# Data Collection Spreadsheet

| Section | Field | Description | Options | Stage of data collection (Home search or IPA) | Example | TYPE (string, category, free etc etc) |
|---|---|---|---|---|---|---|
| Identifying the child | Child ID | Please enter the unique ID used in your Case Mgmt System | ID no. | Home search | 12346 | integer |
| | Local Identifier | Whatever ID you use to refer to the child (e.g. initials). This is not used in the data analysis. | free text | Home search | TR | String |
| | Is this a planned or emergency home search? | Please specify whether or not this is an emergency search. | Planned/ emergency | Home search | Planned | Boolean |
| | Latest date for placement to start by | What date does the child need to find a home/ be placed by? If no exact date specified, please add an approximate. | date | Home search | 30-Mar-24 | date |
| | Number of siblings to place with | How many siblings does the child have to be placed together with? If child has no siblings/ does not need to be placed with siblings then input 0 | number | Home search | 2 | integer |

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| Location(s) of search | Preferred location for home search | *Which area do we want to find a placement in? Free text for data entry for now, we will explore how to structure without creating excess work.* | *free text* | *Home search* | *Taunton* | *string* |
| | Primary family location (postcode sector - e.g. GL71) | *Which area does the child's primary family reside in? (leave blank if information unavailable/ confidential)* | *postcode* | *Home search* | *TA1* | *string* |
| | Is it recommended to find a home close to the primary family location? | *Does the SW deem it appropriate for the child to be close to their primary family? In case they are required to visit the family very often etc* | *Yes/No* | *Home search* | *Yes* | *Boolean* |
| | Does child go to school currently? | *Does child currently attend school? If the child is not of school age, please select "not applicable".* | *Yes/No/ Not applicable* | *Home search* | *Yes* | *Categorical* |
| | School location (postcode sector - e.g. GL71) | *Which area is the child's current school located at?* | *postcode* | *Home search* | *TA1* | *String* |
| | Does the child need to continue to attend this school? | *Does the child need to continue to attend this school?* | *Yes/No* | *Home search* | *Yes* | *Boolean* |
| | Are there other location(s) of importance for the child that the child needs to visit regularly? | *Does the child have other locations such as extracurricular acticities, grandparents house etc that they would require to visit regularly?* | *Yes/No* | *Home search* | *Yes* | *Boolean* |
| | Please specify which location | *If applicable, please enter the detail of the location of importance* | *free text* | *Home search* | *Football training* | *string* |
| | How often does the child need to go to other location of importance? | *Please enter how often the child needs to be at the location of importance* | *Options :* <br> *-daily* <br> *-few times a week* <br> *-weekly* <br> *-every two weeks* <br> *-monthly* <br> *-other* | *Home search* | *weekly* | *Categorical* |
| | Are there any locations to avoid? | *Is there a risk to the child if they are in certain locations or might they pose a risk to others by being in a certain location?* | *Yes/No/ Not applicable* | *Home search* | *No* | *Categorical* |
| | Location(s) to avoid (leave blank if not applicable) | *If applicable, please enter the location to avoid* | *free text* | *Home search* | | *string* |

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| **Provision requirement(s)** | **Communication, language and learning needs** | *Does the child have any communication, language or learning needs?* | *Yes/No/ Not applicable* | *Home search* | *Yes* | *Categorical* |
| | **Specific communication and language requirements** | *Please **enter all that apply**, or none if not applicable.* | *Options:*<br>*-ESOL*<br>*-BSL*<br>*-Makaton*<br>*-Other*<br>*-None* | *Home search* | *BSL, Makaton* | *Categorical* |
| | **Adaptation to the home** | *Are there any adaptations required to the home to accomodate the child's needs?* | *Yes/No* | *Home search* | *Yes* | *Boolean* |
| | **Cultural needs (e.g. place of worship)** | *Any specific cultural needs that the home needs to be aware of such as importance of going to religious places or taking part in religious activities?* | *Options :*<br>*-Required*<br>*-Not required*<br>*-Other* | *Home search* | *Not required* | *Categorical* |

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|---------|-------|-------------|---------|-----------------------------------------------|---------|---------------------------------------|
| **Provision recommendation** | **Who can the child be cared for alongside** | *Are there any restrictions on who else can live in the same home? Or, would it help to have them living with other young people? Please select the most appropriate option.* | *Options :* <br> *-Solo placement recommended* <br> *-With other children recommended* <br> *-Only with other older children* <br> *-Only with other younger children* <br> *-No preference* | *Home search* | *With other children recommended* | *Categorical* |
| | **Can child live with pets/animals?** | *Can the child live in a home with pets or animals?* | *Yes/No/ Don't know* | *Home search* | *Yes* | *Categorical* |
| | **Foster care suitability** | *Is foster care the most preferred home for the child as deemed by the SW? Please select the most appropriate response for foster care suitability.* | *Options :* <br> *-Preferred* <br> *- Suitable but not preferred* <br> *-Unsuitable* <br> *- Not specified* | *Home search* | *Preferred* | *Categorical* |
| | **Residential suitability** | *Is residential care the most preferred home for the child as deemed by the SW? Please select the most appropriate response for residential care suitability.* | *Options :* <br> *-Preferred* <br> *- Suitable but not preferred* <br> *-Unsuitable* <br> *- Not specified* | *Home search* | *Suitable but not preferred* | *Categorical* |
| | **Supported home suitability** | *Is supported home care the most preferred home for the child as deemed by the SW? Please select the most appropriate response for supported home suitability.* | *Options :* <br> *-Preferred* <br> *- Suitable but not preferred* <br> *-Unsuitable* <br> *- Not specified* | *Home search* | *Not specified* | *Categorical* |
| | **Minimum adult support ratio** | *Please specify the minimum adult support ratio. We assume anything at or above the minimum is acceptable. This may not be applicable to all types of care, if this does not apply please select "not applicable".* | *Options [adult:child ratio]:* <br> *1:1* <br> *2:1* <br> *->2:1* <br> *- Standard ratio* <br> *- Not specified* <br> *- Not applicable* | *Home search* | *>2:1* | *Categorical* |

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| Risk to child | Risk to child: Self-harm | *Is the child known to be at risk of self-harm? If identified, please say whether this risk is low or high* | Options:<br><br>-No known risk<br><br>-Low risk<br><br>-High risk | *Home search/IPA (can be done at either stage)* | *Low risk* | *Categorical* |
| | Risk to child: Sexual exploitation | *Is the child known to be at risk of sexual exploitation? If identified, please say whether this risk is low or high* | Options:<br><br>-No known risk<br><br>-Low risk<br><br>-High risk | *Home search/IPA (can be done at either stage)* | *No known risks* | *Categorical* |
| | Risk to child: Criminal exploitation | *Is the child known to be at risk of criminal exploitation? If identified, please say whether this risk is low or high* | Options:<br><br>-No known risk<br><br>-Low risk<br><br>-High risk | *Home search/IPA (can be done at either stage)* | *No known risks* | *Categorical* |
| | Risk to child: Drug and alcohol use | *Is the child known to be at risk of drug and alcohol use? If identified, please say whether this risk is low or high* | Options:<br><br>-No known risk<br><br>-Low risk<br><br>-High risk | *Home search/IPA (can be done at either stage)* | *No known risks* | *Categorical* |
| | Risk to child: Eating disorder | *Is the child known to be at risk of an eating disorder? If identified, please say whether this risk is low or high* | Options:<br><br>-No known risk<br><br>-Low risk<br><br>-High risk | *Home search/IPA (can be done at either stage)* | *Low risk* | *Categorical* |
| | Risk to child: Going missing | *Is the child known to be at risk of going missing? If identified, please say whether this risk is low or high* | Options:<br><br>-No known risk<br><br>-Low risk<br><br>-High risk | *Home search/IPA (can be done at either stage)* | *Low risk* | *Categorical* |
| | Risk to child: Other (please specify) | *Please add a description of any other risks to the child identified* | *free text* | *Home search/IPA (can be done at either stage)* | *Bulimia* | *string* |

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| Risk of harm to others or property | Risk to others or property: Physical harm | *Is there a known a risk of physical harm to others? If identified, please say whether this risk is low or high* | *Options:*<br><br>*-No known risk*<br><br>*-Low risk*<br><br>*-High risk* | *Home search/IPA (can be done at either stage)* | *No known risks* | *Categorical* |
| | Risk to others or property: Sexual harm | *Is there a known risk of sexual harm to others? If identified, please say whether this risk is low or high* | *Options:*<br><br>*-No known risk*<br><br>*-Low risk*<br><br>*-High risk* | *Home search/IPA (can be done at either stage)* | *No known risks* | *Categorical* |
| | Risk to others or property: Fire-setting | *Is there a known risk of fire-setting? If identified, please say whether this risk is low or high* | *Options:*<br><br>*-No known risk*<br><br>*-Low risk*<br><br>*-High risk* | *Home search/IPA (can be done at either stage)* | *Low risk* | *Categorical* |
| | Risk to others or property: Harm to animals | *Is there a known risk of harm to animals? If identified, please say whether this risk is low or high* | *Options:*<br><br>*-No known risk*<br><br>*-Low risk*<br><br>*-High risk* | *Home search/IPA (can be done at either stage)* | *No known risks* | *Categorical* |
| | Risk to others or property: Criminal exploitation | *Is there a known risk of criminal exploitation for others in the home? If identified, please say whether this risk is low or high* | *Options:*<br><br>*-No known risk*<br><br>*-Low risk*<br><br>*-High risk* | *Home search/IPA (can be done at either stage)* | *No known risks* | *Categorical* |
| | Risk to others or property: Other (please specify) | *Please add a description of any other risks identified in terms of risks to others or property* | *free text* | *Home search/IPA (can be done at either stage)* | | *string* |

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| **Additional support required** | **Was there any additional provision the home needed to provide to support the child?** | *Was there any additional provision put in place to support the child? e.g. therapeutic support* | *Yes/No* | *Home search/IPA (can be done at either stage)* | *No* | *Boolean* |
| | **Additional support (Please specify)** | *Please select any of the options of additional provision that apply or describe if "other".* | *Options:* <br>*-additional supervision,* <br>*-therapeutic support,* <br>*-a worker for respite,* <br>*-taxis to school* <br>*- other (please specify)* | *Home search/IPA (can be done at either stage)* | Taxis to school | *Categorical* |
| **Referral Form Information** | **Name of officer filling referral form** | *Please provide your the initials of officer filling form* | *free text* | Home Search | *JM* | *string* |
| | **Date of referral form filling** | *Date of when this form was completed* | *Date* | Home Search | *09/04/2024* | *date* |
| **Finance Information** | **Total agreed weekly cost** | *What is the agreed cost of placing a child? (this includes transport, therapy, education etc but excluding VAT)* | *number* | IPA | *£XX* | *integer* |
| | **Actual Weekly Cost** | *What is the actual cost of placing a child? (this includes transport, therapy, education etc but excluding VAT)* | *number* | IPA | *£XX* | *integer* |
| **Placment Form Information** | **Name of officer filling form** | *Please provide your the initials of officer filling form* | *free text* | IPA | *JM* | *string* |
| | **Date of form filling** | *Date of when this form was completed* | *Date* | IPA | *09/04/2024* | *date* |
| **Placement Information** | **Placement Location** | *Which area did we find a placement in? Free text for data entry for now, we will explore how to structure without creating excess work.* | *free text* | IPA | *Taunton* | *string* |
| | **Provider ID (linked to Ofsted)** | *Provider ID according to how Ofstead categorizes providers* | *free text* | IPA | *SC999999* | *string* |
| | **Whether Sibling Split Y/N** | *Record whether through this placement are we able to keep siblings together or if we are separating them.* | *Yes/No* | IPA | *Yes* | *Boolean* |
| | **Placement Type** | *Record the type of placement the child received either foster, residential or supported accomodation.* | *Options:* <br>*-Residential* <br>*-Foster* <br>*-Supported Accomodation* | *IPA* | *Residential* | *Categorical* |