

# **Standard Safeguarding Dataset YAML Object Specification**

Last updated/Ver: 01-08-2023 09:41

# Table of Contents

immigration\_status  
placement  
assessments  
contacts  
ehcp\_named\_plan  
family  
sdq\_scores  
early\_help\_episodes  
cp\_reviews\_risks  
s47\_enquiry\_icpc  
legal\_status  
missing  
cin\_visits  
pre\_proceedings  
ehcp\_requests  
assessment\_factors  
cp\_reviews  
voice\_of\_child  
cla\_reviews  
ehcp\_active\_plans  
sen\_need  
disability  
cla\_substance\_misuse  
category\_of\_abuse  
care\_leavers  
cla\_previous\_permanence  
mother  
cla\_episodes  
cp\_plans  
address  
cla\_health  
cin\_episodes  
cla\_care\_plan  
ehcp\_assessment  
permanence  
cp\_visits  
cin\_plans  
cla\_visits  
cla\_convictions

social\_worker

person

cla\_immunisations

send

# Object: immigration\_status

## Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** IMM001A

**type:** string

**primary\_key:** True

**foreign\_key:** person.la\_person\_id

**validators:** [{'unique': {'enabled': True}}]

**categories:** ['identity', 'immigration', 'uasc']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:immigration\_status', 'mosaic:immigration\_status']

**guidance:** See PER001A

**metadata:** {'release': '14/07/2023 00:00', 'change\_id': 'SSD-007', 'change\_source': 'D2I', 'versions\_count': 2, 'impact\_title': 'validator changed', 'type': 'Change'}

## Data Item: immigration\_status

**description:** Immigration Status

**item\_ref:** IMM002A

**categories:** ['identity', 'immigration', 'uasc']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:immigration\_status', 'mosaic:immigration\_status']

**cms\_table:** ['liquid\_logic:immigration\_status', 'mosaic:immigration\_status']

**guidance:** Immigration Status e.g. Unaccompanied Asylum Seeking Child

## Data Item: immigration\_status\_start

**description:** Immigration Status Start

**item\_ref:** IMM003A

**type:** date

**categories:** ['identity', 'immigration', 'uasc']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:immigration\_status\_start', 'mosaic:immigration\_status\_start']

**cms\_table:** ['liquid\_logic:immigration\_status', 'mosaic:immigration\_status']

**guidance:** Start Date of Immigration Status

## Data Item: immigration\_status\_end

**description:** Immigration Status End

**item\_ref:** IMM004A

**type:** date

**categories:** ['identity', 'immigration', 'uasc']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:immigration\_status\_end', 'mosaic:immigration\_status\_end']

**cms\_table:** ['liquid\_logic:immigration\_status', 'mosaic:immigration\_status']

**guidance:** End Date of Immigration Status

# Object: placement

## Data Item: placement\_id

**description:** Placement ID

**item\_ref:** PLA001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['looked\_after', 'placement']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:placement\_id', 'mosaic:placement\_id']

**cms\_table:** ['liquid\_logic:placement', 'mosaic:placement']

**guidance:** CLA Placement record unique ID from system or auto-generated as part of export.

## Data Item: cla\_episode\_id

**description:** Episode ID

**item\_ref:** PLA002A

**type:** string

**foreign\_key:** cla\_episodes.cla\_episode\_id

**categories:** ['looked\_after', 'placement']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_episode\_id', 'mosaic:cla\_episode\_id']

**cms\_table:** ['liquid\_logic:placement', 'mosaic:placement']

**guidance:** See CLA001A

## Data Item: place\_start

**description:** Placement Start Date

**item\_ref:** PLA003A

**type:** date

**categories:** ['looked\_after', 'placement']

**returns:** ['SSDA903', 'AnnexA']

**cms\_field:** ['liquid\_logic:place\_start', 'mosaic:place\_start']

**cms\_table:** ['liquid\_logic:placement', 'mosaic:placement']

**guidance:** This item records the date that each placement began. Dates must be recorded in a DD/MM/YYYY format. Example: 4 November 2023 should be entered as 04/11/2023. Where placements are consecutive, the new placement must start on the same day that the previous placement ended.

## Data Item: place\_type

**description:** Placement Type

**item\_ref:** PLA004A

**categories:** ['looked\_after', 'placement']

**returns:** ['SSDA903', 'AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:place\_type', 'mosaic:place\_type']

**cms\_table:** ['liquid\_logic:placement', 'mosaic:placement']

**guidance:** This category can be defined, in a broad sense, as indicating where the child is living. Data items giving information on the provision of placements and the location where the child is being looked-after are collected in conjunction with the placement for each child. Please see paragraph 2.2.9 on placement provider and paragraph 2.2.6 on placement location in this guide for further details. Some care is required when coding placement types, as there can be instances where a child remains living at the same location, but the placement code changes, and a new episode is required. There are also a few cases where a change of placement should not be recorded on the SSDA903, and those where the local authority has the option of whether to record them or not. A change of placement can happen either when a child:

- Moves to a new placement, even if this does not require using a different placement code (this is the most frequent kind of placement change); or
- If the child remains at the same location, but the placement code changes for any other reason (for example, a child becomes 'placed for adoption' with foster parents). In both instances the fact that it is a change of placement is indicated by the use of 'Reason for New Episode' codes P, B, T or U. Code set for placement type:

-A3 Placed for adoption with parental/guardian consent with current foster carer(s) (S19 Adoption and Children Act 2002) or with a freeing order where parental/guardian consent has been given (S18(1)(a) Adoption Act 1976) -A4 Placed for adoption with parental/guardian consent not with current foster carer(s) (S19 Adoption and Children Act 2002) or with a freeing order where parental/guardian consent has been given (S18(1)(a) Adoption Act 1976) -A5 Placed for adoption with placement order with current foster carer(s) (S21 Adoption and Children Act 2002) or with a freeing order where parental/guardian consent was dispensed with (S18(1)(b) Adoption Act 1976) -A6 Placed for adoption with placement order not with current foster carer(s) (S21 Adoption and Children Act 2002) or with a freeing order where parental/guardian consent was dispensed with (S18(1)(b) of the Adoption Act 1976) -H5 Semi-independent living accommodation not subject to children's homes regulations -K1 Secure children's homes -K2 Children's Homes subject to Children's Homes Regulations -P1 Placed with own parent(s) or other person(s) with parental responsibility -P2 Independent living e.g. in a flat/ lodgings, bedsit, B&B; or with friends, with or without formal support -P3 Residential employment -R1 Residential care home -R2 National Health Service (NHS)/health trust or other establishment providing medical or nursing care -R3 Family centre or mother and baby unit -R5 Young offender institution (YOI) -S1 All residential schools, except where dual-registered as a school and children's home -T0 All types of temporary move (see paragraphs above for further details) -T1 Temporary periods in hospital -T2 Temporary absences of the child on holiday -T3 Temporary accommodation whilst normal foster carer(s) is/are on holiday -T4 Temporary accommodation of seven days or less, for any reason, not covered by codes T1 to T3 -U1 Foster placement with relative(s) or friend(s) – long term fostering -U2 Fostering placement with relative(s) or friend(s) who is/are also an approved adopter(s) – FFA/ concurrent planning -U3 Fostering placement with relative(s) or friend(s) who is/are not long-term or FFA/ concurrent planning -U4 Foster placement with other foster carer(s) – long term fostering -U5 Foster placement with other foster carer(s) who is/are also an approved adopter(s) – FFA/ concurrent planning -U6 Foster placement with other foster carer(s) – not long term or FFA/ concurrent planning -Z1 Other placements (must be listed on a schedule sent to DfE with annual submission)

## Data Item: place\_urn

**description:** URN of Placement

**item\_ref:** PLA005A

**type:** string

**categories:** ['looked\_after', 'placement']

**returns:** ['SSDA903', 'AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:place\_urn', 'mosaic:place\_urn']

**cms\_table:** ['liquid\_logic:placement', 'mosaic:placement']

**guidance:** A new requirement was introduced in the collection year 2015 to 2016, to return the unique reference number (URN) where the setting is subject to Ofsted inspections. For children's homes this would be the URN of the individual home and for foster or adoptive placements this would be the URN of the relevant service or agency providing the placement. For larger providers with multiple settings or branches the precise URN for the particular setting or branch is required. The data, which will cover roughly 90% of all placements, will be used to map placement use in a more accurate way than previously possible to enable better understanding of placement patterns and to help improve understanding of why children are placed in certain placements and how this can impact on them. It will give a better understanding of the market for children's homes and the use of independent fostering and adoption providers so that government can consider appropriate policy responses to help the sufficiency of the market. It is anticipated that local authorities will find the additional data helpful, for instance by linking Ofsted quality ratings to provision. In some cases, it will be valid to provide different information to that registered with Ofsted, for example if a child is placed at the provider but at a different postcode to the main site. This could be the case if a child is residing in a dormitory with a different postcode to the registered site. Here the actual postcode where the child resides should be reported. The URN is in the format SC999999 or 9999999 for newly registered providers. Note that secure training centres may have both a 6-digit education URN and a 7-digit social care URN and it is the 7-digit social care URN which should be returned in the SSDA903. Where local authorities are certain that a provider is not inspected by Ofsted but is inspected by the Care Quality Commission (CQC) or Independent Schools Inspectorate (ISI) then the code 'XXXXXXX' should be used. Similarly, the code 'XXXXXXX' should be used when the provider is a regional adoption agency. It is possible there may be more than one URN for a provider, for instance if it was bought by another company and so re-registered, so it is important local authorities return the valid social care URN for the latest date the child was placed at the provider. If a provider has been de-registered, we expect the local authority to close the episode of care at that URN. Where the child remains with the same provider, but the URN has changed because of administrative changes, (for example, a change from the local authority's children's services to a children's Trust that is registered with Ofsted), the local authority should add a new episode and use 'T' code for reason for new episode. Please do not use the Ofsted website to obtain provider social care URNs. It is designed to allow the general public to find inspection reports across all Ofsted remits, rather than being a general search tool. There are legitimate numbers it won't recognise and there are other inspected premises you will not be able to find (for example children's homes when searching by address details); nor will it provide both social care and education URNs where a provider has both. Ofsted are happy to advise and confirm the URN that should be provided in the CLA return if you have any queries. As a minimum, please provide them with the setting name, address and postcode. Their contact team email address is [socialcaredata@ofsted.gov.uk](mailto:socialcaredata@ofsted.gov.uk) and their contact team telephone number is 03000 130020. Where placements are of a type or in a setting not inspected by Ofsted, such as placed with parents, then no URN is expected.

## Data Item: place\_la

**description:** LA of Placement

**item\_ref:** PLA006A

**categories:** ['looked\_after', 'placement']

**returns:** ['SSDA903', 'AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:place\_la', 'mosaic:place\_la']

**cms\_table:** ['liquid\_logic:placement', 'mosaic:placement']

**guidance:** The Local Authority of the location where the child is placed. (In the SSDA903 this is calculated from the Placement Postcode by the DfE)

## Data Item: place\_provider

**description:** Placement Provider

**item\_ref:** PLA007A

**categories:** ['looked\_after', 'placement']



**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:place\_provider', 'mosaic:place\_provider']

**cms\_table:** ['liquid\_logic:placement', 'mosaic:placement']

**guidance:** For each of the placements in Section 2.2.8, except those children looked-after placed in temporary placements (T0-T4) or other placements (Z1) a placement provider code is required. This will record information on the party providing the placement for each and every placement for a child looked-after during the year. Children placed with their own parents do not strictly have a placement provider and should be allocated code PR0, only. -PR0 Parent(s) or other person(s) with parental responsibility -PR1 Own provision (by the local authority) including a regional adoption agency where the child's responsible local authority is the host authority -PR2 Other local authority provision, including a regional adoption agency where another local authority is the host authority -PR3 Other public provision (for example, a primary care trust) -PR4 Private provision -PR5 Voluntary/third sector provision

## Data Item: place\_postcode

**description:** Placement Postcode

**item\_ref:** PLA008A

**categories:** ['looked\_after', 'placement']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:place\_postcode', 'mosaic:place\_postcode']

**cms\_table:** ['liquid\_logic:placement', 'mosaic:placement']

**guidance:** The postcode of the location where the child is placed. This should be returned for all placements. Please see below for further details on the groups of children for whom this data item is not required, and additional fields that will be derived from the postcode fields. Home and placement postcodes – further notes and definitions Home and placement postcodes should be recorded for all placements during the latest year. There is one exception to this, children looked-after under an agreed series of short-term placements (legal status of V3 or V4). However, if a child changes to another legal status during the year (that is no longer an agreed series of short-term placements) then the postcodes should be entered for the new placement. If the child is in a temporary placement use the postcode of the usual placement for the child, this should be the postcode of the placement that the child returns to following the temporary placement. If a child moves to a new placement after the temporary placements, then a placement move should be recorded in the usual way. The same should be applied for children who are missing from their placement. For unaccompanied asylum-seeking children (UASC), the home postcode is not required but the placement postcode should be available. In this case, the placement postcode should be returned which will enable the derivation of 'local authority of placement' and 'placement location' fields (see below for further detail on these derived fields) but the home postcode should be left blank. Similarly, in other specific circumstances where a home postcode is not available, like for overseas children, the parents are homeless or a child from a traveller family, then the home postcode should be left blank. The home and placement postcodes are then used to derive the following further data items for each placement: • Distance between home and placement (miles). This is the calculated distance between the child's home postcode and the child's placement postcode. Local authorities can overwrite this manually where necessary. • Local authority of placement. This is the local authority where the child is placed and gives the calculated local authority number. If the placement is not in England then the system will try to establish if the child is placed in Northern Ireland (NIR), Wales (WAL), Scotland (SCO), a confidential placement (CON) or outside the UK (NUK). • Placement location. This is whether the child is looked after inside (IN) or outside (OUT) the local boundary responsible for the child's care. Distance between home and placement (miles) - (derived from postcodes) To calculate the distance between home and placement, local authorities must include the home and placement postcodes. When a child's home postcode is outside of England or not available, or the placement postcode is not available, please use 999.9 for the distance. This includes children from overseas, children whose parents were homeless or children who had no fixed address as they belonged to a traveller family.

## Data Item: place\_end

**description:** Placement End Date

**item\_ref:** PLA009A

**type:** date

**categories:** ['looked\_after', 'placement']

**returns:** ['SSDA903']

**cms\_field:** ['liquid\_logic:place\_end', 'mosaic:place\_end']

**cms\_table:** ['liquid\_logic:placement', 'mosaic:placement']

**guidance:** This item records the date that each placement ended. Code day and month as two-digit numbers and year as a four-digit number. Example: 4 November 2022 should be entered as 04/11/2022. A placement cannot start and end on the same day. Where a child has not left care, a new placement must start on the same day as the previous placement finished.

## Data Item: place\_change\_reason

**description:** Reason for Placement Change

**item\_ref:** PLA010A

**categories:** ['looked\_after', 'placement']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:place\_change\_reason', 'mosaic:place\_change\_reason']

**cms\_table:** ['liquid\_logic:placement', 'mosaic:placement']

**guidance:** Record the reason for placement change using the code list detailed below. The reason for placement change should be recorded against the episode that is ceasing, not against the new episode starting. CARPL Change to/Implementation of Care Plan This code would be used where the change of placement is a planned part of the child's care plan and will be a move to a placement that meets the child's assessed needs on a temporary or permanent basis. This would include circumstances where a placement change was not expected but becomes necessary. The key factor is that planning takes place and the decision is recorded in the child's care plan before the change takes place. This would include moves from short to long term foster care or where a child is placed for adoption with the current foster carer. It also includes movements to semi-independence. The nature of the change in plan will be monitored through the placement codes before and after this move. This should not include changes where the foster carer has moved to a new house or where the carer is the same but has changed provider type. CLOSE Resignation/ closure of provision This code would be used where a child has to be moved because a foster carer decides to resign or the setting closes. This code would be used in a planned move; not in an emergency. The foster carer's decision to resign may be because their circumstances have changed, for example, the foster carer becomes ill or another change of circumstances means that the foster carer is no longer able to provide a placement for the child. Circumstances may also include where the child's placement had lasted longer than expected and the foster carer is no longer able to provide a placement for the child. Use of this code would also include where a setting (for example, a children's home or a fostering service) closes and is therefore no longer a registered provision with Ofsted. ALLEG Allegation (s47) This code would be used where a child has been removed from placement because of an allegation which is being investigated under s47 (Children Act 1989). This allegation may relate to the carer or another child at the setting. This code should not be used if the allegation has resulted in the setting's approval (for example, a children's home or a fostering service) being terminated – in this case, 'approval removed' should be used. STAND Standards of care concern This code would be used where a child has been removed from placement by the responsible authority or provider as a result of concerns about standards of care. This does not mean a child protection investigation (s47) but a formal process followed by the provider. For example, see the National Minimum Standards for Fostering Service 2011, standard. 22. This code can be used for all types of placement such as foster care, residential care. This code should not be used if the setting's approval is terminated as a result of standards of care concerns –

in this case, 'approval removed' should be used. CUSTOD Custody arrangement This code would be used where a child has been admitted into custody. APPRR Approval removed This code would be used where a setting is no longer approved/registered with the appropriate statutory body (such as Ofsted). This code can be used for all types of placement such as foster care, residential care. For example, this code should be used where a foster carer's approval is terminated by the service following a s47 investigation, a standards of care issue, a complaint or for other reasons that relate to the carers' conduct. It should also be used where Ofsted take enforcement action resulting in the closure of a residential setting. This code should not be used when a foster carer resigns or a provision is closed voluntarily and they are no longer registered with the relevant statutory body (such as Ofsted). CREQB Carer(s) requests placement end due to child's behaviour This code would be used where because of the child's behaviour the placement has broken down or disrupted, and the carer has asked for the placement to end and the child to be moved to another placement. There may be some planning involved and a short period of time may pass but this is not a planned move. CREQO Carer(s) requests placement end other than due to child's behaviour These codes would be used where it was intended that the placement was a short or long term arrangement but has broken down or disrupted and the carer [foster carer, residential unit or connected person] has asked for the child to be moved to another placement. There may be some planning involved and a short period of time may pass but this is not a planned move. CHILD Child requests placement end This code would be used where it was intended that the placement was a short- or long-term arrangement but has broken down or disrupted and the child has asked to move to another placement. There may be some planning involved and a short period of time may pass but this is not a planned move. LAREQ Responsible/area authority requests placement end This code would be used where it was intended that the placement was a short- or long-term placement but the responsible authority has decided that the placement no longer meets the child's needs. There may be some planning involved and a short period of time may pass but this is not a planned move. There will be circumstances where the child is at risk of harm and this would be coded as an allegation or standards of care concern. Where the placement no longer meets a child's need but there is no immediate risk – this code would be used. PLACE Change in the status of placement only This code would be used where there is a change of status for the placement, but the child remains with the same carer and there is no change to the care plan. Examples include a foster carer moving to a new house, a foster carer working for a local authority becomes managed by an independent fostering agency, a placement for adoption transferring to a regional adoption agency, or a child in residential accommodation moving under the same provider. Here the 'reason for new episode' code will indicate that the child is still living with the same carer. OTHER Other Any other reason not captured above. Please note that 'Other' should only be used in exceptional circumstances.

# Object: assessments

## Data Item: assessment\_id

**description:** Assessment ID

**item\_ref:** ASM001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['child\_in\_need', 'assessment']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:assessment\_id', 'mosaic:assessment\_id']

**cms\_table:** ['liquid\_logic:assessments', 'mosaic:assessments']

**guidance:** Assessment unique ID from system or auto-generated as part of export. Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Local authorities undertake assessments of the needs of individual children to determine what services to provide and action to take. Assessments should be recorded only at significant points such as the beginning of a new episode of need. It is not necessary to log new assessments at the point of closing an episode of need. As set out in 'Working together to safeguard children' (2018), where the outcome of the assessment is continued through an agreed plan of action, the plan should be reviewed regularly, the outcomes of these reviews do not need to be recorded. However, if the situation changes significantly, this may result in the need for the completion of a new assessment, in which case this new assessment should be recorded. Include all assessments that fall entirely or partly in the 2022 to 2023 collection year, including those that had started but had not finished by 31 March 2023, and those that started prior to 1 April 2022 and were completed within the 2022 to 2023 collection year. Please note, if a child is referred to a local authority and has been classified as in need following an assessment they should be included in the children in need census, regardless of whether they are receiving youth offending or any other service. Within one working day of a referral being received, a decision should be made about the type of response required. The maximum timeframe from the assessment to arrive at a decision on the action to be taken should be no longer than 45 working days from the point of referral. This should be recorded as the end date of the assessment. Assessments may lead to no further action, the direct provision of services, and section 47 enquiries. See 'Working together to safeguard children' for further information. There must always be an assessment actual start date, but if the assessment authorisation date falls after the end of the census year, it should be left blank. The assessment internal review point date is optional.

## Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** ASM002A

**type:** string

**foreign\_key:** person.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['child\_in\_need', 'assessment']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:assessments', 'mosaic:assessments']

**guidance:** See PER001A

## Data Item: asmt\_start\_date

**description:** Assessment Start Date

**item\_ref:** ASM003A

**type:** date

**categories:** ['child\_in\_need', 'assessment']

**returns:** ['CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:asmt\_start\_date', 'mosaic:asmt\_start\_date']

**cms\_table:** ['liquid\_logic:assessments', 'mosaic:assessments']

**guidance:** Enter the date the assessment actually started. This is the actual start date of the continuous assessment.

## Data Item: asmt\_child\_seen

**description:** Child Seen During Assessment

**item\_ref:** ASM004A

**type:** boolean

**categories:** ['child\_in\_need', 'assessment']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:asmt\_child\_seen', 'mosaic:asmt\_child\_seen']

**cms\_table:** ['liquid\_logic:assessments', 'mosaic:assessments']

**guidance:** Was the child seen during the Assessment process?

## Data Item: asmt\_auth\_date

**description:** Assessment Authorised Date

**item\_ref:** ASM005A

**type:** date

**categories:** ['child\_in\_need', 'assessment']

**returns:** ['CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:asmt\_auth\_date', 'mosaic:asmt\_auth\_date']

**cms\_table:** ['liquid\_logic:assessments', 'mosaic:assessments']

**guidance:** Enter the actual date on which an assessment is completed and authorised, according to the formatting covered in the general notes. This is the date the assessment is completed and authorised. An assessment is deemed to be completed once the social worker has informed, in writing, all the relevant agencies and the family of their decisions and if the child is a child in need, of the plan for providing support/ or once the assessment has been discussed with the child's family (or carers) and the team manager has viewed and authorised the assessment.

## Data Item: asmt\_outcome

**description:** Assessment Outcome

**item\_ref:** ASM006A

**categories:** ['child\_in\_need', 'assessment']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:asmt\_outcome', 'mosaic:asmt\_outcome']

**cms\_table:** ['liquid\_logic:assessments', 'mosaic:assessments']

**guidance:** The outcomes may be as follows: - No further action; - Additional support which can be provided through universal services and single service provision or the Early Help assessment process; - The development of a multi-agency Child in Need plan for the provision of child in need services to promote the child's health and development; - Specialist assessment for a more in-depth understanding of the child's needs and circumstances; - Undertaking a Strategy Discussion/Meeting, a Section 47 child protection enquiry; - Emergency action to protect a child

## Data Item: asmt\_team

**description:** Assessment Completed by Team

**item\_ref:** ASM007A

**categories:** ['child\_in\_need', 'assessment']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:asmt\_team', 'mosaic:asmt\_team']

**cms\_table:** ['liquid\_logic:assessments', 'mosaic:assessments']

**guidance:** Allocated Team responsible for completing Assessment

## Data Item: asmt\_worker\_id

**description:** Assessment Completed by Worker ID

**item\_ref:** ASM008A

**foreign\_key:** social\_worker.sw\_id

**categories:** ['child\_in\_need', 'assessment']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:asmt\_worker\_id', 'mosaic:asmt\_worker\_id']

**cms\_table:** ['liquid\_logic:assessments', 'mosaic:assessments']

**guidance:** Allocated worker responsible for completing Assessment

# Object: contacts

## Data Item: contact\_id

**description:** Contact ID

**item\_ref:** CON001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['contact']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:contact\_id', 'mosaic:contact\_id']

**cms\_table:** ['liquid\_logic:contacts', 'mosaic:contacts']

**guidance:** Contact Record unique ID from system or auto-generated as part of export.

## Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** CON002A

**type:** string

**foreign\_key:** person.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['contact']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:contacts', 'mosaic:contacts']

**guidance:** See PER001A

## Data Item: contact\_date

**description:** Date of Contact

**item\_ref:** CON003A

**type:** date

**categories:** ['contact']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:contact\_date', 'mosaic:contact\_date']

**cms\_table:** ['liquid\_logic:contacts', 'mosaic:contacts']

**guidance:** Date Contact received into LA

## Data Item: contact\_source

**description:** Contact Source

**item\_ref:** CON004A

**categories:** ['contact']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:contact\_source', 'mosaic:contact\_source']

**cms\_table:** ['liquid\_logic:contacts', 'mosaic:contacts']

**guidance:** For each new contact, record the source of contact from the list. Where there is more than one contact for the same child on the same day, the first contact should be recorded and it is this contact source that should be recorded here.

## **Data Item: contact\_outcome**

**description:** Contact Outcome

**item\_ref:** CON005A

**categories:** ['contact']

**returns:** ['ADCS\_SP']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:contact\_outcome', 'mosaic:contact\_outcome']

**cms\_table:** ['liquid\_logic:contacts', 'mosaic:contacts']

**guidance:** EH Referral/ CIN Referral



# Object: ehcp\_named\_plan

## Data Item: named\_plan\_id

**description:** Named Plan ID

**item\_ref:** ENP001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['send', 'ehcp\_request', 'ehcp\_assessment']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:named\_plan\_id', 'mosaic:named\_plan\_id']

**cms\_table:** ['liquid\_logic:ehcp\_named\_plan', 'mosaic:ehcp\_named\_plan']

**guidance:** EHCP named plan unique ID from system or auto-generated as part of export. This module collects information on the content of the EHC plan, i.e. what is in Section I. It should be completed for all existing active EHC plans. It is possible that multiple plans may be recorded for a single person. For example, if an EHC plan has previously ceased and a further plan has later been issued following a new needs assessment. Changes may occur to this section from one year to the next for the same person, for example where an establishment named on the EHC plan is changed.

## Data Item: ehcp\_asmt\_id

**description:** Assessment ID

**item\_ref:** ENP002A

**type:** string

**foreign\_key:** ehcp\_assessment.ehcp\_asmt\_id

**categories:** ['send', 'ehcp\_request', 'ehcp\_assessment']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:ehcp\_asmt\_id', 'mosaic:ehcp\_asmt\_id']

**cms\_table:** ['liquid\_logic:ehcp\_named\_plan', 'mosaic:ehcp\_named\_plan']

**guidance:** See EAM001A

## Data Item: named\_plan\_start\_date

**description:** Start Date

**item\_ref:** ENP003A

**type:** date

**categories:** ['send', 'ehcp\_request', 'ehcp\_assessment']

**returns:** ['SEN2']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:named\_plan\_start\_date', 'mosaic:named\_plan\_start\_date']

**cms\_table:** ['liquid\_logic:ehcp\_named\_plan', 'mosaic:ehcp\_named\_plan']

**guidance:** Date of current EHC plan.

## Data Item: named\_plan\_cease\_date

**description:** Cease Date

**item\_ref:** ENP004A

**type:** date

**categories:** ['send', 'ehcp\_request', 'ehcp\_assessment']

**returns:** ['SEN2']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:named\_plan\_cease\_date', 'mosaic:named\_plan\_cease\_date']

**cms\_table:** ['liquid\_logic:ehcp\_named\_plan', 'mosaic:ehcp\_named\_plan']

**guidance:** Please provide the date the EHC plan ended or the date the EHC plan was transferred to another local authority. Do not record the date of the decision to cease. Local authorities must continue to maintain the EHC plan until the time has passed for bringing an appeal or, when an appeal has been registered, until it has been concluded.

## Data Item: named\_plan\_cease\_reason

**description:** Cease Reason

**item\_ref:** ENP005A

**categories:** ['send', 'ehcp\_request', 'ehcp\_assessment']

**returns:** ['SEN2']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:named\_plan\_cease\_reason', 'mosaic:named\_plan\_cease\_reason']

**cms\_table:** ['liquid\_logic:ehcp\_named\_plan', 'mosaic:ehcp\_named\_plan']

**guidance:** Please provide the reason the EHC plan ended from the list below 1 – Reached maximum age (this is the end of the academic year during which the young person turned 25) 2 – Ongoing educational or training needs being met without an EHC plan 3 – Moved on to higher education 4 – Moved on to paid employment, excluding apprenticeships 5 – Transferred to another LA 6 – Young person no longer wishes to engage in education or training 7 – Child or young person has moved outside England 8 – Child or young person deceased 9 – Other

# Object: family

## Data Item: family\_id

**description:** Family identifier

**item\_ref:** FAM001A

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['identity', 'family']

**returns:** ['ASGLB', 'AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:family\_id', 'mosaic:family\_id']

**cms\_table:** ['liquid\_logic:family', 'mosaic:family']

**guidance:** For linking to adoptive family or Family-level interventions e.g. Early Help

## Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** FAM002A

**type:** string

**foreign\_key:** person.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['identity', 'family']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:family', 'mosaic:family']

**guidance:** See PER001A

## Object: sdq\_scores

### Data Item: sdq\_id

**description:** SDQ ID

**item\_ref:** SDQ001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['looked\_after', 'sdq']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:sdq\_id', 'mosaic:sdq\_id']

**cms\_table:** ['liquid\_logic:sdq\_scores', 'mosaic:sdq\_scores']

**guidance:** SDQ record unique ID from system or auto-generated as part of export.

### Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** SDQ002A

**type:** string

**foreign\_key:** cla\_episodes.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['looked\_after', 'sdq']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:sdq\_scores', 'mosaic:sdq\_scores']

**guidance:** See PER001A

### Data Item: sdq\_completed\_date

**description:** SDQ Completed Date

**item\_ref:** SDQ003A

**type:** date

**categories:** ['looked\_after', 'sdq']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:sdq\_completed\_date', 'mosaic:sdq\_completed\_date']

**cms\_table:** ['liquid\_logic:sdq\_scores', 'mosaic:sdq\_scores']

**guidance:** Date of completion of Strength and Difficulties Questionnaire (SDQ)

### Data Item: sdq\_reason

**description:** SDQ Reason

**item\_ref:** SDQ004A

**categories:** ['looked\_after', 'sdq']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:sdq\_reason', 'mosaic:sdq\_reason']

**cms\_table:** ['liquid\_logic:sdq\_scores', 'mosaic:sdq\_scores']

**guidance:** If it is not possible to collect the SDQ score for a looked-after child, then please record the reason using the codes below. -SDQ1 No form returned as child was aged under 4 or over 16 at date of latest assessment -SDQ2 Carer(s) refused to complete and return questionnaire -SDQ3 Not possible to complete the questionnaire due to severity of the child's disability -SDQ4 Other -SDQ5 Child or young person refuses to allow a strengths and difficulties questionnaire (SDQ) to be completed

## Data Item: sdq\_score

**description:** SDQ Score

**item\_ref:** SDQ005A

**categories:** ['looked\_after', 'sdq']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:sdq\_score', 'mosaic:sdq\_score']

**cms\_table:** ['liquid\_logic:sdq\_scores', 'mosaic:sdq\_scores']

**guidance:** Evidence suggests that mental health problems are over four times more likely for children looked after compared to their peers. Carers continue to report that they find it difficult to access appropriate child and adolescent mental health services. The Government sees it as critical to address the issue of mental health of children looked-after to improve both their outcomes and life chances. This data item covers the emotional and behavioural health of children looked-after, as recorded by a main carer in the strengths and difficulties questionnaire (SDQ). Statutory guidance on promoting the health and well-being of looked-after children issued under Section 7 of the Local Authority Social Services Act 1970 sets out that all local authorities are required (paragraphs 14, 47 and Annex B) to make sure that a strengths and difficulties questionnaire (SDQ) is completed for each of their children looked after aged between 4-16 inclusive. As well as providing data at a national level on the emotional and behavioural health of children looked after, the SDQ also provides valuable information as part of a child's annual health assessment. So it should not be seen purely as a data collection exercise. Its primary purpose is to give social workers and health professionals information about a child's wellbeing. While local authorities may use other screening/diagnostic tools in addition to the SDQ to monitor the emotional/mental health of their children looked after, nevertheless they must carry out the SDQ assessment in line with the above guidance. Unless a carer refuses to complete an SDQ a score should be returned for every child looked-after. Data submitted Local authorities will collect data through a standard strengths and difficulties questionnaire. A single score (0–40), or a reason for the score not being returned is required for each child looked-after continuously for at least 12 months aged 4–16 on the date of the last assessment.

## Object: early\_help\_episodes

### Data Item: eh\_episode\_id

**description:** EH Episode ID

**item\_ref:** EAR001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['early\_help']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:eh\_episode\_id', 'mosaic:eh\_episode\_id']

**cms\_table:** ['liquid\_logic:early\_help\_episodes', 'mosaic:early\_help\_episodes']

**guidance:** Early Help Episode unique ID from system or auto-generated as part of export.

### Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** EAR002A

**type:** string

**foreign\_key:** person.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['early\_help']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:early\_help\_episodes', 'mosaic:early\_help\_episodes']

**guidance:** See PER001A

### Data Item: eh\_epi\_start\_date

**description:** EH Episode Start Date

**item\_ref:** EAR003A

**type:** date

**categories:** ['early\_help']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:eh\_epi\_start\_date', 'mosaic:eh\_epi\_start\_date']

**cms\_table:** ['liquid\_logic:early\_help\_episodes', 'mosaic:early\_help\_episodes']

**guidance:** Date Early Help Episode Started

### Data Item: eh\_epi\_end\_date

**description:** EH Episode End Date

**item\_ref:** EAR004A

**type:** date

**categories:** ['early\_help']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:eh\_epi\_end\_date', 'mosaic:eh\_epi\_end\_date']

**cms\_table:** ['liquid\_logic:early\_help\_episodes', 'mosaic:early\_help\_episodes']

**guidance:** Date Early Help Episode Ended

## Data Item: eh\_epi\_reason

**description:** EH Episode Reason for Involvement

**item\_ref:** EAR005A

**categories:** ['early\_help']

**returns:** ['ADCS\_SP']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:eh\_epi\_reason', 'mosaic:eh\_epi\_reason']

**cms\_table:** ['liquid\_logic:early\_help\_episodes', 'mosaic:early\_help\_episodes']

**guidance:** Broad categorisation of Reason for Involvement. Potential categories could be: -Alcohol/ Substance Misuse (Parent or Child) -Mental Health (Parent or Child) -Parenting and Family Dynamics -Physical and Learning Disabilities/Illness (Parent or Child) -Domestic Violence/ Abuse -Child Abuse/ Neglect -Special Circumstances/ Vulnerabilities -Socio-economic Challenges -Child Well-being and Development -Information and Support Service -Other

## Data Item: eh\_epi\_end\_reason

**description:** EH Episode End Reason

**item\_ref:** EAR006A

**categories:** ['early\_help']

**returns:** ['ADCS\_SP']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:eh\_epi\_end\_reason', 'mosaic:eh\_epi\_end\_reason']

**cms\_table:** ['liquid\_logic:early\_help\_episodes', 'mosaic:early\_help\_episodes']

**guidance:** Outcomes met/ Step-up/ NFA

## Data Item: eh\_epi\_org

**description:** EH Episode Allocated Organisation

**item\_ref:** EAR007A

**categories:** ['early\_help']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:eh\_epi\_org', 'mosaic:eh\_epi\_org']

**cms\_table:** ['liquid\_logic:early\_help\_episodes', 'mosaic:early\_help\_episodes']

**guidance:** Organisation responsible for Early Help provision

## Data Item: eh\_epi\_worker\_id

**description:** EH Episode Allocated Worker ID

**item\_ref:** EAR008A

**foreign\_key:** social\_worker.sw\_id

**categories:** ['early\_help']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:eh\_epi\_worker\_id', 'mosaic:eh\_epi\_worker\_id']

**cms\_table:** ['liquid\_logic:early\_help\_episodes', 'mosaic:early\_help\_episodes']

**guidance:** Allocated worker responsible for Early Help provision



# Object: cp\_reviews\_risks

## Data Item: cp\_review\_id

**description:** Review ID

**item\_ref:** CPK010A

**type:** string

**primary\_key:** True

**foreign\_key:** cp\_reviews.cp\_review\_id

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['child\_protection', 'cp\_plan', 'review']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_review\_id', 'mosaic:cp\_review\_id']

**cms\_table:** ['liquid\_logic:cp\_reviews\_risks', 'mosaic:cp\_reviews\_risks']

**guidance:** See CPR001A

## Data Item: cp\_review\_risks

**description:** Risks to child at this conference

**item\_ref:** CPK011A

**categories:** ['child\_protection', 'cp\_plan', 'review']

**returns:** ['1aDraft']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_review\_risks', 'mosaic:cp\_review\_risks']

**cms\_table:** ['liquid\_logic:cp\_reviews\_risks', 'mosaic:cp\_reviews\_risks']

**guidance:** List the current risk factors for the child at this conference. This indicator will require further discussion/ development. Possible categories: -Adults who pose a risk of physical harm -Adults who pose a risk of sexual harm -Alcohol abuse -Child Sexual Exploitation -Domestic violence -Fabricated Illness -Learning Disability -Mental Health -Neglectful Parenting -Substance misuse -Other

## Object: s47\_enquiry\_icpc

### Data Item: s47\_enquiry\_id

**description:** S47 Enquiry ID

**item\_ref:** S47001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['s47\_enquiry', 'child\_protection']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:s47\_enquiry\_id', 'mosaic:s47\_enquiry\_id']

**cms\_table:** ['liquid\_logic:s47\_enquiry\_icpc', 'mosaic:s47\_enquiry\_icpc']

**guidance:** Section 57 Enquiry unique ID from system or auto-generated as part of export.

### Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** S47002A

**type:** string

**foreign\_key:** person.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['s47\_enquiry', 'child\_protection']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:s47\_enquiry\_icpc', 'mosaic:s47\_enquiry\_icpc']

**guidance:** See PER001A

### Data Item: s47\_start\_date

**description:** S47 Start Date

**item\_ref:** S47004A

**type:** date

**categories:** ['s47\_enquiry', 'child\_protection']

**returns:** ['CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:s47\_start\_date', 'mosaic:s47\_start\_date']

**cms\_table:** ['liquid\_logic:s47\_enquiry\_icpc', 'mosaic:s47\_enquiry\_icpc']

**guidance:** This item refers to enquiries conducted under the provisions of section 47 of the Children Act 1989. The objective of such enquiries is to determine whether action is needed to promote and safeguard the welfare of the child or children who are the subject of the enquiries. An assessment should also be recorded on each occasion a child is subject to a section 47 enquiry. We are aware that in some local authorities a section 47 enquiry is automatically triggered alongside the assessment. In these cases, where both resulted in no further action, a section 47 should not be recorded. Enter the date of the strategy discussion at which the section 47 enquiries were initiated, using the formatting covered in the general notes. This can be a non-working day.

## Data Item: s47\_authorised\_date

**description:** S47 Authorised Date

**item\_ref:** S47005A

**type:** date

**categories:** ['s47\_enquiry', 'child\_protection']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:s47\_authorised\_date', 'mosaic:s47\_authorised\_date']

**cms\_table:** ['liquid\_logic:s47\_enquiry\_icpc', 'mosaic:s47\_enquiry\_icpc']

**guidance:** Enter the actual date on which the S47 Enquiry is completed and authorised.

## Data Item: s47outcome

**description:** S47 Outcome

**item\_ref:** S47006A

**categories:** ['s47\_enquiry', 'child\_protection']

**returns:** ['CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:s47outcome', 'mosaic:s47outcome']

**cms\_table:** ['liquid\_logic:s47\_enquiry\_icpc', 'mosaic:s47\_enquiry\_icpc']

**guidance:** Enter the outcome of the Section 47 Enquiry: - Initial CP Conference - Other Agency to Monitor Child's Welfare - NFA - Continue With Family Assessment - Initiate Legal Action - Provision of Services (s17) - Provision of Short Break Care (s17) - No Further Action - Other Outcome

## Data Item: icpc\_transfer\_in

**description:** Is this a transferred in ICPC?

**item\_ref:** S47011A

**type:** boolean

**categories:** ['s47\_enquiry', 'child\_protection']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:icpc\_transfer\_in', 'mosaic:icpc\_transfer\_in']

**cms\_table:** ['liquid\_logic:s47\_enquiry\_icpc', 'mosaic:s47\_enquiry\_icpc']

**guidance:** In this is a transfer in ICPC: 1 - Yes 0 - No

## Data Item: icpc\_date

**description:** Date of Initial CP Conference

**item\_ref:** S47007A

**type:** date

**categories:** ['initial\_cp\_conference', 'child\_protection']

**returns:** ['CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:icpc\_date', 'mosaic:icpc\_date']

**cms\_table:** ['liquid\_logic:s47\_enquiry\_icpc', 'mosaic:s47\_enquiry\_icpc']

**guidance:** Enter the date on which the initial child protection conference takes place, using the formatting covered in the general notes. If the initial child protection conference has not yet taken place, please leave blank.

## Data Item: icpc\_outcome

**description:** Outcome of Initial CP Conference

**item\_ref:** S47008A

**categories:** ['initial\_cp\_conference', 'child\_protection']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:icpc\_outcome', 'mosaic:icpc\_outcome']

**cms\_table:** ['liquid\_logic:s47\_enquiry\_icpc', 'mosaic:s47\_enquiry\_icpc']

**guidance:** Enter the outcome of the Initial CP Conference: - Child/ young person to be subject of a Child Protection Plan - Do not start Child Protection Plan

## Data Item: icpc\_team

**description:** S47/ ICPC Allocated Team

**item\_ref:** S47009A

**categories:** ['initial\_cp\_conference', 'child\_protection']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:icpc\_team', 'mosaic:icpc\_team']

**cms\_table:** ['liquid\_logic:s47\_enquiry\_icpc', 'mosaic:s47\_enquiry\_icpc']

**guidance:** Allocated Team responsible for S47 Enquiry/ ICPC

## Data Item: icpc\_worker\_id

**description:** S47/ ICPC Allocated Worker ID

**item\_ref:** S47010A

**foreign\_key:** social\_worker.sw\_id

**categories:** ['initial\_cp\_conference', 'child\_protection']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:icpc\_worker\_id', 'mosaic:icpc\_worker\_id']

**cms\_table:** ['liquid\_logic:s47\_enquiry\_icpc', 'mosaic:s47\_enquiry\_icpc']

**guidance:** Allocated worker responsible for S47 Enquiry/ ICPC

## Object: legal\_status

### Data Item: legal\_status\_id

**description:** Legal Status ID

**item\_ref:** LEG001A

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['identity', 'looked\_after']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:legal\_status\_id', 'mosaic:legal\_status\_id']

**cms\_table:** ['liquid\_logic:legal\_status', 'mosaic:legal\_status']

**guidance:** Legal Status Record unique ID from system or auto-generated as part of export.

### Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** LEG002A

**type:** string

**foreign\_key:** person.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['identity', 'looked\_after']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:legal\_status', 'mosaic:legal\_status']

**guidance:** See PER001A

### Data Item: legal\_status

**description:** Legal Status

**item\_ref:** LEG003A

**categories:** ['identity', 'looked\_after']

**returns:** ['SSDA903', 'AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:legal\_status', 'mosaic:legal\_status']

**cms\_table:** ['liquid\_logic:legal\_status', 'mosaic:legal\_status']

**guidance:** The legal status code on the SSDA903 records the legal status underlying being 'looked-after'. If a child is looked-after because it is accommodated, the legal status goes some way to describe (in legal terms at least) why the child is being looked after. There are many legal statuses arising from the Children Act, or the Youth Justice System, to which a child can be subject, but which have no bearing on whether a child is 'looked-after' or not. These are not recorded on the SSDA903, and no legal status codes are provided for them. The renewal of an existing legal status does not automatically generate a new episode. If the legal status code does not change, a new episode is not required (unless there happens to be a change of placement at the same time). Example: If a child is already looked-after under an interim care order, a renewal of the interim care order does not change the legal status and no new episode is required. However, if a child looked-after under an interim care order becomes the subject of a full care order, then a new

episode is required to record the start of the full care order. In certain circumstances a child being looked-after can have more than one 'looked-after' legal status. In general, this happens when a child who is already 'looked-after' under a Children Act care order comes into contact with the Youth Justice System, and as a result is detained in local authority accommodation under a second legal status. Two legal statuses cannot be shown as current on SSDA903. In such cases the latest legal status should be recorded and the episode under the previous status should be closed

Example: A child who is already subject to a care order is remanded to local authority accommodation under Section 23 (1) of CYPA 1969. The care order episode should be closed, and a new episode should start under the "remanded to local authority accommodation" legal status code. When the episode under the remand status ends, a further episode under the care order legal status will start, unless the care order has been discharged. We have attempted to identify and provide a code for every legal status which theoretically could underpin a child being 'looked-after'. If future changes in legislation lead to new 'looked-after' legal statuses, we will provide new legal status codes. Our analysis of the use of the former legal status code 98 showed that in most cases such children were either not looked-after, or that another existing legal status was appropriate. The 'wardship' legal status code was a possible legal status identified by some local authorities in the consultation exercise on the future of the SSDA903 codes for which we did not have an existing legal status. However, the use of this code was restricted to just a few exceptional cases where the High Court has exercised its residual power to make a child a ward of the High Court, and has directed that the child should be accommodated by a local authority. In practice such cases were found to be so extremely rare, it was felt that the use of a separate code could not be warranted. If such a case should arise, it should be coded C2, as the practical effects are the same.

## Data Item: legal\_status\_start

**description:** Legal Status Start Date

**item\_ref:** LEG004A

**type:** date

**categories:** ['identity', 'looked\_after']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:legal\_status\_start', 'mosaic:legal\_status\_start']

**cms\_table:** ['liquid\_logic:legal\_status', 'mosaic:legal\_status']

**guidance:** Start Date of Legal Status

## Data Item: legal\_status\_end

**description:** Legal Status End Date

**item\_ref:** LEG005A

**type:** date

**categories:** ['identity', 'looked\_after']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:legal\_status\_end', 'mosaic:legal\_status\_end']

**cms\_table:** ['liquid\_logic:legal\_status', 'mosaic:legal\_status']

**guidance:** End Date of Legal Status

# Object: missing

## Data Item: missing\_episode\_id

**description:** Missing Episode ID

**item\_ref:** MIS001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['looked\_after', 'missing']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:missing\_episode\_id', 'mosaic:missing\_episode\_id']

**cms\_table:** ['liquid\_logic:missing', 'mosaic:missing']

**guidance:** Missing Episode record unique ID from system or auto-generated as part of export. This module collects data on children who are missing from care or away from their placement without authorisation. All such episodes should be recorded, regardless of duration, along with the start/end date of the incident. Additional Notes If a missing from care or away from placement without authorisation episode starts and ends within the same day, then the same date should be returned for the start and end dates. Similarly, if more than one missing episode occurs within the same day, separate episodes should be recorded but these should have the same start/end dates. If a child is away from placement without authorisation, but they subsequently become missing (meaning their whereabouts become unknown), this should be recorded as two separate episodes, but the end date of the away from placement without authorisation episode should be the same as the start date of the missing episode. This should be the point at which the child's whereabouts became unknown. Equally, there may be some circumstances where the whereabouts of a missing child become known such that he/she is no longer considered to be missing, but the child is still not where they are supposed to be. A new 'away from placement without authorisation' episode should be recorded, and this would have a start date consistent with the date of the end of the missing episode. This should be the date the child's whereabouts became known. For children who start to be looked-after when missing, record the placement arranged for the child had the child not been missing, then add details of the missing child to the missing module. If a child ceases to be looked-after whilst still missing (for example they turn 18) then please enter an end date for the missing/away from placement without authorisation which is equal to the date the child ceased to be looked-after.

## Data Item: cla\_episode\_id

**description:** Episode ID

**item\_ref:** MIS002A

**type:** string

**foreign\_key:** cla\_episodes.cla\_episode\_id

**categories:** ['looked\_after', 'missing']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_episode\_id', 'mosaic:cla\_episode\_id']

**cms\_table:** ['liquid\_logic:missing', 'mosaic:missing']

**guidance:** See CLA001A

## Data Item: mis\_epi\_start

**description:** Missing Episode Start

**item\_ref:** MIS003A

**type:** date

**categories:** ['looked\_after', 'missing']

**returns:** ['SSDA903', 'AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:mis\_epi\_start', 'mosaic:mis\_epi\_start']

**cms\_table:** ['liquid\_logic:missing', 'mosaic:missing']

**guidance:** The missing episode start date should be completed for both missing episodes and episodes where the child was away from placement without authorisation. It should be the date the child left his or her normal placement or the date the child was last seen by a responsible adult (whichever was the latest). For this purpose, a responsible adult is either the child's carer, or a professional directly associated with the child's welfare or education (like a doctor, school-teacher or social worker). Any UASC that go missing before being accommodated for 24 hours for data collection purposes should still be recorded as missing with a start date as the date in which they left his or her normal placement or the date the child was last seen by a responsible adult (whichever was the latest). For this purpose, a responsible adult is either the child's carer, or a professional directly associated with the child's welfare or education (like a doctor, school-teacher, home office official or social worker). Unresolved cases should remain open and until the child's 18th birthday, at which point the case should be closed using the appropriate reason code. Records must not be closed before this point.

## Data Item: mis\_epi\_type

**description:** Episode Type (Missing/ Absent)

**item\_ref:** MIS004A

**categories:** ['looked\_after', 'missing']

**returns:** ['SSDA903', 'AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:mis\_epi\_type', 'mosaic:mis\_epi\_type']

**cms\_table:** ['liquid\_logic:missing', 'mosaic:missing']

**guidance:** Record each episode where a child was 'missing' or 'away from placement without authorisation' according to the following definitions: • M - Missing from care: a looked-after child who is not at their placement or the place they are expected to be (for example school) and their whereabouts is not known • A - Away from placement without authorisation: a looked-after child whose whereabouts is known but who is not at their placement or place they are expected to be and the carer has concerns or the incident has been notified to the local authority or the police. Any children missing from care or away from placement without authorisation for any length of time between should be recorded. This includes children who were still missing/ away from placement without authorisation at the report date.

## Data Item: mis\_epi\_end

**description:** Missing Episode End

**item\_ref:** MIS005A

**type:** date

**categories:** ['looked\_after', 'missing']

**returns:** ['SSDA903', 'AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:mis\_epi\_end', 'mosaic:mis\_epi\_end']

**cms\_table:** ['liquid\_logic:missing', 'mosaic:missing']

**guidance:** The missing episode end date should be completed for both missing episodes and episodes where the child was away from placement without authorisation. It should be the date that



the child was found (where whereabouts are unknown) or the date that the child returned to his/her normal placement (where whereabouts known). If the child was still missing or away from placement without authorisation at reporting date, then this field should be blank.

## Data Item: mis\_epi\_rhi\_offered

**description:** RHI Offered

**item\_ref:** MIS006A

**type:** boolean

**categories:** ['looked\_after', 'missing']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:mis\_epi\_rhi\_offered', 'mosaic:mis\_epi\_rhi\_offered']

**cms\_table:** ['liquid\_logic:missing', 'mosaic:missing']

**guidance:** Please respond 'Yes' if the child was offered a Return Interview after their last missing episode. Respond 'No' if the child was not offered a Return Interview.

## Data Item: mis\_epi\_rhi\_accepted

**description:** RHI Accepted

**item\_ref:** MIS007A

**type:** boolean

**categories:** ['looked\_after', 'missing']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:mis\_epi\_rhi\_accepted', 'mosaic:mis\_epi\_rhi\_accepted']

**cms\_table:** ['liquid\_logic:missing', 'mosaic:missing']

**guidance:** Please respond 'Yes' if the child accepted a Return Interview offered after their last missing episode. Respond 'No' if the child did not accept a Return Interview. If an interview was not offered or the child has not been missing, leave blank.

# Object: cin\_visits

## Data Item: cin\_visit\_id

**description:** CIN Visit ID

**item\_ref:** CNV001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['child\_in\_need', 'cin\_plan', 'visit']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_visit\_id', 'mosaic:cin\_visit\_id']

**cms\_table:** ['liquid\_logic:cin\_visits', 'mosaic:cin\_visits']

**guidance:** CIN Visit unique ID from system or auto-generated as part of export.

## Data Item: cin\_plan\_id

**description:** CIN Plan ID

**item\_ref:** CNV002A

**type:** string

**foreign\_key:** cin\_plans.cin\_plan\_id

**categories:** ['child\_in\_need', 'cin\_plan', 'visit']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_plan\_id', 'mosaic:cin\_plan\_id']

**cms\_table:** ['liquid\_logic:cin\_visits', 'mosaic:cin\_visits']

**guidance:** See CNP001A

## Data Item: cin\_visit\_date

**description:** CIN Visit Date

**item\_ref:** CNV003A

**type:** date

**categories:** ['child\_in\_need', 'cin\_plan', 'visit']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_visit\_date', 'mosaic:cin\_visit\_date']

**cms\_table:** ['liquid\_logic:cin\_visits', 'mosaic:cin\_visits']

**guidance:** Date of Visit

## Data Item: cin\_visit\_seen

**description:** Child Seen

**item\_ref:** CNV004A

**type:** boolean

**categories:** ['child\_in\_need', 'cin\_plan', 'visit']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_visit\_seen', 'mosaic:cin\_visit\_seen']

**cms\_table:** ['liquid\_logic:cin\_visits', 'mosaic:cin\_visits']

**guidance:** Was the child seen during this visit? Yes/ No

## **Data Item: cin\_visit\_seen\_alone**

**description:** Child Seen Alone

**item\_ref:** CNV005A

**type:** boolean

**categories:** ['child\_in\_need', 'cin\_plan', 'visit']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_visit\_seen\_alone', 'mosaic:cin\_visit\_seen\_alone']

**cms\_table:** ['liquid\_logic:cin\_visits', 'mosaic:cin\_visits']

**guidance:** Was the child seen alone during this visit? Yes/ No

## **Data Item: cin\_visit\_bedroom**

**description:** Child Bedroom Seen

**item\_ref:** CNV006A

**type:** boolean

**categories:** ['child\_in\_need', 'cin\_plan', 'visit']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_visit\_bedroom', 'mosaic:cin\_visit\_bedroom']

**cms\_table:** ['liquid\_logic:cin\_visits', 'mosaic:cin\_visits']

**guidance:** Was the child's bedroom seen during this visit? Yes/ No

## Object: pre\_proceedings

### Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** PLB001A

**type:** string

**foreign\_key:** person.la\_person\_id

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['pre\_proceedings']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** See PER001A

### Data Item: plo\_family\_id

**description:** PLO Family ID

**item\_ref:** PLB002A

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:plo\_family\_id', 'mosaic:plo\_family\_id']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** Unique Identifier number for each family group - a family group is described as a group of children linked by parents all starting and ceasing pre or care proceedings at the same time

### Data Item: pre\_pro\_decision\_date

**description:** Date decision made to enter Pre Proceedings

**item\_ref:** PLB011A

**type:** date

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:pre\_pro\_decision\_date', 'mosaic:pre\_pro\_decision\_date']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** This is the date of legal meeting / panel that agreed to commence pre-proceedings. The date should be recorded in a DD/MM/YYYY format, i.e. day/month/year as a four digit number.

### Data Item: initial\_pre\_pro\_meeting

**description:** Date of Initial Pre Proceedings Meeting

**item\_ref:** PLB012A

**type:** date

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:initial\_pre\_pro\_meeting', 'mosaic:initial\_pre\_pro\_meeting']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** This is the first pre-proceedings meeting following the legal meeting / panel that agreed to commence pre-proceedings. The date should be recorded in a DD/MM/YYYY format, i.e. day/month/year as a four digit number.

## Data Item: pre\_pro\_outcome

**description:** What is the Outcome of Pre-Proceedings

**item\_ref:** PLB013A

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:pre\_pro\_outcome', 'mosaic:pre\_pro\_outcome']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** Please select: Decision to Issue Care Proceedings / Decision to step down If still in pre-proceedings, please leave blank.

## Data Item: date\_agree\_stepdown\_issue

**description:** Date Agreed to Step down/issue

**item\_ref:** PLB014A

**type:** date

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:date\_agree\_stepdown\_issue', 'mosaic:date\_agree\_stepdown\_issue']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** This is the date of legal meeting / panel that agreed to end pre-proceedings to either step down or issue care proceedings. The date should be recorded in a DD/MM/YYYY format, i.e. day/month/year as a four digit number.

## Data Item: cp\_plans\_referral\_period

**description:** How many times has the child been subject to a Child Protection Plan during this referral period?

**item\_ref:** PLS001A

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_plans\_referral\_period', 'mosaic:cp\_plans\_referral\_period']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** Please provide a numeric value for the number of the times the child has been the subject of a Child Protection Plan during this referral period. If none, please put 0.

### **Data Item: legal\_gateway\_outcome**

**description:** What was the outcome of legal gateway / panel / meeting after panel?

**item\_ref:** PLS002A

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:legal\_gateway\_outcome', 'mosaic:legal\_gateway\_outcome']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** Please select one of these options: A – Continue with current plan B – Start pre-proceedings C – Issue care proceedings D – Unknown

### **Data Item: prev\_pre\_proc\_child**

**description:** How many previous periods of pre-proceedings have there been in the child's lifetime?

**item\_ref:** PLS003A

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:prev\_pre\_proc\_child', 'mosaic:prev\_pre\_proc\_child']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** Please provide a numeric value. If there have not been any previous periods, please put 0.

### **Data Item: prev\_care\_proc\_child**

**description:** How many previous periods of care proceedings have there been in the child's lifetime?

**item\_ref:** PLS004A

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:prev\_care\_proc\_child', 'mosaic:prev\_care\_proc\_child']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** Please provide a numeric value. If there have not been any previous periods, please put 0.

### **Data Item: pre\_pro\_letter\_date**

**description:** What is the date that the pre-proceedings letter and plan was sent to parents?

**item\_ref:** PLS005A

**type:** date

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:pre\_pro\_letter\_date', 'mosaic:pre\_pro\_letter\_date']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** If the case has not been in pre-proceedings, please leave blank. Please use the UK date format: DD/MM/YYYY

## Data Item: care\_pro\_letter\_date

**description:** What is the date that the letter to issue care proceedings was sent to parents?

**item\_ref:** PLS006A

**type:** date

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:care\_pro\_letter\_date', 'mosaic:care\_pro\_letter\_date']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** If care proceedings have not been issued, please leave blank. Please use the UK date format DD/MM/YYYY

## Data Item: pre\_pro\_meetings\_num

**description:** How many review pre-proceeding meetings have been held with parents following the initial meeting?

**item\_ref:** PLS007A

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:pre\_pro\_meetings\_num', 'mosaic:pre\_pro\_meetings\_num']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** Please give a numeric value for the number of meetings that took place with parents, excluding the initial meeting.

## Data Item: pre\_pro\_parents\_legal\_rep

**description:** Did parents have legal representation during pre-proceedings?

**item\_ref:** PLS008A

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:pre\_pro\_parents\_legal\_rep', 'mosaic:pre\_pro\_parents\_legal\_rep']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** Please select Yes / No / Unknown

## Data Item: parents\_legal\_rep\_point\_of\_issue

**description:** Did parents have legal representation at the point of issue?

**item\_ref:** PLS009A

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:parents\_legal\_rep\_point\_of\_issue',  
'mosaic:parents\_legal\_rep\_point\_of\_issue']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** Please select Yes / No / Unknown / Not in care proceedings

## Data Item: court\_reference

**description:** If in Care Proceedings, what is the Court reference number?

**item\_ref:** PLS010A

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:court\_reference', 'mosaic:court\_reference']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** This is the Court number which is given to a family group when care proceedings are issued. This may be stored on the case management system or held in legal files. If the case is not in care proceedings, please leave blank.

## Data Item: care\_proc\_court\_hearings

**description:** How many Court hearings have taken place whilst in care proceedings?

**item\_ref:** PLS011A

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:care\_proc\_court\_hearings', 'mosaic:care\_proc\_court\_hearings']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** This includes the initial IRH and final hearing. Please give a numeric value. If case is not in care proceedings, please leave blank.

## Data Item: care\_proc\_short\_notice

**description:** Were Care Proceedings issued on a short notice application?

**item\_ref:** PLS012A

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:care\_proc\_short\_notice', 'mosaic:care\_proc\_short\_notice']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** Please select Yes / No / Unknown / Not in care proceedings. A short notice application is an urgent application for the court to hear the case within the next 2 – 5 days.

## Data Item: care\_proc\_short\_notice\_reason

**description:** What was the reason for any short notice applications?

**item\_ref:** PLS013A



**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:care\_proc\_short\_notice\_reason', 'mosaic:care\_proc\_short\_notice\_reason']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** Please choose the main reason from this list: (A) Applications under the Children Act 1989 where without such an order a child's immediate safety would be compromised, including where there is an immediate threat of child abduction. (B) Applications for Emergency Protection Orders where the criteria for such an order is met. (c) Other If a short notice application has not taken place, please select 'No short notice applications'. A short notice application is an urgent application for the court to hear the case within the next 2 – 5 days.

## Data Item: la\_initial\_plan\_approved

**description:** Was the LA's initial plan approved at the initial hearing?

**item\_ref:** PLS014A

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_initial\_plan\_approved', 'mosaic:la\_initial\_plan\_approved']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** Please select Yes / No / Unknown

## Data Item: la\_initial\_care\_plan

**description:** What was the LA's initial care plan for the child at the initial hearing?

**item\_ref:** PLS015A

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_initial\_care\_plan', 'mosaic:la\_initial\_care\_plan']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** Please choose one option from this list: A – Interim / Care Order B – Interim / Care Order – Placement with parents C – Adoption D – Interim / Supervision Order E – Special Guardianship Order F – Private Law Order G – Other If case is not in care proceedings, please select 'Not in care proceedings' Please note 'Care order – placement with parents' means that the public care order was granted but that the child remained in their parent's care, rather than in another placement.

## Data Item: la\_final\_plan\_approved

**description:** Was the LA's final plan approved at the final hearing?

**item\_ref:** PLS016A

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_final\_plan\_approved', 'mosaic:la\_final\_plan\_approved']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** Please select Yes / No / Unknown

## **Data Item: la\_final\_care\_plan**

**description:** What was the LA's final care plan for the child at the final hearing?

**item\_ref:** PLS017A

**categories:** ['pre\_proceedings']

**returns:** ['1bSpecified']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_final\_care\_plan', 'mosaic:la\_final\_care\_plan']

**cms\_table:** ['liquid\_logic:pre\_proceedings', 'mosaic:pre\_proceedings']

**guidance:** Please choose one option from this list: A – Care Order B – Care Order – Placement with parents C – Adoption D – Supervision Order E – Special Guardianship Order F – Private Law Order G – Other H – Not yet at final hearing - still in care proceedings If not yet at the final hearing, please select "Not yet at final hearing - still in care proceedings". This will indicate that the case is still active in care proceedings.

# Object: ehcp\_requests

## Data Item: ehcp\_request\_id

**description:** Request ID

**item\_ref:** ERQ001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['send', 'ehcp\_request']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:ehcp\_request\_id', 'mosaic:ehcp\_request\_id']

**cms\_table:** ['liquid\_logic:ehcp\_requests', 'mosaic:ehcp\_requests']

**guidance:** EHCP request record unique ID from system or auto-generated as part of export. The following information should be recorded for each initial request for assessment made to the local authority. The information collected will allow the department to continue to report on the timeliness of the assessment process. Requests that have yet to be completed should also be recorded. If a child or young person transfers into the local authority's area at any stage of the request and assessment process before an EHC plan has been issued, there is no right of transfer of decisions made by the originating local authority. Under good practice local authorities may decide to share information but the importing local authority must make its own decisions on whether to assess and whether to issue a plan. Where a person with an existing EHC plan transfers into the local authority's area (item 5.1) the request and assessment should be recorded by the importing local authority as historical even if the EHC plan start date is within the collection year.

## Data Item: send\_table\_id

**description:** send\_table\_id

**item\_ref:** ERQ002A

**foreign\_key:** send.send\_table\_id

**categories:** ['identity', 'send', 'ehcp\_request']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:send\_table\_id', 'mosaic:send\_table\_id']

**cms\_table:** ['liquid\_logic:ehcp\_requests', 'mosaic:ehcp\_requests']

**guidance:** See SEN001A

## Data Item: ehcp\_req\_date

**description:** Received Date

**item\_ref:** ERQ003A

**type:** date

**categories:** ['send', 'ehcp\_request']

**returns:** ['SEN2']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:ehcp\_req\_date', 'mosaic:ehcp\_req\_date']

**cms\_table:** ['liquid\_logic:ehcp\_requests', 'mosaic:ehcp\_requests']

**guidance:** The date the request for an EHC assessment was received. This will be the date used as the start of the 20-week period.

## Data Item: ehcp\_req\_outcome\_date

**description:** Request Outcome Date

**item\_ref:** ERQ004A

**type:** date

**categories:** ['send', 'ehcp\_request']

**returns:** ['SEN2']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:ehcp\_req\_outcome\_date', 'mosaic:ehcp\_req\_outcome\_date']

**cms\_table:** ['liquid\_logic:ehcp\_requests', 'mosaic:ehcp\_requests']

**guidance:** Please enter the date the requestor(s) was informed of the decision about whether the local authority agrees to the request for an assessment. If the request was withdrawn or ceased before decision (W), if the decision is yet to be made (A) or is historical (H) then no date is required.

## Data Item: ehcp\_req\_outcome

**description:** Request Outcome

**item\_ref:** ERQ005A

**categories:** ['send', 'ehcp\_request']

**returns:** ['SEN2']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:ehcp\_req\_outcome', 'mosaic:ehcp\_req\_outcome']

**cms\_table:** ['liquid\_logic:ehcp\_requests', 'mosaic:ehcp\_requests']

**guidance:** This item records whether or not the initial request proceeded to the assessment stage: Y - LA proceeded with an assessment N - LA decided not to proceed with an assessment A - Decision yet to be made W – Request withdrawn or ceased before decision to assess was made H – Historical – Decision to assess was made before the latest collection period If a local authority decides not to proceed with an assessment and this decision is subsequently changed for any reason the original request outcome and request outcome date should not be changed. If the change follows from mediation or tribunal the appropriate mediation and tribunal indicators (items 2.5 and 2.6) should be selected for the request. W may include where the person moves out of the local authority area, leaves education or training, or if the child or young person dies. When A, W or H is selected, no further information is required in this module.

# Object: assessment\_factors

## Data Item: asmt\_id

**description:** Assessment ID

**item\_ref:** ASF001A

**type:** string

**primary\_key:** True

**foreign\_key:** assessments.assessment\_id

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['child\_in\_need', 'assessment']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:asmt\_id', 'mosaic:asmt\_id']

**cms\_table:** ['liquid\_logic:assessment\_factors', 'mosaic:assessment\_factors']

**guidance:** See ASM001A

## Data Item: asmt\_factors

**description:** Assessment Factors

**item\_ref:** ASF002A

**categories:** ['child\_in\_need', 'assessment']

**returns:** ['CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:asmt\_factors', 'mosaic:asmt\_factors']

**cms\_table:** ['liquid\_logic:assessment\_factors', 'mosaic:assessment\_factors']

**guidance:** Record the factors as understood at the end of the assessment relevant to: • the impairment of the child's health and development ('Child'); • the parent(s)/carer(s) capacity to respond to the child's needs ('Parenting capacity'); • other people in the family/household, for example, a sibling or lodger ('Other'). This applies to all assessments completed. The information should be recorded at the end of the assessment and all factors which are felt to be relevant to the child's assessment should be reported from the list below. This includes factors where services are put in place to mitigate the effect of the factor as well as factors which need to be taken into account in providing other support. Please only record factors which are currently an issue of concern. For example, if domestic violence is a current issue of concern, please record it. If domestic violence was an issue in a previous relationship and is not an issue of concern now, then do not record it. Factors such as mental health concerns do not need to be confined to medically defined conditions. Rather this is intended, for example, to record where the professional, as part of the assessment process, feels that mental health is of concern to the child's health and development or parenting capacity to respond to the child's needs. Code 21 (no factors identified) should only be used for cases which are closed following assessments which result in no further action (closure code RC8 and RC9) and should be the only factor listed. However, if factors are identified for cases which are closed following assessment, please record these selecting from the list above, but excluding code 21. If a section 47 enquiry has commenced on a case, then code 21 (no factors identified) should not be reported at the end of assessment even if it was found that the allegations that triggered the section 47 enquiry are unfounded. Instead, the relevant factors that were considered at the assessment that initiated the section 47 enquiry should be recorded. The case should then be closed using the reason for closure code: 'RC7 - services ceased for any other reason, including child no longer in need', as at the point the section 47 started the child would be counted as a child in need even if the case closed shortly after. Code 21 should only be used in cases where the section 47 enquiry was automatically triggered alongside the assessment and both the assessment and section 47 resulted in no further action. More detailed descriptions and definitions of the factors are provided in the 'Additional guide on the factors identified at the end of assessment' for more

information. The additional guide is available as part of the Children in need census: guide to submitting data. Please report all the following factors that apply: - 1A/1B/1C Alcohol misuse by the child/ parent(s) or carer(s)/ another person living in the household. - 2A/2B/2C Drug misuse by the child/ parent(s) or carer(s)/ another person living in the household. - 3A/3B/3C Concerns about the child/ parent(s) or carer(s)/ another person living in the household being the subject of domestic violence. - 4A/4B/4C Concerns about Mental Health of the child/ parent(s) or carer(s)/ another person living in the household. - 5A/5B/5C Concerns about Learning Disability of the Child/ parent(s) or carer(s)/ another person living in the household. - 6A/6B/6C Concerns about Physical Disability/ illness of the Child/ parent(s) or carer(s)/ another person living in the household. - 7A Young carer: concerns child's health or development may be impaired due to their caring responsibilities. - 8B Privately fostered - overseas children who intend to return - 8C Privately fostered - overseas children who intend to stay - 8D Privately fostered - UK children in educational placements - 8E Privately fostered - UK children making alternative family arrangements - 8F Privately fostered - other - 9A UASC unaccompanied asylum-seeking child -10A Missing: concerns that the child may be at risk of harm due to going/being missing. -11A Child sexual exploitation: concerns that the child may be at risk of harm due to child sexual exploitation. -12A Trafficking: concerns that services may be required or the child may be at risk of harm due to trafficking. -13A Gangs: concerns that the child may be at risk of harm because of involvement in/with gangs. -14A Socially unacceptable behaviour: concerns the child may be at risk due to their socially unacceptable behaviour. -15A Self-harm: concerns that services may be required or due to suspected/actual self-harming child may be at risk of harm. -16A Abuse or neglect – 'NEGLECT': concerns child may be at risk due to neglect. -17A Abuse or neglect – 'EMOTIONAL ABUSE': concerns child may be at risk due to emotional abuse. -18B Abuse or neglect – 'PHYSICAL ABUSE' (child on child): concerns child may be at risk due to physical abuse by another child. -18C Abuse or neglect – 'PHYSICAL ABUSE' (adult on child): concerns child may be at risk due to physical abuse by an adult. -19B Abuse or neglect – 'SEXUAL ABUSE' (child on child): concerns child may be at risk due to sexual abuse by another child. -19C Abuse or neglect – 'SEXUAL ABUSE' (adult on child): concerns child may be at risk due to sexual abuse by an adult. - 20 Other. - 21 No factors identified - no evidence of any of the factors listed above or below and no further action is being taken.F68 -22A Female genital mutilation (FGM) - concerns child may be at risk due to female genital mutilation. -23A Abuse linked to faith or belief - concerns child may be at risk due to abuse linked to faith or belief. -24A Child criminal exploitation - concerns child may be at risk of harm due to child criminal exploitation.

# Object: cp\_reviews

## Data Item: cp\_review\_id

**description:** Review ID

**item\_ref:** CPR001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['child\_protection', 'cp\_plan', 'review']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_review\_id', 'mosaic:cp\_review\_id']

**cms\_table:** ['liquid\_logic:cp\_reviews', 'mosaic:cp\_reviews']

**guidance:** CP Plan Review unique ID from system or auto-generated as part of export.

## Data Item: cp\_plan\_id

**description:** CP Plan ID

**item\_ref:** CPR002A

**type:** string

**foreign\_key:** cp\_plans.cp\_plan\_id

**categories:** ['child\_protection', 'cp\_plan', 'review']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_plan\_id', 'mosaic:cp\_plan\_id']

**cms\_table:** ['liquid\_logic:cp\_reviews', 'mosaic:cp\_reviews']

**guidance:** See CPP001A

## Data Item: cp\_rev\_due

**description:** Review Due Date

**item\_ref:** CPR003A

**type:** date

**categories:** ['child\_protection', 'cp\_plan', 'review']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_rev\_due', 'mosaic:cp\_rev\_due']

**cms\_table:** ['liquid\_logic:cp\_reviews', 'mosaic:cp\_reviews']

**guidance:** The due date of the review conference.

## Data Item: cp\_rev\_date

**description:** Date of Review

**item\_ref:** CPR004A

**type:** date

**categories:** ['child\_protection', 'cp\_plan', 'review']

**returns:** ['CINcensus', 'AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_rev\_date', 'mosaic:cp\_rev\_date']

**cms\_table:** ['liquid\_logic:cp\_reviews', 'mosaic:cp\_reviews']

**guidance:** The actual date on which the Review Conference was held

## Data Item: cp\_rev\_outcome

**description:** CP Plan to Continue?

**item\_ref:** CPR005A

**type:** boolean

**categories:** ['child\_protection', 'cp\_plan', 'review']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_rev\_outcome', 'mosaic:cp\_rev\_outcome']

**cms\_table:** ['liquid\_logic:cp\_reviews', 'mosaic:cp\_reviews']

**guidance:** Was the outcome of the conference to continue the CP Plan? (Yes/ No)

## Data Item: cp\_rev\_quorate

**description:** Quorate?

**item\_ref:** CPR006A

**type:** boolean

**categories:** ['child\_protection', 'cp\_plan', 'review']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_rev\_quorate', 'mosaic:cp\_rev\_quorate']

**cms\_table:** ['liquid\_logic:cp\_reviews', 'mosaic:cp\_reviews']

**guidance:** Was the conference quorate? The primary principle for determining quoracy is that there should be sufficient agencies or key disciplines present to enable safe decisions to be made in the individual circumstances. Minimum representation is Children's Social Care and at least two other agencies or key disciplines that have had direct contact with the child and family. In a case relating to fabricated or induced illness, it is important to ensure the paediatrician is able to attend.

## Data Item: cp\_rev\_participation

**description:** Child Participation at Review

**item\_ref:** CPR007A

**categories:** ['child\_protection', 'cp\_plan', 'review']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_rev\_participation', 'mosaic:cp\_rev\_participation']

**cms\_table:** ['liquid\_logic:cp\_reviews', 'mosaic:cp\_reviews']

**guidance:** Record the method of participation in each review using the codes below: -PN0 Child aged under 4 at the time of the review -PN1 Child physically attends and speaks for him or herself (Attendance). -PN2 Child physically attends and an advocate speaks on his or her behalf. (Attendance views represented by advocate or Child Protection Advisor (CPA)) -PN3 Child attends and conveys his or her view symbolically (non-verbally) (Attendance symbols) -PN4 Child physically attends but does not speak for him or herself, does not convey his or her view symbolically



(non-verbally) and does not ask an advocate to speak for him or her (Attendance without contribution) -PN5 Child does not attend physically but briefs an advocate to speak for him or her (Views represented by advocate or independent reviewing officer (IRO) through texting, written format, phone, audio/video, viewpoint) -PN6 Child does not attend but conveys his or her feelings to the review by a facilitative medium (Texting the chair, written format, phone, audio/video, viewpoint) -PN7 Child does not attend nor are his or her views conveyed to the review

## **Data Item: cp\_rev\_cyp\_views\_quality**

**description:** Quality of representation of CYP views/ experience

**item\_ref:** CPR008A

**categories:** ['child\_protection', 'cp\_plan', 'review']

**returns:** ['1aDraft']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_rev\_cyp\_views\_quality', 'mosaic:cp\_rev\_cyp\_views\_quality']

**cms\_table:** ['liquid\_logic:cp\_reviews', 'mosaic:cp\_reviews']

**guidance:** CPA judgement of the quality of representation of child/ young person's views/ experience. This indicator will require further discussion/ development.

## **Data Item: cp\_rev\_sufficient\_prog**

**description:** Sufficient progress made against the CP Plan to improve outcomes for the child?

**item\_ref:** CPR009A

**categories:** ['child\_protection', 'cp\_plan', 'review']

**returns:** ['1aDraft']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_rev\_sufficient\_prog', 'mosaic:cp\_rev\_sufficient\_prog']

**cms\_table:** ['liquid\_logic:cp\_reviews', 'mosaic:cp\_reviews']

**guidance:** CPA judgement of whether sufficient progress has been made against the CP Plan to improve outcomes for the child/ young person. Needs further discussion. This indicator will require further discussion/ development.

## Object: voice\_of\_child

### Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** VOC001A

**type:** string

**foreign\_key:** person.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['voice\_of\_child']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:voice\_of\_child', 'mosaic:voice\_of\_child']

**guidance:** See PER001A

### Data Item: voc\_explained\_worries

**description:** Has someone explained to you why people are worried for your family in a way that you can understand?

**item\_ref:** VOC002A

**categories:** ['voice\_of\_child']

**returns:** ['1bDraft']

**cms\_field:** ['liquid\_logic:voc\_explained\_worries', 'mosaic:voc\_explained\_worries']

**cms\_table:** ['liquid\_logic:voice\_of\_child', 'mosaic:voice\_of\_child']

**guidance:** Child answer from questionnaire.

### Data Item: voc\_story\_help\_understand

**description:** Does your story with words and pictures help you to understand what has happened in your family?

**item\_ref:** VOC003A

**categories:** ['voice\_of\_child']

**returns:** ['1bDraft']

**cms\_field:** ['liquid\_logic:voc\_story\_help\_understand', 'mosaic:voc\_story\_help\_understand']

**cms\_table:** ['liquid\_logic:voice\_of\_child', 'mosaic:voice\_of\_child']

**guidance:** Child answer from questionnaire.

### Data Item: voc\_agree\_worker

**description:** Do you agree with what your worker says needs to happen to keep you safe?

**item\_ref:** VOC004A

**categories:** ['voice\_of\_child']

**returns:** ['1bDraft']

**cms\_field:** ['liquid\_logic:voc\_agree\_worker', 'mosaic:voc\_agree\_worker']

**cms\_table:** ['liquid\_logic:voice\_of\_child', 'mosaic:voice\_of\_child']

**guidance:** Child answer from questionnaire.

### **Data Item: voc\_plan\_safe**

**description:** Do you think the plan tells everyone what they need to do to keep you safe?

**item\_ref:** VOC005A

**categories:** ['voice\_of\_child']

**returns:** ['1bDraft']

**cms\_field:** ['liquid\_logic:voc\_plan\_safe', 'mosaic:voc\_plan\_safe']

**cms\_table:** ['liquid\_logic:voice\_of\_child', 'mosaic:voice\_of\_child']

**guidance:** Child answer from questionnaire.

### **Data Item: voc\_tablet\_help\_explain**

**description:** Did writing/ drawing on the tablet help you to explain what you were thinking and what you wanted to happen?

**item\_ref:** VOC006A

**categories:** ['voice\_of\_child']

**returns:** ['1bDraft']

**cms\_field:** ['liquid\_logic:voc\_tablet\_help\_explain', 'mosaic:voc\_tablet\_help\_explain']

**cms\_table:** ['liquid\_logic:voice\_of\_child', 'mosaic:voice\_of\_child']

**guidance:** Child answer from questionnaire.

## Object: cla\_reviews

### Data Item: review\_id

**description:** Review ID

**item\_ref:** CLR001A

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['looked\_after', 'review']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:review\_id', 'mosaic:review\_id']

**cms\_table:** ['liquid\_logic:cla\_reviews', 'mosaic:cla\_reviews']

**guidance:** CLA Review unique ID from system or auto-generated as part of export.

### Data Item: cla\_episode\_id

**description:** Episode ID

**item\_ref:** CLR002A

**foreign\_key:** cla\_episodes.cla\_episode\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['looked\_after', 'review']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_episode\_id', 'mosaic:cla\_episode\_id']

**cms\_table:** ['liquid\_logic:cla\_reviews', 'mosaic:cla\_reviews']

**guidance:** See CLA001A

### Data Item: rev\_due\_date

**description:** CLA Review Due Date

**item\_ref:** CLR003A

**type:** date

**categories:** ['looked\_after', 'review']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:rev\_due\_date', 'mosaic:rev\_due\_date']

**cms\_table:** ['liquid\_logic:cla\_reviews', 'mosaic:cla\_reviews']

**guidance:** Date the CLA review was due

### Data Item: rev\_date

**description:** CLA Review Date

**item\_ref:** CLR004A

**type:** date

**categories:** ['looked\_after', 'review']

**returns:** ['SSDA903', 'AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:rev\_date', 'mosaic:rev\_date']

**cms\_table:** ['liquid\_logic:cla\_reviews', 'mosaic:cla\_reviews']

**guidance:** Actual date of Review conference

## Data Item: rev\_cyp\_involved\_care\_plan

**description:** Has the child/young person been involved in formulating this Care Plan?

**item\_ref:** CLR005A

**categories:** ['looked\_after', 'review']

**returns:** ['1aDraft']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:rev\_cyp\_involved\_care\_plan', 'mosaic:rev\_cyp\_involved\_care\_plan']

**cms\_table:** ['liquid\_logic:cla\_reviews', 'mosaic:cla\_reviews']

**guidance:** From IRO outcomes form, will need further discussion/ development.

## Data Item: rev\_sw\_met\_child\_views

**description:** Has the Social Worker met with the child on their own to undertake direct work to establish their wishes and views

**item\_ref:** CLR006A

**categories:** ['looked\_after', 'review']

**returns:** ['1aDraft']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:rev\_sw\_met\_child\_views', 'mosaic:rev\_sw\_met\_child\_views']

**cms\_table:** ['liquid\_logic:cla\_reviews', 'mosaic:cla\_reviews']

**guidance:** From IRO outcomes form, will need further discussion/ development.

## Data Item: rev\_participation

**description:** Participation code

**item\_ref:** CLR007A

**categories:** ['looked\_after', 'review']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:rev\_participation', 'mosaic:rev\_participation']

**cms\_table:** ['liquid\_logic:cla\_reviews', 'mosaic:cla\_reviews']

**guidance:** Record the method of participation in each review using the codes below: -PN0 Child aged under 4 at the time of the review -PN1 Child physically attends and speaks for him or herself (Attendance). -PN2 Child physically attends and an advocate speaks on his or her behalf. (Attendance views represented by advocate or Independent Reviewing Officer (IRO)) -PN3 Child attends and conveys his or her view symbolically (non-verbally) (Attendance symbols) -PN4 Child physically attends but does not speak for him or herself, does not convey his or her view symbolically (non-verbally) and does not ask an advocate to speak for him or her (Attendance without contribution) -PN5 Child does not attend physically but briefs an advocate to speak for him or her (Views represented by advocate or independent reviewing officer (IRO) through texting, written format, phone, audio/video, viewpoint) -PN6 Child does not attend but conveys his or her feelings to the review by a facilitative medium (Texting the chair, written format, phone, audio/video, viewpoint) -PN7 Child does not attend nor are his or her views conveyed to the review

## **Data Item: rev\_care\_plan\_meet\_needs**

**description:** Is the Care Plan meeting the child's needs?

**item\_ref:** CLR008A

**categories:** ['looked\_after', 'review']

**returns:** ['1aDraft']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:rev\_care\_plan\_meet\_needs', 'mosaic:rev\_care\_plan\_meet\_needs']

**cms\_table:** ['liquid\_logic:cla\_reviews', 'mosaic:cla\_reviews']

**guidance:** From IRO outcomes form, will need further discussion/ development.

## **Data Item: rev\_last\_iro\_contact**

**description:** Date of Last IRO Visit / Contact to the Child

**item\_ref:** CLR010A

**type:** date

**categories:** ['looked\_after', 'review']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:rev\_last\_iro\_contact', 'mosaic:rev\_last\_iro\_contact']

**cms\_table:** ['liquid\_logic:cla\_reviews', 'mosaic:cla\_reviews']

**guidance:** Confirm the date of the last visit or contact by the LAs Independent Reviewing Officer (IRO). This may in some instances be the same date as the date of the last statutory review and if so please repeat the date here.

## Object: ehcp\_active\_plans

### Data Item: active\_ehcp\_id

**description:** Plan ID

**item\_ref:** EAP001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['send', 'ehcp\_request', 'ehcp']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:active\_ehcp\_id', 'mosaic:active\_ehcp\_id']

**cms\_table:** ['liquid\_logic:ehcp\_active\_plans', 'mosaic:ehcp\_active\_plans']

**guidance:** EHCP active plan unique ID from system or auto-generated as part of export.

### Data Item: ehcp\_request\_id

**description:** Request ID

**item\_ref:** EAP002A

**type:** string

**foreign\_key:** ehcp\_requests.ehcp\_request\_id

**categories:** ['send', 'ehcp\_request', 'ehcp']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:ehcp\_request\_id', 'mosaic:ehcp\_request\_id']

**cms\_table:** ['liquid\_logic:ehcp\_active\_plans', 'mosaic:ehcp\_active\_plans']

**guidance:** See ERQ001A

### Data Item: active\_ehcp\_last\_review

**description:** Last Review

**item\_ref:** EAP003A

**type:** date

**categories:** ['send', 'ehcp\_request', 'ehcp']

**returns:** ['SEN2']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:active\_ehcp\_last\_review', 'mosaic:active\_ehcp\_last\_review']

**cms\_table:** ['liquid\_logic:ehcp\_active\_plans', 'mosaic:ehcp\_active\_plans']

**guidance:** Please enter the date when the local authority wrote to the parent or young person with the notification of the decision as to whether to retain, cease or amend the plan following the annual review meeting. Note that this date will not be the same as the date of the review meeting.

## Object: sen\_need

### Data Item: sen\_need\_table\_id

**description:** SEN Need Table ID

**item\_ref:** SND001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['send', 'ehcp\_request', 'ehcp', 'need']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:sen\_need\_table\_id', 'mosaic:sen\_need\_table\_id']

**cms\_table:** ['liquid\_logic:sen\_need', 'mosaic:sen\_need']

**guidance:** SEN need record unique ID from system or auto-generated as part of export.

### Data Item: active\_ehcp\_id

**description:** Plan ID

**item\_ref:** SND002A

**type:** string

**foreign\_key:** ehcp\_active\_plans.active\_ehcp\_id

**categories:** ['send', 'ehcp\_request', 'ehcp', 'need']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:active\_ehcp\_id', 'mosaic:active\_ehcp\_id']

**cms\_table:** ['liquid\_logic:sen\_need', 'mosaic:sen\_need']

**guidance:** See EAP001A

### Data Item: active\_ehcp\_need

**description:** SEN Type

**item\_ref:** SND003A

**categories:** ['send', 'ehcp\_request', 'ehcp', 'need']

**returns:** ['SEN2']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:active\_ehcp\_need', 'mosaic:active\_ehcp\_need']

**cms\_table:** ['liquid\_logic:sen\_need', 'mosaic:sen\_need']

**guidance:** Please record the nature of the person's special educational need. These options are consistent with those collected within the spring term school census. Where multiple types of need are recorded and ranked, the primary type of need should be ranked 1 under Type of need rank, and if applicable a secondary type of need should be ranked 2. -SPLD Specific learning difficulty -MLD Moderate learning difficulty -SLD Severe learning difficulty -PMLD Profound and multiple learning difficulty -SEMH Social, emotional and mental health -SLCN Speech, language and communication needs -HI Hearing impairment -VI Vision impairment -MSI Multi-sensory impairment -PD Physical disability -ASD Autistic spectrum disorder -OTH Other difficulty

### Data Item: active\_ehcp\_need\_rank

**description:** SEN Type Rank



**item\_ref:** SND004A

**categories:** ['send', 'ehcp\_request', 'ehcp', 'need']

**returns:** ['SEN2']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:active\_ehcp\_need\_rank', 'mosaic:active\_ehcp\_need\_rank']

**cms\_table:** ['liquid\_logic:sen\_need', 'mosaic:sen\_need']

**guidance:** If only one type of need is recorded, this should be recorded as rank 1. If multiple types of need are recorded, then the primary type of need should be recorded as rank 1 and the secondary type of need should be recorded as rank 2. Up to two types of need can be recorded.

# Object: disability

## Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** DIS001A

**type:** string

**primary\_key:** True

**foreign\_key:** person.la\_person\_id

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['identity', 'disability']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:disability', 'mosaic:disability']

**guidance:** See PER001A

**metadata:** {'release': '12/07/2023 00:00', 'change\_id': 'SSD-005', 'change\_source': 'DfE', 'versions\_count': 1, 'impact\_title': 'guidance change', 'type': 'Change'}

## Data Item: person\_disability

**description:** Disability Code

**item\_ref:** DIS002A

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['identity', 'disability']

**returns:** ['CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:person\_disability', 'mosaic:person\_disability']

**cms\_table:** ['liquid\_logic:disability', 'mosaic:disability']

**guidance:** The Disability Discrimination Act 2005 (DDA) defines a disabled person as a person with a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities. The condition must have lasted, or be likely to last at least 12 months in order to be counted as a disability. Certain conditions are not regarded as impairments for the purposes of the act: • addiction to, or dependency on, alcohol, nicotine, or any other substance (other than as a result of the substance being medically prescribed); • the condition known as seasonal allergic rhinitis (hay fever), except where it aggravates the effect of another condition; • tendency to start fires; • tendency to steal; • tendency to physically or sexually abuse other persons; • exhibitionism; • voyeurism In addition, disfigurements such as tattoos, non-medical body piercing, or something attached through such piercing, are not regarded as having a substantial adverse effect on the person's ability to carry out normal day-to-day activities. If a child is disabled or becomes disabled at any time during the collection year, record all the relevant disabilities that have affected the child. For example, children may have multiple disabilities in which case more than one category from the below list can be selected. 'Other DDA' can also be used in conjunction with any of the other categories. If your MIS does not allow for the identification of individual disabilities, then the code 'Other DDA' may be used for all children with a disability. However, this must be recorded in your COLLECT return level notes so your data can be analysed appropriately. If a child has no disability, do not leave this item blank; use the code 'NONE'. However, if a child is unborn then the disability item should be left blank.

## Object: cla\_substance\_misuse

### Data Item: substance\_misuse\_id

**description:** Substance Misuse ID

**item\_ref:** CLS001

**type:** string

**categories:** ['looked\_after', 'health', 'substance\_misuse']

**guidance:** Substance misuse record unique ID from system or auto-generated as part of export.

### Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** CLS002

**type:** string

**foreign\_key:** cla\_episodes.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['looked\_after', 'health', 'substance\_misuse']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:cla\_substance\_misuse', 'mosaic:cla\_substance\_misuse']

**guidance:** See PER001A

### Data Item: substance\_misuse\_date

**description:** Date of substance misuse

**item\_ref:** CLS003

**type:** date

**categories:** ['looked\_after', 'health', 'substance\_misuse']

**guidance:** Date of substance misuse

### Data Item: substance\_misused

**description:** Substance misused

**item\_ref:** CLS004

**type:** boolean

**categories:** ['looked\_after', 'health', 'substance\_misuse']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:substance\_misused', 'mosaic:substance\_misused']

**cms\_table:** ['liquid\_logic:cla\_substance\_misuse', 'mosaic:cla\_substance\_misuse']

**guidance:** Substance that was being misused

### Data Item: intervention\_received

**description:** Child received intervention for substance misuse problem

**item\_ref:** CLS005

**type:** boolean

**categories:** ['looked\_after', 'health', 'substance\_misuse']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:intervention\_received', 'mosaic:intervention\_received']

**cms\_table:** ['liquid\_logic:cla\_substance\_misuse', 'mosaic:cla\_substance\_misuse']

**guidance:** Did child receive intervention for substance misuse problem?

# Object: category\_of\_abuse

## Data Item: cpp\_category\_id

**description:** Category of Abuse id

**item\_ref:** CAT001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['child\_protection', 'cp\_plan']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cpp\_category\_id', 'mosaic:cpp\_category\_id']

**cms\_table:** ['liquid\_logic:category\_of\_abuse', 'mosaic:category\_of\_abuse']

**guidance:** Category of Abuse record unique ID from system or auto-generated as part of export.

## Data Item: cp\_plan\_id

**description:** CP Plan ID

**item\_ref:** CAT002A

**type:** string

**foreign\_key:** cp\_plans.cp\_plan\_id

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['child\_protection', 'cp\_plan']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_plan\_id', 'mosaic:cp\_plan\_id']

**cms\_table:** ['liquid\_logic:category\_of\_abuse', 'mosaic:category\_of\_abuse']

**guidance:** See CPP001A

## Data Item: cpp\_category

**description:** Category of Abuse

**item\_ref:** CAT003A

**categories:** ['child\_protection', 'cp\_plan']

**returns:** ['CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cpp\_category', 'mosaic:cpp\_category']

**cms\_table:** ['liquid\_logic:category\_of\_abuse', 'mosaic:category\_of\_abuse']

**guidance:** Using the code set in the table below record the category of abuse as assessed when the child protection plan commenced and any subsequent category of abuse assigned to the child protection plan. The latest category of abuse may be the same as the initial category of abuse. -NEG Neglect -PHY Physical abuse -SAB Sexual abuse -EMO Emotional abuse -MUL Multiple/not recommended The multiple category is for when more than one category of abuse is relevant to the child's current protection plan. It is not intended to record information for children who have been the subject of more than one child protection plan during the year. The category of abuse under which a child is made the subject of a child protection plan will have been decided upon at the child protection conference. However, if the category of abuse applicable to the current child protection plan has changed as a result of subsequent child protection conferences, then enter the latest category of abuse. Overall, the initial category of abuse is that decided upon at the conference; any

amended category is to be recorded as the latest category of abuse. The categories are defined for the purpose of this collection as follows: -Neglect Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in the serious impairment of the child's health or development. For instance, a parent or carer may fail to: • provide adequate food, shelter, or clothing (including exclusion from home or abandonment); • protect a child from physical harm, emotional harm, or danger; • ensure adequate supervision (including the use of inadequate care-givers); • ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. More information on childhood neglect including training and resource materials can be found in Safeguarding children. -Physical abuse Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer deliberately fabricates symptoms or induces illness in a child. The fabrication and deliberate inducement or symptoms relate to conditions such as Munchausen syndrome by proxy. -Sexual abuse Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution, regardless of whether or not the child is aware of what is happening. Such activities may involve physical contact, including non-penetrative and penetrative acts (for example rape, buggery, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. -Emotional abuse Emotional abuse is the persistent ill-treatment of a child that causes severe and continual adverse effects on the child's emotional development. It may involve conveying to the child that they are inadequate, worthless or unloved, or valued only as far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate. It may feature the imposing of age or developmentally inappropriate expectations on the child. Such expectations may include interactions that are beyond the child's developmental capability. It includes overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interactions. It may involve the child seeing or hearing the ill-treatment of another. It may also involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is implied in all types of ill-treatment of a child, although it may occur on its own. Use this category when it is the main or sole form of abuse. -Multiple/not recommended This category is used to record multiple categories or where no category is recommended.

## Data Item: cpp\_category\_start

**description:** Category of Abuse Start Date

**item\_ref:** CAT004A

**categories:** ['child\_protection', 'cp\_plan']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cpp\_category\_start', 'mosaic:cpp\_category\_start']

**cms\_table:** ['liquid\_logic:category\_of\_abuse', 'mosaic:category\_of\_abuse']

**guidance:** The Start Date of the Category of Abuse/ the date at which the Category of Abuse was changed.

# Object: care\_leavers

## Data Item: care\_leaver\_id

**description:** Care Leaver Table ID

**item\_ref:** CLE001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['care\_leavers']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:care\_leaver\_id', 'mosaic:care\_leaver\_id']

**cms\_table:** ['liquid\_logic:care\_leavers', 'mosaic:care\_leavers']

**guidance:** Care Leaver record unique ID from system or auto-generated as part of export.

## Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** CLE002A

**type:** string

**foreign\_key:** person.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['care\_leavers']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:care\_leavers', 'mosaic:care\_leavers']

**guidance:** See PER001A

## Data Item: cl\_eligibility

**description:** Eligibility Status/ Category

**item\_ref:** CLE003A

**categories:** ['care\_leavers']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cl\_eligibility', 'mosaic:cl\_eligibility']

**cms\_table:** ['liquid\_logic:care\_leavers', 'mosaic:care\_leavers']

**guidance:** Relevant children are defined under Section 23A(2) of the Children Act 1989. A relevant child is: • a young person aged 16 or 17 • is no longer looked-after • before last ceasing to be looked-after, was an 'eligible child' (see definition below) OR • a young person aged 16 or 17 • not subject to a care order • detained, or in hospital on their 16th birthday • immediately before being detained or admitted to hospital had been looked-after for at least 13 weeks which began after they reached age 14. Former relevant children are defined under Section 23C (1) of the Children Act 1989. A former relevant child is one who is: • aged 18 or above, AND EITHER • has been a relevant child and would be one if he were under 18, OR • immediately before he ceased to be looked-after at age 18, was an eligible child. The definition of eligible children is given below for information,

because relevant and former relevant children will have been an eligible child in the past. Please note we are not collecting OC3 information for current eligible children. and ended after they reached the age of 16. An eligible child is: • a young person aged 16 or 17 • who is looked-after • and has been looked-after for at least 13 weeks which began after they reached the age of 14 and ended after they reached the age of 16.

## Data Item: cl\_in\_touch

**description:** In Touch Category

**item\_ref:** CLE004A

**categories:** ['care\_leavers']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cl\_in\_touch', 'mosaic:cl\_in\_touch']

**cms\_table:** ['liquid\_logic:care\_leavers', 'mosaic:care\_leavers']

**guidance:** Select the code which most accurately answers the question – was the local authority in touch with this young person? For young people aged 17 to 21 years, to be counted as 'in touch' for the purposes of this data item, there should be "contact" between your local authority and the young person around 3 months before and one month after the young person's birthday.. For young people aged 22 to 25 to be counted as 'in touch' for the purposes of this data item, they should have contacted your local authority for support at some point during the year. The OC3 data collection is designed to monitor the situation of young people when they have left care, rather than their situation immediately before they left care. Because the guidance says that the local authority should be in touch with the young person in the period three months before, to one month after the birthday, it is possible that the local authority will have been in touch with the young person while they were still in care. If the birthday in question is the 17th birthday, then it should be recorded whether the local authority was in touch with the young person AFTER they had left care. Information should be returned if the young person left care before or on their 17th birthday, but not if they left care after their 17th birthday. If the birthday in question is the 18th birthday, then we want to know whether your local authority is in touch with the person AFTER they left care and at some point up to 3 months after their 18th birthday. The accommodation and activity should reflect the most up to date information you have available up to the age of 18 years and 3 months. Information should be returned for young people who turned 18 in the year and left care before or on their 18th birthday. If your local authority is in contact more than once during the relevant time period, the most up to date information on the last occasion of contact should be recorded for activity and accommodation. Statutory guidance is clear that the Personal Adviser (PA) must have regular face to face contact with every care leaver they support. The pathway plan must set out expectations for the PA to see the care leaver and, if relevant, arrangements for staying in touch in other ways, which could include regular exchanges of text messages, emails and phone conversations between the PA and the young person. Further guidance on keeping in touch is given in chapter 4 of the Planning Transitions to Adulthood Guidance for Care Leavers. For care leavers aged 17- to 21-years-old, if your local authority has contacted a young person, and the young person has responded by stating that they have no desire to supply your local authority with any information, and do not want to be contacted by your local authority again, this is should be coded as REFU - "young person refuses contact". Similarly, if the young person has moved outside the local authority boundary and has chosen not to tell the local authority where they have gone, you still need to have been in communication with the young person to be able to count them as "in touch". Where a young person has previously been receiving Leaving Care Services but has now decided that they no longer require a service, this should be coded as NREQ – "young person no longer requires services". NREQ should also be used for young people aged 22 years old and over who have not taken up the offer of Personal Adviser support. Note, if the young person died (since leaving care) following their relevant birthday in the collection year, the information as at their last birthday should be provided including whether they were in touch or not at that point. If the young person died before their relevant birthday in the collection year, the code "DIED" should be used. If a young person died whilst in care, OC3 information is not required. Children who have returned to live with parents or someone with parental responsibility for a period of more than 6 months are no longer 'relevant children' so the 'in touch' code used should be RHOM. However, if this arrangement then breaks down and the young person ceases to live with the person concerned, he/she once again



becomes a 'relevant child' and 'RHOM' should not be used. Code set for in touch: - YES Yes - in touch - NO No – not in touch -DIED Died after leaving care -REFU Young person refuses contact -NREQ Young person no longer requires children's social care services -RHOM Young person returned to live with parents or someone with parental responsibility for a continuous period of 6 months or more Contact through a third party is acceptable if you are satisfied that this represents a genuine exchange of information between the care leaver and your local authority. It is your responsibility to judge whether such contact is sufficient to qualify for definition as 'in touch'. For example, if someone mentions that they have met the young person in passing and the young person appeared well, then this is not defined as 'in touch'. However, if a third person passes a note from the young person to your local authority, then this would be classified as being 'in touch'. Contact through a third party who is working with the care leaver in a professional capacity is classified as 'in touch'; for example, a young person's advisor not directly employed by your local authority. It is expected that contact through a third person who works with care leavers in a professional capacity will be frequent.

## Data Item: cl\_latest\_contact

**description:** Latest Date of Contact

**item\_ref:** CLE005A

**type:** date

**categories:** ['care\_leavers']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cl\_latest\_contact', 'mosaic:cl\_latest\_contact']

**cms\_table:** ['liquid\_logic:care\_leavers', 'mosaic:care\_leavers']

**guidance:** This should be the latest date of PA contact with the young person. This may differ by Local Authority as to what dates are available, so please advise in the comments column as to what contact types are included. The date should be recorded in a DD/MM/YYYY format, i.e. day/month/year as a four digit number. Leave blank if you are not in touch with the care leaver.

## Data Item: cl\_accommodation

**description:** Accommodation

**item\_ref:** CLE006A

**categories:** ['care\_leavers']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cl\_accommodation', 'mosaic:cl\_accommodation']

**cms\_table:** ['liquid\_logic:care\_leavers', 'mosaic:care\_leavers']

**guidance:** The code for accommodation is a two- digit alphanumeric code (for example: B1). • The first digit is alphabetical, and represents the type of accommodation that the young person is living in on or around their 17th, 18th, 19th, 20th or 21st birthday, or the accommodation the young person is living in at the time of their latest contact during the year if they are aged 22-to-25-years-old. • The second digit is numerical, and indicates whether you judge the accommodation to be 'suitable' or 'unsuitable' • If you were not in touch with the young person and do not know their accommodation, or the young person has died, or returned home to live with parents or someone with parental responsibility for a continuous period of 6 months or more, (in touch code 'RHOM') enter 0 (zero). Code set for type of accommodation -B With parent(s) or relative(s) -C Community home or other form of residential care such as an National Health Service (NHS) establishment -D Semi-independent, transitional accommodation (like a supported hostel, trainer flats); self-contained accommodation with specialist personal assistance support (for example, for young people with disabilities, pregnant young women and single parents); and self-contained accommodation with floating support -E Supported lodgings (accommodation, usually in a family home, where adult(s) in the "host family" provide formal advice and support) -G

Gone abroad -H Deported -K Ordinary lodgings, without formal support -R Residence not known -S No fixed abode / homeless -T Foyers and similar supported accommodation which combines the accommodation with opportunities for education, training or employment -U Independent living, for example independent tenancy of flat, house or bedsit, including local authority or housing association tenancy, or accommodation provided by a college or university. Includes flat sharing -V Emergency accommodation (like a night shelter, direct access or emergency hostel) -W Bed and breakfast -X In custody -Y Other accommodation -Z With former foster carer(s) - where the young person has been fostered and on turning 18 continues to remain with the same carer(s) who had fostered them immediately prior to their reaching legal adulthood, and where the plan for their care involves their remaining with this former foster family for the future. This code should not be used for 17-year-old care leavers. If the foster carer is also a relative this code should be used rather than 'B - with parents or relatives'.

## Data Item: cl\_accom\_suitable

**description:** Suitability of Accommodation

**item\_ref:** CLE007A

**categories:** ['care\_leavers']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cl\_accom\_suitable', 'mosaic:cl\_accom\_suitable']

**cms\_table:** ['liquid\_logic:care\_leavers', 'mosaic:care\_leavers']

**guidance:** We accept that there are no hard and fast rules on whether accommodation is deemed 'suitable'; the decision will depend on the circumstances of the individual case and you will have to use your judgement. Code set for suitability of accommodation -1 Accommodation is considered suitable -2 Accommodation is considered unsuitable The following table provides a guide to the presumed responses for each of the accommodation types. However, there may be individual circumstances where these may not be the case. Accommodation is to be regarded as suitable if it provides safe, secure and affordable provision for young people. Accommodation that clearly exposes the person to risk of harm or social exclusion by reason of its location or other factors should be coded as 'unsuitable'.

## Data Item: cl\_activity

**description:** Activity Status

**item\_ref:** CLE008A

**categories:** ['care\_leavers']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cl\_activity', 'mosaic:cl\_activity']

**cms\_table:** ['liquid\_logic:care\_leavers', 'mosaic:care\_leavers']

**guidance:** If the young person is aged 17 to 21 years, record the code that most accurately reflects the young person's main activity status on or around their birthday if you were in touch with them. If you were not in touch with the young person but are certain of their activity on their birthday, then please record this. Such examples might include where the young person was in a stable and ongoing activity such as posted abroad in the armed services, or where they have retrospectively confirmed that they had remained on an ongoing education course during the period. If you were not in touch with them and do not know their activity, or the young person has died or returned home to live with parents or someone with parental responsibility for a continuous period of 6 months or more (in touch code 'RHOM'), enter 0 (zero). If the young person is aged 22 to 25 years and has been in touch with your local authority at some point during the year, then please report their latest known activity. Normally the young person should be asked what their main activity is. If their response is not clear and it is known that they are involved in more than one of the activity categories listed on the guidance notes, choose the one that is highest in the list. The list is ranked

so that in general, if the young person is involved in both education and employment, education will be recorded as the main activity. Code set for main activity: -F1 Young person engaged full time in higher education (for example studies beyond A level) -P1 Young person engaged part time in higher education (for example studies beyond A level) -F2 Young person engaged full time in education other than higher education -P2 Young person engaged part time in education other than higher education -F4 Young person engaged full time in an apprenticeship -P4 Young person engaged part time in an apprenticeship -F5 Young person engaged full time in training or employment (not apprenticeship) -P5 Young person engaged part time in training or employment (not apprenticeship) -G4 Young person not in education, employment or training because of illness or disability -G5 Young person not in education, employment or training: other circumstances -G6 Young person not in education, employment or training due to pregnancy or parenting Please note that if a young person in custody is engaged in a programme of education their activity should be recorded with an activity code that most accurately reflects this, for example part-time education. Before 2016 the guidance specified that a young person in custody should have an activity code of G5 (not in education, employment or training). Full Time: The activity engages the young person for at least 16 hours a week. Part Time: The activity engages the young person for less than 16 hours a week. F1 and P1 - Young person engaged in higher education (meaning studies beyond A level): 'Higher education' means all studies at a higher academic level than A level. This includes degrees, diplomas in higher education, teaching and nursing qualifications, HNDs, ONDs, and BTEC levels 4-5. The educational course does not have to be residential. F2 and P2 - Young person engaged in education other than higher education: This means all other education not covered by code F1 and P1. The educational course does not have to be residential. F4 and P4 - Young person engaged in an apprenticeship: Includes apprenticeships only. F5 and P5 - Young person engaged in training or employment: 'Training' includes government-supported training (other than Apprenticeships), such as Traineeships or Supported Internships. 'Employment' includes paid employment, self-employment, and voluntary unpaid work. G4 - Young person not in education, employment or training, because of own illness or disability: Refers to young people where none of the above applies, specifically because the young person's own illness or disability has prevented them from participating in any of these activities. G5 - Young person not in education, employment or training (other circumstances) Refers to young people not covered by any of the other categories. However, this should not include young people who are not able to participate in any of these activities because of pregnancy or because they are parents or carers – these young people should be coded under G6. G6 - Young person not in education, employment or training due to pregnancy or parenting: Refers to young people who are not able to participate in any of these activities because of pregnancy, or because they are parents or carers.

## Data Item: cl\_pathway\_plan\_rev\_date

**description:** Latest Pathway Plan Review Date

**item\_ref:** CLE009A

**categories:** ['care\_leavers']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cl\_pathway\_plan\_rev\_date', 'mosaic:cl\_pathway\_plan\_rev\_date']

**cms\_table:** ['liquid\_logic:care\_leavers', 'mosaic:care\_leavers']

**guidance:** This should be either the date the Pathway plan started, or the latest date the pathway plan was reviewed (if applicable); whichever is the most recent. The date should be recorded in a DD/MM/YYYY format, i.e. day/month/year as a four digit number. Leave blank if you are not in touch with the care leaver.

## Data Item: cl\_personal\_advisor

**description:** Allocated Personal Advisor

**item\_ref:** CLE010A

**categories:** ['care\_leavers']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cl\_personal\_advisor', 'mosaic:cl\_personal\_advisor']

**cms\_table:** ['liquid\_logic:care\_leavers', 'mosaic:care\_leavers']

**guidance:** Allocated Personal Advisor for Care Leaver

## **Data Item: cl\_team**

**description:** Allocated Team

**item\_ref:** CLE011A

**categories:** ['care\_leavers']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cl\_team', 'mosaic:cl\_team']

**cms\_table:** ['liquid\_logic:care\_leavers', 'mosaic:care\_leavers']

**guidance:** Allocated Team responsible for Care Leaver

## **Data Item: cl\_worker\_id**

**description:** Allocated Worker ID

**item\_ref:** CLE012A

**foreign\_key:** social\_worker.sw\_id

**categories:** ['care\_leavers']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cl\_worker\_id', 'mosaic:cl\_worker\_id']

**cms\_table:** ['liquid\_logic:care\_leavers', 'mosaic:care\_leavers']

**guidance:** Allocated worker responsible for Care Leaver

## Object: cla\_previous\_permanence

### Data Item: prev\_permanence\_id

**description:** Previous Permanence ID

**item\_ref:** CLP001A

**categories:** ['looked\_after', 'permanence']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:prev\_permanence\_id', 'mosaic:prev\_permanence\_id']

**cms\_table:** ['liquid\_logic:cla\_previous\_permanence', 'mosaic:cla\_previous\_permanence']

**guidance:** Previous Permanence record unique ID from system or auto-generated as part of export. Has the child/ young person previously been adopted or left care for special guardianship or residence order?

### Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** CLP002A

**foreign\_key:** cla\_episodes.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['looked\_after', 'permanence']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:cla\_previous\_permanence', 'mosaic:cla\_previous\_permanence']

**guidance:** See PER001A

### Data Item: prev\_perm\_order\_date

**description:** Date of Previous Permanence Order

**item\_ref:** CLP003A

**type:** date

**categories:** ['looked\_after', 'permanence']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:prev\_perm\_order\_date', 'mosaic:prev\_perm\_order\_date']

**cms\_table:** ['liquid\_logic:cla\_previous\_permanence', 'mosaic:cla\_previous\_permanence']

**guidance:** Record the date of the order if known in the form DD/MM/YYYY. If the exact date is unknown record the month and year in the form zz/MM/YYYY, using zz as the day, for example for May 2020 with the exact date being unknown enter zz/05/2020. If the month is unknown please record the year in the form zz/zz/YYYY, for example, where the year of 2021 only is known enter zz/zz/2021. If no information is known about the date of the order please record as zz/zz/zzzz.

### Data Item: prev\_perm\_option

**description:** Previous Permanence Option

**item\_ref:** CLP004A

**categories:** ['looked\_after', 'permanence']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:prev\_perm\_option', 'mosaic:prev\_perm\_option']

**cms\_table:** ['liquid\_logic:cla\_previous\_permanence', 'mosaic:cla\_previous\_permanence']

**guidance:** This should be completed for all children who start to be looked-after. We would expect that local authorities would gather this information about the child's background and family history when they assess the child and assemble the care plan for the child. Information is collected for children who previously ceased to be looked-after due to the granting of an adoption order, a special guardianship order, residence order (until 22 April 2014) or a child arrangement order. The following should be included: • children who start to be looked-after due to respite care arrangement • children who start to be looked-after under section 20 (legal status of V2) • all children who start to be looked-after following a previous adoption, special guardianship order (SGO) or residence order (RO) (or, from 22 April 2014, a child arrangement order which sets out with whom the child is to live) even when the child then ceases to be looked-after and returns home following the episode of care. The information is required only once, the first time a child returns to care after the previous permanence order was granted, even if that was in a previous year. If the child subsequently leaves care (other than for adoption, SGO or RO) and returns again, this information is not required for the subsequent return. Code set for previous permanence option: -P1 Adoption -P2 Special guardianship order (SGO) -P3 Residence order (RO) or child arrangements order (CAO) which sets out with whom the child is to live. -P4 Unknown -Z1 Child has not previously had a permanence option P4 should be used when it is not known to the local authority whether the child had a previous permanence option. This information can be updated if information comes to light at any stage in an episode of care. Do not include any adoptions/SGO/ROs/CAOs previously granted where the child was not previously looked-after.

## Data Item: prev\_perm\_la

**description:** Previous Permanence Arranged LA

**item\_ref:** CLP005A

**categories:** ['looked\_after', 'permanence']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:prev\_perm\_la', 'mosaic:prev\_perm\_la']

**cms\_table:** ['liquid\_logic:cla\_previous\_permanence', 'mosaic:cla\_previous\_permanence']

**guidance:** The code of the local authority who arranged the previous permanence option, if this information is not available then the code 999 should be used. Code set for local authority of previous permanence: -nnn A valid local authority code, or 999 -NIR Northern Ireland -NUK Outside of the UK -SCO Scotland -WAL Wales -999 Information not available If local authority boundaries have changed since this option was arranged, please use the code at the time of the adoption/SGO/RO/CAO. If a child was adopted by an adopter found through a voluntary adoption agency (VAA) record the local authority which was previously looking after the child. Similarly, if a child was adopted by a foster carer who applied directly to the court to adopt the child, then record the local authority which was previously looking after the child.

# Object: mother

## Data Item: person\_child\_id

**description:** Mother's Child's Unique ID

**item\_ref:** MOT001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['identity', 'looked\_after', 'mother']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:person\_child\_id', 'mosaic:person\_child\_id']

**cms\_table:** ['liquid\_logic:mother', 'mosaic:mother']

**guidance:** The unique identifier of the mother's child

## Data Item: la\_person\_id

**description:** Person Unique ID (Mother)

**item\_ref:** MOT002A

**type:** string

**foreign\_key:** person.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['identity', 'looked\_after', 'mother']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:mother', 'mosaic:mother']

**guidance:** See PER001A

## Data Item: person\_child\_dob

**description:** Date of birth of mothers child

**item\_ref:** MOT003A

**type:** date

**categories:** ['identity', 'looked\_after', 'mother']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:person\_child\_dob', 'mosaic:person\_child\_dob']

**cms\_table:** ['liquid\_logic:mother', 'mosaic:mother']

**guidance:** Currently collected for CLA only, only first child dob collected

# Object: cla\_episodes

## Data Item: cla\_episode\_id

**description:** Episode ID

**item\_ref:** CLA001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['looked\_after']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_episode\_id', 'mosaic:cla\_episode\_id']

**cms\_table:** ['liquid\_logic:cla\_episodes', 'mosaic:cla\_episodes']

**guidance:** CLA Episode unique ID from system or auto-generated as part of export.

## Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** CLA002A

**type:** string

**foreign\_key:** person.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['looked\_after']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:cla\_episodes', 'mosaic:cla\_episodes']

**guidance:** See PER001A

## Data Item: cla\_epi\_start

**description:** Date Episode Commenced

**item\_ref:** CLA003A

**type:** date

**categories:** ['looked\_after']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_epi\_start', 'mosaic:cla\_epi\_start']

**cms\_table:** ['liquid\_logic:cla\_episodes', 'mosaic:cla\_episodes']

**guidance:** This item records the date that each episode began. For the first episode in the year, this date can be in the current data year, or an earlier data year. When loading data using CSV or XML, dates must be recorded in a DD/MM/YYYY format. Example: 4 November 2023 should be entered as 04/11/2023. Exceptionally, once loaded, the dates in the episode fields will appear as DD/MM/YY (year as a 2-digit number). Manual amendments to episode dates may be made using either format DD/MM/YY or DD/MM/YYYY, though the latter will appear as DD/MM/YY when saved). This is intended to make the episodes easier to read and manually amend, particularly when a record contains several episodes. Where episodes are consecutive, the new episode must



start on the same day that the previous episode finished. When recording an agreement to provide a series of short-term placements (legal status V3/V4), enter in this field the date the first placement under the agreement began. For further information about children being looked-after under a series of short-term placements see Section 1.10. Where an episode began in a previous statistical year, but is still open on 31 March, do not complete 'Reason Episode Ceased' or 'Date Episode Ceased'. The following year's record must then start with the same episode details showing the actual date the episode commenced if the episode subsequently closes, both the 'Reason Episode Ceased' and the 'Date Episode Ceased' should be recorded). Episodes cannot start and end on the same day. If a child has two changes of legal status in one day only the second legal status is recorded. Similarly, in the unlikely event of two placements starting on the same day, only the status at the end of the day should be recorded. In such cases we no longer regard the first move of the day as being a placement. It follows from this that an essential component of a placement for SSDA903 purposes is that a placement must involve an overnight stay. A 'placement' that does not include an overnight stay should be regarded as a 'visit' and not shown on the SSDA903.

## Data Item: cla\_epi\_start\_reason

**description:** Reason for New CLA Episode

**item\_ref:** CLA004A

**categories:** ['looked\_after']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_epi\_start\_reason', 'mosaic:cla\_epi\_start\_reason']

**cms\_table:** ['liquid\_logic:cla\_episodes', 'mosaic:cla\_episodes']

**guidance:** Use Code S where a child is starting to be looked-after for the first time, or had previously ceased to be looked-after, and is now starting to be looked-after again. Also use code S when recording agreements to provide short-term placements (legal status V4), and for individual breaks under such an agreement, if these are being recorded separately (legal status V3). Use Code L where there is a change of legal status, but the placement does not change. By 'legal status' we mean the legal status underlying the fact that the child is looked-after. Use Code P where there is a change of placement and carer, but the legal status does not change. This would include the following scenarios: • Move from one foster carer to another foster carer (for example, U3 to another U3 placement type code). • Move from a foster carer to a children's home (for example, U3 to K2 placement types). In both scenarios there has been a change of carer. When a child is living independently, a new episode should be created each time they move, and code P should be used. Use Code T where there is a change of placement, but the child remains with the same carer and the legal status does not change. This would include the following scenarios: • Child moves to a new house with current foster carer (either inside or outside of local authority boundary). • Child remains with same carer or within same setting but either the URN of the setting changes or the provider type changes (for example, a foster carer moves from an IFA to the local authority provider, or a placement for adoption transferring to a regional adoption agency, or an unregulated independent or semi independent setting registering with Ofsted). In both scenarios, the child has remained with the same carer, but for some other reason, a new placement is required on the SSDA903. Use Code B where both legal status and placement change, with a change of carer, on the same day. The two changes do not need to be simultaneous or consequent one upon the other. The code simply reflects that there was a change in carer and a change in legal status, for whatever reason, on the same day. Use Code U where both legal status and placement change on the same day, but the child remains with the same carer. The two changes do not need to be simultaneous or consequent one upon the other. The code simply reflects that there was a change in placement and a change in legal status, for whatever reason, on the same day.

## Data Item: cla\_primary\_need

**description:** CIN Primary Need Code

**item\_ref:** CLA009A

**categories:** ['looked\_after']

**returns:** ['1aRemove']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_primary\_need', 'mosaic:cla\_primary\_need']

**cms\_table:** ['liquid\_logic:cla\_episodes', 'mosaic:cla\_episodes']

**guidance:** This code indicates the main reason why a child started to receive services. It should not be left blank. Only one reason can be recorded. If a child is also looked after, the primary need code for children in need might not necessarily be the same as that recorded in the children looked after data collection. For example, this may occur if a child became looked after at a later date than when they became a child in need. The categories are designed only to identify what kind of pressures are placed on social services. They have no diagnostic value with regard to the children themselves and must not be used to determine what type of service the child should receive. If there is difficulty choosing between two or more categories of need, choose the category that comes highest up in the table, for example, if trying to decide between family in acute stress and family dysfunction, choose family in acute stress. The order of the categories relates to the specificity of the description and not necessarily importance. However, the order is fixed so that there is consistency. Further information on choosing a primary need category is in appendix A. The children in need census for 2005 and earlier tried to account for all money spent in a census week. To allow for this, 'N9' was created, but as this census is specifically child based, the definition of 'N9' from 2005 is not applicable. As in previous years, 'N9' can be used if a child is no longer in need and the only service they are receiving is adoption support (on an open case) immediately after they have been in need. Enter the primary need code, selecting from the table below: -N1 Abuse or neglect Children in need as a result of, or at risk of, abuse or neglect; also includes children at risk because of domestic violence. -N2 Child's disability Children and families whose main need for services arises because of their child's disability, illness or intrinsic condition. -N3 Parental disability or illness Children whose main need for services arises because the capacity of their parent(s) (or carer(s)) to care for them is impaired by the parent(s) (or carer(s)) disability, physical or mental illness, or addictions. -N4 Family in acute stress Children whose needs arise from living in a family that is going through a temporary crisis that diminishes the parental capacity to adequately meet some of the children's needs. -N5 Family dysfunction Children whose needs primarily arise from living in a family where the parenting capacity is chronically inadequate. -N6 Socially unacceptable behaviour Children and families whose need for services primarily arise out of the child's behaviour impacting detrimentally on the community. -N7 Low income Children, living in families or independently, whose needs primarily arise from being dependent on an income below the standard state entitlements. -N8 Absent parenting Children whose needs for services arise mainly from having no parents available to provide for them. -N9 Cases other than children in need Children who have been adopted and, although they are no longer a child in need, receive adoption support from children's social services immediately after adoption. This should not be used where a child receives an adoption payment only as these children should not be included in the census. The previous definition of 'N9' from 2005 was casework which is required for a legal and administrative reason only and there is no child in the case who is in need. -N0 Not stated Children whose reference data is not completely entered on the system and whose need code is yet to be determined, or the case is a referral that has been closed following assessment.

## Data Item: cla\_epi\_ceased

**description:** Date Episode Ceased

**item\_ref:** CLA005A

**type:** date

**categories:** ['looked\_after']

**returns:** ['SSDA903', 'AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_epi\_ceased', 'mosaic:cla\_epi\_ceased']

**cms\_table:** ['liquid\_logic:cla\_episodes', 'mosaic:cla\_episodes']

**guidance:** This item records the date that each episode ended. Code day and month as two-digit numbers and year as a four-digit number. Example: 4 November 2022 should be entered as

04/11/2022. An episode cannot start and end on the same day. Where a child has not left care, a new episode must start on the same day as the previous episode finished. When a child ceases to be looked-after because of adoption (reason episode ceased codes of E11 or E12), the date episode ceased is the date the court makes the adoption order. When a child ceases to be looked-after because he/she dies whilst being looked-after (reason episode ceased code E2), the date episode ceased must be the same as the date of death as recorded on the death certificate. Periods of care in local authority accommodation of less than 24 hours must not be recorded on the SSDA903. The only exceptions to this rule are: • Children who are being regularly accommodated under an agreed series of short-term placements (legal status codes V3 and V4). Overnight stays of less than 24 hours may be treated as 24 hours for statistical purposes • UASC. They should be recorded as a children looked after as soon as they come to the attention of local authorities, rather than only when they have been accommodated for 24 hours. Unlike other children, all UASC who come to the attention of local authorities will become looked-after so the 24-hour rule should not apply for this group of children.

## Data Item: cla\_epi\_cease\_reason

**description:** Reason Episode Ceased

**item\_ref:** CLA006A

**categories:** ['looked\_after']

**returns:** ['SSDA903', 'AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_epi\_cease\_reason', 'mosaic:cla\_epi\_cease\_reason']

**cms\_table:** ['liquid\_logic:cla\_episodes', 'mosaic:cla\_episodes']

**guidance:** When an episode has ended and a further episode, in the same period of care, has started, use the code, X1. All other 'reason episode ceased' codes record the circumstances when a child ceases to be looked-after. If a child ceases to be looked-after because he/she has turned 18, this can already be deduced from his/her date of birth. Therefore, the appropriate code below should be used to capture the destination of the young person. -X1 Episode ceases, and new episode begins on same day, for any reason -E11 Adopted - application for an adoption order unopposed E12 Adopted – consent dispensed with by the court E2 Died E3 Care taken over by another local authority in the UK E4A Returned home to live with parent(s), relative(s), or other person(s) with parental responsibility as part of the care planning process (not under a special guardianship order or residence order/ child arrangement order). E4B Returned home to live with parent(s), relative(s), or other person(s) with parental responsibility which was not part of the current care planning process (not under a special guardianship order or residence order or (from 22 April 2014) a child arrangement order). E13 Left care to live with parent(s), relative(s), or other person(s) with no parental responsibility. E41 Residence order/ child arrangement order which sets out with whom the child is to live) granted E45 Special guardianship order made to former foster carer(s), who was/are a relative(s) or friend(s) E46 Special guardianship order made to former foster carer(s), other than relative(s) or friend(s) E47 Special guardianship order made to carer(s), other than former foster carer(s), who was/are a relative(s) or friend(s) E48 Special guardianship order made to carer(s), other than former foster carer(s), other than relative(s) or friend(s) E5 Moved into independent living arrangement and no longer looked-after: supportive accommodation providing formalised advice/support arrangements (such as most hostels, young men's Christian association, foyers, staying close and care leavers projects). Includes both children leaving care before and at age 18 E6 Moved into independent living arrangement and no longer looked-after: accommodation providing no formalised advice/support arrangements (such as bedsit, own flat, living with friend(s)). Includes both children leaving care before and at age 18 E7 Transferred to residential care funded by adult social care services E9 Sentenced to custody E14 Accommodation on remand ended E15 Age assessment determined child is aged 18 or over and E5, E6 and E7 do not apply, such as an unaccompanied asylum-seeking child (UASC) whose age has been disputed E16 Child moved abroad E17 Aged 18 (or over) and remained with current carers (inc under staying put arrangements) E8 Period of being looked-after ceased for any other reason (where none of the other reasons apply) Further detail on when some of the codes should be used is provided below: E4A - Relates to a planned move where the child returns home as part of their agreed care plan. This return home has been discussed as part of the care planning process and happens within a planned timeframe. E4B - Relates to an unplanned move - includes instances

where the child's return home is immediate (for example, within 24 hours) and has not been discussed as part of the care planning process or does not occur within the planned timeframe. This would include instances where a child under a voluntary arrangement is removed from care by their parents and this was not agreed as part of the care planning process. E13 - Left care to live with parents, relatives, or other person with no parental responsibility – this code should be used if the child left care to live with parents, relatives or another person, but this person did not have parental responsibility. E14 - Accommodation on remand ended – this code should be used if a child was remanded to youth detention accommodation and has stopped their episode of care because they are no longer remanded. E15 - Age assessment determined child is aged 18 or over and E5, E6 and E7 do not apply, for example, an unaccompanied asylum seeking child whose age has been disputed – this code should be used if the episode of care ended because the age was disputed, an assessment revealed the child was 18 or over and the young person was not transferred to residential care and did not move into independent living arrangements. E16 - Moved abroad – use this code if the child left care because they moved to another country, including when a child is deported. E17 - Aged 18 (or over) and remained with current carers (inc under staying put arrangements) – use this code whenever the young person has ceased care and remains with their former carers, irrespective of placement type. Young people in foster care who are 'staying put' are only a subset of this group. E8 - Period of being looked-after ceased for any other reason – this code should never be used purely because a child has reached the age of 18 as this can already be deduced from his/her date of birth. It should only be used when none of the alternative destinations listed are appropriate. E8 should also be used when a child turns 18 and continues to be missing. If a looked-after child is sentenced to custody and placed in a secure children's home, secure training centre or young offenders' institution, their status in that setting depends on the legislative framework under which the custodial sentence is applied. If the child is subject to a Care Order (Section 31 Children Act 1989) then they remain looked-after regardless of being sentenced to custody. If the child is accommodated in care by a voluntary agreement under Section 20 of the Children Act 1989, then they cease to be looked-after when they are admitted to custody.

## Data Item: cla\_team

**description:** Allocated Team

**item\_ref:** CLA007A

**categories:** ['looked\_after']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_team', 'mosaic:cla\_team']

**cms\_table:** ['liquid\_logic:cla\_episodes', 'mosaic:cla\_episodes']

**guidance:** Allocated Team responsible for Looked After Child

## Data Item: cla\_worker\_id

**description:** Allocated Worker ID

**item\_ref:** CLA008A

**foreign\_key:** social\_worker.sw\_id

**categories:** ['looked\_after']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_worker\_id', 'mosaic:cla\_worker\_id']

**cms\_table:** ['liquid\_logic:cla\_episodes', 'mosaic:cla\_episodes']

**guidance:** Allocated worker responsible for Looked After Child

# Object: cp\_plans

## Data Item: cp\_plan\_id

**description:** CP Plan ID

**item\_ref:** CPP001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['child\_protection', 'cp\_plan']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_plan\_id', 'mosaic:cp\_plan\_id']

**cms\_table:** ['liquid\_logic:cp\_plans', 'mosaic:cp\_plans']

**guidance:** CP Plan unique ID from system or auto-generated as part of export. This module contains information on child protection plans. A child can have none, one or more than one child protection plan (CPP). A child who is not in need cannot have a child protection plan. The collection allows more than one plan review date to be provided and all reviews within the year should be included. A child protection plan being transferred from another local authority should be recorded as a new plan, even if the child had previously received services in the local authority they are transferring to.

## Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** CPP002A

**type:** string

**foreign\_key:** person.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['child\_protection', 'cp\_plan']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:cp\_plans', 'mosaic:cp\_plans']

**guidance:** See PER001A

## Data Item: cpp\_start\_date

**description:** CP Plan Start Date

**item\_ref:** CPP003A

**type:** date

**categories:** ['child\_protection', 'cp\_plan']

**returns:** ['CINcensus', 'AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cpp\_start\_date', 'mosaic:cpp\_start\_date']

**cms\_table:** ['liquid\_logic:cp\_plans', 'mosaic:cp\_plans']

**guidance:** If a child is the subject of a child protection plan, enter the start date of that plan, using the formatting covered in the general notes. Otherwise, leave blank.

## Data Item: cpp\_end\_date

**description:** CP Plan End Date

**item\_ref:** CPP004A

**type:** date

**categories:** ['child\_protection', 'cp\_plan']

**returns:** ['CINcensus', 'AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cpp\_end\_date', 'mosaic:cpp\_end\_date']

**cms\_table:** ['liquid\_logic:cp\_plans', 'mosaic:cp\_plans']

**guidance:** Enter the end date of the plan, using the formatting covered in the general notes. Otherwise, leave blank.

## Data Item: cpp\_team

**description:** CP Plan Allocated Team

**item\_ref:** CPP005A

**categories:** ['child\_protection', 'cp\_plan']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cpp\_team', 'mosaic:cpp\_team']

**cms\_table:** ['liquid\_logic:cp\_plans', 'mosaic:cp\_plans']

**guidance:** Allocated Team responsible for CP Plan

## Data Item: cpp\_worker\_id

**description:** CP Plan Allocated Worker ID

**item\_ref:** CPP006A

**foreign\_key:** social\_worker.sw\_id

**categories:** ['child\_protection', 'cp\_plan']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cpp\_worker\_id', 'mosaic:cpp\_worker\_id']

**cms\_table:** ['liquid\_logic:cp\_plans', 'mosaic:cp\_plans']

**guidance:** Allocated worker responsible for CP Plan

# Object: address

## Data Item: address

**description:** Address

**item\_ref:** ADD001A

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['identity', 'address']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:address', 'mosaic:address']

**cms\_table:** ['liquid\_logic:address', 'mosaic:address']

**guidance:** Address detail

## Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** ADD002A

**type:** string

**foreign\_key:** person.la\_person\_id

**categories:** ['identity', 'address']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:address', 'mosaic:address']

**guidance:** See PER001A

**metadata:** {'release': '10/07/2023 05:00', 'change\_id': 'SSD-103', 'change\_source': 'Local Authority', 'versions\_count': 2, 'impact\_title': 'cms field name change', 'type': 'Change'}

## Data Item: address\_type

**description:** Address Type

**item\_ref:** ADD003A

**categories:** ['identity', 'address']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:address\_type', 'mosaic:address\_type']

**cms\_table:** ['liquid\_logic:address', 'mosaic:address']

**guidance:** Home/ Placement/ Primary/ Secondary

**metadata:** {'release': '11/07/2023 00:00', 'change\_id': 'SSD-004', 'change\_source': 'DfE', 'versions\_count': 1, 'impact\_title': 'from string to integer', 'type': 'Bug Fix'}

## Data Item: address\_start

**description:** Address Start Date/ From

**item\_ref:** ADD004A

**type:** date

**categories:** ['identity', 'address']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:address\_start', 'mosaic:address\_start']

**cms\_table:** ['liquid\_logic:address', 'mosaic:address']

**guidance:** Date person started living at the address

## Data Item: address\_end

**description:** Address End Date/ To

**item\_ref:** ADD005A

**type:** date

**categories:** ['identity', 'address']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:address\_end', 'mosaic:address\_end']

**cms\_table:** ['liquid\_logic:address', 'mosaic:address']

**guidance:** Date person left the address

## Data Item: address\_postcode

**description:** Address Postcode

**item\_ref:** ADD006A

**categories:** ['identity', 'address']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:address\_postcode', 'mosaic:address\_postcode']

**cms\_table:** ['liquid\_logic:address', 'mosaic:address']

**guidance:** You should provide a current post code for most persons and every effort should be made to obtain valid details. If it is not possible to get the post code, you should leave this field blank and provide an explanatory note.



## Object: cla\_health

### Data Item: health\_check\_id

**description:** Health Check ID

**item\_ref:** CLH001

**type:** string

**categories:** ['looked\_after', 'health']

**guidance:** Health check record unique ID from system or auto-generated as part of export.

### Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** CLH002

**type:** string

**foreign\_key:** cla\_episodes.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['looked\_after', 'health']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:cla\_health', 'mosaic:cla\_health']

**guidance:** See PER001A

### Data Item: health\_check\_type

**description:** Health surveillance checks/ Health Assessment/ Dental Check

**item\_ref:** CLH003

**type:** boolean

**categories:** ['looked\_after', 'health']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:health\_check\_type', 'mosaic:health\_check\_type']

**cms\_table:** ['liquid\_logic:cla\_health', 'mosaic:cla\_health']

**guidance:** Health surveillance checks/ Health Assessment/ Dental Check

### Data Item: health\_check\_date

**description:** Date of Last Health Assessment

**item\_ref:** CLH004

**type:** date

**categories:** ['looked\_after', 'health']

**returns:** ['SSDA903', 'AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:health\_check\_date', 'mosaic:health\_check\_date']

**cms\_table:** ['liquid\_logic:cla\_health', 'mosaic:cla\_health']

**guidance:** Date of Health Check

# Object: cin\_episodes

## Data Item: cin\_referral\_id

**description:** CIN Referral ID

**item\_ref:** CIN001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['child\_in\_need', 'referral']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_referral\_id', 'mosaic:cin\_referral\_id']

**cms\_table:** ['liquid\_logic:cin\_episodes', 'mosaic:cin\_episodes']

**guidance:** Referral Record unique ID from system or auto-generated as part of export. Information required for transfer in cases If a child who was the subject of a child protection plan in their previous local authority moves to your local authority, then all data modules need to be completed, however the children in need details module should include: • a referral date (which should be the date your local authority received formal notification that the child had permanently moved to your local authority); • a source of referral; • a primary need code; • the referral no further action flag should equal 0 or false; • the date of initial child protection conference should be provided, but within the children in need details group, not as part of the section 47 enquiries sub group. The section 47 enquiries group should not be returned for these children unless a subsequent section 47 enquiry is carried out at your local authority.

## Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** CIN002A

**type:** string

**foreign\_key:** person.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['child\_in\_need']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:cin\_episodes', 'mosaic:cin\_episodes']

**guidance:** See PER001A

## Data Item: cin\_ref\_date

**description:** CIN Referral Date

**item\_ref:** CIN003A

**type:** date

**categories:** ['child\_in\_need', 'referral']

**returns:** ['CINcensus', 'AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_ref\_date', 'mosaic:cin\_ref\_date']

**cms\_table:** ['liquid\_logic:cin\_episodes', 'mosaic:cin\_episodes']

**guidance:** Date of Referral

## Data Item: cin\_primary\_need

**description:** CIN Primary Need Code

**item\_ref:** CIN010A

**categories:** ['child\_in\_need', 'referral']

**returns:** ['1aRemove']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_primary\_need', 'mosaic:cin\_primary\_need']

**cms\_table:** ['liquid\_logic:cin\_episodes', 'mosaic:cin\_episodes']

**guidance:** This code indicates the main reason why a child started to receive services. It should not be left blank. Only one reason can be recorded. If a child is also looked after, the primary need code for children in need might not necessarily be the same as that recorded in the children looked after data collection. For example, this may occur if a child became looked after at a later date than when they became a child in need. The categories are designed only to identify what kind of pressures are placed on social services. They have no diagnostic value with regard to the children themselves and must not be used to determine what type of service the child should receive. If there is difficulty choosing between two or more categories of need, choose the category that comes highest up in the table, for example, if trying to decide between family in acute stress and family dysfunction, choose family in acute stress. The order of the categories relates to the specificity of the description and not necessarily importance. However, the order is fixed so that there is consistency. Further information on choosing a primary need category is in appendix A. The children in need census for 2005 and earlier tried to account for all money spent in a census week. To allow for this, 'N9' was created, but as this census is specifically child based, the definition of 'N9' from 2005 is not applicable. As in previous years, 'N9' can be used if a child is no longer in need and the only service they are receiving is adoption support (on an open case) immediately after they have been in need. Enter the primary need code, selecting from the table below: -N1 Abuse or neglect Children in need as a result of, or at risk of, abuse or neglect; also includes children at risk because of domestic violence. -N2 Child's disability Children and families whose main need for services arises because of their child's disability, illness or intrinsic condition. -N3 Parental disability or illness Children whose main need for services arises because the capacity of their parent(s) (or carer(s)) to care for them is impaired by the parent(s) (or carer(s)) disability, physical or mental illness, or addictions. -N4 Family in acute stress Children whose needs arise from living in a family that is going through a temporary crisis that diminishes the parental capacity to adequately meet some of the children's needs. -N5 Family dysfunction Children whose needs primarily arise from living in a family where the parenting capacity is chronically inadequate. -N6 Socially unacceptable behaviour Children and families whose need for services primarily arise out of the child's behaviour impacting detrimentally on the community. -N7 Low income Children, living in families or independently, whose needs primarily arise from being dependent on an income below the standard state entitlements. -N8 Absent parenting Children whose needs for services arise mainly from having no parents available to provide for them. -N9 Cases other than children in need Children who have been adopted and, although they are no longer a child in need, receive adoption support from children's social services immediately after adoption. This should not be used where a child receives an adoption payment only as these children should not be included in the census. The previous definition of 'N9' from 2005 was casework which is required for a legal and administrative reason only and there is no child in the case who is in need. -N0 Not stated Children whose reference data is not completely entered on the system and whose need code is yet to be determined, or the case is a referral that has been closed following assessment.

## Data Item: cin\_ref\_source

**description:** CIN Referral Source

**item\_ref:** CIN004A

**categories:** ['child\_in\_need', 'referral']

**returns:** ['CINcensus', 'AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_ref\_source', 'mosaic:cin\_ref\_source']

**cms\_table:** ['liquid\_logic:cin\_episodes', 'mosaic:cin\_episodes']

**guidance:** For each new referral, record the source of referral from the list. Where there is more than one referral for the same child on the same day, the first referral should be recorded and it is this referral source that should be recorded here. The data should be returned for each year the episode remains open.

## Data Item: cin\_ref\_outcome

**description:** CIN Referral Outcome

**item\_ref:** CIN005A

**categories:** ['child\_in\_need', 'referral']

**returns:** ['CINcensus', 'AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_ref\_outcome', 'mosaic:cin\_ref\_outcome']

**cms\_table:** ['liquid\_logic:cin\_episodes', 'mosaic:cin\_episodes']

**guidance:** Outcome of the Referral: -No Further Action -Advice and Information or signpost to other services -Step-down to Early Help -Assessment required -Strategy discussion and/or Section 47 enquiry -Other

## Data Item: cin\_close\_reason

**description:** CIN Closure Reason

**item\_ref:** CIN006A

**categories:** ['child\_in\_need']

**returns:** ['CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_close\_reason', 'mosaic:cin\_close\_reason']

**cms\_table:** ['liquid\_logic:cin\_episodes', 'mosaic:cin\_episodes']

**guidance:** This is the reason the local authority stops providing services to the child. Enter the reason that the case was closed from the code list. - RC1 Adopted. - RC2 Died. - RC3 Child arrangements order. - RC4 Special guardianship order. - RC5 Transferred to services of another local authority. - RC6 Transferred to adult social care services. - RC7 Services ceased for any other reason, including child no longer in need. - RC8 Case closed after assessment, no further action. - RC9 Case closed after assessment, referred to early help. If the case is still open then leave this item blank. - 'RC8 - case closed after assessment, no further action' and 'RC9 - case closed after assessment, referred to early help'. The reason for closure code RC8 should be used by local authorities to categorise a case for a child who they assess following a referral, but for whom they do not provide services and whose case is subsequently closed. It should not be used for any other reason. The reason for closure code RC9 should be used by local authorities to categorise a case for a child who they assess following a referral, but is subsequently referred to early help and whose case is then closed. These are different from cases that were closed prior to assessment, at the referral stage; the referral no further action flag should be used in these cases (see section 4.3). The reason for closure codes RC8 and RC9 should not be used for cases that were closed prior to assessment, or for cases where services were provided following assessment. In cases where the child has been assessed not to be in need after an assessment, the reason for closure code RC8 should be used. Where the child has been assessed not to be in need after an assessment and then referred to early help, the reason for closure code RC9 should be used. If a primary need code is retained on your system for these children, then this can be returned using the full code set listed in section 4.5. However, if you do not retain a primary need code for some or all of these children

use code 'N0' for this field. This allows for children whose reference data is not completely entered on the system and whose need code is yet to be determined, or where the case is a referral that has been closed following assessment. When the reason for closure code RC8 or RC9 is used the case should be closed on the same date as the assessment ends or, if this is not practical, as soon as possible afterwards.

## Data Item: cin\_close\_date

**description:** CIN Closure Date

**item\_ref:** CIN007A

**type:** date

**categories:** ['child\_in\_need']

**returns:** ['CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_close\_date', 'mosaic:cin\_close\_date']

**cms\_table:** ['liquid\_logic:cin\_episodes', 'mosaic:cin\_episodes']

**guidance:** A case is closed if the local authority has no intention of taking any initiative with respect to the child or family concerned, unless the local authority receives new information that requires it to take some sort of action. Enter the date that the case was closed, according to the formatting covered in the general notes. If the case is still open then leave this item blank. A children in need closure date can be the same as the referral date but, in practice, this should only very rarely occur. Closure date is not required for a referral that leads to no further action. - Children in need closure in the case of adoption When a child's case is closed because of adoption (reason for closure code 'RC1'), the children in need closure date will normally be the day when the court granted the adoption order. It is recognised that an adoption case may sometimes remain open to allow all procedures to be completed. In this situation the census will allow for the case to extend up to one month after the date of the adoption order without having to open a new record. The need code would stay the same in these cases. Anything above one month will require a new record to be created. If a child remains in need after being adopted from care, then the new post-adoption child record should be opened with a children in need referral date that is the date of the court's adoption order. If the child is receiving post-adoption support, it should be recorded in this new record. - Children in need closure in the case of death When a child is no longer in need because the child dies or an unborn child is stillborn (reason for closure code 'RC2'), the closure date and the date of death recorded on the death certificate no longer need to match. It is recognised that the case may remain open for investigation and review procedures after the child dies; the date of death field allows local authorities to separately record the date of death and final case closure date in the census. This will allow local authorities to record the services they provide between the death and the case closure.

## Data Item: cin\_ref\_team

**description:** CIN Referral Completed by Team

**item\_ref:** CIN008A

**categories:** ['child\_in\_need', 'referral']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_ref\_team', 'mosaic:cin\_ref\_team']

**cms\_table:** ['liquid\_logic:cin\_episodes', 'mosaic:cin\_episodes']

**guidance:** Allocated Team responsible for completing Referral

## Data Item: cin\_ref\_worker\_id

**description:** CIN Referral Completed by Worker ID

**item\_ref:** CIN009A

**foreign\_key:** social\_worker.sw\_id

**categories:** ['child\_in\_need', 'referral']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_ref\_worker\_id', 'mosaic:cin\_ref\_worker\_id']

**cms\_table:** ['liquid\_logic:cin\_episodes', 'mosaic:cin\_episodes']

**guidance:** Allocated worker responsible for completing Referral

## Object: cla\_care\_plan

### Data Item: cla\_plan\_id

**description:** Care Plan Table ID

**item\_ref:** CAP001A

**type:** string

**categories:** ['looked\_after', 'care\_plan']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_plan\_id', 'mosaic:cla\_plan\_id']

**cms\_table:** ['liquid\_logic:cla\_care\_plan', 'mosaic:cla\_care\_plan']

**guidance:** Care Plan record unique ID

### Data Item: la\_person\_id

**description:** CLA Episode ID

**item\_ref:** CAP002A

**type:** string

**foreign\_key:** cla\_episodes.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['looked\_after', 'care\_plan']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:cla\_care\_plan', 'mosaic:cla\_care\_plan']

**guidance:** See CLA001A

### Data Item: cla\_plan

**description:** What is the chosen/ permanence plan for this child/ young person?

**item\_ref:** CAP003A

**type:** string

**categories:** ['looked\_after', 'care\_plan']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_plan', 'mosaic:cla\_plan']

**cms\_table:** ['liquid\_logic:cla\_care\_plan', 'mosaic:cla\_care\_plan']

**guidance:** Please indicate what the current primary permanence plan is for the child. Please use codes; a) Return to family b) Adoption c) SGO/CAO d) Supported living in the community e) Long-term residential placement f) Long-term fostering g) other Where the child does not have a permanence plan agreed (such as recently entered care) please leave blank. More than one box might be ticked if parallel planning is being pursued



# Object: ehcp\_assessment

## Data Item: ehcp\_asmt\_id

**description:** Assessment ID

**item\_ref:** EAM001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['send', 'ehcp\_request', 'ehcp\_assessment']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:ehcp\_asmt\_id', 'mosaic:ehcp\_asmt\_id']

**cms\_table:** ['liquid\_logic:ehcp\_assessment', 'mosaic:ehcp\_assessment']

**guidance:** EHCP assessment record unique ID from system or auto-generated as part of export. This module collects information on the decision to issue a plan. Where a decision has been made to issue a plan, the detail about the placement named on the EHC plan should be recorded in Module 4. It is possible that multiple assessments may be recorded for a single person. For example, if it was decided not to issue a plan previously and a new assessment has been agreed following a new request. If a child or young person transfers into the local authority's area during the assessment process before an EHC plan has been issued there is no right of transfer of decisions made by the originating local authority. Under good practice local authorities may decide to share information but the importing local authority must make its own decisions on whether to assess and whether to issue a plan. Where a person with an existing EHC plan transfers into the local authority's area (item 5.1) the assessment should be recorded as historical by the importing local authority, even if the EHC plan start date is within the collection year.

## Data Item: ehcp\_request\_id

**description:** Request ID

**item\_ref:** EAM002A

**type:** string

**foreign\_key:** ehcp\_requests.ehcp\_request\_id

**categories:** ['send', 'ehcp\_request', 'ehcp\_assessment']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:ehcp\_request\_id', 'mosaic:ehcp\_request\_id']

**cms\_table:** ['liquid\_logic:ehcp\_assessment', 'mosaic:ehcp\_assessment']

**guidance:** See ERQ001A

## Data Item: ehcp\_asmt\_outcome\_date

**description:** Assessment Outcome Date

**item\_ref:** EAM003A

**type:** date

**categories:** ['send', 'ehcp\_request', 'ehcp\_assessment']

**returns:** ['SEN2']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:ehcp\_asmt\_outcome\_date', 'mosaic:ehcp\_asmt\_outcome\_date']

**cms\_table:** ['liquid\_logic:ehcp\_assessment', 'mosaic:ehcp\_assessment']

**guidance:** The assessment outcome date is required where EAM004A is equal to 'Y' or 'N', either record: -Date on which EHC plan was issued, or -Date on which person was notified of decision not to issue a plan If a decision to issue has been made but no plan has been issued, please leave blank.

## Data Item: ehcp\_asmt\_outcome

**description:** Assessment Outcome

**item\_ref:** EAM004A

**categories:** ['send', 'ehcp\_request', 'ehcp\_assessment']

**returns:** ['SEN2']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:ehcp\_asmt\_outcome', 'mosaic:ehcp\_asmt\_outcome']

**cms\_table:** ['liquid\_logic:ehcp\_assessment', 'mosaic:ehcp\_assessment']

**guidance:** Assessment outcome - decision to issue EHC plan: -Y It was decided an EHC plan would be issued -N It was decided an EHC plan would not be issued -A Decision has not yet been made -W Request withdrawn or ceased before decision whether to issue was made -H Historical – Decision to issue was made before the latest collection period If a local authority decides not to issue an EHC plan and this decision is subsequently changed by the local authority for any reason the original assessment outcome and assessment outcome date should not be changed. If the change follows from mediation or tribunal the appropriate mediation and tribunal indicators should be selected for the assessment. W may include where the person moves out of the local authority area, leaves education or training or if the child or young person dies. Where A or W is selected, no further information is required in this or subsequent modules. The 20-week timeliness measure will not apply in cases where a plan has not yet been issued. For an active plan, where the decision to issue was made before the latest collection period (H - Historical) information is still required on the plan itself.

## Data Item: ehcp\_asmt\_exceptions

**description:** Assessment 20-week time limit exceptions apply

**item\_ref:** EAM005A

**type:** boolean

**categories:** ['send', 'ehcp\_request', 'ehcp\_assessment']

**returns:** ['SEN2']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:ehcp\_asmt\_outcome', 'mosaic:ehcp\_asmt\_outcome']

**cms\_table:** ['liquid\_logic:ehcp\_assessment', 'mosaic:ehcp\_assessment']

**guidance:** None

# Object: permanence

## Data Item: permanence\_id

**description:** permanence\_table\_id

**item\_ref:** PRM001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}]

**categories:** ['looked\_after', 'permanence', 'adoption']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:permanence\_id', 'mosaic:permanence\_id']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** Permanence table record unique ID from system or auto-generated as part of export.

## Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** PRM002A

**type:** string

**foreign\_key:** cla\_episodes.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['looked\_after', 'permanence', 'adoption']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** See PER001A

## Data Item: adm\_decision\_date

**description:** Date of ADM Decision

**item\_ref:** PRM003A

**type:** date

**categories:** ['looked\_after', 'permanence', 'adoption']

**returns:** ['SSDA903', 'AnnexA', 'ASGLB']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:adm\_decision\_date', 'mosaic:adm\_decision\_date']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** Record the date of the decision that the child should be placed for adoption using the following format: DD/MM/YYYY This is the date on which the local authority formally decides that a child should be placed for adoption, i.e. the date the agency decision maker takes the decision to endorse the proposed adoption plan for the child.

## Data Item: entered\_care\_date

**description:** Date the entered Care

**item\_ref:** PRM005A

**type:** date

**categories:** ['looked\_after', 'permanence', 'adoption']

**returns:** ['SSDA903', 'AnnexA', 'ASGLB']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:entered\_care\_date', 'mosaic:entered\_care\_date']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** Record the date the child entered the current period of continuous care using the following format: DD/MM/YYYY

## Data Item: ffa\_cp\_decision\_date

**description:** Date of FFA/ CP Decision

**item\_ref:** PRM004A

**type:** date

**categories:** ['looked\_after', 'permanence', 'adoption']

**returns:** ['ASGLB']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:ffa\_cp\_decision\_date', 'mosaic:ffa\_cp\_decision\_date']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** Date of the decision that the child should be placed in a FFA or CP placement with a selected family

## Data Item: placement\_order\_date

**description:** Date of Placement/ Freeing Order

**item\_ref:** PRM006A

**type:** date

**categories:** ['looked\_after', 'permanence', 'adoption']

**returns:** ['SSDA903', 'AnnexA', 'ASGLB']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:placement\_order\_date', 'mosaic:placement\_order\_date']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** Record the date a Placement order or Freeing order was granted using the following format: DD/MM/YYYY This can be ascertained from the date when a child's legal status has changed to E1 (Placement order granted) or D1 (Freeing order granted).

## Data Item: placed\_for\_adoption\_date

**description:** Date Placed for Adoption

**item\_ref:** PRM007A

**type:** date

**categories:** ['looked\_after', 'permanence', 'adoption']

**returns:** ['SSDA903', 'AnnexA', 'ASGLB']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:placed\_for\_adoption\_date', 'mosaic:placed\_for\_adoption\_date']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** Record the date the child is placed for adoption with particular prospective adopters using the following format: DD/MM/YYYY. Or, if the child was placed with their foster carers or were in a FFA/concurrent planning placement, record the date this placement changed from a foster placement to an adoption placement. This is the date that child goes to live with the prospective adopters who will adopt them. It does not mean that the child has been adopted.

## Data Item: matched\_date

**description:** Date Matched to Prospective Adopters

**item\_ref:** PRM008A

**type:** date

**categories:** ['looked\_after', 'permanence', 'adoption']

**returns:** ['SSDA903', 'AnnexA', 'ASGLB']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:matched\_date', 'mosaic:matched\_date']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** Record the date the child was matched to particular prospective adopters or with dually approved foster carers/adopters for FFA using the following format: DD/MM/YYYY This is the date on which the local authority formally decides that the child should be placed for adoption with the particular prospective adopters. If the child is adopted by the foster carer or relatives with whom he/she is already placed, the date of decision (B2b) should be entered for this data item. Previously: "This is the date on which the local authority formally decides that the child should be placed for adoption with the particular prospective adopter(s). This decision will be made after the adoption panel has made its recommendation on this matter (regulation 33(1) of the Adoption Agencies Regulations 2005)."

## Data Item: placed\_ffa\_cp\_date

**description:** Date Placed in FFA/ CP Placement

**item\_ref:** PRM009A

**type:** date

**categories:** ['looked\_after', 'permanence', 'adoption']

**returns:** ['SSDA903', 'AnnexA', 'ASGLB']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:placed\_ffa\_cp\_date', 'mosaic:placed\_ffa\_cp\_date']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** Date the child was placed in a FFA or CP placement.

## Data Item: decision\_reversed\_date

**description:** Date of Decision that Child Should No Longer be Placed for Adoption

**item\_ref:** PRM010A

**type:** date

**categories:** ['looked\_after', 'permanence', 'adoption']

**returns:** ['AnnexA', 'ASGLB']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:decision\_reversed\_date', 'mosaic:decision\_reversed\_date']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** Record the date that the local authority formally decides that a child should no longer be placed for adoption using the following format: DD/MM/YYYY

## Data Item: placed\_foster\_carer\_date

**description:** Date originally placed with foster carer(s) (if adopted by foster carer/s)

**item\_ref:** PRM011A

**type:** date

**categories:** ['looked\_after', 'permanence', 'adoption']

**returns:** ['SSDA903', 'AnnexA', 'ASGLB']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:placed\_foster\_carer\_date', 'mosaic:placed\_foster\_carer\_date']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** Date the child was originally placed with their foster carer(s) (only if the child was adopted by their foster carer(s))

## Data Item: sibling\_group

**description:** Is the child a part of a sibling group?

**item\_ref:** PRM012A

**type:** boolean

**categories:** ['looked\_after', 'permanence', 'adoption']

**returns:** ['ASGLB']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:sibling\_group', 'mosaic:sibling\_group']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** Is the child a part of a sibling group (0=No, 1=Yes)?

## Data Item: siblings\_placed\_together

**description:** Number of children placed, or planned to be placed, for adoption together as sibling group INCLUDING this child

**item\_ref:** PRM013A

**type:** integer

**categories:** ['looked\_after', 'permanence', 'adoption']

**returns:** ['ASGLB']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:siblings\_placed\_together', 'mosaic:siblings\_placed\_together']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** Number of children placed, or planned to be placed, for adoption together as sibling group INCLUDING this child

## Data Item: siblings\_placed\_apart

**description:** Number of siblings placed, or planned to be placed, for adoption separately from the child

**item\_ref:** PRM014A

**type:** integer

**categories:** ['looked\_after', 'permanence', 'adoption']

**returns:** ['ASGLB']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:siblings\_placed\_apart', 'mosaic:siblings\_placed\_apart']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** Number of siblings placed, or planned to be placed, for adoption separately from the child

## Data Item: place\_provider\_urn

**description:** URN of the placement provider agency

**item\_ref:** PRM015A

**type:** string

**categories:** ['looked\_after', 'permanence', 'adoption']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:place\_provider\_urn', 'mosaic:place\_provider\_urn']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** URN of the placement provider agency

## Data Item: decision\_reversed\_reason

**description:** Reason No Longer Placed for Adoption

**item\_ref:** PRM016A

**categories:** ['looked\_after', 'permanence', 'adoption']

**returns:** ['SSDA903', 'AnnexA', 'ASGLB']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:decision\_reversed\_reason', 'mosaic:decision\_reversed\_reason']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** Record the reason why the child is no longer considered for adoption. Please use codes; RD1 - The child's needs changed subsequent to the decision RD2 - The Court did not make a placement order RD3 - Prospective adopters could not be found RD4 - Any other reason

## Data Item: permanence\_order\_date

**description:** Date of Order

**item\_ref:** PRM017A

**type:** date

**categories:** ['looked\_after', 'permanence']

**returns:** ['SSDA903', 'AnnexA', 'ASGLB']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:permanence\_order\_date', 'mosaic:permanence\_order\_date']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** Date permanence order granted

## Data Item: permanence\_order\_type

**description:** Type of Order

**item\_ref:** PRM018A

**categories:** ['looked\_after', 'permanence']

**returns:** ['SSDA903', 'ASGLB']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:permanence\_order\_type', 'mosaic:permanence\_order\_type']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** Type of Permanence order granted (Adoption/ SGO/ CAO)

## Data Item: guardian\_status

**description:** Status of Special Guardian

**item\_ref:** PRM019A

**categories:** ['looked\_after', 'permanence', 'SGO']

**returns:** ['ASGLB']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:guardian\_status', 'mosaic:guardian\_status']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** If child has been granted a Special Guardianship Order, enter the relationship of the Special Guardian: -Grandparent -Other family relative -Friend or other existing relationship -Former foster carer -Other carer

## Data Item: guardian\_age

**description:** Age of Special Guardian

**item\_ref:** PRM020A

**type:** integer

**categories:** ['looked\_after', 'permanence', 'SGO']

**returns:** ['ASGLB']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:guardian\_age', 'mosaic:guardian\_age']

**cms\_table:** ['liquid\_logic:permanence', 'mosaic:permanence']

**guidance:** If child has been granted a Special Guardianship Order, enter the relationship of the Special Guardian: -18 to 19 -20 to 29 -30 to 39 -40 to 49 -50 to 59 -60 and over -Unknown



## Object: cp\_visits

### Data Item: cp\_plan\_id

**description:** CP Plan ID

**item\_ref:** CPV001A

**type:** string

**primary\_key:** True

**foreign\_key:** cp\_plans.cp\_plan\_id

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['child\_protection', 'cp\_plan', 'visit']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_plan\_id', 'mosaic:cp\_plan\_id']

**cms\_table:** ['liquid\_logic:cp\_visits', 'mosaic:cp\_visits']

**guidance:** See CPP001A

### Data Item: cp\_visit\_id

**description:** CP Visit ID

**item\_ref:** CPV002A

**type:** string

**categories:** ['child\_protection', 'cp\_plan', 'visit']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_visit\_id', 'mosaic:cp\_visit\_id']

**cms\_table:** ['liquid\_logic:cp\_visits', 'mosaic:cp\_visits']

**guidance:** CIN Visit record unique ID from system or auto-generated as part of export.

### Data Item: cp\_visit\_date

**description:** Date of Visit

**item\_ref:** CPV003A

**type:** date

**categories:** ['child\_protection', 'cp\_plan', 'visit']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_visit\_date', 'mosaic:cp\_visit\_date']

**cms\_table:** ['liquid\_logic:cp\_visits', 'mosaic:cp\_visits']

**guidance:** Actual date of Visit

### Data Item: cp\_visit\_seen

**description:** Child Seen

**item\_ref:** CPV004A

**type:** boolean

**categories:** ['child\_protection', 'cp\_plan', 'visit']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_visit\_seen', 'mosaic:cp\_visit\_seen']

**cms\_table:** ['liquid\_logic:cp\_visits', 'mosaic:cp\_visits']

**guidance:** Was the child seen during this visit? Yes/ No

## **Data Item: cp\_visit\_seen\_alone**

**description:** Child Seen Alone

**item\_ref:** CPV005A

**type:** boolean

**categories:** ['child\_protection', 'cp\_plan', 'visit']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_visit\_seen\_alone', 'mosaic:cp\_visit\_seen\_alone']

**cms\_table:** ['liquid\_logic:cp\_visits', 'mosaic:cp\_visits']

**guidance:** Was the child seen alone during this visit? Yes/ No

## **Data Item: cp\_visit\_bedroom**

**description:** Child Bedroom Seen

**item\_ref:** CPV006A

**type:** boolean

**categories:** ['child\_protection', 'cp\_plan', 'visit']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cp\_visit\_bedroom', 'mosaic:cp\_visit\_bedroom']

**cms\_table:** ['liquid\_logic:cp\_visits', 'mosaic:cp\_visits']

**guidance:** Was the child's bedroom seen during this visit? Yes/ No

# Object: cin\_plans

## Data Item: cin\_plan\_id

**description:** CIN Plan ID

**item\_ref:** CNP001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['child\_in\_need', 'cin\_plan']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_plan\_id', 'mosaic:cin\_plan\_id']

**cms\_table:** ['liquid\_logic:cin\_plans', 'mosaic:cin\_plans']

**guidance:** CIN Plan unique ID from system or auto-generated as part of export.

## Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** CNP002A

**type:** string

**foreign\_key:** person.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['child\_in\_need', 'cin\_plan']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:cin\_plans', 'mosaic:cin\_plans']

**guidance:** See PER001A

## Data Item: cin\_plan\_start

**description:** CIN Plan Start Date

**item\_ref:** CNP003A

**type:** date

**categories:** ['child\_in\_need', 'cin\_plan']

**returns:** ['CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_plan\_Start', 'mosaic:cin\_plan\_Start']

**cms\_table:** ['liquid\_logic:cin\_plans', 'mosaic:cin\_plans']

**guidance:** Start Date of CIN Plan The CIN plan start date and CIN plan end date should be recorded. A CIN plan should be developed where the outcome of an assessment is that a local authority children's social care should provide services. The CIN plan sets out which organisations and agencies will provide which services to the child and family. The plan should also set clear measurable outcomes for the child and expectations for the parent(s) or carer(s). More information on CIN plans is provided in 'Working together to safeguard children'. A child can have one, more than one or no CIN plan(s) – but can only have one at a time. CIN plans do not include other plans such as leaving care support or adoption support. We are aware there will be some variation in how

local authorities record this data and part of the reason for collecting the data item is to help the department understand these differences.

## Data Item: cin\_plan\_end

**description:** CIN Plan End Date

**item\_ref:** CNP004A

**type:** date

**categories:** ['child\_in\_need', 'cin\_plan']

**returns:** ['CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_plan\_end', 'mosaic:cin\_plan\_end']

**cms\_table:** ['liquid\_logic:cin\_plans', 'mosaic:cin\_plans']

**guidance:** End Date of CIN Plan The CIN plan start date and CIN plan end date should be recorded. A CIN plan should be developed where the outcome of an assessment is that a local authority children's social care should provide services. The CIN plan sets out which organisations and agencies will provide which services to the child and family. The plan should also set clear measurable outcomes for the child and expectations for the parent(s) or carer(s). More information on CIN plans is provided in 'Working together to safeguard children'. A CIN plan should be recorded as ended when the period of the CIN plan ends. This may be because the child becomes the subject of a child protection plan; the child becomes looked after; or the child ceases receiving support from children's social services (due to no longer needing support, being stepped down to early help, or reaching adulthood). A child can have one, more than one or no CIN plan(s) – but can only have one at a time. CIN plans do not include other plans such as leaving care support or adoption support. We are aware there will be some variation in how local authorities record this data and part of the reason for collecting the data item is to help the department understand these differences.

## Data Item: cin\_team

**description:** CIN Allocated Team

**item\_ref:** CNP005A

**categories:** ['child\_in\_need', 'cin\_plan']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_team', 'mosaic:cin\_team']

**cms\_table:** ['liquid\_logic:cin\_plans', 'mosaic:cin\_plans']

**guidance:** Allocated Team responsible for CIN Plan

## Data Item: cin\_worker\_id

**description:** CIN Allocated Worker ID

**item\_ref:** CNP006A

**foreign\_key:** social\_worker.sw\_id

**categories:** ['child\_in\_need', 'cin\_plan']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cin\_worker\_id', 'mosaic:cin\_worker\_id']

**cms\_table:** ['liquid\_logic:cin\_plans', 'mosaic:cin\_plans']

**guidance:** Allocated worker responsible for CIN Plan

## Object: cla\_visits

### Data Item: cla\_visit\_id

**description:** Visit ID

**item\_ref:** CLV001A

**type:** string

**categories:** ['looked\_after', 'visit']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_visit\_id', 'mosaic:cla\_visit\_id']

**cms\_table:** ['liquid\_logic:cla\_visits', 'mosaic:cla\_visits']

**guidance:** CLA Visit record unique ID from system or auto-generated as part of export.

### Data Item: cla\_episode\_id

**description:** Episode ID

**item\_ref:** CLV002A

**type:** string

**foreign\_key:** cla\_episodes.cla\_episode\_id

**categories:** ['looked\_after', 'visit']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_episode\_id', 'mosaic:cla\_episode\_id']

**cms\_table:** ['liquid\_logic:cla\_visits', 'mosaic:cla\_visits']

**guidance:** See CLA001A

### Data Item: cla\_visit\_date

**description:** Date of Visit

**item\_ref:** CLV003A

**type:** date

**categories:** ['looked\_after', 'visit']

**returns:** ['AnnexA']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_visit\_date', 'mosaic:cla\_visit\_date']

**cms\_table:** ['liquid\_logic:cla\_visits', 'mosaic:cla\_visits']

**guidance:** Actual date of Visit

### Data Item: cla\_visit\_seen

**description:** Child Seen

**item\_ref:** CLV004A

**type:** boolean

**categories:** ['looked\_after', 'visit']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_visit\_seen', 'mosaic:cla\_visit\_seen']

**cms\_table:** ['liquid\_logic:cla\_visits', 'mosaic:cla\_visits']

**guidance:** Was the child seen during this visit? Yes/ No

## **Data Item: cla\_visit\_seen\_alone**

**description:** Child Seen Alone

**item\_ref:** CLV005A

**type:** boolean

**categories:** ['looked\_after', 'visit']

**returns:** ['Local']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_visit\_seen\_alone', 'mosaic:cla\_visit\_seen\_alone']

**cms\_table:** ['liquid\_logic:cla\_visits', 'mosaic:cla\_visits']

**guidance:** Was the child seen alone during this visit? Yes/ No

## Object: cla\_convictions

### Data Item: cla\_conviction\_id

**description:** Conviction ID

**item\_ref:** CLC001A

**type:** string

**categories:** ['looked\_after', 'convictions']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_conviction\_id', 'mosaic:cla\_conviction\_id']

**cms\_table:** ['liquid\_logic:cla\_convictions', 'mosaic:cla\_convictions']

**guidance:** Conviction record unique ID from system or auto-generated as part of export.

### Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** CLC002A

**type:** string

**foreign\_key:** cla\_episodes.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['looked\_after', 'convictions']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:cla\_convictions', 'mosaic:cla\_convictions']

**guidance:** See PER001A

### Data Item: cla\_conviction\_date

**description:** Date of Offence

**item\_ref:** CLC003A

**type:** date

**categories:** ['looked\_after', 'convictions']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:cla\_conviction\_date', 'mosaic:cla\_conviction\_date']

**cms\_table:** ['liquid\_logic:cla\_convictions', 'mosaic:cla\_convictions']

**guidance:** Date of Offence

### Data Item: cla\_conviction\_offence

**description:** Description

**item\_ref:** CLC004A

**type:** string

**categories:** ['looked\_after', 'convictions']

**guidance:** Offence committed.



# Object: social\_worker

## Data Item: sw\_id

**description:** Social worker ID - Social Work England (SWE) registration number if available

**item\_ref:** WRK001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['social\_worker']

**returns:** ['SSDA903', 'CSCWF']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:sw\_id', 'mosaic:sw\_id']

**cms\_table:** ['liquid\_logic:social\_worker', 'mosaic:social\_worker']

**guidance:** A social worker ID code will allow identification of episodes with the same social worker and will allow us to link social workers across episodes. This data item should be in the format 'AAnnnnnn' and is up to 12 digits. Where a child's primary social worker/caseworker is a qualified social worker, for each episode record the child and family social worker Social Work England (SWE) number (formerly HCPC code). For social workers this will start 'SW'. This will allow us to link to the Children's Social Work Workforce Census, for example to pick up information on social worker characteristics. Where this primary social worker is not a qualified social worker (or does not have an SWE number for another reason – such as being qualified in Scotland) please provide an alternative unique identifier for the worker. This can be any alphanumeric code though should start with 'XX' to prevent inadvertent matching with the Social Primary social worker. The 'primary social worker' is the primary member of local authority staff responsible for managing the child's case. This may be known across authorities as 'allocated case worker', 'key worker' or 'lead practitioner'. Please note: for episodes where a child is not in care this may also include non-qualified social workers/caseworkers without a Social Work England (SWE) number. It should also be consistent across the social worker's episodes in the data. Likewise, this should be done if a primary social worker is a qualified worker but it is not possible to provide their SWE number. Where a worker has qualified in year or their SWE number has changed during the year, please use their latest SWE number for all episodes.

## Data Item: sw\_epi\_start\_date

**description:** Social worker episode start date

**item\_ref:** WRK003A

**type:** date

**categories:** ['social\_worker']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:sw\_epi\_start\_date', 'mosaic:sw\_epi\_start\_date']

**cms\_table:** ['liquid\_logic:social\_worker', 'mosaic:social\_worker']

**guidance:** This item records the date that each social worker episode began. For the first episode in the year, this date can be in the current data year, or an earlier data year. Dates must be recorded with the day and month as two-digit numbers and year as a four-digit number, i.e. DD/MM/YYYY format. Example: 21 May 2023 should be entered as 21/05/2023. Where episodes are consecutive, the new episode must start on the same day that the previous episode finished. An episode cannot start and end on the same day. If the exact date is unknown record the month and year in the form zz/MM/YYYY, using zz as the day, for example for May 2023 with the exact date being unknown enter zz/05/2023. If the month is unknown, please record the year in the form

zz/zz/YYYY, for example, where the year of 2023 only is known enter zz/zz/2023. If no information is known about the date of the episode started please record as zz/zz/yyyy.

## Data Item: sw\_epi\_end\_date

**description:** Social worker episode end date

**item\_ref:** WRK004A

**type:** date

**categories:** ['social\_worker']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:sw\_epi\_end\_date', 'mosaic:sw\_epi\_end\_date']

**cms\_table:** ['liquid\_logic:social\_worker', 'mosaic:social\_worker']

**guidance:** This item records the date that each episode ended. This date will always fall in the reporting period. Dates must be recorded with the day and month as two-digit numbers and year as a four-digit number, i.e. DD/MM/YYYY format. Example: 4 November 2023 should be entered as 04/11/2023. An episode cannot start and end on the same day. Where a child continues to be under the responsibility of a social worker, a new episode must start on the same day as the previous episode finished. If the episode does not end during the year this field must be left blank. If the exact date is unknown record the month and year in the form zz/MM/YYYY, using zz as the day, for example for May 2023 with the exact date being unknown enter zz/05/2023. If the month is unknown please record the year in the form zz/zz/YYYY, for example, where the year of 2023 only is known enter zz/zz/2023. If no information is known about the date the episode ended, please record as zz/zz/yyyy.

## Data Item: sw\_change\_reason

**description:** Reason for social worker change

**item\_ref:** WRK005A

**type:** string

**categories:** ['social\_worker']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:sw\_change\_reason', 'mosaic:sw\_change\_reason']

**cms\_table:** ['liquid\_logic:social\_worker', 'mosaic:social\_worker']

**guidance:** For each episode, please provide the reason that that episode has started and so there has been a change in social worker. Table 23: Code set for reason for social worker change  
Code Description -MANAGE Managing caseloads -FCONTA First contact or re-referral -LEFTRL Previous social worker left role -ORGRST New social worker assigned following organisational restructure -TSPROC New social worker assigned following child transfer due to standard process -ABSENC Absence cover or return from absence -CHCHAN Child requested change from previous social worker -PCCHAN Parent/carer requested change from previous social worker -SWDIED Previous social worker died -OTHERS Other reason (including open social worker episode prior to the start of the collection period)  
Reason for social worker change: Notes and definitions -MANAGE – Managing caseloads Child transferred to a new social worker to balance social worker caseloads. This could be because the previous social worker's caseload was too high, or the newly assigned social worker needed new cases. This code should also be used where a social worker has been covering a social worker absence, but the child's case does not return to the absent social worker on their return but another social worker. For example, an agency worker has been covering a maternity leave absence but the child's case is then transferred to another social worker rather than the social worker returning from maternity leave. This code should also be used in situations where a team leader has been holding a child's case until a new primary social worker is allocated.  
-FCONTA – First contact or re-referral This code should be used for the first social worker assigned

to the child within the local authority, or the first social worker assigned to the child following a re-referral to the local authority, where the child had previously left the care of the local authority. If a child's case is initially held on a temporary basis for administrative purposes, for example, an 'on duty team manager' or a 'referral worker', before being assigned a social worker, then this should not be included. This initial process will be different for all local authorities, but as a general principle, please record the first social worker episode as the one in which the social worker will begin to have direct contact with the child. -LEFTRL – Previous social worker left role Use this code when the previous social worker left their current role, either to take up a new role in the local authority (including promotion or internal transfer), or left the local authority, and so a new social worker was assigned to the child. -ORGRST – New social worker assigned following organisational restructure Child transferred to a new social worker following an organisational restructure. -TSPROC – New social worker assigned following child transfer due to standard process Child transferred to a new social worker following a transfer to another service within the local authority, for example from an assessment team to a CIN team, or a move from the CIN team to the long-term CLA services. ABSENC – Absence cover or return from absence Previous social worker is on leave and a new social worker is assigned to formally 'hold' the child's case, e.g. previous social worker is on long term annual or sick leave, maternity, paternity, adoption or bereavement leave, sabbatical, or other absence. This code should also be used when a social worker is reassigned a case following their return from an absence, during which another social worker was formally 'holding' the child's case. For example a social worker returns from maternity leave and is reassigned their previous cases. If the primary social worker is temporarily absent (e.g. annual leave, etc.), this should not be recorded as a change in social worker episode unless they are no longer 'holding' the child's case and a new primary social worker is formally 'holding' it. CHCHAN – Child requested change from previous social worker The relationship between the child and social worker has broken down or been disrupted and the child has asked to change to another social worker. PCCHAN – Parent/carer requested change from previous social worker The relationship between the child and/or parent or carer and the social worker has broken down or been disrupted and their parent or carer [foster carer, residential unit or connected person] has asked to change to another social worker. SWDIED – Previous social worker died Previous social worker died. OTHERS – Other reason Any other reason not captured above, including no reason found. To sign off your data, additional information will need to be added to your return to explain any reasons you report as other. This code should also be used for the first social worker episode of the year if it was already open prior to the start of the collection period. For this specific reason, the child\_id should be recorded in the additional information alongside the following wording: 'Social worker episode already open prior to 1 April'. If a new social worker episode begins on the 1 April then this should be recorded separately with the relevant reason provided.

## Data Item: sw\_agency

**description:** Agency worker

**item\_ref:** WRK006A

**type:** boolean

**categories:** ['social\_worker']

**returns:** ['CSCWF']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:sw\_agency', 'mosaic:sw\_agency']

**cms\_table:** ['liquid\_logic:social\_worker', 'mosaic:social\_worker']

**guidance:** Record whether the child and family social worker is an agency worker: 1 for Yes (agency worker) 0 for No (not an agency worker) Note: for child and family social workers employed directly by your local authority, record "0" - No.

## Data Item: sw\_role

**description:** Role within the organisation

**item\_ref:** WRK007A

**type:** string

**categories:** ['social\_worker']

**returns:** ['CSCWF']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:sw\_role', 'mosaic:sw\_role']

**cms\_table:** ['liquid\_logic:social\_worker', 'mosaic:social\_worker']

**guidance:** Record the role the social worker has within the organisation as one of the following six categories: • 1 for Senior Manager • 2 for Middle Manager • 3 for First Line Manager • 4 for Senior Practitioner • 5 for Case Holder • 6 for Qualified without cases

## Data Item: sw\_caseload

**description:** Number of cases held

**item\_ref:** WRK008A

**type:** integer

**categories:** ['social\_worker']

**returns:** ['CSCWF']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:sw\_caseload', 'mosaic:sw\_caseload']

**cms\_table:** ['liquid\_logic:social\_worker', 'mosaic:social\_worker']

**guidance:** Record the number of cases held by the child and family social worker. For the purposes of this collection, a case is defined as: Any case allocated to a named social worker, where the work involves child and family social work. This may include: • an individual child allocated to a social worker (for example a family of three siblings would be three individual cases) including those on a child protection plan, children in need, fostering and adoption cases and care leavers • a carer or carers (where they are allocated as a single case) allocated to a social worker for the purposes of fostering or adoption. • an adult(s) allocated to a social worker for the purpose of children and families work.

## Data Item: sw\_qualification

**description:** Qualification level

**item\_ref:** WRK009A

**type:** string

**categories:** ['social\_worker']

**returns:** ['CSCWF']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:sw\_qualification', 'mosaic:sw\_qualification']

**cms\_table:** ['liquid\_logic:social\_worker', 'mosaic:social\_worker']

**guidance:** Record whether your worker is an undergraduate (for example Bachelor's degree or equivalent), a postgraduate (for example Master's degree, PhD) or other (is qualified through another route). Record the qualification level, as follows: • 1 for Undergraduate • 2 for Postgraduate • 3 for Other (for example any other qualification) The qualification recorded should be the one that is relevant to the social worker profession and where a social worker holds more than one the highest should be recorded. Diplomas in Social Work can be undergraduate or postgraduate. If LAs are unsure of the level, the qualification should be recorded as 'Other.'

# Object: person

## Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** PER001A

**type:** string

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['identity']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:person', 'mosaic:person']

**guidance:** This must be a unique ID for each child (no longer than 10 characters) and should be retained from year to year. A child ID should not be reused after a period of time, it should be unique to a single child in your local authority. It can include alphabetic and numeric characters. Do not use non-numeric or non-alphabetic characters. This item is the sole means of DfE computer identification of each child record. The system is currently set to strip out any leading zeros in child identifiers. We would therefore ask local authorities not to use leading zeros in child identifiers. If you are planning to change child identifiers, for example as part of a new computer scheme, DfE must be advised at an early stage. If a looked-after child is adopted, and subsequently becomes looked-after again later, they should have two separate unlinked records – one for pre-adoption and one for post-adoption – with two different child identifiers.

**metadata:** {'release': '08/07/2023 10:00', 'change\_id': 'SSD-014', 'change\_source': 'Steering Group', 'versions\_count': 2, 'impact\_title': 'reduced number of chars allowed', 'type': 'Change'}

## Data Item: person\_sex

**description:** Sex

**item\_ref:** PER002A

**categories:** ['identity']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:person\_sex', 'mosaic:person\_sex']

**cms\_table:** ['liquid\_logic:person', 'mosaic:person']

**guidance:** Sex, as recorded on a birth certificate or in a gender recognition certificate. F - Female  
M - Male U - Unknown

## Data Item: person\_gender

**description:** Gender

**item\_ref:** PER003A

**categories:** ['identity']

**returns:** ['CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:person\_gender', 'mosaic:person\_gender']

**cms\_table:** ['liquid\_logic:person', 'mosaic:person']

**guidance:** The DfE do not plan to collect 'gender identity', however we understand you may wish to collect this on your own system. Definition A person's inner concept of self as male, female, neither or a blend of both. Code set 00 - Not known (for example, question has not been asked, answer was refused) 01 - Man / Boy / Male [systems should display the most appropriate value, e.g. Boy for children, Man for adults, Male if preferred] 02 - Woman / Girl / Female [systems should display the most appropriate value, e.g. Girl for children, Woman for adults, Female if preferred] 09 - Prefer to Self-Describe Codes 10 to 99 to be available for local use but to be regarded as subcodes of 9 (Other). Free text field or locally defined codes to be available for recording individual's identification where 'Prefer to Self-Describe' has been chosen. While there are no plans to transfer this data it is envisaged that, if transfer of codes were to be implemented, only code '9' would be transferred rather than codes '11', '12' etc.

## Data Item: person\_ethnicity

**description:** Ethnicity

**item\_ref:** PER004A

**type:** string

**categories:** ['identity']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:person\_ethnicity', 'mosaic:person\_ethnicity']

**cms\_table:** ['liquid\_logic:person', 'mosaic:person']

**guidance:** We require data on ethnicity for all children. The local authority must not ascribe any ethnicity to the pupil. This information must come from the child, or the parent, guardian or carer. Where the ethnicity has not yet been collected, this is recorded as 'NOBT' (information not yet obtained). Where a child, parent, guardian or carer declines to provide ethnicity data, code 'REFU' (refused) is recorded and returned. Ethnicity should be recorded using one of the DfE main categories shown on the 'Lists' tab, which replicates those used in the school census and the children in need (CIN) return.

## Data Item: person\_dob

**description:** Date of Birth

**item\_ref:** PER005A

**type:** date

**categories:** ['identity']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:person\_dob', 'mosaic:person\_dob']

**cms\_table:** ['liquid\_logic:person', 'mosaic:person']

**guidance:** The date of birth should be recorded in a DD/MM/YYYY format. If the exact day of birth is not known: Unknown dates can be a problem for unaccompanied asylum-seeking children, If the day of birth is not known then assume that it was the 15th of the month. Do not use first day of the month as a dummy date of birth. If the date of birth of an unaccompanied asylum-seeking child is reassessed, and: • if the age of the child is assessed to be over 18 years, then please report the original date of birth recorded on entry into care rather than amend it to the reassessed date of birth. • if the age of the child is assessed to be under 18 years, then please report the reassessed date of birth. Should complete either Date of Birth or Expected Date of Birth but not both.

## Data Item: person\_upn

**description:** UPN

**item\_ref:** PER006A

**type:** string

**categories:** ['identity']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:person\_upn', 'mosaic:person\_upn']

**cms\_table:** ['liquid\_logic:person', 'mosaic:person']

**guidance:** The UPN must be 13 characters long. The first character is a letter (but cannot be I, O or S). The remaining characters are numeric. For example, H801200001001. If the UPN is temporary, then the last character must be a letter. The UPN field cannot be left blank unless the child is looked-after under an agreed series of short-term placements. For children looked after that have been adopted and subsequently return to being looked-after, the UPN on the child's pre- and post-adoption records should be different.

## Data Item: person\_upn\_unknown

**description:** UPN Unknown

**item\_ref:** PER007A

**type:** string

**categories:** ['identity']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:person\_upn\_unknown', 'mosaic:person\_upn\_unknown']

**cms\_table:** ['liquid\_logic:person', 'mosaic:person']

**guidance:** If the UPN is unknown, then one of the codes below should be used. These codes are to be used within the UPN field where it is not possible to provide a UPN. They are not entered into a separate field as they are in the CIN Census. If a child is educated outside England, please use UPN unknown code UN3, unless the child has a UPN from previously attending a school in England. If the child is home educated and has previously attended a mainstream school, please provide the UPN allocated earlier.

## Data Item: person\_send

**description:** SEND Flag

**item\_ref:** PER008A

**type:** boolean

**categories:** ['identity']

**returns:** ['NEETandparticipation']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:person\_send', 'mosaic:person\_send']

**cms\_table:** ['liquid\_logic:person', 'mosaic:person']

**guidance:** Young people who have an EHC plan or had an EHC plan or statement of SEN at the time of completing compulsory education

## Data Item: person\_expected\_dob

**description:** Expected Birth Date

**item\_ref:** PER009A

**type:** date

**categories:** ['identity']

**returns:** ['CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:person\_expected\_dob', 'mosaic:person\_expected\_dob']

**cms\_table:** ['liquid\_logic:person', 'mosaic:person']

**guidance:** Record the expected date of birth (due date) for a child who is unborn at the time of referral and who remains unborn at 31 March or when the case is closed. If the child is born before 31 March 2023 or before the case is closed, then the return for that child should not include both the date of birth and the expected date of birth. Please note that users may wish to retain the expected date of birth on their systems, but it must not be included within the census return if the date of birth is present. It will be possible for us to assess whether the child was unborn at the time of the referral if the date of birth is later than the referral date. See section general notes, date fields for date formats. If a child is stillborn, or the mother suffers a miscarriage (including a chemical pregnancy) or a phantom pregnancy, or there is a termination of the pregnancy, please record the expected date of birth and leave the date of birth blank. The children in need closure date does not need to match the date on the death certificate. The date of death and the final closure date can both be recorded. The reason for closure should be recorded as 'RC2 died'. Should complete either Date of Birth or Expected Date of Birth but not both. Should complete either Date of Birth or Expected Date of Birth but not both.

## Data Item: person\_death\_date

**description:** Date of Death

**item\_ref:** PER010A

**type:** date

**categories:** ['identity']

**returns:** ['CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:person\_death\_date', 'mosaic:person\_death\_date']

**cms\_table:** ['liquid\_logic:person', 'mosaic:person']

**guidance:** The collection of date of death information reflects the legislation introduced on 1 April 2008, which made reviews into child deaths a statutory requirement. This is required as it shows more clearly where services continue to be provided after a child has died. The final case closure date should also be provided; this may be after the date of death if the case remains open for a short time after the death. Record the date of death according to the formatting covered in the general notes (see section general notes, date fields), which should be verified from the death certificate. If a child in need dies outside of the collection period but the case is still open for investigation, the child should be included in the new collection period. The date of death and the final closure date should both be recorded. If a child died or was stillborn, or there was a miscarriage or termination of the pregnancy before referral to children's social care services, they should not be included in the children in need census; whether or not services were provided after the death.

## Data Item: person\_is\_mother

**description:** Mother

**item\_ref:** PER011A

**type:** boolean

**categories:** ['identity']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:person\_is\_mother', 'mosaic:person\_is\_mother']

**cms\_table:** ['liquid\_logic:person', 'mosaic:person']



**guidance:** Currently collected for CLA only. Local authorities are asked to indicate whether each looked-after girl is, on 31 March, a mother. Code set for motherhood status: 0 - Female child is not a mother 1 - Female child is a mother The motherhood status should be entered for all girls, this includes those currently looked-after and girls who have ceased to be looked-after. For girls who cease to be looked-after during the year ending 31 March, local authorities are asked to indicate whether each looked-after girl was a mother (1 = yes, 0 = no) at the time of being looked-after. A girl who ceased to be looked-after in the year ending 31 March 2024 should only be recorded as a mother if her child/children was/were born before she left care. The only exception to this is if the pregnancy did not result in a live birth or if the girl was looked-after under an agreed series of short-term placements. Only data on live births is required (data on pregnancies that do not result in a live birth will not be collected). Live births exclude miscarriages and still births but include neo-natal deaths (which occur within 28 days of birth). A child should be classified as a mother even if they do not care for the child themselves (for example, if consent was given for the child to be adopted).

## **Data Item: person\_nationality**

**description:** Country of Origin (UASC)

**item\_ref:** PER012A

**categories:** ['identity']

**returns:** ['ADCS\_SP']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:person\_nationality', 'mosaic:person\_nationality']

**cms\_table:** ['liquid\_logic:person', 'mosaic:person']

**guidance:** Required for UASC

# Object: cla\_immunisations

## Data Item: immunisations\_id

**description:** Immunisations ID

**item\_ref:** CLM001

**type:** string

**categories:** ['looked\_after', 'health', 'immunisations']

**guidance:** Immunisations record unique ID from system or auto-generated as part of export.

## Data Item: la\_person\_id

**description:** Person Unique ID

**item\_ref:** CLM002

**type:** string

**foreign\_key:** cla\_episodes.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['looked\_after', 'health', 'immunisations']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:cla\_immunisations', 'mosaic:cla\_immunisations']

**guidance:** See PER001A

## Data Item: immunisations\_status\_date

**description:** Date marked up to date

**item\_ref:** CLM003

**type:** date

**categories:** ['looked\_after', 'health', 'immunisations']

**guidance:** Date immunisations were marked up to date

## Data Item: immunisations\_status

**description:** Immunisations up to Date

**item\_ref:** CLM004

**type:** string

**categories:** ['looked\_after', 'health', 'immunisations']

**returns:** ['SSDA903']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:immunisations\_status', 'mosaic:immunisations\_status']

**cms\_table:** ['liquid\_logic:cla\_immunisations', 'mosaic:cla\_immunisations']

**guidance:** Immunisations up to date?

# Object: send

## Data Item: send\_table\_id

**description:** send\_table\_id

**item\_ref:** SEN001A

**primary\_key:** True

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['identity', 'send']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:send\_table\_id', 'mosaic:send\_table\_id']

**cms\_table:** ['liquid\_logic:send', 'mosaic:send']

**guidance:** Permanence table record unique ID from system or auto-generated as part of export.

## Data Item: send\_upn

**description:** UPN

**item\_ref:** SEN002A

**type:** string

**validators:** [{'required': {'enabled': True}}, {'unique': {'enabled': True}}]

**categories:** ['identity', 'send']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:send\_upn', 'mosaic:send\_upn']

**cms\_table:** ['liquid\_logic:send', 'mosaic:send']

**guidance:** See PER006A

## Data Item: send\_uln

**description:** ULN

**item\_ref:** SEN003A

**categories:** ['identity', 'send']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:send\_uln', 'mosaic:send\_uln']

**cms\_table:** ['liquid\_logic:send', 'mosaic:send']

**guidance:** The young person's unique learner number (ULN) as used in the Individualised Learner Record.

## Data Item: upn\_unknown

**description:** UPN and ULN unknown

**item\_ref:** SEN004A

**type:** string

**categories:** ['identity', 'send']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:upn\_unknown', 'mosaic:upn\_unknown']

**cms\_table:** ['liquid\_logic:send', 'mosaic:send']

**guidance:** Where no identifier is available, please record one of the following options: -UN1 Child is aged under 6 years old and is not yet assigned a UPN -UN2 Child has never attended a state-funded school in England and has not been assigned a UPN -UN3 Child is educated outside of England and has not been assigned a UPN -UN5 Sources collating UPNs reflect discrepancy/ies for the child's name and/or surname and/or date of birth therefore prevent reliable matching (for example duplicated UPN) -UN8 Person is new to LA and the UPN or ULN is not yet known -UN9 Young person has never attended a state-funded school or further education setting in England and has not been assigned a UPN or ULN -UN10 Request for assessment resulted in no further action before UPN or ULN known

## **Data Item: la\_person\_id**

**description:** Person Unique ID

**item\_ref:** SEN005A

**type:** string

**foreign\_key:** person.la\_person\_id

**validators:** [{'required': {'enabled': True}}]

**categories:** ['identity', 'send']

**returns:** ['SSDA903', 'CINcensus']

**cms:** ['liquid\_logic', 'mosaic']

**cms\_field:** ['liquid\_logic:la\_person\_id', 'mosaic:la\_person\_id']

**cms\_table:** ['liquid\_logic:send', 'mosaic:send']

**guidance:** See PER001A