



Looked After Children

Data Specification – 2017 Uplift

Data Coverage – 1st August 2016 – 31st July 2017

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Revision History

Version	Status	Issue Date	Issued To	Reason
1.1	Draft	May 2015	LASWS Children & Families Group	Post-LASWS version for 2016-17 uplift New sections are in green
1.2	2017 Updates	June 2017	Ian Volante	Permanence section added

Approvals

This document requires the following approvals:

Version	Name	Representing	Signature
1.0	Celia MacIntyre	Children and Families Analytical Services Unit	
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Signed approval forms are held by the **ScotXed** Programme Office.

SECTION 1

INTRODUCTION

1.1 Background

The Children and Families Analytical Services Unit ('C&F-ASU') of the Scottish Government Learning and Justice Directorate collects data annually in respect of Looked After Children. Each Scottish Local Authority is asked to submit a return (the 'CLAS' return) providing information on the Looked After Children for which they are responsible. Since 2008-09, C&F-ASU started collecting data on Looked After Children at the individual level. This provides benefits to the Local Authorities in removing from them the need to calculate the aggregated returns, and to C&F-ASU in allowing more scope for analysing the data, particularly by cross-reference to educational data already held by the Learning and Justice Directorate.

1.2 Purpose of this document

The purpose of this document is to define the data to be collected by the Individual-level Looked After Children collection in the 2015-16 reporting period.

1.3 Information Provided

The following information is provided on the required data:

Ref	Data item reference number
Business Name	Business name of the data item to be collected
Min/Max	The minimum and maximum number of occurrences of the data item. A minimum of '0' indicates that the data is optional ; a maximum of 'N' indicates an unlimited number of occurrences.
Format	The format of the data item; valid formats are; integer, decimal, date, time, code and text
Valid Values – Code	Where the format is 'Code', a list of the codes which can be used
Valid Values – Signifying	For each code, the meaning of the code
Data name	The formal definitive name for the data item
Validation and Notes	The validation rule(s) to which the data item must conform and any additional notes of relevance to the data

SECTION 2

LOOKED AFTER CHILDREN

2.1 Collection Period and Scope

2.1.1 Collection Period

The collection period follows an academic reporting period for 2015-16 (1st August 2015 – 31st July 2016).

2.1.2 Collection Scope

Information must be returned on

- every child who has had an open Looked After Episode within the collection period, and
- every episode which was open at some point in the collection period.

2.2 Summary of Data Collected

For each child who had an open episode within the collection period, the data to be returned is:

- Local Authority
- Child ID
- Scottish Candidate Number
- Date of birth
- Gender
- Ethnic group
- Religion
- Disability

For each episode open within the collection period, the data to be returned is:

- Local Authority
- Child ID
- Episode start date
- Episode end date
- Has Care Plan indicator
- Destination accommodation
- Had pathway plan at episode end (if reached school minimum leaving age at episode end)
- Had pathway coordinator at episode end (if reached school minimum leaving age at episode end)

An episode results in a placement or placements but data is only collected on the main placement. During the course of an Episode, there can be more than one main placement but only one main placement is applicable to the Episode at any point in time.

For each placement related to an open episode within the current year, the data to be returned is:

- Local Authority
- Child ID
- Episode start date
- Placement start date
- Placement end date
- Placement type

An episode is as a result of a Legal Reason; during the course of an Episode, the Legal Reason may change and more than one main Legal Reason can be applicable to the Episode at any point in time. The data to be returned on each applicable Legal Reason is:

- Local Authority
- Child ID
- Episode start date
- Legal Reason start date
- Legal Reason end date
- Legal Reason

Achieving permanence: For each child who attends a LAC review and is recommended for a permanent placement away from home:

- Local Authority
- Child ID
- Episode start date
- Date permanent placement recommended
- Date of decision by agency decision maker
- Date application for permanence order submitted to court

Section 2.3 of this document provides a detailed specification of each data item to be collected.

2.3 Data Specification – Looked After Children

2.3.1 Local Authority Details

Ref	Business Name	Min/ Max	Format	Valid Values		Data Name	Validation and Notes
				Code	Signifying		
a)	Local Authority	1/1	3n			LAcodes	Must be present (exception code 100) Must be a valid Scottish Executive Local Authority Code (exception code 102)

2.3.2 Child Details

For each child, the data to be returned is:

Ref	Business Name	Min/ Max	Format	Valid Values	Data Name	Validation and Notes
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		Max		Code	Signifying		
a)	Child Identifier	1/1	Text Min length 1 Max length 25			ChildId	Must be present (exception code 120) Must be unique within the child data (exception code 124)

b)	Scottish Candidate Number	0/1	9n			ScottishCandidateNumber	If present must be unique within the child data (exception code 134) If present, must pass SCN hashing check (exception code 136)
c)	Forename	0/1	Text Max length 25			Forename	No validation. For use by LA staff; not submitted to Scottish Government
d)	Surname	0/1	Text Max length 25			Surname	No validation. For use by LA staff; not submitted to Scottish Government
e)	Date of birth	1/1	YYYY-MM-DD			DateOfBirth	Must be present (exception code 140) Must be a valid date (exception code 142)
f)	Gender	1/1	Code	F M	Female Male	Gender	Must be present (exception code 150) Must be a valid value (exception code 152)
g)	Ethnic group	1/1	Code	10 11 12 13 14 99	White Mixed or multiple ethnic group Asian, Asian Scottish or Asian British African, Caribbean or Black Other ethnic group Not Known	EthnicGroup	Must be present (exception code 160) Must be a valid value (exception code 162)
h)	Religion	1/1	Code	00 01 02 03 04 05 06 07 08 09 10 99	None Church of Scotland Roman Catholic Other Christian Muslim Buddhist Sikh Jewish Hindu Pagan Other Religion Not Known	Religion	Must be present (exception code 180) Must be a valid value (exception code 182)

i)	Disability	1/1	Code	01 02 98 99	Yes No Not yet assessed Not known	MainDisability	Must be present (exception code 170) Must be a valid value (exception code 172)
j)	Episode details	1/N	See below				

2.3.3 Episode Details

For each episode, the data to be returned is:

Ref	Business Name	Min/ Max	Format	Valid Values		Data Name	Validation and Notes
				Code	Signifying		
a)	Local Authority	1/1	As above				Repetition not required in XML file
b)	Child Identifier	1/1	As above				Repetition not required in XML file
c)	Episode start date	1/1	YYYY-MM-DD			EpisodeStartDate	Must be present (exception code 210) Must be a valid date (exception code 212) Must be a date on or before the last day of the collection period (exception code 214)
d)	Episode end date	0/1	YYYY-MM-DD			EpisodeEndDate	If present, must be valid date (exception code 222) If present, must be a date on or after Episode Start Date (exception code 224) If present, must be a date on or after the first day of the collection period and on or before the last day of the collection period (exception code 226)
e)	Has Care Plan indicator	1/1	Code	0 1	No Yes	HasCarePlan	Must be present (exception code 230) Must be a valid value (exception code 232)

f)	Destination accommodation	0/1	Code	01 02 03 04 05 07 08 09 10 97 98 99	Home with (biological) parents Home with newly adopted parents Friends/Relative Own tenancy / independent living Supported accommodation/ Semi- independent living Former foster carers In residential care Homeless In custody Child died Other Not known	DestinationAccommodation	Must be present if Episode End Date is present (exception code 240) If present, must be a valid code (error 242)
g)	Had pathway plan at episode end	0/1	Code	0 1	No Yes	PathwayPlan	Must be present if Episode End Date is present, Destination accommodation <> '97' and Reached sixteen years of age at episode end = '1' (exception code 260) If present, must be a valid code (error 262)
h)	Had pathway coordinator at episode end	0/1	Code	0 1	No Yes	PathwayCoordinator	Must be present if Episode End Date is present , Destination accommodation <> '97' and Reached sixteen years of age at episode end = '1' (exception code 270) If present, must be a valid code (error 272)
i)	Placement details	1/N	See below				Every Episode must have at least one Placement (exception number 280)
j)	Legal Reason details	1/N	See below				Every Episode must have at least one Legal Reason (exception number 290)

2.3.4 Placement Details

Ref	Business Name	Min/ Max	Format	Valid Values		Data Name	Validation and Notes
				Code	Signifying		
a)	Local Authority	1/1	As above				Repetition not required in XML file
b)	Child Identifier	1/1	As above				Repetition not required in XML file
c)	Episode start date	1/1	As above				Repetition not required in XML file
d)	Placement start date	1/1	YYYY-MM-DD			PlacementStartDate	<p>Must be present (exception code 330)</p> <p>Must be a valid date (exception code 332)</p> <p>If the Placement is the earliest one for the Episode must be same as Episode Start Date (exception code 334)</p> <p>If the Placement is not the earliest one for the Episode, must be same as the Placement End Date for the immediately preceding Placement (exception number 336)</p>
e)	Placement end date	0/1	YYYY-MM-DD			PlacementEndDate	<p>If present, must be a valid date (exception code 342)</p> <p>If present, must be a date on or after Placement Start Date (exception code 444)</p> <p>If the Placement is the last one for the Episode and Episode End Date is present, must be the same as Episode End Date (exception code 346)</p>
f)	Placement type	1/1	Code	01 At home with parents 02 With friends/relatives 03 Foster carers provided by Local Authority 04 Foster carers purchased by Local Authority 05 Permanent placement with prospective adopters 06 In other community 07 In Local Authority home 08 In voluntary home 09 In residential school 10 In secure accommodation 11 Crisis care 12 Other residential			<p>Must be present (exception code 350)</p> <p>Must be a valid value (exception code 352)</p>
g)	<i>Foster placement type</i>	<i>0/1</i>	<i>Code</i>	<i>01 Permanent</i> <i>02 Long-term</i> <i>03 Interim</i>		<i>FosterType</i>	<i>Must be present if Placement Type = '03' or '04' (exception code 360)</i>

Ref	Business Name	Min/ Max	Format	Valid Values		Data Name	Validation and Notes
				Code	Signifying		
				04	Emergency		<i>If present, must be a valid code (exception code 362)</i>

2.3.5 Legal Reason Details

Ref	Business Name	Min/ Max	Format		Valid Values		Data Name	Validation and Notes	
					Code	Signifying			
a)	Local Authority	1/1	As above						Repetition not required in XML file
b)	Child Identifier	1/1	As above						Repetition not required in XML file
c)	Episode start date	1/1	As above						Repetition not required in XML file
d)	Legal Reason start date	1/1	YYYY-MM-DD				LegalReasonStartDate	Must be present (exception code 430) Must be a valid date (exception code 432) If the Legal Reason is the earliest one for the Episode must be same as Episode Start date (exception code 434)	
e)	Legal Reason end date	0/1	YYYY-MM-DD				LegalReasonEndDate	If present, must be a valid date (exception code 442) If present, must be a date on or after Legal Reason Start Date (exception code 444)	

f)	Legal Reason	1/1	Code	01 02 03 04 05 06 07 08 09 10 11 12 13	Accommodated Under Section 25 Parental Responsibilities Order Compulsory supervision order at home <i>Compulsory supervision away from home (excluding Residential Establishment)</i> <i>Compulsory supervision away from home (in a Residential Establishment but excluding Secure)</i> <i>Compulsory supervision away from home with a Secure Condition</i> Interim compulsory supervision order Child Protection Measure Criminal Court Provision Freed for Adoption Permanence order Permanence order with authority to place for adoption Other Legal Reason	LegalReason	Must be present (exception code 450) Must be a valid value (exception code 452)
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2.3.6 Permanence details

Ref	Business Name	Min/ Max	Format			Data Name	Validation and Notes
			Code	Signifying	Valid Values		
a)	Local Authority	1/1	As above				Repetition not required in XML file
b)	Child Identifier	1/1	As above				Repetition not required in XML file
c)	Episode start date	1/1	As above				Repetition not required in XML file
d)	Permanence away from home recommended	0/1	YYYY-MM-DD			PermAway	<p>Must be present where ANY of the following are true</p> <p>[Placementtype = 05]</p> <p>[LegalReason = 10]</p> <p>[LegalReason = 11]</p> <p>[LegalReason = 12]</p> <p>(exception code 530)</p> <p>Else must be null [exception code 533]</p> <p>Must be a valid date (exception code 534)</p>
e)	Decision by Agency Decision Maker	0/1	YYYY-MM-DD			DecisionADM	<p>Must be a valid date (exception code 540)</p> <p>Must be null where NONE of the following apply</p> <p>[Placementtype = 05]</p> <p>[LegalReason = 10]</p> <p>[LegalReason = 11]</p> <p>[LegalReason = 12]</p> <p>(exception code 541)</p>
f)	Application submitted to court	0/1	YYYY-MM-DD			AppCourt	<p>Must be a valid date (exception code 550)</p> <p>Must be null where NONE of the following apply</p> <p>[Placementtype = 05]</p> <p>[LegalReason = 10]</p> <p>[LegalReason = 11]</p> <p>[LegalReason = 12]</p> <p>(exception code 551)</p>

SECTION 3

YOUNG PERSONS ELIGIBLE FOR AFTERCARE SERVICES AT 31ST JULY

3.1 Collection Period and Scope

3.1.1 Collection Period

Data is collected as at the end of the collection period. For 2015-16, the collection date is as at 31st July 2016.

3.1.2 Collection Scope

Information must be returned on

- Every young person who, on the collection date, is eligible for aftercare services

3.2 Summary of Data Collected

For each child who was eligible to receive aftercare services on 31st July:

- Local Authority
- Child ID
- Scottish Candidate Number
- Date of birth
- Gender
- Ethnic Group (new classification)
- Religion
- Disability
- In receipt of aftercare services
- Accommodation
- Economic Activity
- Number of spells of homelessness since being eligible for aftercare services
- Number of days of homelessness since being eligible for aftercare services
- Has Pathway Plan indicator
- Has Pathway Co-ordinator indicator

Section 3.3 of this document provides a detailed specification of each data item to be collected.

3.3 Data Specification – Young Person Eligible for Aftercare Services

3.3.1 Local Authority

Ref	Business Name	Min/ Max	Format	Valid Values		Data Name	Validation
				Code	Signifying		
a)	Local Authority	1/1	3n			LAcodes	Must be present (exception code 1100) Must be a valid Scottish Executive Local Authority Code (exception code 1102)

3.3.2 Young Person Details

For each young person, the data to be returned is:

Ref	Business Name	Min/ Max	Format	Valid Values		Data Name	Validation
				Code	Signifying		
a)	Child Identifier	1/1	Text Min length 1 Max length 25			ChildId	Must be present (exception code 1120) Must be unique within the child data (exception code 1124)
b)	Scottish Candidate Number	0/1	9n			ScottishCandidateNumber	If present must be unique within the child data(exception code 1134) If present, must pass SCN hashing check (exception code 1136)
c)	Forename	0/1	Text Max length 25			Forename	No validation. For use by LA staff; not submitted to Scottish Government
d)	Surname	0/1	Text Max length 25			Forename	No validation. For use by LA staff; not submitted to Scottish Government
e)	Date of birth	1/1	YYYY-MM-DD			DateOfBirth	Must be present (exception code 1140) Must be a valid date (exception code 1142) Query if over the age of 21 at the end of the collection period (exception code 1144) Query if under sixteen years of age at the end of the collection period (exception 1146)

f)	Gender	1/1	Code	F M	Female Male	Gender	Must be present (exception code 1150) Must be a valid value (exception code 1152)
g)	Ethnic group	1/1	Code	10 11 12 13 14 99	White Mixed or multiple ethnic group Asian, Asian Scottish or Asian British African, Caribbean or Black Other ethnic group Not Known	EthnicGroup	Must be present (exception code 1160) Must be a valid value (exception code 1162)
h)	Religion	1/1	Code	00 01 02 03 04 05 06 07 08 09 10 99	None Church of Scotland Roman Catholic Other Christian Muslim Buddhist Sikh Jewish Hindu Pagan Other Religion Not Known	Religion	Must be present (exception code 1180) Must be a valid value (exception code 1182)

i)	Disability	1/1	Code	01 02 98 99	Yes No Not yet assessed Not known	MainDisability	Must be present (exception code 1170) Must be a valid value (exception code 1172)
j)	In receipt of aftercare services	1/1	Code	0 1	No Yes	ReceivingAftercare	Must be present (exception code 1240) Must be a valid code (exception code 1242)
k)	Accommodation	0/1	Code	01 02 03 04 05 07 08 09 10 97 98 99	Home with (biological) parents Home with newly adopted parents Friends/Relative Own Tenancy / Independent Living Supported Accommodation / Semi-Independent Living Former Foster carers In Residential care Homeless In Custody Not receiving aftercare Other Not Known	Accommodation	Must be present if In Receipt of Aftercare is 'Yes' (exception code 1260) Must be a valid code (exception code 1262)

l)	Economic Activity	0/1	Code	01 02 03 04 05 06 07 99	In higher education In education other than HE In training or employment Not in education or training due to short term illness Not in education or training due to L/T illness or disability Not in education or training due to looking after family Not in education or training due to other circumstances Not Known	EconomicActivity	Must be present if In Receipt of Aftercare is 'Yes' (exception code 1270) Must be a valid code (exception code 1272)
m)	Number of spells of	0/1	Integer			NumberOfHomelessSpe	Must be present if In Receipt of Aftercare is 'Yes'

	homelessness since being eligible for aftercare services					lls	(exception code 1280) Must be an integer equal to or greater than 0 and less than or equal to Number of days of homelessness since being eligible for aftercare services.
n)	Number of days of homelessness since being eligible for aftercare services	0/1	Integer			DaysHomeless	Must be present if In Receipt of Aftercare is 'Yes' (exception code 1290) Must be an integer equal to or greater than 0 and greater than or equal to Number of spells of homelessness since being eligible for aftercare services.
o)	Has pathway plan indicator	0/1	Code	0 1	No Yes	PathwayPlan	Must be present if In Receipt of Aftercare is 'Yes' (exception code 1295) Must be a valid code (error 1296)
p)	Has pathway coordinator indicator	0/1	Code	0 1	No Yes	PathwayCoordinator	Must be present if In Receipt of Aftercare is 'Yes' (exception code 1297) Must be a valid code (error 1298)