	Supported	This includes: <b>Special housing:</b> premises that have been adapted to meet the need of people with particular needs, e.g. wheelchair access. <b>Amenity housing:</b> a group of premises with special modifications for particular needs but not supported by a warden. <b>Sheltered housing:</b> self-contained premises linked to a warden who provides specialist support to tenants. <b>Supported accommodation:</b> A home where external support is put in place to help the tenants live as independently as possible.
3	Long Stay Care Home	Short-stay residents should be recorded the most appropriate of the other code options. This includes Registered Adult Care Homes and Registered Child Care Accommodation.
4	Hospital or other medical establishment	To be used for long term patients only. This includes independent hospitals, and NHS Facilities, including Specialist Rehabilitation Units.
5	Homeless	The person is without a permanent home. This includes those within refuges, emergency/temporary accommodation, bed and breakfasts and those sleeping rough.
6	Penal Institutions	An institution which provides confinement as punishment. This may be a prison, a young offenders institution or secure psychiatric facility.
8	Other	Anything not covered in categories 1, 2, 3, 4,5 and 6. This includes independent hospices and mobile accommodation.
9	Not Known	To be used when type of housing is not known

This is a mandatory data item.

This should be the status of the client at the end of the reporting period.

## 2.9 MEALS

**Definition:** An indicator of whether the client/service user received a Meals Service at any point during the quarter.

**Format:** Integer (1)

### Codes/Values

Code	Description
0	No
1	Yes
9	Not Known

This is a mandatory data item.

Include both hot meals such as Meals on Wheels or a frozen meal where the client/service user is provided with frozen meals each week.

## 2.10 DAY CARE

**Definition:** An indicator of whether the client/service user has received a day care service within the reporting period.

**Format:** Integer (1)

### Codes/Values

Code	Description
0	No
1	Yes
9	Not Known



This is a mandatory data item.

Day care involves attendance at a location other than the client/service users own home for personal, social, therapeutic, training or leisure purposes. Day care services can be registered or unregistered services.

## 2.11 LDSS INDICATOR

**Definition:** An indicator of whether the client/service user has a learning disability and/or autism spectrum diagnosis and is known to the Local Authority.

**Format:** Integer (1)

### Codes/Values

Code	Description
0	No
1	Yes

## RECORDING GUIDANCE

This is a mandatory data item.

This item is to record the numbers of people who have a learning disability and/or autism spectrum diagnosis known to local authorities regardless of the services they are currently receiving. 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 that the individual has a learning disability and/or autism spectrum diagnosis, they should be included.

This may include, but is not limited to, someone who:

- Is known to the local authority through their engagement in activities including; Local Area Coordination, college courses, employability services and advocacy services.
- Has received guidance, support or advice from social work or learning disability services during the reporting period.
- Has been assessed but not deemed eligible for a service.

Definitions of learning disability and autism spectrum diagnosis are:

### Learning Disability

Learning disability is defined as follows within the Scottish Government's learning disability strategy "The Key to Life":

A learning disability 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 new and/or complex information
- Learn new skills and;
- To lead independent lives.

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.

**Source: Learning Disability Statistics Scotland** <https://www.sclد.org.uk/what-we-do/population-statistics/>

**The Keys to Life:** <https://keystolife.info/>

**Exclude:** Autism Spectrum Disorder (ASD) which has its own category – see section 2.3k below.

## **Autism**

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.

## SECTION 3: SELF DIRECTED SUPPORT (SDS)

Information must be returned on every person who has had an **assessment** or review of their needs and who has chosen to receive support through one of the **Self-Directed Support** options. Clients should be reported if they received support **at any time during the financial year**.

All mandatory data items are required for the file to be processed and linked. Multiple records may be submitted if there are more than one start and/or end date within the financial period.

SDS funds are based on budget NOT spend

### 3.1 FINANCIAL YEAR

**Definition:** The financial year that the cost relates to. Financial year runs April to March.

**Format:** Integer (4)

#### RECORDING GUIDANCE

---

This is a mandatory data item.

Earliest year component of the financial year should be submitted e.g. 2017 should be submitted for the financial year 2017/2018.

### 3.2 FINANCIAL QUARTER

**Definition:** The financial quarter that the cost relates to.

**Format:** Integer (1)

#### Codes/Values

Code	Description
1	Quarter 1: April-June inclusive
2	Quarter 2: July-September inclusive
3	Quarter 3: October-December inclusive
4	Quarter 4: January-March inclusive

#### RECORDING GUIDANCE

---

This is a mandatory data item.

### 3.3 SELF DIRECTED SUPPORT OPTION(S)

As of 1<sup>st</sup> April 2014, the Self-Directed Support legislation means that all social care clients should be given a choice as to how they wish to receive their support. If a client has both: a) made such a choice as part of the assessment process and b) received support resulting from this choice during any part of the reporting period, then they should be included in this section.

**Format:** Integer (1)

#### Codes/Values

Code	Description
0	No
1	Yes

#### RECORDING GUIDANCE

This is a mandatory data item.

Information must be returned on every client/service user who has had an assessment or review of their needs and who has chosen to receive support through one of the Self Directed Support options. Client/service users can receive one or more self directed support option(s) and should be reported if they received support at any time during the reporting period.

#### Multiple SDS options may be reported in a single record.

The options are as follows:

- 3.3a Option 1 - Direct Payment
- 3.3b Option 2 - The Person Directs the Available Support
- 3.3c Option 3 - The Local Authority Arranges the Support

If the client/service user has received support record code value1 - Yes for each SDS Option that applies.

Option 4: ISD will derive this category to record clients who choose two or more SDS options

#### SDS CATEGORIES:

##### 3.3a Option 1 - Direct Payment

The client/service user received a sum of money into a bank account or on to a pre-paid debit card or by other means. A direct payment means that the client/service user can purchase and commission services as a private individual.

### 3.3b Option 2 - The Person Directs the Available Support

The client/service user has been assessed as requiring a sum of money in order to meet agreed outcomes and 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 client/service users direction. An example of this mode of support would be an Individual Service Fund.

### 3.3c Option 3 - The Local Authority Arranges the Support

This option applies when:

- The client/service user has been assessed as requiring a sum of money to meet agreed outcomes; and
- The client/service user has been explained all the options available to them with regard to SDS; and
  - The client/service user has chosen that the Local Authority decide and arrange these services;
  - or
  - The client/service user has not made a choice towards one of the other SDS options.

The SDS legislation specifies that a client/service user is deemed to have chosen SDS3 in cases where they do not make any other defined SDS options choice.

## 3.4 SDS START DATE

**Definition:** The date on which the client/service user started to receive SDS or the date where a service significantly changed following a review.

**Format:** Date – DDMMCCYY (8)

#### RECORDING GUIDANCE

---

This is a mandatory data item.

## 3.5 SDS END DATE

**Definition:** The date on which the client/service user stopped receiving SDS.

**Format:** Date – DDMMCCYY (8)

#### RECORDING GUIDANCE

---

This is a mandatory data item where applicable

If a client/service user is receiving support through one of the Self-Directed Support options at the end of the reporting period the end date should be left blank to indicate that the record is still open at that point in time.

### 3.6 SDS CONTRIBUTION

**Definition:** The Financial contributor of the total Care Package value.

**Format:** Integer (1)

#### Codes/Values

Code	Description
0	No
1	Yes

The options are as follows:

- 3.6a Social Work
- 3.6b Housing
- 3.6c Independent Living
- 3.6d Health
- 3.6e Client
- 3.6f Other
- 3.6g Not Known

#### RECORDING GUIDANCE

---

This is a mandatory data item.

For each client/service user record code 1 - Yes if the client/service user received a contribution from this source and record code 0 - No if they don't

Each client/service user **must have** at least one Contributor to their total care package recorded.

Multiple SDS contributors may be recorded.

### 3.7 SDS NEEDS

**Definition:** The type of assessed support needs provided through SDS

**Format:** Integer (1)

#### Codes/Values

Code	Description
0	No

1	Yes
---	-----

The options are as follows:

- 3.7a Personal Care
- 3.7b Health Care
- 3.7c Domestic Care
- 3.7d Housing Support
- 3.7e Social, Educational, Recreational
- 3.7f Equipment and Temporary Adaptations
- 3.7g Respite
- 3.7h Meals
- 3.7i Other
- 3.7j Not Known

#### RECORDING GUIDANCE

---

This is a mandatory data item.

For each of the categories above record code value 1 – yes if the client/service has had this type of need identified and record value 0 - No if they didn't have this type of need identified.

This should be the type of support identified in the client's personal plan.

Each client/service user **must have** at least one SDS Need identified for each SDS Care Package.

Multiple SDS Needs may be recorded.

### 3.8 SDS SUPPORT

**Definition:** The type of support mechanism provided through SDS

**Format:** Integer (1)

#### Codes/Values

Code	Description
0	No
1	Yes

The options are as follows:

- 3.8a Personal Assistance Contract

- 3.8b Local Authority
- 3.8c Private Sector
- 3.8d Voluntary Sector
- 3.8e Other
- 3.8f Not Known

#### RECORDING GUIDANCE

---

This is a mandatory data item.

For each of the categories above record value 1 if the client/service received support through this mechanism and record value 0 if they haven't had this type of need identified.

At least one support option code must be submitted for each SDS Care Package.

Multiple SDS support options may be recorded.

#### NET VALUE SDS

The overall budget of Health and Social care is based on Net costs therefore the Source social care data collection collects information on Net cost to be comparable with health costs. This allows analysis to show where the money is being spent across Health and Social care services and link patterns of expenditure to outcomes. Collecting Net SDS costs tells us how much the Local Authority alone is contributing to the Self Directed Support budget.

### 3.9 NET VALUE SDS 1

**Definition:** The net value of the agreed budget allocated within the reporting quarterly period

**Format:** Numeric (10)

#### RECORDING GUIDANCE

---

This is a conditional data item and **should be present** if Option 1 – Direct Payment has been recorded as 1 - Yes in data item 3.3 Self Directed Support Options

All monetary values should be submitted as pounds.pence (£.pp) and can be to two decimal places e.g. fifty thousand pounds and fifty pence should be submitted as 50000.50 not £50,000.50. The £ sign and commas should **not** be submitted.



### 3.10 NET VALUE SDS 2

**Definition:** The net value of the agreed budget allocated within the reporting quarterly period

**Format:** Numeric (10)

#### RECORDING GUIDANCE

---

This is a conditional data item and **should be present** if Option 2 – The client/service user Directs the Available Support has been recorded as 1 - Yes in data item 3.3 Self Directed Support Options

All monetary values should be submitted as pounds.pence (£.pp) and can be to two decimal places e.g. fifty thousand pounds and fifty pence should be submitted as 50000.50 not £50,000.50. The £ sign and commas should **not** be submitted.

If cost cannot be provided please leave blank.

### 3.11 NET VALUE SDS 3

**Definition:** The net value of the agreed budget allocated within the reporting quarterly period

**Format:** Numeric (10)

#### RECORDING GUIDANCE

---

This is a conditional data item and **should be present** if Option 3 – The Local Authority Arranges the Support has been recorded as 1 - Yes in data item 3.3 Self Directed Support Options.

All monetary values should be submitted as pounds.pence (£.pp) and can be to two decimal places e.g. fifty thousand pounds and fifty pence should be submitted as 50000.50 not £50,000.50. The £ sign and commas should **not** be submitted.

If cost cannot be provided please leave blank.

### 3.12 NET VALUE TOTAL

**Definition:** The total net value the client/service user has received across all SDS options from the Local Authority within the financial quarter.

**Format:** Numeric (10)

#### RECORDING GUIDANCE

---

This is a mandatory data item.

All monetary values should be submitted as pounds.pence (£.pp) and can be to two decimal places e.g. fifty thousand pounds and fifty pence should be submitted as 50000.50 not £50,000.50. The £ sign and commas should **not** be submitted.

### GROSS VALUE SDS

The gross value includes any financial contributions made by the client/service user and/or other agencies (Health Boards and other Local Authorities etc) as well as the contribution made by the reporting Local Authority.

The “Contributor” question within the SDS section allows Local Authorities to indicate which organisations/people have contributed to the total care package value.

The gross value of the agreed budget represents the financial value associated with the support that the client was assessed as needing at one point in time. It is not necessarily the amount of support received, nor the amount used by the client.

#### 3.13 GROSS VALUE SDS 1

**Definition:** The gross value of the agreed budget allocated within the reporting quarterly period

**Format:** Numeric (10)

##### RECORDING GUIDANCE

This is a conditional data item and **should be present** if Option 1 – Direct Payment has been recorded as 1 - Yes in data item 3.3 Self Directed Support Options.

All monetary values should be submitted as pounds.pence (£.pp) and can be to two decimal places e.g. fifty thousand pounds and fifty pence should be submitted as 50000.50 not £50,000.50. The £ sign and commas should **not** be submitted.

#### 3.14 GROSS VALUE SDS 2

**Definition:** The gross value of the agreed budget allocated within the reporting quarterly period

**Format:** Numeric (10)

##### RECORDING GUIDANCE

This is a conditional data item and should **be present** if Option 2 – The client/service user Directs the Available Support has been recorded as 1 - Yes in data item 3.3 Self Directed Support Options.

All monetary values should be submitted as pounds.pence (£.pp) and can be to two decimal places e.g. fifty thousand pounds and fifty pence should be submitted as 50000.50 not £50,000.50. The £ sign and commas should **not** be submitted.

If cost cannot be provided please leave blank

### 3.15 GROSS VALUE SDS 3

**Definition:** The gross value of the agreed budget allocated within the reporting quarterly period

**Format:** Numeric (10)

#### RECORDING GUIDANCE

---

This is a conditional data item and should **be** present if Option 3 – The Local Authority Arranges the Support has been recorded as 1 -Yes in data item 3.3 Self Directed Support Options.

All monetary values should be submitted as pounds.pence (£.pp) and can be to two decimal places e.g. fifty thousand pounds and fifty pence should be submitted as 50000.50 not £50,000.50. The £ sign and commas should **not** be submitted.

If cost cannot be provided please leave blank

### 3.16 GROSS VALUE TOTAL

**Definition:** The total gross value the client/service user has received across all SDS options from the Local Authority within the financial quarter.

**Format:** Numeric (10)

#### RECORDING GUIDANCE

---

This is a mandatory data item.

All monetary values should be submitted as pounds.pence (£.pp) and can be to two decimal places e.g. fifty thousand pounds and fifty pence should be submitted as 50000.50 not £50,000.50. The £ sign and commas should **not** be submitted.

## SECTION 4: HOME CARE/REABLEMENT

Home Care services are defined as:

- Practical services which assist the client/service user to function as independently as possible and/or continue to live in their own home.
- Routine household tasks within or outside the home (basic housework, shopping, laundry, paying bills).
- Personal care of the client/service user as defined in [Schedule 1 of the Community Care & Health Act 2002](#).
- Respite care in support of the client/service users regular carers e.g. Crossroads Care Attendance Schemes funded by the Local Authority.
- Reablement services.
- Home Care provided to client/service user living in sheltered housing or supported accommodation.

Multiple records for a client/service user may exist. Where a home care service is delivered by multiple providers, information relating to each provider should be recorded.

All active records for a client/service user within the quarterly reporting period should be submitted.

The partnership **funding** the service is responsible for submitting Homecare/Reablement data.

### 4.1 FINANCIAL YEAR

**Definition:** The financial year that the records relate to. Financial year runs April to March.

**Format:** Integer (4)

#### RECORDING GUIDANCE

---

This is a mandatory data item.

Earliest year component of the financial year should be submitted e.g. 2017 should be submitted for the financial year 2017/2018.

## 4.2 FINANCIAL QUARTER

**Definition:** The financial quarter that the records relate to.

**Format:** Integer (1)

### Codes/Values

Code	Description
1	Quarter 1: April-June inclusive
2	Quarter 2: July-September inclusive
3	Quarter 3: October-December inclusive
4	Quarter 4: January-March inclusive

### RECORDING GUIDANCE

This is a mandatory data item.

## 4.3 HOME CARE SERVICE PROVIDER

**Definition:** The organisation type that provides the home care service to the client/service user.

**Format:** Integer (1)

### Codes/Values

Code	Description	Example
1	Local Authority/Health & Social Care Partnership/NHS Board	If the home care service is provided, arranged and funded by the same Local Authority/Health & Social Care Partnership.
2	Private	If the home care service is provided by a private/independent organisation operated on a profit making basis.
3	Other Local Authority	If the home care service is provided by a different Local Authority to the one that has funded the service. The Local Authority that has funded the service is responsible for returning the data as part of their submission.
4	Third Sector	If the home care service is provided by a not for profit/non-profit organisation, including charities and voluntary organisations
5	Other	

This is a mandatory data item.

Multiple types of home care services may exist for a client/service user and multiple providers can be responsible for the same home care service. This may result in multiple records for a client/service user.

#### 4.4 HOME CARE SERVICE

**Definition:** Services or tasks provided as part of the client/service user’s care plan.

This is the type of home care that the client/service user has been assessed as requiring.

**Common Names:** Tasks; Activities; Service Group; Parent Services; Sub Service; Care Category; Service Element.

**Format:** Integer (1)

#### Codes/Values

Code	Description
1	Non-Personal Care
2	Personal Care
0	Not Recorded

#### RECORDING GUIDANCE:

This is a mandatory data item.

Multiple types of home care services may exist for a client/service user and multiple providers can be responsible for the same home care service. This may result in multiple records for a client/service user.

If non-personal care, domestic or housing support tasks are provided to the client/service user, then Code 1- Non-Personal Care should be recorded. This includes:

- Practical services which assist the client/service user to function as independently as possible and/or continue to live in their own homes
- Routine household tasks within or outside the home (basic housework, shopping, laundry, paying bills).
- If a meal is delivered and no preparation or assistance with feeding is required, then this should be classed as non-personal care

If personal care is provided to the client/service user, then Code 2 - Personal Care should be recorded. Personal care of the client/service user is defined in Schedule 1 of the Community Care & Health Act 2002 as:

- Personal hygiene – bathing, showering, hair washing, shaving, oral hygiene, nail care
- Continence management – toileting, catheter/stoma care, skin care, incontinence laundry, bed changing
- Food and diet – assistance with the preparation of food, assistance with feeding and assistance with the fulfilment of special dietary needs.
- Problems with immobility – dealing with the consequences of being immobile or substantially immobile
- Counselling and support – behaviour management, psychological support, reminding devices
- Simple treatments – assistance with medication (including eye drops), application of creams and lotions, simple dressings, oxygen therapy
- Personal assistance – assistance with dressing, surgical appliances, prostheses, mechanical & manual aids. Assistance to get up and go to bed. Transfers including the use of a hoist.

#### 4.5 HOME CARE SERVICE START DATE

**Definition:** The date that a significant change was made to the home care service, or if new to service, the date that the home care service was put in place.

**Format:** Date - DDMMCCYY (8)

#### RECORDING GUIDANCE

---

This is a mandatory data item.

As multiple types of home care services may exist for a client/service user and multiple providers can be responsible for the same home care service a start date should be recorded for each.

A home care service start date should be recorded when the client/service user starts receiving a home care service from a provider or there is a significant change to an existing service.

Breaks or pauses in a home care service within the quarterly reporting period (short breaks of 7 days or less including hospitalisation etc.) should not be recorded.

## 4.6 HOME CARE SERVICE END DATE

**Definition:** The date that the home care service ended or was significantly changed in line with the care plan.

**Format:** Date - DDMMCCYY (8)

### RECORDING GUIDANCE

---

This is a mandatory data item where applicable.

If a client/service user is receiving a home care service which is on-going at the end of the quarterly reporting period the home care end date should be left blank.

As multiple types of home care services may exist for a client/service user and multiple providers can be responsible for the same home care service an end date, where applicable, should be recorded for each.

A home care service end date should be recorded when the client/service user stops receiving a home care service from a provider or there is a significant change to an existing service.

Breaks or pauses in a home care service within the quarterly reporting period (short breaks, hospitalisation etc) should not be recorded.

## HOME CARE HOURS

Please note: Home care hours planned and home care hours actual should be recorded where available. We understand that some partnerships are not able to submit both but where possible please record both. Validation is in place to ensure at least planned and/or actual hours have been recorded.

## 4.7 HOME CARE HOURS PLANNED

**Definition:** Total number of planned home care service hours.

**Format:** Numeric (6)

### RECORDING GUIDANCE

---

This is a mandatory data item.

Home care hours planned should be recorded where available. We understand that some partnerships are not able to submit both planned and actual hours but where possible please record both. Validation is in place to ensure at least planned and/or actual hours have been recorded.

The total number of planned hours for a client within the quarterly reporting period for each home care service should be recorded.

The total should **include:**



- Weekend hours
- Overnight hours
- Reablement hours
- Respite hours

Where a client requires more than one member of staff to provide their home care services in a single visit then only the hours that the client receives should be included. For example, if two staff provide home care services to a client for 1 hour in a single visit this should be recorded as one hour of home care (rather than two hours).

## 4.8 HOME CARE HOURS ACTUAL

**Definition:** Total number of actual home care service hours.

**Format:** Numeric (6)

### RECORDING GUIDANCE

---

This is a mandatory data item.

Home care hours actual should be recorded where available. We understand that some partnerships are not able to submit both planned and actual hours but where possible please record both. Validation is in place to ensure at least planned and/or actual hours have been recorded.

The total number of actual hours for a client within the quarterly reporting period for each home care service should be recorded.

The total should **include:**

- Weekend hours
- Overnight hours
- Reablement hours
- Respite hours

Where a client requires more than one member of staff to provide their home care services in a single visit then only the hours that the client receives should be included. For example, if two staff provide home care services to a client for 1 hour in a single visit this should be recorded as one hour of home care (rather than two hours).

## 4.9 TOTAL STAFF HOURS

**Definition:** Total number of staff hours provided

**Format:** Numeric (6)

### RECORDING GUIDANCE

---

This is a mandatory data item.

These hours should be based on the number of staff who provided a service. For example, if two staff provided service for 1 hour, 2 hours should be recorded.

## 4.10 HOME CARE SERVICE PROVISION BUDGET

**Definition:** Primary budget code that the service has been funded by.

**Common Names:** Service Funding Source

**Format:** Integer (1)

### Codes/Values

Code	Description
1	Children and Families
2	Older Persons
3	Clients with Physical or Sensory Disabilities
4	Clients with Learning Disabilities
5	Clients with Mental Health Needs
6	Clients with Other Needs

### RECORDING GUIDANCE

---

This is an optional data item.

Multiple types of home care services may exist for a client/service user and multiple providers can be responsible for the same home care service. A service provision budget code should be submitted for each.

The codes reflect the categories of expenditure listed in Local Finance Return (LFR03). The code provided should be the budget area of the Local Authority that would be providing the funding for this activity.

## 4.11 REABLEMENT

**Definition:** An indicator of whether the client/service user has received a reablement package within the reporting period

**Format:** Integer (1)

**Codes/Values:**

Code	Description
0	No
1	Yes
9	Not Known

### RECORDING GUIDANCE

This is an optional data item.

Please record Code 1 - Yes for each client/service user where a reablement package has either stopped or has been completed within the reporting period.

Reablement is a period of fixed focused care that is different from mainstream home care. It is an agreed intensive input with the aim of the client/service users return of independence, for example, regaining daily living skills after an illness, accident or hospitalisation. It is not long term support but usually around 6 weeks but can be shorter or longer depending on need.

## 4.12 REABLEMENT SERVICE PROVISION BUDGET

**Definition:** Primary budget code that the service has been funded by.

**Common Names:** Service Funding Source

**Format:** Integer (1)

**Codes/Values**

Code	Description
1	Children and Families
2	Older Persons
3	Clients with Physical or Sensory Disabilities
4	Clients with Learning Disabilities

5	Clients with Mental Health Needs
6	Clients with Other Needs

#### RECORDING GUIDANCE

---

This is an optional data item.

Multiple types of reablement may exist for a client/service user within a reporting period. A service provision budget code should be submitted for each.

The codes reflect the categories of expenditure listed in Local Finance Return (LFR03). The code provided should be the budget area of the Local Authority that would be providing the funding for this activity.

## SECTION 5: COMMUNITY ALARMS & TELECARE

Information should be returned on every client/service user who received a community alarm and/or telecare service during the reporting period: it should not be property based.

### RECORDING GUIDANCE:

---

Where there is more than one person living within a house who has been identified as eligible for and requiring a community alarm/telecare service, individual information for each client/service should be provided.

Closed services and services for deceased service users should be included for each reporting period where a service was provided. For example, if a service for a client stopped part of the way through a quarter their information should be provided for that quarter with the appropriate start and end dates.

All active records for a client/service user within the reporting period should be submitted.

Client/service users may have multiple installations of community alarms and telecare. Each installation should be recorded and have an associated installation start date.

People living within properties which have had alarms installed historically but which are no longer used to meet care and support needs should not be included.

Information should be provided on community alarms/telecare services purchased by the Local Authority from another provider e.g. Housing Association. This includes people living within amenity/sheltered/very sheltered/extra care housing where a community alarm (including a sheltered housing alarm) or telecare is included as part of the purchased or provided service.

Some telecare technologies may be installed in a person's home for a short period of time only to assist an assessment of need. This should be counted for the purpose of the return if the installation is in place.

Items such as Florence or BPMs are not to be included in this section as these are considered as home and mobile health monitoring types of telehealth.

### 5.1 FINANCIAL YEAR

**Definition:** The financial year that the records relate to. Financial year runs April to March.

**Format:** Integer (4)

### RECORDING GUIDANCE

---

This is a mandatory data item.

Earliest year component of the financial year should be submitted e.g. 2017 should be submitted for the financial year 2017/2018.

## 5.2 FINANCIAL QUARTER

**Definition:** The financial quarter that the records relate to.

**Format:** Integer (1)

### Codes/Values

Code	Description
1	Quarter 1: April-June inclusive
2	Quarter 2: July-September inclusive
3	Quarter 3: October-December inclusive
4	Quarter 4: January-March inclusive

#### RECORDING GUIDANCE

---

This is a mandatory data item.

## 5.3 SERVICE START DATE

**Definition:** The date that the service started.

**Format:** Date - DDMMCCYY (8)

#### RECORDING GUIDANCE

---

This is a mandatory data item.

Multiple installation dates may exist within a reporting period and these should be submitted as separate rows of data.

## 5.4 SERVICE END DATE

**Definition:** The date that the service ended.

**Format:** Date - DDMMCCYY (8)

#### RECORDING GUIDANCE

---

This is a mandatory data item where applicable.

Multiple installation dates may exist within a reporting period and these should be submitted as separate rows of data.

If a client/service user is receiving a community alarm and/or telecare service which is on-going at the end of the quarterly reporting period the end date should be left blank.

## 5.5 SERVICE TYPE

**Definition:** The type of device, equipment or adaptation installed.

**Format:** Integer (1)

### Codes/Values

Code	Description
1	Community Alarms
2	Telecare

### RECORDING GUIDANCE

---

This is a mandatory data item.

Client/service users may have multiple installations of community alarms and telecare. Each installation should be recorded and have an associated installation start date.

Telecare is the remote or enhanced delivery of care services to people in their own home by means of telecommunications and computerised services. Telecare usually refers to sensors or alerts which provide continuous, automatic and remote monitoring of care needs emergencies and lifestyle using information and communication technology (ICT) to trigger human responses or shut down equipment to prevent hazards (Source: National Telecare Development Programme, Scottish Government).

If the client/service user is in receipt of a technology package which consists of a communication hub (either individual or part of a communal system), plus a button/pull cords/pendant which transfers an alert/alarm/data to a monitoring centre or individual responder then Code 1 – Community Alarms should be recorded.

If the client/service user is in receipt of a technology package which goes over and above the basic community alarm package identified above then Code 2 – Telecare should be recorded. A technology package can include any other sensors or monitoring equipment, for example:

- Linked pill dispensers
- Linked smoke detectors
- Linked key safes

- Bogus caller buttons and door entry systems
- Property exit sensors, extreme temperature, flood, falls, movement detectors.

Stand alone devices, pieces of equipment or assistive technology should not be considered 'telecare' for the purpose of this return i.e. they should be capable of alerting/providing information to a monitoring centre or individual responder and should generally be 'linked' to the home hub or communal alarm system.

If a person is in receipt of an enhanced telecare package which includes a community alarm, then data should be returned for both variables ('community alarm' and 'other telecare').

## 5.6 SERVICE PROVISION BUDGET

**Definition:** Primary budget code that the service has been funded by.

**Common Names:** Service Funding Source

**Format:** Integer (1)

### Codes/Values

Code	Description
1	Children and Families
2	Older Persons
3	Clients with Physical or Sensory Disabilities
4	Clients with Learning Disabilities
5	Clients with Mental Health Needs
6	Clients with Other Needs
7	Client Pays For

### RECORDING GUIDANCE

This is an optional data item.

Multiple installations of community alarms and telecare may exist for a client/service user. A service provision budget code should be submitted for each installation.



The codes reflect the categories of expenditure listed in Local Finance Returns (LFR03). The code provided should be the budget area of the Local Authority that would be providing the funding for this activity.

## SECTION 6: CARE HOMES

The Care Homes file should be submitted for client/service users who have resided within a care home during the quarterly reporting period. All active records for a client/service user within the quarterly reporting period should be submitted.

Multiple episodes of care home admissions may exist for a client/service user.

Data should be submitted for clients that a partnership funds fully or partially in the partnership area and those that the partnership fund who are resident in a care home in another area.

This section **includes**:

- Respite – respite records should only be submitted if it is within a registered care home, even if it's only purpose as a care home is to provide respite care.
- Self Funders – Records for clients who self fund should ONLY be included if Free Personal Care/Nursing Care is being supplied.

This section **excludes**:

- Continuing care in a hospital bed
- Placements funded by an NHS Board
- Placements fully funded by the client/service user.

### 6.1 FINANCIAL YEAR

**Definition:** The financial year that the records relate to. Financial year runs April to March.

**Format:** Integer (4)

#### RECORDING GUIDANCE

---

This is a mandatory data item.

Earliest year component of the financial year should be submitted e.g. 2017 should be submitted for the financial year 2017/2018.

### 6.2 FINANCIAL QUARTER

**Definition:** The financial quarter that the records relate to.

**Format:** Integer (1)

**Codes/Values**

Code	Description
1	Quarter 1: April-June inclusive
2	Quarter 2: July-September inclusive
3	Quarter 3: October-December inclusive
4	Quarter 4: January-March inclusive

#### RECORDING GUIDANCE

---

This is a mandatory data item.

### 6.3 CARE HOME NAME

**Definition:** Name of the care home at which the client/service user resides.

**Format:** Alpha (50)

#### RECORDING GUIDANCE

---

This is a mandatory data item.

The name by which the care home is known should be recorded.

### 6.4 CARE HOME POSTCODE

**Definition:** The postcode of the care home at which the client/service user resides.

**Common Names:** Care Home Postal Code

**Format:** Alpha Numeric (8)

#### RECORDING GUIDANCE

---

This is a mandatory data item.

For all permanent care home residents, the postcode of the care home should be recorded.

For temporary care home residents, the postcode of their main place of residence should be recorded.

Partial postcodes will not be accepted. Full postcodes do not require a space between each component part e.g. EH33XXX.

The postcode recorded **MUST** be the postcode of the care home and not the postcode of the organisation that runs the care home.

## 6.5 CARE HOME PROVIDER

**Definition:** The service provider of the care home.

**Format:** Integer (1)

### Codes/Values

Code	Description	Example
1	Local Authority/Health & Social Care Partnership/NHS Board	If the home care service is provided, arranged and funded by the same Local Authority/Health & Social Care Partnership.
2	Private	If the home care service is provided by a private/independent organisation operated on a profit making basis.
3	Other Local Authority	If the home care service is provided by a different Local Authority to the one that has funded the service. The Local Authority that has funded the service is responsible for returning the data as part of their submission.
4	Third Sector	If the home care service is provided by a not for profit/non-profit organisation, including charities and voluntary organisations
5	Other	

### RECORDING GUIDANCE

---

This is a mandatory data item.

## 6.6 CARE HOME ADMISSION DATE

**Definition:** Date the client/service user was admitted to a care home.

**Format:** Date - DDMMCCYY (8)

### RECORDING GUIDANCE

---

This is a mandatory data item.

This should be the date on which the client/service user was admitted to the care home.

## 6.7 CARE HOME DISCHARGE DATE

**Definition:** Date the client/service user was discharged from a care home.

**Format:** Date - DDMMCCYY (8)

### RECORDING GUIDANCE

This is a mandatory data item where applicable

If a care home admission is on-going at the end of the quarterly reporting period the care home discharge date should be left blank.

If a permanent care home client/service user has been temporarily admitted to hospital and the care home placement is still being funded then the care home discharge date should be left blank.

Reasons when a care home discharge date should be recorded **include:**

- Upon death of a client/service user
- Where a client/service user is transferred to another care home
- If a temporary or respite care home client/service user is admitted to hospital
- If a client/service user is discharged to other accommodation, including their home
- If a resident goes into hospital and their care home placement is no longer funded by the Local Authority/Health & Social Care Partnership
- When a client/service user's reason for admission changes e.g. temporary to permanent care home placement
- A care home discharge date is **not** required when the owner or name of the care home changes

## 6.8 TYPE OF ADMISSION

**Definition:** The primary reason for the client/service user's admission to a care home.

**Common Names:** Residency Type

**Format:** Integer (2)

### Codes/Values

Code	Description	Example
1	Respite	If the prime reason for the clients placement is to provide respite or holiday relief for their carer
2	Intermediate Care	Care that is provided to an individual to facilitate the transition from illness to recovery.

3	Long Term Care	to help meet both the medical and non-medical needs of clients who cannot care for themselves for long periods.
---	----------------	---

#### RECORDING GUIDANCE

This is a mandatory data item.

### 6.9 NURSING CARE PROVISION

**Definition:** The client/service user requires nursing care.

**Format:** Integer (1)

#### Codes/Values

Code	Description
0	No
1	Yes

#### RECORDING GUIDANCE

This is a mandatory data item.

### 6.10 FUNDING TYPE

**Definition:** The funding type received by client/service users who self fund their care home placement.

**Format:** Integer (1)

#### Codes/Values

Code	Description
1	Free Nursing Care
2	Free Personal Care
3	Free Nursing & Personal Care

#### RECORDING GUIDANCE

This is an optional data item.

This data item should only be completed for client/service users where the only financial contribution made by the Local Authority/Health & Social Care Partnership is Free Personal Care and/or Free Nursing Care.

## 6.11 LOCAL AUTHORITY CONTRIBUTION

**Definition:** The average weekly amount contributed to the care home by the Local Authority/Health & Social Care Partnership.

**Format:** Numeric (10)

### RECORDING GUIDANCE

---

This is an optional data item.

The average weekly amount contributed throughout the quarterly reporting period should be submitted.

This amount should include any contributions for Free Personal Care and/or Free Nursing Care.

All monetary values should be submitted as £.pp e.g. fifty thousand pounds and fifty pence should be submitted as 50000.50. Monetary values can be to two decimal places. The £ sign and commas should **not** be submitted.

## 6.12 SERVICE PROVISION BUDGET

**Definition:** Primary budget code that the service has been funded by.

**Common Names:** Service Funding Source

**Format:** Integer (1)

### Codes/Values

Code	Description
1	Children and Families
2	Older Persons
3	Clients with Physical or Sensory Disabilities
4	Clients with Learning Disabilities
5	Clients with Mental Health Needs
6	Clients with Other Needs

This is an optional data item.

Multiple care home admissions may exist for a client/service user. A service provision budget code should be submitted for each admission.

The codes reflect the categories of expenditure listed in Local Finance Returns (LFR03). The code provided should be the budget area of the Local Authority that would be providing the funding for this activity.



## SECTION 7: IORN

The Indicator of Relative Need (IoRN) is an information toolkit which uses specific characteristics about the client/service user following an assessment or review. The IoRN group and the information used to determine the group provides a concise description of the person at a point in time. The validated questionnaire and toolkit used by IoRN covers Activities of Daily Living (ADL), personal care and food preparation and mental wellbeing.

**This section is optional and only needs to be submitted where applicable.**

### 7.1 FINANCIAL YEAR

**Definition:** The financial year that the records relate to. Financial year runs April to March.

**Format:** Integer (4)

#### RECORDING GUIDANCE

---

This is a mandatory data item and must be recorded if IoRN data is being submitted.

Earliest year component of the financial year should be submitted e.g. 2017 should be submitted for the financial year 2017/2018.

### 7.2 FINANCIAL QUARTER

**Definition:** The financial quarter that the records relate to.

**Format:** Integer (1)

#### Codes/Values

Code	Description
1	Quarter 1: April-June inclusive
2	Quarter 2: July-September inclusive
3	Quarter 3: October-December inclusive
4	Quarter 4: January-March inclusive

#### RECORDING GUIDANCE

---

This is a mandatory data item and must be recorded if IoRN data is being submitted.

## 7.3 IORN GROUP

**Definition:** The Indicator of Relative Need (IoRN) group assigned to the client/service user.

**Common Names:** IoRN Category

**Format:** Alpha Numeric (3)<sup>1</sup>

### Codes/Values

**Note:** Any of the codes shown below may also be followed by the suffix 'm' e.g. A3m, B2m, Dm, Fm. This means that an assessor has identified a raised score in the IoRN questions that relate to Mental Well-being or Risk. More detail on this is available from documentation on the IoRN2 Algorithm. See link below in Recording Guidance.

Code	Description
A	Low ADL Low personal care and food/drink preparation
A1	Independent in ADL and personal care indoors, without use of equipment or adaptations
A2	Largely independent in ADL and personal care indoors ,possibly using equipment or adaptations
A3	Mainly independent in ADL and personal care indoors, but with some difficulty, possibly using equipment or adaptations
B	Low ADL Medium personal care and food/drink preparation
B1	Largely independent with ADL, possibly using equipment or adaptations. May require assistance from others. May have some difficulty with personal care or food/drink preparation.
B2	Largely independent with ADL, possibly using equipment or adaptations. They would require assistance from others. May have some difficulty with personal care or food/drink preparation.
B3	Largely independent with ADL, possibly using equipment or adaptations. Would require assistance from others. Would have some difficulty with personal care or food/drink preparation.
C	Medium ADL No/Low mental wellbeing score
D	Low ADL High personal care and food/drink preparation
E	Medium ADL Medium mental wellbeing score

<sup>1</sup> This format has been set to incorporate future changes to the IoRN score.

Code	Description
F	High ADL Low bowel management and no/low mental wellbeing score
G	Medium ADL High mental wellbeing score
H	High ADL Low bowel management and high mental wellbeing score
I	High ADL High bowel management

#### RECORDING GUIDANCE

---

This is an optional data item.

Documentation on the IoRN tool is available from <http://www.isdscotland.org/Health-Topics/Health-and-Social-Community-Care/Dependency-Relative-Needs/In-the-Community/>

The IoRN assessment should be conducted by the client/service users assigned Social or Health Care Professional.

Multiple rows of data may be submitted to allow the recording of multiple IoRN groups in a quarterly reporting period. Each IoRN group **must** have a corresponding date of IoRN group (see 7.4). When used at the start and end of reablement (or an equivalent service) the multiple recording of the IoRN Group for a client/service user provides a way of showing the outcome of care in terms of the client/service users functional needs. For example when the client/service user begins their care they may be in Group B3 and at the end in Group A2, showing improvement in functional need.

Only records for those clients/service users where the IoRN score has been recorded within quarterly reporting period should be submitted.

#### 7.4 DATE OF IORN GROUP

**Definition:** The date of most recently assessed IoRN group.

**Format:** Date – DDMMCCYY (8)

#### RECORDING GUIDANCE

---

This is an optional data item.

Only records for those client/service users where the IoRN group has been recorded within quarterly reporting period should be submitted.

Multiple IoRN group dates may be recorded as noted above in 7.3.

## SECTION 8: LEARNING DISABILITY STATISTICS SCOTLAND (LDSS)

Information must be returned on all people who have a Learning Disability and/or autism spectrum disorder diagnosis and are known to the local authority, regardless of the services they receive.

People in an out of area placement should be included in the return for the local authority that is funding them.

Information should be returned for a person if they have received support **at any time during the financial year**.

All mandatory data items are required for the file to be processed and linked.

### 8.1 FINANCIAL YEAR

**Definition:** The financial year that the records relate to. Financial year runs April to March.

**Format:** Integer (4)

#### RECORDING GUIDANCE

---

This is a mandatory data item and must be recorded if LDSS data is being submitted.

Earliest year component of the financial year should be submitted e.g. 2018 should be submitted for the financial year 2018/2019.

### 8.2 FINANCIAL QUARTER

**Definition:** The financial quarter that the records relate to.

**Format:** Integer (1)

#### Codes/Values

Code	Description
1	Quarter 1: April-June inclusive
2	Quarter 2: July-September inclusive
3	Quarter 3: October-December inclusive
4	Quarter 4: January-March inclusive

#### RECORDING GUIDANCE

---

This is a mandatory data item and must be recorded if LDSS data is being submitted.

### 8.3 LEARNING DISABILITY OR AUTISM SPECTRUM DIAGNOSIS

**Definition:** Indicator of whether the client/service user has a learning disability and/or has an autism spectrum disorder diagnosis.

**Format:** Integer (1)

#### Codes/Values

Code	Description
1	Individual has a learning disability only
2	Individual has an autism spectrum diagnosis only
3	Individual has a learning disability AND autism spectrum diagnosis
9	Not known

#### RECORDING GUIDANCE

This is a mandatory data item.

Definitions of learning disability and autism spectrum diagnosis are:

#### Learning Disability

Learning disability is defined as follows within the Scottish Government's learning disability strategy "The Key to Life":

A learning disability 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 new and/or complex information
- Learn new skills and;
- To lead independent lives.

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.

**Source: Learning Disability Statistics Scotland** <https://www.sclد.org.uk/what-we-do/population-statistics/>

**The Keys to Life:** <https://keystolife.info/>

**Exclude:** Autism Spectrum Disorder (ASD) which has its own category – see section 2.3k below.

## Autism

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.

## 8.4 OUT OF AREA PLACEMENT

**Definition:** Indicator of whether the client/service user is living in an out of area placement.

**Format:** Integer (1)

### Codes/Values

Code	Description
0	Individual is living within the area of the local authority that funds them
1	Individual is living outwith the area of the local authority that funds them
9	Not known

### RECORDING GUIDANCE

This is a mandatory data item.

A client/service user is in an out of area placement if they are living in a placement which is not within their funding authority.

## 8.5 AREA CLIENT RESIDES

**Definition:** The location in which the client/service user resides

**Format:** Integer (3)

### Codes/Values

Code	Description
100	Aberdeen City
110	Aberdeenshire
120	Angus
130	Argyll & Bute
230	City of Edinburgh
150	Clackmannanshire
170	Dumfries & Galloway
180	Dundee City
190	East Ayrshire
200	East Dunbartonshire
210	East Lothian
220	East Renfrewshire
235	Eilean Star
240	Falkirk
250	Fife
260	Glasgow City
270	Highland
280	Inverclyde
290	Midlothian
300	Moray
310	North Ayrshire
320	North Lanarkshire
330	Orkney Islands
340	Perth & Kinross
350	Renfrewshire
355	Scottish Borders
360	Shetland Islands
370	South Ayrshire
380	South Lanarkshire
390	Stirling

Code	Description
395	West Dunbartonshire
400	West Lothian
ENG	England
NIR	Northern Ireland
WAL	Wales

#### RECORDING GUIDANCE

This is a conditional data item and must be present if 8.3 Out of Area Placement is recorded as '01' (Individual is living outwith the area of the local authority that funds them)

A client/service user is in an out of area placement if they are living in a placement which is not within their funding authority.

Please indicate which local authority area the individual is living in using the relevant 3 digit code. If the individual lives within the local authority area that fund the service or in the case where an individual is not receiving services, please enter the code of the authority submitting the return.

## 8.6 PRIORITY TO RETURN

**Definition:** Indicator of whether the client/service who is living in an out of area placement is a priority to return.

**Format:** Integer (1)

### Codes/Values

Code	Description
0	Individual is not a priority to return
1	Individual is a priority to return
9	Not known (includes not agreed)

#### RECORDING GUIDANCE

This is an optional data item.

Where information is available, this data item should be recorded if 8.3 OUT OF AREA is recorded as being outwith the local authority which funds a service the individual receives.

A client/service user is defined as priority to return if they were placed out of area not through choice AND the local authority believes that repatriation is required for the client/service user.

## 8.7 PAID EMPLOYMENT



**Definition:** Indicator of whether a client/service user is in paid employment.

**Format:** Integer (1)

#### Codes/Values

Code	Description
0	Person is not in paid employment
1	Person is in paid employment and hours per week are known.
2	Person is in paid employment but the number of hours per week is not known.
9	Not Known

#### RECORDING GUIDANCE

---

This is a mandatory data item.

Paid employment includes any employment that is waged, including work placements and supported employment.

### 8.8 PAID EMPLOYMENT HOURS

**Definition:** Total number of hours per week of paid employment.

**Format:** Numeric (6)

#### RECORDING GUIDANCE

---

This is a conditional data item and should be present if 8.4 PAID EMPLOYMENT is recorded as Code 1 – Person is in paid employment and hours per week are known.

### 8.9 EMPLOYABILITY SUPPORT

**Definition:** Indicator of whether a client/service user is receiving employability support.

**Format:** Integer (1)

Code	Description
0	Person is not receiving employability support.
1	Person is receiving employability support and the hours per week are known.

2	Person is receiving employability support and the hours per week are not known.
9	Not Known

RECORDING GUIDANCE

This is a mandatory data item.

Employability support includes, but is not limited to; Fair Start Scotland; supported employment services (local authority or third sector); DFN Project SEARCH; Enhanced Modern Apprenticeships, Modern Apprenticeships or pre-employment college courses

### 8.10 EMPLOYABILITY SUPPORT HOURS

**Definition:** Total number of hours per week in receipt of employability support.

**Format:** Numeric (6)

RECORDING GUIDANCE

This is a conditional data item and should be present if 8.6 EMPLOYABILITY SUPPORT is recorded as Code 1 – Person is receiving employability support and hours per week are known.

### 8.11 FURTHER EDUCATION

**Definition:** Indicator of how many days per week the client/service user is attending further education courses.

**Format:** Integer (1)

**Codes/Values**

Code	Description
0	Not currently in further education
1	In further education, amount of hours known
2	In further education, amount of hours not known

RECORDING GUIDANCE

This is a mandatory data item.

This data should reflect the most up to date client/service user's status within the academic year August/September to June/July.

## 8.12 FURTHER EDUCATION HOURS

**Definition:** Total number of hours per week in further education.

**Format:** Numeric (6)

### RECORDING GUIDANCE

---

This is a conditional data item and should be present if 8.6 FURTHER EDUCATION is recorded as Code 1 – In further education, amount of hours known.

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

If time spent in education is known in days rather than hours, then hours should be calculated as follows:

Half day = 3 hours

Full day = 6 hours

## 8.13 VOLUNTEERING

**Definition:** Indicator of whether the client/service user takes part in volunteering.

**Format:** Integer (1)

### Codes/Values

Code	Description
0	Person does not volunteer
1	Person volunteers and the number of hours per week are known.
2	Person volunteers but the number of hours per week is not known.
9	Not Known

### RECORDING GUIDANCE

---

This is a mandatory data item.

Volunteering is any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives.

The person is not paid for the work they do, but may be paid expenses. Volunteering must be a choice freely made by each individual.

## 8.14 VOLUNTEERING HOURS

**Definition:** Total number of hours per week client/user spends volunteering.

**Format:** Numeric

### RECORDING GUIDANCE

This is a conditional data item and should be present if Option 8.8 VOLUNTEERING is recorded as Code 1 – Person volunteers and the number of hours per week are known.

## 8.15 ADVOCACY

**Definition:** Indicator of the type of advocacy support the client/service user accesses.

**Format:** Integer (1)

### Codes/Values

Code	Description	Explanatory Notes
0	No advocate, advocate not required	Individual does not currently have an advocate and does not think they require one.
1	No advocate, advocate required	The individual does not currently have an advocate but would like one.
2	Professional Advocate	Usually a paid advocate who has received professional advocacy training.
3	Citizen Advocate	An ordinary citizen who is usually not paid, and who may not have had formal training.
4	Self-Advocacy	The individual is able to advocate for themselves and may be supported by a group
5	Group/Collective Advocacy	The individual is involved in a group who support each other on common issues or campaign on issues together.
9	Not known	

### RECORDING GUIDANCE

This is a mandatory data item.