



Education Data Division - Request for Change Form for CBDS

Section 1 - Details of Change (To be completed by the RFC Originator / CBDS Administrator)		
Project / Service: CSWW	Type of Change: New data item	RFC 947
Name and team/company of RFC Originator: Phil Dent, EDD		
Originator Contact No: 01325 340499	Originator email address: Phil.dent@education.gov.uk	
Date RFC Raised: 24/04/2017	Date change required: May 2017	
Priority: 2	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: Phil Dent		
Change Title: Four new data items		

Data item / Rule Number: Reason for leaving, Frontline Graduate, Absence at 30 September and Reason for Absence

Description of change: The addition of four new data items to capture policy requirements.

Data item nnnnnn – Reason for leaving

Metadata Requirements:

CBDS Level – Organisation

CBDS Module – Staffing Details

Identifier 1 – nnnnnn

Identifier 2 – n/a

Data Item Name – Reason for leaving

Description – Records the reason for leaving

Type and format – 9

Code set / Valid values:

New Codeset

Item level validation – None

XML Tag - <ReasonLeave>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Codeset:

- 1= Resignation
- 2= Voluntary redundancy
- 3=Compulsory redundancy
- 4=Dismissed
- 5=Retired
- 6=Deceased
- 7=Moved to a non-child and family social work role within LA
- 8= Other
- 9= Not Known

Data item nnnnnn – Frontline graduate

Metadata Requirements:

CBDS Level – Organisation

CBDS Module – Staffing Details

Identifier 1 – nnnnnn

Identifier 2 – n/a

Data Item Name – Frontline graduate

Description – Records whether the social worker is a frontline graduate

Type and format – 9

Code set / Valid values:

1 = Yes, 0 = No

Item level validation – None

XML Tag - <FrontlineGrad>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Data item nnnnnn – Absent on 30 September

Metadata Requirements:

CBDS Level – Organisation

CBDS Module – Staffing Details

Identifier 1 – nnnnnn

Identifier 2 – n/a

Data Item Name – Absent on 30 September

Description – Records whether the social worker is a frontline graduate

Type and format – 9

Code set / Valid values:

1 = Yes, 0 = No

Item level validation – None

XML Tag - <Absat30Sept>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Data item nnnnnn – Reason for absence

Metadata Requirements:

CBDS Level – Organisation

CBDS Module – Staffing Details

Identifier 1 – nnnnnn

Identifier 2 – n/a

Data Item Name – Reason for absence

Description – Records the reason for absence

Type and format – A(3)

Code set / Valid values:

New Codeset

Item level validation – None

XML Tag - <ReasonAbsence>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Codeset:

- MAT = Maternity/Paternity leave
- OTH = Other paid authorised absence, such as: compassionate leave, annual leave requiring reallocation of cases
- PUB = Paid absence for public duties, such as: jury duty
- SEC = Secondment
- SIC = Sick leave
- TRN = Training
- UNA = Unauthorised absence
- UNP = Unpaid authorised absence

Reason for change (including benefits):

To record new CSSW elements

Impact of not doing the change:

These elements would not be recorded

ISB view of the proposed change:

Data item relationship: Yes No Not known

Impact assessment to be undertaken by:

Date consulted:

03/05/2017

Response requested by:

12/05/2017

Section 2 - Impact Analysis

(To be completed by Impact Assessors)

Software Suppliers' Summary of Impact Assessment: comments have been received from suppliers.

None received

DfE Internal Colleagues' Summary of Impact Assessment:

Happy to proceed

Alternative Solutions / Workarounds (if appropriate):

Estimated Cost of Change:

Impact Assessed by (name): **Date:**

Section 3 - Outcome / Decision

(To be completed CBDS administrator)

Review Meeting: CBDS Administrator Review

Attendees: Marcia Merchant, Phil Dent, Kirsty Bennett, Gerard Hassett & Ian Windress

Date of Review Meeting: 06/06/2017

Brief Summary of Discussion:

Agreed to finalise the data items/codesets and already added to CBDS as no supplier feedback gave any concerns.

Accept / Reject:

Accept

Deferred to:

Type of Funding:

Fund Holder Agreement:

If Defer, provide details:

If Accept, provide details:

Finalised added data items for CSWW - 400385-400388 and associated codesets D00281 & D00272

If Reject, provide details:

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