

Withdrawn

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Work Choice Live Running Memo 51

To: Work Choice Providers

From: Barney Williams

Copy:

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Memo Serial No: LR 51

Date: 21/02/17

Subject: Work Choice Supported Employment Caseload Audit

Action: Providers to complete spreadsheet providing information on all Work Choice participants currently in supported employment (i.e. those in Module 2 and those in Module 3)

Timing: Immediate; monthly thereafter

Background: Why is this work necessary?

DWP does not currently hold reliable, up-to-date information about the numbers of people participating on Work Choice, particularly those in supported employment.

Work Choice performance reporting arrangements concentrate on referrals, starts, and contractual paid and unpaid outcomes. From the information DWP holds, it is not possible to produce an accurate estimate of the current caseload.

DWP has produced and uploaded to BRAVO lists, by provider / CPA, of all PRaP records showing participants who have started Work Choice; have left Module 1; but have not left Work Choice. This therefore reflects the population in Work Choice supported employment, according to PRaP.

However, we are aware that in many cases the PRaP information is incomplete. Providers are asked to check the records in the spreadsheets in BRAVO, updating the information as necessary. Providers are then asked to update the records on a monthly basis, uploading the data to BRAVO at the end of each performance month.

Action required:

Lists have been uploaded to BRAVO. Providers are asked to complete the spreadsheet initially by 3 March. Thereafter, providers are asked to upload updated information relating to the caseload as at the end of each performance month within 7 calendar days of the end of the performance month.

- The information requested is not onerous and should be readily available – the data relates to the participants' current module; date of entry into each supported employment module; and whether or not the individual is in a supported business.
- Full completion guidance for the initial data gather and for subsequent months is contained in a separate work-sheet within the spread-sheet. Please follow these instructions.
- Please do not amend the format of the spreadsheet. This would interfere with automated data collation.
 - If you need to add columns for your own administrative purposes please delete these before uploading to BRAVO, ensuring that the spread-sheet is in the same format as the original.
 - In particular, any forms uploaded containing personal information (Names, NINOs) could constitute a breach of security – please ensure that no such personal information is included.

Please complete the initial form for all Work Choice participants in supported employment at 24/02/17 and upload by 3 March 2017.

- In subsequent months, please ensure the data is updated to reflect your supported employment caseload as at the 24th of the month, and upload to BRAVO within 7 calendar days.
 - You may wish to keep a version of the spreadsheet updated each time an individual moves into / out of a supported employment module, or you may prefer to update it once a month.
- Please do not delete records relating to individuals who have left Work Choice. Simply update the record to indicate that they have left. In the event that the spread-sheets become too large, DWP will periodically filter out those that have left and reset the sheets. However, data about people leaving the programme is an important source of information.

Barney Williams from DWP Analysis and Performance Reporting Team will host a walk-through tutorial for completing the spreadsheets on **23 February at 11:00**.

If you would like to dial in to this, the details are:

- Tel: 0800 368 0636
- Participant code: 836118#

If you are unable to dial into this workshop and feel that it would be useful, please contact your DWP performance manager to arrange an alternative session.

Further Information / Contact Details

If you have any queries about this Live Running Memo please consult your Performance Manager or contact the Work Choice Policy Team via SPECIALIST.DISABILITYPROGRAMMEQUERIES@DWP.GSI.GOV.UK

Please note the new inbox for Specialist Disability Programme Policy Queries.