

Socially excluded adults Public Service Agreement (PSA 16)

Technical definitions of indicators and guidance notes

1. Background and purpose

- 1.1 In October, as part of the Comprehensive Spending Review, the Government announced a new single set of 198 national indicators for English local authorities and local authority partnerships. These indicators, which flow from the priorities identified in Public Service Agreements (PSAs) and Departmental Strategic Objectives (DSOs), include eight indicators which underpin the socially excluded adults PSA (PSA 16).
- 1.2 On 8 November 2007, the Government launched a consultation exercise on the detailed definitions it was proposing to use for each of the national indicators. The consultation closed on 21 December 2007. Over 580 responses were received, representing more than 10,000 comments on individual indicators.
- 1.3 As a result of feedback from the consultation, a number of revisions to the definitions of national indicators have been made, including to the definitions of the indicators that underpin the socially excluded adults PSA.
- 1.4 The present document contains the final definitions of the indicators for the socially excluded adults PSA and further guidance notes. These indicators are to be implemented from 1 April 2008.
- 1.5 The handbook of final definitions for all national indicators can be found at following: www.communities.gov.uk/publications/localgovernment/finalnationalindicators. A summary of responses to the consultation has also been published: www.communities.gov.uk/publications/localgovernment/nationalindicatorssummary

2. Structure of this document

- 2.1 An overview of the socially excluded adults PSA is presented in section 3 together with the headline indicators for the PSA.
- 2.2 Section 4 presents the technical definitions and guidance notes for the indicators grouped by the two outcomes of the PSA, that is, settled accommodation and employment, education or training. Section 5 presents details on where you can find further information on the PSA.

3. Overview of the socially excluded adults PSA

- 3.1 The socially excluded adults PSA aims to ensure that the most socially excluded adults are offered the chance to get back on a path to a more successful life, by increasing the proportion of at-risk individuals in:
 - settled accommodation; and
 - employment, education or training.
- 3.2 A home and a job are the core foundations of normal, everyday life which the majority of people take for granted. The Government wants to extend this expectation and aspiration to the most excluded, for whom a settled home and the opportunity to work can often seem out of reach.

3.3 The PSA focuses on four client groups who are particularly vulnerable to multiple forms of disadvantage, and who may be negotiating a difficult transition such as leaving prison or long-term care. These two factors make them particularly at-risk of falling into persistent exclusion, but also means that they are in contact with the services that could and should make a difference. The four groups are:

- Care leavers at age 19
- Offenders under probation supervision
- Adults receiving secondary mental health services
- Adults with learning disabilities known to Councils

3.4 A total of eight indicators underpin the PSA and will be used to measure progress for each at-risk group towards increasing the proportions in settled accommodation and in employment, education or training. As mentioned above, all of these indicators will be included in the national set of local government indicators. The headline definitions of the indicators are presented in the table below.

Indicators for the socially excluded adults PSA		
Client Group	Outcome 1: Settled Accommodation	Outcome 2: Employment, Education or Training
Offenders	Percentage of offenders under probation supervision living in settled and suitable accommodation at the end of their order or licence	Percentage of offenders under probation supervision in employment at the end of their order or licence
Care Leavers	Percentage of former care leavers at age 19 who are in suitable accommodation	Percentage of former care leavers at age 19 who are in employment, education or training
Mentally ill	Percentage of adults receiving secondary mental health services in settled accommodation	Percentage of adults receiving secondary mental health services in employment
Learning disabled	Percentage of adults with learning disabilities in settled accommodation	Percentage of adults with learning disabilities in employment

4. Technical definitions of indicators and guidance notes

4.1 Indicators for settled accommodation

4.1.1 Settled accommodation refers to secure, medium to long term accommodation and is an important foundation that enables people to contribute positively to society and the economy. While most people are able to access settled accommodation, excluded adults in the four client groups are at greater risk of cycling in and out of homelessness or poor quality accommodation, and are more likely to require assistance to help them to live independently.

4.1.2 The technical definitions of the indicators for settled accommodation for each of the four at-risk groups are presented below, including further guidance notes.

NI 143: Offenders under probation supervision living in settled and suitable accommodation at the end of their order or licence

Is data provided by the LA or a local partner?	N	Is this an existing indicator?	Y
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Rationale	The indicator is intended to help improve accommodation outcomes for ex-offenders, a key group at risk of social exclusion. It will also contribute to the wider reducing reoffending objective.
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Definition	<p>The percentage of offenders under probation supervision living in settled and suitable accommodation at the end of their order or licence.</p> <p>Under probation supervision: Serving a community order, or on licence.</p> <p>Community order: A community order is a type of court sentence which is to be served in the community. The offender must fulfil requirements including one or many of: drug or alcohol treatments and testing, electronic monitoring (tagging), curfew, living at a specified address, unpaid work, doing or refraining from doing certain things or entering certain places, or attending certain offending behaviour programmes.</p> <p>On licence: When an offender is on licence, this is the period of time between the end of the custodial portion of a sentence and the end of the entire sentence in which the sentenced person is released into the community under certain conditions.</p> <p>Settled accommodation is defined as:</p> <ul style="list-style-type: none"> • Permanent, independent housing • Bail / probation hostel • Supported housing <p>Suitable accommodation: Suitable accommodation is defined in OASys under two areas – suitability of the accommodation (i.e., quality of residence, appropriateness of living arrangements, overcrowding, relationships with rest of household) and suitability of the location of the accommodation (i.e., local level of criminal activity, access to criminal contacts, proximity to victims). For the purposes of this indicator, anyone who was assessed as having major problems (a score of 2 in OASys) in either category would be considered to be in unsuitable accommodation. Anyone assessed as having some difficulties which are not serious (a score of 1 in OASys) or who have no difficulties (a score of 0 in OASys)</p>
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	<p>would be considered to be in suitable accommodation.</p> <p>End of order or licence: The indicator covers all individuals who had a probation assessment completed at 'termination of community supervision' or 'end of licence' which includes data on accommodation (for NI 143) and employment (for NI 144) status.</p>		
Formula	$\left(\frac{x}{y}\right) * 100$ <p>where:</p> <p>x = the number of offenders in settled and suitable accommodation at the end of their order or licence.</p> <p>y = the number of offenders who terminate their licence or order and are subject to a termination assessment (during the year).</p>		
Worked example	<p>Offenders with order or licence termination assessment during the year = 8,740</p> <p>Offenders with order or licence termination assessment during the year in settled and suitable accommodation at the end of their order or licence = 5,969</p> <p>Proportion = $(5,969/8,740) \times 100 = 68.3\%$</p>	Good performance	Good performance is typified by a positive increase in percentage
Collection interval	Annual on a financial year basis	Data Source	NOMS via OASys national reporting / ODEAT
Return Format	Percentage	Decimal Places	One
Reporting organisation	National Offender Management Service		

Spatial level	Single Tier and County Councils
Further Guidance	

NI 145: Adults with learning disabilities in settled accommodation

Is data provided by the LA or a local partner?	Y	Is this an existing indicator?	N
Rationale	The indicator is intended to improve settled accommodation outcomes for adults with learning disabilities – a key group at risk of social exclusion.		
Definition	<p>The percentage of adults with learning disabilities known to Councils with Adult Social Services Responsibilities (CASSRs) in settled accommodation at the time of their assessment or latest review.</p> <p>Adults with learning disabilities known to CASSRs: Learning disabled clients aged 18-64 who are assessed or reviewed in the financial year and who have received a service, as well as those who are assessed and/or reviewed but who have not received a service.</p> <p>Settled accommodation: Refers to accommodation arrangements where the occupier has security of tenure/residence in their <u>usual</u> accommodation in the medium- to long-term, or is part of a household whose head holds such security of tenure/residence. The accommodation types that represent settled accommodation for the purpose of this indicator are:</p> <ul style="list-style-type: none"> • Owner Occupier / Shared ownership scheme (where tenant purchases percentage of home value from landlord) • Tenant – Local Authority / Arms Length Management Organisation / Registered Social Landlord / Housing Association • Tenant – Private Landlord • Settled mainstream housing with family/friends (including flat-sharing) • Supported accommodation / Supported lodgings / Supported group home (accommodation supported by staff or resident caretaker) • Approved premises for offenders released from prison or under probation supervision (e.g., Probation Hostel) • Sheltered Housing / Extra care sheltered housing / Other sheltered housing • Mobile accommodation for Gypsy/Roma and Traveller community <p>Non-settled accommodation: Refers to accommodation arrangements that are precarious, or where the person has no or low security of tenure/residence in their usual accommodation and so may be required to leave at very short notice. The accommodation types that represent non-settled accommodation for the purpose of this indicator are:</p> <ul style="list-style-type: none"> • Rough sleeper / Squatting • Night shelter / emergency hostel / direct access hostel (temporary accommodation accepting self referrals) 		

	<ul style="list-style-type: none"> • Refuge • Placed in temporary accommodation by Local Authority (including Homelessness resettlement) – e.g., Bed and Breakfast • Staying with family / friends as a short term guest • Acute / long stay healthcare residential facility or hospital (e.g., NHS or Independent general hospitals/clinics, Long stay hospitals, specialist rehabilitation/recovery hospitals) • Registered Care Home • Registered Nursing Home • Adult placement scheme • Prison / Young Offenders Institution / Detention Centre • Other temporary accommodation <p>Data for this indicator is to be reported by gender.</p> <p>Further guidance on the indicator can be found at the following link: http://www.cabinetoffice.gov.uk/social_exclusion_task_force/psa.aspx</p>		
<p>Formula</p>	$\left(\frac{x}{y} \right) * 100$ <p>where:</p> <p>x = the number of adult learning disabled clients known to CASSRs in settled accommodation in their <u>usual</u> accommodation at the time of their assessment or latest review.</p> <p>y = the number of adult learning disabled clients known to CASSRs (i.e., those who are assessed or reviewed in the financial year and who have received a service, as well as those who are assessed and/or reviewed but who have not received a service). In addition, include in the denominator learning disabled clients who should be reviewed by the CASSR in a financial year but are not.</p> <p>Notes for x:</p> <ul style="list-style-type: none"> • In 2008/09 the data will relate to the period 1st October 2008 to 31st March 2009. The numerator will be grossed to provide data on the full 12 month financial year period for 2008/09. The grossing will be performed centrally by the Information Centre for Health and Social Care. <p>Notes for y:</p> <ul style="list-style-type: none"> • Learning disabled clients who should be reviewed by the CASSR in a financial year but are not <u>should also be counted</u> in the denominator. • Those who are detained under the Mental Health Act should be <u>excluded</u> from the denominator. 		
<p>Worked</p>	<p>Adults with learning</p>	<p>Good</p>	<p>Good performance is typified by a</p>

example	disabilities known to CASSRs = 122,155 Adults with learning disabilities known to CASSRs in settled accommodation = 85,510 Proportion = $(85,510/122,155) \times 100 = 70.0\%$	performance	positive increase in percentage
Collection interval	Annual on a financial year basis	Data Source	Key Statistics 1 (collected by the Information Centre).
Return Format	Percentage	Decimal Places	One
Reporting organisation	The Information Centre for Health and Social Care		
Spatial level	Single tier and county council		
Further Guidance	http://www.cabinetoffice.gov.uk/social_exclusion_task_force/psa.aspx		

Guidance notes

Definition of terms

- **Learning disabled clients known to Councils with Adult Social Services Responsibilities (CASSRs):** Those clients who are assessed or reviewed in the financial year and who have received a service, as well as those who are assessed and/or reviewed but who have not received a service.
- **Settled accommodation:** accommodation arrangements where the occupier has security of tenure/residence in their usual accommodation in the medium- to long-term, or is part of a household whose head holds such security of tenure/residence. The indicator template above lists the accommodation types that represent settled accommodation for the purposes of this indicator.
- **Non-settled accommodation:** accommodation arrangements that are precarious, or where the person has no or low security of tenure/residence in their usual accommodation and so may be required to leave at very short notice. The indicator template above lists the accommodation types that represent non-settled accommodation for the purposes of this indicator.

- **Adults:** Those aged 18-64 years old.

Period for data collection

Data for the indicator is to be collected at the time of assessment or latest review in a financial year.

Period for reporting

Data for the indicator is to be reported for each financial year. In 2008/09 the data will relate to the period 1st October 2008 to 31st March 2009.

Responsibility for determining settled accommodation status

Decisions about the settled accommodation status of a client must be made on the basis of a collective decision between the client (and their family and/or carer where appropriate) and the care manager.

Interpretation of settled accommodation

The settled accommodation indicator is consistent with the direction of travel set out in the *Valuing People Now*¹ policy statement regarding the housing situation for people with learning disabilities. In particular, *Valuing People Now* sets out that local authorities should concentrate on promoting access to and increasing the numbers of people who live in their own homes or have assured tenancies in rented accommodation. The indicator therefore treats such forms of accommodation as representing settled accommodation, while it treats other forms of accommodation that are more institutional, such as registered care homes, nursing homes and health facilities, as representing non-settled accommodation. Other forms of accommodation where a person does not have any housing rights and may be asked to leave at short notice (such as adult placement schemes), are also treated as non-settled.

Coding clients with learning disabilities aged 18 years and over who are in children's services

Clients with learning disabilities aged 18 years and older who are still on the books of the CASSR but who are in children's services (i.e., not in adults' services) should also be included in the numerator and the denominator of the indicator.

Coding learning disabled clients living with older or disabled family carers

For the purposes of this indicator, learning disabled clients living with older or disabled family carers are regarded as being in settled accommodation. However, it will be important for care managers to consider with the client and their relative or carer, whether they feel the current accommodation arrangements are appropriate to support the needs of the person with learning disabilities and to plan locally for future arrangements where there is a risk of deterioration in support.

¹ *Valuing People Now* sets out the government's priorities for the provision of services for people with learning disabilities over the years 2008-2011.

NI 147: Care leavers in suitable accommodation

Is data provided by the LA or a local partner?	Y	Is this an existing indicator?	Y
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Rationale
 The indicator measures accommodation outcomes for young adults formerly in care – a key group at risk of social exclusion. The indicator is intended to increase the proportion of former care leavers who are in suitable accommodation. This will help minimise the risk of care leavers being in unsuitable housing or becoming homeless.

Definition
 The percentage of former care leavers aged 19 who were looked after under any legal status (other than V3 or V4¹) on 1 April in their 17th year, who were in suitable accommodation.

‘Former care leavers’: All young people aged 19 who were looked after under any legal status (other than V3 or V4¹) on 1 April in their 17th year. A review of their accommodation arrangements should take place within 3 months before or one month after the care leaver’s 19th birthday. The indicator therefore includes those who turn 19 during the year.

‘Suitable accommodation’: Accommodation is to be regarded as suitable if it provides safe, secure and affordable provision for young people. It would generally include short-term accommodation designed to move young people on to stable long-term accommodation, but would exclude emergency accommodation used in a crisis. Categories B, C, D, E, K, T, and U should usually be considered as suitable accommodation (see below). Nevertheless there may be individual circumstances where this is not the case.

Accommodation that clearly exposes the person to risk of harm or social exclusion by reason of its location or other factors should be coded as ‘unsuitable’.
 Accommodation categories V, W, and X, should usually be considered ‘unsuitable’.

Accommodation category Y (‘other accommodation’) should be judged to be ‘suitable’ or ‘unsuitable’ according to the individual circumstances, but our presumption is that mostly it will be ‘unsuitable’.

Accommodation categories:
B: With parents or relatives
C: Community home or other form of residential care such as an NHS establishment
D: Semi-independent, transitional accommodation (eg supported hostel, trainer flats); self-contained accommodation with specialist personal assistance support (e.g. for young people with disabilities, pregnant young women and single parents);

and self-contained accommodation with floating support.

E: Supported lodgings (where supervisory staff or advice workers are available to provide formal advice or support).

K: Ordinary lodgings, without formal support. In general this will include young people lodging with former foster carers

T: Foyers and similar supported accommodation which combines the accommodation with opportunities for education, training or employment.

U: Independent living, eg independent tenancy of flat, house or bedsit, including local authority or housing association tenancy, or accommodation provided by a college or university. Includes flatsharing.

V: Emergency accommodation (eg night shelter, direct access, emergency hostel)

W: Bed and breakfast

X: In custody

Y: Other accommodation

For more information on care leavers who should be included in this indicator, as well as the coding of suitable accommodation, see the guidance notes and frequently asked questions at the following link:

<http://www.dfes.gov.uk/datastats1/guidelines/children/returns.shtml>

¹ Children in legal status V3 or V4 are subject to short-term break agreements. These children normally live at home, but are accommodated by a local authority in a pattern of short periods of care in order to give their parents (or guardians) some “respite”. The breaks must form part of a regular programme of support agreed between social services and the child’s parents/guardians. Each break must include at least one night away from home, but cannot exceed four weeks (28 days) of continuous care. V3 status refers to children accommodated under an agreed series of short-term breaks, when individual episodes of care are recorded. V4 status refers to children Accommodated under an agreed series of short-term breaks, when agreements are recorded (ie NOT individual episodes of care).

Formula

$$\left(\frac{x}{y} \right) * 100$$

where:

x = the number of young people aged 19 who were looked after under any legal status (other than V3 or V4) on 1 April in their 17th year, and who were in suitable accommodation.

y = the total number of young people aged 19 who were looked after under any legal status (other than V3 or V4) on 1 April in their 17th year. The denominator should also include those young people looked after who were not in touch with local authorities.

	Note that this indicator is to be reported as a simple percentage.		
Worked example	Former care leavers aged 19 = 5,300 Former care leavers aged 19 in suitable accommodation = 4,600 Proportion = $(4,600/5,300) \times 100 = 86.8\%$	Good performance	Good performance is typified by a positive increase in percentage
Collection interval	Annual on a financial year basis	Data Source	Local authority report through SSDA903 return to DCSF.
Return Format	Percentage	Decimal Places	One
Reporting organisation	Department for Children, Schools and Families		
Spatial level	Single tier and county council		
Further Guidance	http://www.dfes.gov.uk/datastats1/guidelines/children/returns.shtml		

Guidance notes

The following text has been taken from the *Guidance Notes for the completion of SSDA 903 records, Children looked after by local authorities in England*. The full guidance notes documentation is at the following link:

<http://www.dfes.gov.uk/datastats1/guidelines/children/returns.shtml>

Coding suitable accommodation

The code for accommodation on 19th birthday is a two digit alphanumeric code (for example: B1), unless you were not in touch with the young person, in which case enter 0 (zero).

- The first digit is alphabetical, and represents the **type** of accommodation that the young person is living in;
- The second digit is numerical, and indicates whether you judge the accommodation to be '**suitable**' or '**unsuitable**'.

To code the young person's accommodation, select from the code list (included in the indicator template above) the accommodation type that most accurately reflects the

young person's main category of accommodation on or around their 19th birthday. You must then judge whether you consider the accommodation to be 'suitable' or 'unsuitable', and select the relevant numerical code.

We accept that there are no hard and fast rules on whether accommodation is deemed 'suitable'; the decision will depend on the circumstances of the individual case, and again you will have to use your judgement. The classification set out in the Frequently Asked Questions (FAQs) is intended to give an indication of the kinds of accommodation that would generally be considered 'suitable' or 'unsuitable'. The FAQs are at the following link:

<http://www.dfes.gov.uk/datastats1/guidelines/children/returns.shtml>

Young people who report that they are "staying with friends" will in general be in one of two situations:

- homeless and temporarily staying with friends as an emergency measure. This should be coded as Y2. It should always be regarded as 'unsuitable'.
- taking part in an agreed flat-share with friends. Typically there will be a tenancy agreement which names the young person, an agreed rent and agreed period of notice.

This should generally be classified under code U, 'independent tenancy'. You should judge separately, according to individual circumstances, whether this is 'suitable' or 'unsuitable'.

NI 149: Adults receiving secondary mental health services in settled accommodation

Is data provided by the LA or a local partner?	Y	Is this an existing indicator?	N
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Rationale
The indicator is intended to improve settled accommodation outcomes for adults with mental health problems – a key group at-risk of social exclusion.

Definition
The percentage of adults receiving secondary mental health services in settled accommodation at the time of their most recent assessment, formal review or other multi-disciplinary care planning meeting.

Adults receiving secondary mental health services: Those aged 18 to 69 who are receiving secondary mental health services and who are on the Care Programme Approach.

Settled accommodation: Refers to accommodation arrangements where the occupier has security of tenure or appropriate stability of residence in their usual accommodation in the medium- to long-term, or is part of a household whose head holds such security of tenure/residence.

Non-settled accommodation: Refers to accommodation arrangements that are precarious, or where the person has no or low security of tenure/residence in their usual accommodation and so may be required to leave at very short notice.

Accommodation types that represent settled or non-settled accommodation for the purpose of this indicator are presented in the table below.

MHMDS Code	Accommodation type	Settled accommodation status
1 = Settled accommodation 0 = Non-settled accommodation		
Mainstream Housing (MA00)		
MA01	Owner occupier	1
MA02	Settled mainstream housing with family/friends	1
MA03	Shared ownership scheme e.g. Social Homebuy Scheme (tenant purchase percentage of home value from landlord)	1

MA04	Tenant - Local Authority/Arms Length Management Organisation/Registered Landlord	1
MA05	Tenant - Housing Association	1
MA06	Tenant - private landlord	1
MA09	Other mainstream housing	1
Homeless (HM00)		
HM01	Rough sleeper	0
HM02	Squatting	0
HM03	Night shelter/emergency hostel/Direct access hostel (temporary accommodation accepting self referrals, no waiting list and relatively frequent vacancies)	0
HM04	Sofa surfing (sleeps on different friends floor each night)	0
HM05	Placed in temporary accommodation by Local Authority (including Homelessness resettlement service) e.g. Bed and Breakfast accommodation	0
HM06	Staying with friends/family as a short term guest	0
HM07	Other homeless	0
Accommodation with mental health care support (MH00)		
MH01	Supported accommodation (accommodation supported by staff or resident caretaker)	1
MH02	Supported lodgings (lodgings supported by staff or resident caretaker)	1
MH03	Supported group home (supported by staff or resident caretaker)	1
MH04	Mental Health Registered Care Home	0
MH09	Other accommodation with mental health care and support	1
Acute/long stay healthcare residential facility/hospital (HS00)		
HS01	NHS acute psychiatric ward	0
HS02	Independent hospital/clinic	0
HS03	Specialist rehabilitation/recovery	0
HS04	Secure psychiatric unit	0
HS05	Other NHS facilities/hospital	0
HS09	Acute/long stay healthcare residential facility/hospital	0
Accommodation with other (not specialist mental health) care support		

(CH00)		
CH01	Foyer - accommodation for young people aged 16-25 who are homeless or in housing need	1
CH02	Refuge	0
CH03	Non-Mental Health Registered Care Home	0
CH09	Other accommodation with care and support (not specialist mental health)	1
Accommodation with criminal justice support (CJ00)		
CJ01	Bail/Probation hostel	1
CJ02	Prison	0
CJ03	Young Offenders Institution	0
CJ04	Detention Centre	0
CJ09	Other accommodation with criminal justice support such as ex-offender support	1
Sheltered Housing (accommodation with a scheme manager or warden living on the premises or nearby, contactable by an alarm system if necessary) (SH00)		
SH01	Sheltered housing for older persons	1
SH02	Extra care sheltered housing (also known as 'very sheltered housing'. For people who are less able to manage on their own, but who do need an extra level of care. Services offered vary between schemes, but meals and some personal care are often provided.)	1
SH03	Nursing Home	0
SH09	Other sheltered housing	1
Mobile accommodation		
ML00	Mobile accommodation (for Gypsy/Roma and Traveller community)	1
Other codes		
OC96	Not elsewhere classified	
OC97	Not specified	
OC98	Not applicable	
OC99	Not known	

	Further guidance on the indicator can be found at the following link: http://www.cabinetoffice.gov.uk/social_exclusion_task_force/psa.aspx		
Formula	$\left(\frac{x}{y}\right) * 100$ <p>Where:</p> <p>x = the number of adults in the denominator who were in settled accommodation at the time of their most recent assessment, formal review or other multi-disciplinary care planning meeting. Include only those whose assessments or reviews were carried out during a financial year.</p> <p>y = the total number of adults who have received secondary mental health services and who were on the Care Programme Approach at any point during a financial year.</p> <p>Notes: Those who are detained under the Mental Health Act should be <u>excluded</u> from the numerator (x) and denominator (y).</p>		
Worked example	<p>Adults receiving secondary mental health services = 464,780</p> <p>Adults receiving secondary mental health services in settled accommodation = 355,091</p> <p>Proportion = (355,091/464,780) x 100 = 76.4%</p>	Good performance	Good performance is typified by a positive increase in percentage
Collection interval	Annual on a financial year basis	Data Source	Mental Health Minimum Data Set
Return Format	Percentage	Decimal Places	One

Reporting organisation	Information Centre for Health and Social Care
Spatial level	Single Tier and County Council
Further Guidance	http://www.cabinetoffice.gov.uk/social_exclusion_task_force/psa.aspx

Guidance notes

Definition of terms

- **Receiving secondary mental health services:** Those who are receiving secondary mental health services and who are on the Care Programme Approach².
- **Settled accommodation:** accommodation arrangements where the occupier has security of tenure or appropriate stability of residence in their usual accommodation in the medium- to long-term, or is part of a household whose head holds such security of tenure/residence.
- **Non-settled accommodation:** accommodation arrangements that are precarious, or where the person has no or low security of tenure/residence in their usual accommodation and so may be required to leave at very short notice.
- **Adult:** Those aged 18 – 69 years old.

Accommodation types that represent settled or non-settled accommodation for the purpose of this indicator are presented in the indicator template above.

Method for data collection

Data for the indicator is to be collected at the time of most recent assessment, formal review or other multi-disciplinary care planning meeting, at least once in any financial year.

Period for reporting

Data for the indicator is to be reported by financial year.

² Where an individual is assessed as needing secondary service care, being in non-settled accommodation would be expected to immediately trigger the higher level of concern and concerted action from all relevant services, with co-ordination from the identified CPA care co-ordinator. Revised guidance being issued by DH on the operation of CPA, will confirm best practice in the making of care planning decisions, taking into account all relevant views.

4.2 Indicators for employment, education or training

- 4.2.1. Being in sustainable employment is one of the key factors in reducing the likelihood and impact of social exclusion for at-risk adults. It can have positive effects on health and well-being, helps to reduce offending behaviour, supports stable housing and represents the best route out of poverty for many excluded adults.
- 4.2.2. The technical definitions of the indicators for employment, education or training for each of the four at-risk groups are presented below, including further guidance notes.

NI 144: Offenders under probation supervision in employment at the end of their order or licence

Is data provided by the LA or a local partner?	N	Is this an existing indicator?	Y
Rationale	The indicator is intended to help improve employment outcomes for ex-offenders, a key group at risk of social exclusion. It will also contribute to the wider reducing reoffending objective.		
Definition	<p>The percentage of offenders under probation supervision in employment at the end of their order or licence.</p> <p>Under probation supervision: Serving a community order, or on licence.</p> <p>Community order: A community order is a type of court sentence which is to be served in the community. The offender must fulfil requirements including one or many of: drug or alcohol treatments and testing, electronic monitoring (tagging), curfew, living at a specified address, unpaid work, doing or refraining from doing certain things or entering certain places, or attending certain offending behaviour programmes.</p> <p>On licence: When an offender is on licence, this is the period of time between the end of the custodial portion of a sentence and the end of the entire sentence in which the sentenced person is released into the community under certain conditions.</p> <p>Employment is defined as:</p> <ul style="list-style-type: none"> • Full-time employed or self-employed (30 hrs or more a week, on average) • Part-time employed or self-employed (less than 30 hrs a week, on average) <p>End of order or licence: The indicator covers all individuals who had a probation assessment completed at 'termination of community supervision' or 'end of licence' which includes data on accommodation (for NI 143) and employment (for NI 144) status.</p>		
Formula	$\left(\frac{x}{y} \right) * 100$ <p>Where: x = the number of offenders in employment at the end of their order or licence. y = the total number of offenders who terminate their licence or order and are subject to a termination assessment (during the year).</p>		
Worked example	Offenders with order or licence termination assessment during	Good performance	Good performance is typified by a positive increase in percentage

	<p>the year = 8,740</p> <p>Offenders with order or licence termination assessment during the year in employment at the end of their order or licence = 3,458</p> <p>Proportion = $(3,458/8,740) \times 100 = 39.6\%$</p>		
Collection interval	Annual on a financial year basis	Data Source	NOMS via OASys national reporting / ODEAT
Reporting organisation	National Offender Management Service		
Spatial level	Single Tier and County Councils		
Further Guidance			

NI 146: Adults with learning disabilities in employment

Is data provided by the LA or a local partner?	Y	Is this an existing indicator?	N
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Rationale The indicator is intended to improve the employment outcomes for adults with learning disabilities – a key group at risk of social exclusion.

Definition The percentage of adults with learning disabilities known to Councils with Adult Social Services Responsibilities (CASSRs) in paid employment at the time of their assessment or latest review.

Adults with learning disabilities known to CASSRs: Learning disabled clients aged 18-64 who are assessed or reviewed in the financial year and who have received a service, as well as those who are assessed and/or reviewed but who have not received a service.

Paid employment is measured using the following categories:

1. Working as a paid employee or self-employed (30 or more hours per week)
2. Working as a paid employee or self-employed (16 to less than 30 hours per week)
3. Working as a paid employee or self-employed (more than 4 to less than 16 hours per week)
4. Working as a paid employee or self employed (more than 0 to 4 hours per week)
5. Working regularly as a paid employee or self-employed but less than weekly (e.g., fortnightly, monthly or on some other regular basis)

Employee: Those who work for a company and have their National Insurance paid for directly from their wages and are earning at or above the National Minimum Wage. This also includes those who are working in supported employment (i.e., those who are receiving support and assistance from a specialist agency to maintain their job) who are earning at or above the National Minimum Wage.

Self employed: Those who work for themselves and generally pay their National Insurance themselves. This should also include those who are unpaid family workers (i.e., those who do unpaid work for a business they own or for a business a relative owns).

Categories 1-5 above are to be combined to report on the per cent of learning disabled clients known to CASSRs in paid employment.

The indicator will also collect data on those in voluntary unpaid work using the

	<p>following categories:</p> <ul style="list-style-type: none"> • Working as a paid employee or self-employed <u>and</u> in unpaid voluntary work • In unpaid voluntary work only <p>Unpaid voluntary work: Work of a voluntary nature that is unpaid, including unpaid work experience.</p> <p>The unpaid voluntary work categories are <u>not</u> to be included in the count of those who are in paid employment.</p> <p>Data for this indicator is to be reported by gender and type of service that the client is receiving, that is, community based service, residential care service or no services.</p> <ul style="list-style-type: none"> • Community based services are services provided to support clients living in the community. • Residential care services include the following: <ul style="list-style-type: none"> – LA residential care (excludes short-term residential). Residential care provided by the CASSR. – Independent sector residential care (excludes short-term residential). Includes residential care provided by another CASSR. Also includes adult fostering. – Nursing care (excludes short-term residential). <p>Further guidance on the indicator can be found at the following link: http://www.cabinetoffice.gov.uk/social_exclusion_task_force/psa.aspx</p>
<p>Formula</p>	$\left(\frac{x}{y} \right) * 100$ <p>Where:</p> <p>x = the number of adult learning disabled clients known to CASSRs in the paid employment categories 1 to 5 above, at the time of their assessment or latest review.</p> <p>y = the number of adult learning disabled clients known to CASSRs (i.e., those who are assessed or reviewed in the financial year and who have received a service, as well as those who are assessed and/or reviewed but who have not received a service). In addition, include in the denominator learning disabled clients who should be reviewed by the CASSR in a financial year but are not.</p> <p>Notes for x:</p> <ul style="list-style-type: none"> • In 2008/09 the data will relate to the period 1st October 2008 to 31st March 2009. The numerator will be grossed to provide data on the full 12 month financial year period for 2008/09. The grossing will be performed centrally by the Information Centre for Health and Social Care.

	Notes for y: <ul style="list-style-type: none"> Learning disabled clients who should be reviewed by the CASSR in a financial year but are not <u>should also be counted</u> in the denominator. Those who are detained under the Mental Health Act should be <u>excluded</u> from the denominator. 		
Worked example	Adults with learning disabilities known to CASSRs = 122,155 Adults with learning disabilities known to CASSRs in paid employment = 18,400 Proportion = $(18,400/122,155) \times 100 = 15.1\%$	Good performance	Good performance is typified by a positive increase in percentage
Collection interval	Annual on a financial year basis	Data Source	Key Statistics 1 (collected by the Information Centre).
Return Format	Percentage	Decimal Places	One
Reporting organisation	The Information Centre for Health and Social Care		
Spatial level	Single tier and county council		
Further Guidance	http://www.cabinetoffice.gov.uk/social_exclusion_task_force/psa.aspx		

Guidance notes

Definition of terms

- Learning disabled clients known to Councils with Adult Social Services Responsibilities (CASSRs):** Those clients who are assessed or reviewed in the financial year and who have received a service, as well as those who are assessed and/or reviewed but who have not received a service.
- Employee:** Those who work for a company and have their National Insurance paid for directly from their wages and are earning at or above the National Minimum Wage. This also includes those who are working in supported employment (i.e., those who are receiving support and assistance from a specialist agency to maintain their job) who are earning at or above the National Minimum Wage.
- Self employed:** Those who work for themselves and generally pay their National Insurance themselves. This should also include those who are unpaid family

workers (i.e., those who do unpaid work for a business they own or for a business a relative owns).

- **Unpaid voluntary work:** Work of a voluntary nature that is unpaid, including unpaid work experience.
- **Working age:** Those aged 18-64 years old.

Period for data collection

Data for the indicator is to be collected at the time of assessment or latest review in a financial year.

Period for reporting

Data for the indicator is to be reported for each financial year. In 2008/09 the data will relate to the period 1st October 2008 to 31st March 2009.

Coding those in employment and in unpaid voluntary work

Those who are undertaking both paid employment and unpaid voluntary work should be coded as working as a paid employee or self employed according to the number of hours they work per week, and should also be recorded in the category for those working as a paid employee or self-employed and in unpaid voluntary work.

Coding clients with learning disabilities aged 18 years and over who are in children's services

Clients with learning disabilities aged 18 years and older who are still on the books of the CASSR but who are in children's services (i.e., not in adults' services) should also be included in the numerator and the denominator of the indicator.

Coding the type of service that clients receive

Data for this indicator is to be reported by the type of service that the client is receiving, that is, community based service, residential care service or no services.

- Community based services are services provided to support clients living in the community.
- Residential care services include the following:
 - LA residential care (excludes short-term residential). Residential care provided by the CASSR.
 - Independent sector residential care (excludes short-term residential). Includes residential care provided by another CASSR. Also includes adult fostering.
 - Nursing care (excludes short-term residential).

Please note that those clients who may be receiving short-term residential or respite care should be recorded as receiving community based services, not as receiving residential care services.

Some clients living in residential care homes may additionally receive community-based services (e.g. attendance at day centres). For the purposes of recording, these clients should be counted in residential care services and not included in community based services; there should be no double counting.

A client may be receiving community-based services for part of the year and then move into residential care. In this scenario the client should be included in residential care services. The clients coded as receiving community based services should **only** be receiving community-based services at some point during the year.

NI 148: Care leavers in education, employment or training				
Is data provided by the LA or a local partner?		Y	Is this an existing indicator?	N
Rationale	The indicator measures levels of participation in education, employment or training (EET) for young adults formerly in care – a key group at risk of social exclusion. The indicator is intended to drive improvements in long-term outcomes for care leavers, by ensuring they receive the support they need to access EET.			
Definition	<p>The percentage of former care leavers aged 19 who were looked after under any legal status (other than V3 or V4¹) on 1 April in their 17th year, who were in education, employment or training.</p> <p>'Former care leavers': All young people aged 19 who were looked after under any legal status (other than V3 or V4¹) on 1 April in their 17th year. A review of their education, employment or training status should take place within 3 months before or one month after the care leaver's 19th birthday. The indicator therefore includes those who turn 19 during the year.</p> <p>'In education, employment or training': Engaged either full (at least 16 hrs per week) or part-time (less than 16 hrs per week) in one of the following: <u>Higher education</u>: 'Higher education' means all studies at a higher academic level than A level. This includes degrees, diplomas in higher education, teaching and nursing qualifications, HNDs, ONDs, and BTEC. The educational course does not have to be residential. <u>Education other than higher</u>: This means all other education not covered by 'higher education'. The educational course does not have to be residential. <u>Training or employment</u>: 'Training' includes government-supported training, including Youth Training, New Deal, Training for Work, and National Traineeships. 'Employment' includes paid employment, self-employment, and voluntary unpaid work.</p> <p>'Not in education, employment or training': Data is also collected on those who are not In education, employment or training (NEET) using the following: <u>NEET because of own illness or disability</u>: Refers to young people where none of the EET categories applies, specifically because the young person's own illness or disability has prevented them from participating in any of these activities. <u>NEET other circumstances</u>: Refers to young people not covered by any of the other EET or NEET categories. This includes people who are not able to participate in</p>			

	<p>any of these activities because of pregnancy, or because they are parents or carers.</p> <p>For more information on care leavers who should be included in this indicator, as well as the coding of EET, see the guidance notes and frequently asked questions at the following link: http://www.dfes.gov.uk/datastats1/guidelines/children/returns.shtml</p> <p>¹ Children in legal status V3 or V4 are subject to short-term break agreements. These children normally live at home, but are accommodated by a local authority in a pattern of short periods of care in order to give their parents (or guardians) some “respite”. The breaks must form part of a regular programme of support agreed between social services and the child’s parents/guardians. Each break must include at least one night away from home, but cannot exceed four weeks (28 days) of continuous care. V3 status refers to children accommodated under an agreed series of short-term breaks, when individual episodes of care are recorded. V4 status refers to children Accommodated under an agreed series of short-term breaks, when agreements are recorded (i.e. NOT individual episodes of care).</p>		
<p>Formula</p>	$\left(\frac{x}{y} \right) * 100$ <p>Where:</p> <p>x = the number of young people aged 19 who were looked after under any legal status (other than V3 or V4) on 1 April in their 17th year, and who were in EET. y = the total number of young people aged 19 who were looked after under any legal status (other than V3 or V4) on 1 April in their 17th year. The denominator should also include those young people looked after who were not in touch with local authorities.</p> <p>Note that this indicator is to be reported as a simple percentage and <u>not</u> as a ratio as per the previous PAF CF/A4 indicator.</p>		
<p>Worked example</p>	<p>Former care leavers aged 19 = 5,300 Former care leavers aged 19 in EET = 3,300 Proportion = (3,300/5,300) x 100 = 62.3%</p>	<p>Good performance</p>	<p>Good performance is typified by a positive increase in percentage</p>

Collection interval	Annual on a financial year basis	Data Source	Local authority report through SSDA903 return to DCSF.
Return Format	Percentage	Decimal Places	One
Reporting organisation	Department for Children, Schools and Families		
Spatial level	Single tier and county council		
Further Guidance	http://www.dfes.gov.uk/datastats1/guidelines/children/returns.shtml		

Guidance notes

The following text has been taken from the *Guidance Notes for the completion of SSDA 903 records, Children looked after by local authorities in England*. The full guidance notes documentation is at the following link:

<http://www.dfes.gov.uk/datastats1/guidelines/children/returns.shtml>

Coding employment, education or training

Use the 'Main Activity' on 19th birthday coding below to record a young person's participation in employment, education or training.

Record the code that most accurately reflects the young person's main activity status on or around their 19th birthday, if you were in touch with them. 'Around' means within 3 months before or one month after the 19th birthday. If you were not in touch with them, enter 0 (zero). Please note the new activity codes since 2006/07.

Main Activity on 19th birthday code list

Activity	Code	Description
Higher education	F1	Child engaged full time in higher education (i.e., studies beyond A level)
	P1	Child engaged part time in higher education (i.e. studies beyond A level)
Education other than higher	F2	Child engaged full time in education other than higher education
	P2	Child engaged part time in education other than higher education
Training or employment	F3	Child engaged full time in training or employment
	P3	Child engaged part time in training or employment
Not in education, training, or employment	G4	Child not in education, employment, or training because of illness or disability
	G5	Child not in education, employment, or training: other circumstances

Main activity codes: Notes and Definitions for in employment, education or training

F1 : Young person engaged full time in **higher education** (i.e. studies beyond A level)

‘Higher education’ means all studies at a higher academic level than A level. This includes degrees, diplomas in higher education, teaching and nursing qualifications, HNDs, ONDs, and BTEC. The educational course does not have to be residential.

Full time means the activity engages the young person for at least 16 hours a week.

P1 : Young person engaged part time in **higher education** (i.e. studies beyond A level)

‘Higher education’ means all studies at a higher academic level than A level. This includes degrees, diplomas in higher education, teaching and nursing qualifications, HNDs, ONDs, and BTEC. The educational course does not have to be residential.

Part time means the activity engages the young person for less than 16 hours a week

F2 : Young person engaged full time in **education other than higher education**

This means all other education not covered by code F1 and P1. The educational course does not have to be residential.

Full time means the activity engages the young person for at least 16 hours a week.

P2 : Young person engaged part time in **education other than higher education**

This means all other education not covered by code F1 and P1. The educational course does not have to be residential.

Part time means the activity engages the young person for less than 16 hours a week.

F2 : Young person engaged full time in **training or employment**

‘Training’ includes government-supported training, including Youth Training, New Deal, Training for Work, and National Traineeships. ‘Employment’ includes paid employment, self-employment, and voluntary unpaid work.

Full time means the activity engages the young person for at least 16 hours a week.

F3 : Young person engaged part time in **training or employment**

‘Training’ includes government-supported training, including Youth Training, New Deal, Training for Work, and National Traineeships. ‘Employment’ includes paid employment, self-employment, and voluntary unpaid work.

Part time means the activity engages the young person for less than 16 hours a week.

NI 150: Adults receiving secondary mental health services in employment

Is data provided by the LA or a local partner?	Y	Is this an existing indicator?	N
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Rationale The indicator is intended to measure improved employment outcomes for adults with mental health problems – a key group at-risk of social exclusion.

Definition The percentage of adults receiving secondary mental health services in paid employment at the time of their most recent assessment, formal review or other multi-disciplinary care planning meeting.

Adults receiving secondary mental health services: Those aged 18 to 69 who are receiving secondary mental health services and who are on the Care Programme Approach.

Employment status is recorded using the following categories:

- Employed
- Unemployed
- Other including education or training
- Not disclosed
- Not applicable
- Not known

Employed: Those who are employed by a company and have their National Insurance paid for directly from their wages. It also includes those who are self employed (i.e., those who work for themselves and generally pay their National Insurance themselves); those who are in supported employment; and those who are in permitted work (i.e., those who are in paid work and who are also receiving Incapacity Benefit).

Unemployed: Those who are not in paid work but are actively seeking work and are available to start, or are waiting to start a paid job they have already obtained.

Other including education or training: This category includes those who are economically inactive, that is, those who are not in paid work and who are not actively seeking work, or they are not available to start. It includes the following:

- Students who are undertaking full- (at least 16 hours per week) or part-time (less than 16 hours per week) education or training and who are not working or actively seeking work;
- The long-term sick or disabled, including those who are receiving Incapacity Benefit, income support or both, and who are not working or actively seeking work ;

	<ul style="list-style-type: none"> – Those <u>looking after the family or home</u> and who are <u>not</u> working or actively seeking work; – Those who are <u>not receiving benefits</u> and who are <u>not</u> working or actively seeking work; – Those who are in <u>unpaid voluntary work</u> who are <u>not</u> working or actively seeking work; – Those of working age who have <u>retired</u> from paid work. <p>Not disclosed: Patient was asked but refused to respond.</p> <p>Not applicable: Patient has not received secondary mental health services or is not in the working age group.</p> <p>Not known: Patient's employment status is not known.</p> <p>The employed category above is to be used to report on the per cent of adults receiving secondary mental health services in paid employment.</p> <p>Further guidance on the indicator can be found at the following link: http://www.cabinetoffice.gov.uk/social_exclusion_task_force/psa.aspx</p>		
Formula	$\left(\frac{x}{y} \right) * 100$ <p>Where:</p> <p>x = the number of adults in the denominator in paid employment (i.e. those recorded as 'employed') at the time of their most recent assessment, formal review or other multi-disciplinary care planning meeting, in a financial year. Include only those whose assessments or reviews were carried out during a financial year.</p> <p>y = the total number of adults who have received secondary mental health services and who were on the Care Programme Approach at any point during a financial year.</p> <p>Notes:</p> <p>Those who are detained under the Mental Health Act should be <u>excluded</u> from the numerator (x) and denominator (y).</p>		
Worked example	<p>Adults receiving secondary mental health services = 464,780</p> <p>Adults receiving secondary mental health services in paid</p>	Good performance	Good performance is typified by a positive increase in percentage

	employment = 97,603 Proportion = (97,603/464,780) x 100 = 21.0%		
Collection interval	Annual on a financial year basis	Data Source	Mental Health Minimum Data Set
Return Format	Percentage	Decimal Places	One
Reporting organisation	Information Centre for Health and Social Care		
Spatial level	Single Tier and County Councils		
Further Guidance	http://www.cabinetoffice.gov.uk/social_exclusion_task_force/psa.aspx		

Guidance notes

Definition of terms

- **Receiving secondary mental health services:** Those who are receiving secondary mental health services and who are on the Care Programme Approach.
- **Employed:** Those who are employed by a company and have their National Insurance paid for directly from their wages and are earning at or above the National Minimum Wage (NMW). It also includes those who are self employed (i.e., those who work for themselves and generally pay their National Insurance themselves); those who are in supported employment; and those who are in permitted work (i.e., those who are in paid work and who are also receiving Incapacity Benefit).
- **Unemployed:** Those who are not in paid work but are actively seeking work and are available to start, or are waiting to start a paid job they have already obtained.
- **Other including education or training:** This category includes those who are economically inactive, that is, those who are not in paid work and who are not actively seeking work, or they are not available to start. It includes the following:
 - Students who are undertaking full- (at least 16 hours per week) or part-time (less than 16 hours per week) education or training and who are not working or actively seeking work;

- The long-term sick or disabled, including those who are receiving Incapacity Benefit, income support or both, and who are not working or actively seeking work ;
 - Those looking after the family or home and who are not working or actively seeking work;
 - Those who are not receiving benefits and who are not working or actively seeking work;
 - Those who are in unpaid voluntary work who are not working or actively seeking work;
 - Those of working age who have retired from paid work.
- **Not disclosed:** Patient was asked but refused to respond.
 - **Not applicable:** Patient has not received secondary mental health services or is not in the working age group.
 - **Working age:** Those aged 18-69 years old.

Method for data collection

Data for the indicator is to be collected at the time of most recent assessment, formal review or other multi-disciplinary care planning meeting, at least once in any financial year.

Period for reporting

Data for the indicator is to be reported by financial year.

Coding employment status

Patients who meet the criteria set out above for being employed (1 or more hours per week) or unemployed may also be undertaking another form of activity, such as education or training, unpaid voluntary work, or looking after home or family. Patients in such circumstances should only be coded as employed or unemployed and should not be coded in the other category. For example:

- Patient A is in paid work (4 hours per week) and in full-time education or training. Patient A should only be coded as employed.
- Patient B is unemployed (i.e., not in paid work but actively seeking work and available to start) and in unpaid voluntary work. Patient B should be coded as unemployed.

Coding 'other including education or training'

Only those patients who do not meet the criteria for being employed (1 or more hours per week) or unemployed as set out in the definitions above should be included in this category.

5. Further information on the PSA

5.1 Further information on the PSA is available on the Social Exclusion Task Force website at: http://www.cabinetoffice.gov.uk/social_exclusion_task_force

For any further questions on this PSA please contact the SETF at:
SETaskForce@cabinet-office.x.gsi.gov.uk