



Department  
for Education

## Data Operations - request for change form for CBDS

### RFC 1263

### SEN2 -2024/25 New Data Items

#### Type of change

New data items

#### Name and team/company of RFC Originator:

Nicky Berryman - COG

Contact: [Queries.SUPPLIER@education.gov.uk](mailto:Queries.SUPPLIER@education.gov.uk)

#### Date RFC raised

29<sup>th</sup> November 2023

#### Date change required

By January 2025

#### Priority

1

#### Priority ratings

**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

## Section 1 – details of change

New data items – N00794, N00795, N00796, N00797, N00798

### Description of change

New data items:

<b>New data item</b>	N00794
Other Information	Voluntary for the 2025 collection, mandatory from 2026
Data item name	Designated Social Care Officer (DSCO) Role
Description	Indicates whether the local authority has a Designated Social Care Officer (DSCO) in place on census day
Type and format	A(1)
Code set/valid values	Y = Yes N = No
New code set: CS123	R = Recruitment in Progress
Item level validation	N/A
XML tag	<DSCO>
Status	Active
History notes	C
Multiplicity notes	S

<b>New data item</b>	N00795
Other Information	Voluntary for the 2025 collection, mandatory from 2026
Data item name	Source of request for an EHC needs assessment
Description	For each new request for an EHC needs assessment in the calendar year, indicates a high-level category for source of referral:
Type and format	A(1)
Code set/valid values	1 - Young person or parent 2 - School or other education setting 3 - Health care professionals
New Code Set: CS 124	4 - Social care professionals 5 - Other
Item level validation	Where a large number of cases are recorded as 'other', the local authority will be prompted for further information in COLLECT
XML tag	<RequestSource>
Status	Active
History notes	C
Multiplicity notes	S

<b>New data item</b>	N00796
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Other Information	Voluntary for the 2025 collection, mandatory from 2026
Data item name	Annual Review draft amended EHC plan date
Description	Record of the date when the local authority wrote to the parent or young person with the draft of an amended EHC plan, where decision is to amend.
Type and format	CCYY-MM-DD
Code set/valid values	Any valid date
Item level validation	N/A
XML tag	<ReviewDraft>
Status	Active
History notes	C
Multiplicity notes	S

<b>New data item</b>	N00797
Other Information	Voluntary for the 2025 collection, mandatory from 2026
Data item name	Phase transfer review due date
Description	This question is forward looking; asking in which year any amended plan following the next phase transfer review must be issued and whether the relevant deadline will be in February, March or at another time
Type and format	CCYY-MM-DD
Code set/valid values	Any valid date
Item level validation	15 February or 31 March, together with the relevant year
XML tag	<PhaseTransferDueDate>
Status	Active
History notes	C
Multiplicity notes	S

<b>New data item</b>	N00798
Other Information	Voluntary for the 2025 collection, mandatory from 2026
Data item name	Phase transfer review final plan date
Description	Record of the date when the final EHC plan was issued following the last phase transfer review if it was during the collection year.
Type and format	CCYY-MM-DD
Code set/valid values	Any valid date
Item level validation	
XML tag	<PhaseTransferFinalDate>
Status	Active
History notes	C
Multiplicity notes	S

### **Reason for change (including benefits)**

The creation of the new data items will help the department and LAs to see and understand:

- the source of referrals for EHC needs assessment
- the relationship between this data and other data sources
- how the EHC needs assessment system is operating, including drivers for demand and areas for improvement and intervention

### **Impact of not doing the change**

By not doing the change, we will be unable to effectively monitor the EHC needs assessment system, and this may affect the identification of areas of demand, improvement or intervention by LAs.

### **Impact assessment to be undertaken by**

Software Suppliers and SEN2 working Group.

### **Date consulted:**

29/11/23

### **Response requested by**

13/12/23

## **Section 2 – impact analysis**

### **Software suppliers' summary of impact assessment**

No comments received

### **Alternative Solutions / Workarounds (if appropriate)**

**Date:**

### **Section 3 - outcome / decision**

Change implemented Nicola Berryman

**Date of review meeting**

**Brief Summary of Discussion**

**Accept**

**If accept, provide details**

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