



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 2018	Type of Change: Addition of new item and amendment of codeset	RFC 1028
Name and team/company of RFC Originator: Daniel Brown – Children services and early years data team		
Originator Contact No: 01142742599	Originator email address: Daniel.brown@education.gov.uk	
Date RFC Raised: 11/04/2018	Date change required: For September 2018	
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, DDU, EDD		
Change Title: Children's social work workforce additional data item and change to an existing codeset		

Data item / Rule Number:

New data item N00TBA and amendment to codeset CS098

Description of change:

New item: Child and family knowledge and skills statement status to be added as follows:

New data item

Data item N00TBA – Child and family knowledge and skills statement status

Metadata Requirements:

Identifier 1 – N00TBA

Data Item Name – Child and family knowledge and skills statement status

Description – This indicator shows the status of the employee’s child and family knowledge and skills statement

Type and format – A(1)

Code set / Valid values:

- 1 - assessed and supported year in employment (AYSE)
- 2 - frontline practitioner
- 3 - practice supervisor
- 4 - practice leader

Item level validation – None

XML Tag - <CFKSSstatus>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Codeset amendment

Change to codeset CS098. The removal of code ‘SEC’ – secondment from the codeset with the codeset changing from

CS098 / D00272	Reason for Absence
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

to

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Reason for change (including benefits):

To update CBDS with new data items and bring the codeset in line with the latest CSWW data collection.

Impact of not doing the change:

Data items collected within CSWW 17/18 won't match the CBDS.

ISB view of the proposed change:

n/a

Data item relationship: Yes No Not known

Impact assessment to be undertaken by:

Daniel Brown, CSEYDT, DOD
Sean Stacey, TDU, EDD
Phil Dent, DDU, EDD

Date consulted:	Response requested by:
25 April 2018	27 April 2018

Section 2 - Impact Analysis
(To be completed by Impact Assessors)

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

This CBDS RFC is not shared with software suppliers.

DfE Internal Colleagues' Summary of Impact Assessment:

Colleagues are content with this RFC

Alternative Solutions / Workarounds (if appropriate):	
n/a	
Estimated Cost of Change:	
n/a	
Impact Assessed by (name): Date:	
<p>Section 3 - Outcome / Decision</p> <p>(To be completed CBDS administrator)</p>	
Review Meeting: CBDS Administrator review	
Attendees: Kirsty Knox, Phil Dent and Gary Connell	Date of Review Meeting: 30 April 2018
Brief Summary of Discussion:	
The CBDS RFC was accepted on the basis the new data item also has new codeset for the 4 allowable codes, rather than adding to allowable values within the data item itself.	
Accept / Reject: Accept	Deferred to: n/a
Type of Funding:	Fund Holder Agreement:
If Defer, provide details:	
If Accept, provide details:	
<p>New data item N00644 added, with new codeset CS104</p> <p>Updated codeset CS098 to remove SEC – secondment from reason for absence.</p>	
If Reject, provide details:	