



**Looked After Children**

**Data Specification – 2015 Uplift**

**Data Coverage – 1<sup>st</sup> August 2014 – 31<sup>st</sup> July 2015**

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## Revision History

| Version | Status | Issue Date  | Issued To                       | Reason  |
|---------|--------|-------------|---------------------------------|---|
| 1.0     | Final  | August 2011 | LASWS Children & Families Group | Final version for 2013-14 uplift<br>Key Changes are highlighted in red. |

## Approvals

This document requires the following approvals:

| Version | Name            | Representing                                   | Signature |
|---------|-----------------|--|-----------|
| 1.0     | Carrie Graham   | Children and Families Analytical Services Unit |           |
|         | Raymond Buckley | scotXed Unit                                   |           |

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 2014-15 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 2014-15 (1<sup>st</sup> August 2014 – 31<sup>st</sup> July 2015).

#### 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 (new classification)
- Religion
- Main Additional Support Need

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 Identifier
- 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

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/<br>Max | Format | Valid Values |            | Data Name | Validation and Notes   |
|-----|-----------------|-------------|--------|--------------|------------|-----------|--|
|     |                 |             |        | Code         | Signifying |           |  |
| a)  | Local Authority | 1/1         | 3n     |              |            | LAcodes   | Must be present (exception code 100)<br>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/<br>Max | Format                                | Valid Values |            | Data Name | Validation and Notes  |
|-----|------------------|-------------|---------------------------------------|--------------|------------|-----------|---|
|     |                  |             |                                       | Code         | Signifying |           |   |
| a)  | Child Identifier | 1/1         | Text<br>Min length 1<br>Max length 25 |              |            | Childid   | Must be present (exception code 120)<br>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)<br>If present, must pass SCN hashing check (exception code 136) |
| c) | Forename                  | 0/1 | Text<br>Max length 25 |  |  | Forename                | No validation.<br>For use by LA staff; not submitted to Scottish Government  |
| d) | Surname                   | 0/1 | Text<br>Max length 25 |  |  | Surname                 | No validation.<br>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)<br>Must be a valid date (exception code 142)  |
| f) | Gender                    | 1/1 | Code                  | F<br>M   | Female<br>Male   | Gender                  | Must be present (exception code 150)<br>Must be a valid value (exception code 152)   |
| g) | Ethnic group              | 1/1 | Code                  | 10<br>11<br>12<br>13<br>14<br>99                                     | White<br>Mixed or multiple ethnic group<br>Asian, Asian Scottish or Asian British<br>African, Caribbean or Black<br>Other ethnic group<br>Not Known      | EthnicGroup             | Must be present (exception code 160)<br>Must be a valid value (exception code 162)   |
| h) | Religion                  | 1/1 | Code                  | 00<br>01<br>02<br>03<br>04<br>05<br>06<br>07<br>08<br>09<br>10<br>99 | None<br>Church of Scotland<br>Roman Catholic<br>Other Christian<br>Muslim<br>Buddhist<br>Sikh<br>Jewish<br>Hindu<br>Pagan<br>Other Religion<br>Not Known | Religion                | Must be present (exception code 180)<br>Must be a valid value (exception code 182)   |

|    |                              |     |           |  |   |                |  |
|----|------------------------------|-----|-----------|--|---|----------------|--|
| i) | Main Additional Support Need | 1/1 | Code      | 10<br>12<br>20<br>21<br>22<br>23<br>24<br>25<br>26<br>28<br>80<br>82<br>84<br>99 | Learning disability<br>Specific learning difficulty<br>Visual impairment<br>Hearing impairment<br>Combined sight and hearing loss<br>Physical or motor impairment<br>Language and communication disorder<br>Autistic Spectrum disorder<br>Social, emotional and behavioural difficulty<br>Mental health problem<br>Other chronic illness/disability<br>Multiple disabilities<br>No disability<br>Not Known/Recorded | MainDisability | Must be present (exception code 170)<br>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/<br>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)<br>Must be a valid date (exception code 212)<br>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)<br>If present, must be a date on or after Episode Start Date (exception code 224)<br>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<br>1       | No<br>Yes  | HasCarePlan      | Must be present (exception code 230)<br>Must be a valid value (exception code 232)   |                                     |

|    |  |     |           |  |  |                          |   |  |
|----|--|-----|-----------|--|--|--------------------------|---|--|
| f) | Destination accommodation              | 0/1 | Code      | 01<br>02<br>03<br>04<br>05<br>07<br>08<br>09<br>10<br>97<br>98<br>99 | Home with (biological) parents<br>Home with newly adopted parents<br>Friends/Relative<br>Own tenancy / independent living<br>Supported accommodation/<br>Semi- independent living<br>Former foster carers<br>In residential care<br>Homeless<br>In custody<br>Child died<br>Other<br>Not known | DestinationAccommodation | Must be present if Episode End Date is present (exception code 240)<br>If present, must be a valid code (error 242)   |  |
| g) | Had pathway plan at episode end        | 0/1 | Code      | 0<br>1   | No<br>Yes  | PathwayPlan              | Must be present if Episode End Date is present, Destination accommodation <> '97' and Reached school leaving age at episode end = '1' (exception code 260)<br>If present, must be a valid code (error 262)  |  |
| h) | Had pathway coordinator at episode end | 0/1 | Code      | 0<br>1   | No<br>Yes  | PathwayCoordinator       | Must be present if Episode End Date is present , Destination accommodation <> '97' and Reached school leaving age at episode end = '1' (exception code 270)<br>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/<br>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                            |                    | <p>Must be present (exception code 350)</p> <p>Must be a valid value (exception code 352)</p>   |
|     |                      |             |            | 02           | With friends/relatives                          |                    |   |
|     |                      |             |            | 03           | With foster carers provided by Local Authority  |                    |   |
|     |                      |             |            | 04           | With foster carers purchased by Local Authority |                    |   |
|     |                      |             |            | 05           | 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                               |                    |   |

### 2.3.5 Legal Reason Details

| Ref | Business Name           | Min/<br>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)<br>Must be a valid date (exception code 432)<br>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)<br>If present, must be a date on or after Legal Reason Start Date (exception code 444)   |                                     |

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

# SECTION 3

## YOUNG PERSONS ELIGIBLE FOR AFTERCARE SERVICES AT 31<sup>ST</sup> JULY

### 3.1 Collection Period and Scope

#### 3.1.1 Collection Period

Data is collected as at the end of the collection period. For 2014-15, the collection date is as at 31<sup>st</sup> July 2014.

#### 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 31<sup>st</sup> July:

- Local Authority
- Child ID
- Scottish Candidate Number
- Date of birth
- Gender
- Ethnic Group (new classification)
- Religion
- Main Additional Support Need
- 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/<br>Max | Format | Valid Values |            | Data Name | Validation   |
|-----|-----------------|-------------|--------|--------------|------------|-----------|--|
|     |                 |             |        | Code         | Signifying |           |  |
| a)  | Local Authority | 1/1         | 3n     |              |            | LAcodes   | Must be present (exception code 1100)<br>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/<br>Max | Format                                | Valid Values |            | Data Name               | Validation   |
|-----|---------------------------|-------------|---------------------------------------|--------------|------------|-------------------------|--|
|     |                           |             |                                       | Code         | Signifying |                         |  |
| a)  | Child Identifier          | 1/1         | Text<br>Min length 1<br>Max length 25 |              |            | ChildId                 | Must be present (exception code1 120)<br>Must be unique within the child data (exception code1 124)  |
| b)  | Scottish Candidate Number | 0/1         | 9n                                    |              |            | ScottishCandidateNumber | If present must be unique within the child data(exception code 1134)<br>If present, must pass SCN hashing check (exception code 1136)  |
| c)  | Forename                  | 0/1         | Text<br>Max length 25                 |              |            | Forename                | No validation.<br>For use by LA staff; not submitted to Scottish Government  |
| d)  | Surname                   | 0/1         | Text<br>Max length 25                 |              |            | Forename                | No validation.<br>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)<br>Must be a valid date (exception code 1142)<br>Query if over the age of 21 at the end of the collection period (exception code 1144)<br>Query if under statutory school leaving age at the end of the collection period (exception 1146) |

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

|    |                                  |     |      |  |   |                    |   |
|----|----------------------------------|-----|------|--|---|--------------------|---|
| i) | Main Additional Support Need     | 1/1 | Code | 10<br>12<br>20<br>21<br>22<br>23<br>24<br>25<br>26<br>28<br>80<br>82<br>84<br>99 | Learning disability<br>Specific learning difficulty<br>Visual impairment<br>Hearing impairment<br>Combined sight and hearing loss<br>Physical or motor impairment<br>Language and communication disorder<br>Autistic Spectrum disorder<br>Social, emotional and behavioural difficulty<br>Mental health problem<br>Other chronic illness/disability<br>Multiple disabilities<br>No disability<br>Not Known/Recorded | MainDisability     | Must be present (exception code 1170)<br>Must be a valid value (exception code 1172)                                    |
| j) | In receipt of aftercare services | 1/1 | Code | 0<br>1   | No<br>Yes   | ReceivingAftercare | Must be present (exception code 1240)<br>Must be a valid code (exception code 1242)                                     |
| k) | Accommodation                    | 0/1 | Code | 01<br>02<br>03<br>04<br>05<br>07<br>08<br>09<br>10<br>98<br>99                   | Home with (biological) parents<br>Home with newly adopted parents<br>Friends/Relative<br>Own Tenancy / Independent Living<br>Supported Accommodation / Semi-Independent Living<br>Former Foster carers<br>In Residential care<br>Homeless<br>In Custody<br>Other<br>Not Known   | Accommodation      | Must be present if In Receipt of Aftercare is 'Yes' (exception code 1260)<br>Must be a valid code (exception code 1262) |
| l) | Economic Activity                | 0/1 | Code | 01   | In higher education   | EconomicActivity   | Must be present if In Receipt of Aftercare is 'Yes'   |

|    |  |     |         |  |  |                        |   |
|----|--|-----|---------|--|--|------------------------|---|
|    |  |     |         | 02<br>03<br>04<br>05<br>06<br>07<br>99 | In education other than HE<br>In training or employment<br>Not in education or training due to short term illness<br>Not in education or training due to L/T illness or disability<br>Not in education or training due to looking after family<br>Not in education or training due to other circumstances<br>Not Known |                        | (exception code 1270)<br>Must be a valid code (exception code 1272)   |
| m) | Number of spells of homelessness since being eligible for aftercare services | 0/1 | Integer |  |  | NumberOfHomelessSpells | Must be present if In Receipt of Aftercare is 'Yes' (exception code 1280)<br>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)<br>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<br>1                                 | No<br>Yes  | PathwayPlan            | Must be present if In Receipt of Aftercare is 'Yes' (exception code 1295)<br>Must be a valid code (error 1296)  |
| p) | Has pathway coordinator indicator  | 0/1 | Code    | 0<br>1                                 | No<br>Yes  | PathwayCoordinator     | Must be present if In Receipt of Aftercare is 'Yes' (exception code 1297)<br>Must be a valid code (error 1298)  |