

Section 1 - Details of Change (To be completed by the RFC Originator / CBDS Administrator)		
Project / Service: CBDS	Type of Change: New Data Item	RFC659 <<Issued by the PSO on receipt of this form>>
Name and team/company of RFC Originator: Alan Brooks; DfE; DDU		
Originator Contact No: 01928738067; Ext 438067	Originator email address: Alan.brooks@education.gsi.gov.uk	
Date RFC Raised: 4 September 2013	Date change required: For CIN 2013-14 Census	
Priority: 1 = Top	1 = Top - Ministerial or legislative requirement 2 = High - Senior official customer requirement or clear net benefit / efficiency saving to EDD, department or MIS suppliers 3 = Medium - Customer requirement, marginal net benefit 4 = Low - Nice to have, net cost, does not affect functionality, cosmetic change	
EDD Contact: Alan Brooks		
Change Title: Create new data item `Assessment Actual Start Date`		
Data item / Rule Number: New item, applicable for LA systems only. This data item is not required in school systems.		
Description of change: <p>The Children in Need (CIN) Census collects data on children who are referred to Children's Social Care services. Following consultation, the Government's statutory guidance, Working Together to Safeguard Children (2013), has changed. There will no longer be a requirement to conduct separate `Initial` and `Core` assessments when children are referred. Assessments may now be completed in a single assessment (this is known as a `continuous` assessment). The timeframe for the assessment process is 45 working days from the point of referral. This flexibility comes into practice from 15 April 2013. The new data item `Assessment Actual Start Date` will allow a record to be made of the start date for the assessment when a continuous assessment is reported by the LA (other RFCs are being raised to allow the collection of a review date and an authorisation date). (NB: For the 2013-14 CIN Census, Initial and Core Assessments will still be available for LAs to use; for future collections only a Single assessment module will be available – LAs will record one start, review and end date even if they use multiple assessments internally).</p> <p><i>Metadata Requirements:</i></p> <p>1 - New Item CBDS Level - Pupil CBDS Module – Children in Need Identifier 1 - <i>(to be confirmed after the RFC has been approved)</i> Identifier 2 - Data Item Name – Assessment Actual Start Date Description – The date on which a continuous assessment started Type and format – A(10) Code set / Valid values – CCYY-MM-DD Item Level Validation – XML Tag – <AssessmentActualStartDate> Status – Active History Notes – Multiplicity Notes – M</p>		

Reason for change (including benefits):

Data collected at a national level is of value to LAs and others as part of a wider system of improvement and accountability. Collecting and holding information centrally as with the CIN census data enables valuable local comparisons to be made that would otherwise be very difficult without the structure of a centrally defined data collection. It enables LAs to have a more robust and richer data source when linked to other central data collections.

A fully completed census allows LAs to better understand variations in social care activity and practice and benchmark themselves against national averages and their peers. LAs can draw from this nationally held data and use comparative information from other LAs to evaluate the effectiveness of their local services to drive commissioning, as well as to improve working practices and improve the outcomes of some their most vulnerable and disadvantaged children. Furthermore, the CIN census can encourage LAs to construct robust systems for collecting information on and monitoring disabled children and other children in need. This will help LAs ensure that they meet their duties under the Disability Discrimination Act 2005.

Since new Working Together guidance has been published (March 2013) (in response to recommendations from Professor Eileen Munro's report, 'A child-centered system') a fully completed Census now requires the flexibility to return start and end of assessment dates via single 'continuous' assessments to be possible - for which an 'Assessment Actual Start Date' is a vital component. Additionally, while LAs develop appropriate systems and processes, the flexibility to use either Initial/Core Assessments or single ('Continuous') assessments (or both) will be critical for many of them for the 2013-14 CIN Census. Star Chamber was advised of the outcome of new Working Together guidance in March 2013, and agreed that Single Assessment should be used in the CIN Census. So LAs and Suppliers could prepare effectively, 'Assessment Actual Start Date' has been included in the 2013-14 Business and Technical specification.

Impact of not doing the change:

If the new data item is not introduced, the flexibility to use single assessments to report child assessments as required by new statutory guidance will not be possible.

ISB view of the proposed change:

1. We recognise the need for the new data in order to allow LAs to comply with new mandatory guidance.
2. The ISB does not have standards for Children's Services, however we do have standards for assessments and assessment outcomes that are relevant to this business need.
3. In order to meet the business need in a way that provides for "future-proofing", we suggest a re-structuring of the data around assessments to align with the structure of the ISB standards:
 - a. Create an "entity" (i.e. a data record) for assessment outcomes, with a CL for "assessment type". Represent this within the CIN standards as a repeating group of data embedded within the child information. The entity, or record, can hold the 3 dates (actual, review and authorisation dates) for each assessment outcome
 - b. This then permits an LA to create a record for each assessment outcome for each child, differentiated by date and type of assessment for each child
 - c. The data collection should then permit transmission of however many assessment outcomes there are for each child.

Were this structure in use now, the business need could have been met by simply introducing a new assessment type value into the assessment type CL. Future changes in practice could similarly easily be introduced with minimal impact on standards and systems. This is an example of how standards can be "future-proofed".

Funding availability:

N/A

Impact assessment to be undertaken by: ISB CIN software suppliers (copied to core suppliers for information) DfE Project Group	
Date consulted: 6 September 2013	Response requested by: 20 September 2013
Section 2 - Impact Analysis (To be completed by Impact Assessors)	
Software Suppliers' Summary of Impact Assessment: Software suppliers raised no issues in relation to this request.	
DfE Internal Colleagues' Summary of Impact Assessment: Internal colleagues raised no issues in relation to this request.	
Alternative Solutions / Workarounds (if appropriate): N/A	
Estimated Cost of Change: N/A	
Impact Assessed by (name): ISB, CIN Software suppliers DfE Project Group	Date: 20 September 2013
Section 3 - Outcome / Decision (To be completed CBDS Administrator)	
Review Meeting: Data Standards Board	
Attendees: Alan Brooks Ian Casey	Date of Review Meeting: 7 October 2013
Brief Summary of Discussion: The ISB feedback is welcomed and consideration will be given to adopting this more flexible/ future-proofed approach along the lines suggested for subsequent CIN specifications. The Board accepted the RFC	
Accept / Reject: Accept	Deferred to: Not Applicable
Type of Funding: Not Applicable	Fund Holder Agreement: Not Applicable
If Defer, provide details Not Applicable	

If Accept, provide details:

The new data item will be included in the CBDS showing the metadata requirements as follows:

CBDS Level - Pupil

CBDS Module – Children in Need

Identifier 1 - 100529

Identifier 2 -

Data Item Name – Assessment Actual Start Date

Description – The date on which a continuous assessment started

Type and format – A(10)

Code set / Valid values – CCYY-MM-DD

Item Level Validation –

XML Tag – <AssessmentActualStartDate>

Status – Active

History Notes –

Multiplicity Notes – M

The CBDS database, version control log and RFC log will be published by the end of October to reflect this change at: [CBDS](#)

If Reject, provide details:

Not Applicable



Department
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