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|  | H-CLIC |

The Homelessness Case Level Information Collection (H-CLIC)

for the monitoring of the Homelessness Reduction Act 2017

Summary Annex

Issued 14th August 2017

**Introduction**

This annex contains the core questions to be used in the monitoring of the Homelessness Reduction Act 2017 by local authorities in England. It outlines the sections and individual data fields to be completed. It also describes the available responses for each field and links to any additional data sources.

Included in each field description are an ‘xml tag’ and a ‘parent xml tag’. These relate to the XML file format that the data is to be returned to DCLG. The ‘xml tag’ is attached to the individual data field, and the ‘parent xml tag’ to the section.

The sections can be arranged as below, and is the way we will organise data upon receipt at DCLG. We intend a complete schema to be submitted for each case and where blanks would be provided for non-applicable fields. Further information on mandatory and non-mandatory rules will be provided in September.



**Feedback and next steps**

Comments on the data fields are to be received by Monday 4th September 2017. Following this, a full specification with routing and validation rules will be made available in September 2017. An XSD schema and sample data will also be made available at this time.

# **The MAIN Section**

The information collected in this section relates to the **main applicant** and details of the homelessness application.

This section must be completed for every homelessness application. Only one response can be returned for each field. This means that only one selection can be made from dropdown menus.

* 1. **Local Authority Code and Case Reference Number**

**XML TAG:** LA\_CRN

**PARENT XML TAG:** MAIN

**Description**

The identifying code for the local authority prefixed to the Council’s own Case Reference Number (CRN) for the case.

**Format**

Alphanumeric, 22 characters (nine character local authority code\_twelve character case reference number). If necessary, the case reference number is to be prefixed with zeroes to meet string length. If the case reference number has more than twelve characters, use the unique suffix.

*For nine digit local authority codes use ONS LA codes.*

*English Local Authorities Only.*

Original Source File:

<https://geoportal.statistics.gov.uk/datasets/464be6191a434a91a5fa2f52c7433333_0>

Embedded Source File:



**Responses**

An example LA\_CRN is:

E09000001\_000000012345

Where E09000001 is the **LACODE**

12345 is the **CRN**

* 1. **Previous Case Reference Number**

**XML TAG:** PCRN

**PARENT XML TAG:** MAIN

**Description**

If this case is linked to a previous case within the Local Authority, the previous case reference number should be provided.

**Format**

Alphanumeric, maximum 12 characters. If the previous case reference number has more than twelve characters, use the unique suffix. Optional.

# **Reasons for eligibility for assistance**

**XML TAG:** ELIGIBLE

**PARENT XML TAG:** MAIN

**Description**

Whether main applicant is eligible for public funds and homelessness assistance.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Not eligible | 0 |
| British or Irish citizen, habitually resident in UK, Ireland, Channel Islands, or Isle of Man, or deported from another country | 1 |
| EEA citizen: worker | 2 |
| EEA citizen: self-employed | 3 |
| EEA citizen: permanent right to reside | 4 |
| EEA citizen: other | 5 |
| EEA citizen: A family member of one of the above groups | 6 |
| Non-UK/EEA: Granted refugee status | 7 |
| Non-UK/EEA: Exceptional Leave to Remain | 8 |
| Non-UK/EEA: Indefinite Leave to Remain | 9 |
| Non-UK/EEA: Limited Leave to Remain | 10 |
| Non-UK/EEA: Other protection (e.g. humanitarian, discretionary) | 11 |

# **Number of dependent children**

**XML TAG:** CHILDREN

**PARENT XML TAG:** MAIN

**Description**

Number of dependent children including expected children in the household at the time of application, aged under 18 years.

**Format**

Numeric, two digits. Can be zero.

# **Date of assessment of circumstances and needs**

**XML TAG:** ASSESS\_DATE

**PARENT XML TAG:** MAIN

**Description**

Date of the assessment of the applicant’s housing circumstances and needs.

If the application is reassessed following a review, enter the latest assessment date.

**Format**

DD-MM-YYYY

This field is specified in the following form "DD-MM-YYYY" where:

* DD indicates the day
* MM indicates the month
* YYYY indicates the year

Note: All components are required!

E.g. Write 1 April 2018 as 01-04-2018

# **Assessment of circumstances and needs**

**XML TAG:** ASSESS1

**PARENT XML TAG:** MAIN

**Description**

Assessment of the household’s homelessness circumstances.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Threatened with homelessness – Prevention Duty owed | 0 |
| Threatened with homelessness due to service of valid Section 21 Notice – Prevention Duty owed | 1 |
| Already homeless – Relief Duty owed | 2 |
| Not threatened with homelessness within 56 days – assisted | 3 |
| Not threatened with homelessness within 56 days – not assisted | 4 |

# **Ethnic group of main applicant**

**XML TAG:** ETHNIC

**PARENT XML TAG:** MAIN

**Description**

Ethnic group of the main applicant.

**Format**

Numeric.

**Responses**

*Harmonised ONS England-specific ethnic group question used.*

[*https://www.ons.gov.uk/methodology/classificationsandstandards/measuringequality/ethnicgroupnationalidentityandreligion#different-aspects-of-ethnicity*](https://www.ons.gov.uk/methodology/classificationsandstandards/measuringequality/ethnicgroupnationalidentityandreligion#different-aspects-of-ethnicity)

|  |  |
| --- | --- |
| White: English/Welsh/Scottish/Northern Irish/British | 0 |
| White: Irish  | 1 |
| White: Gypsy or Irish Traveller | 2 |
| Any other White background | 3 |
| **Mixed/Multiple ethnic groups:** White and Black Caribbean | 4 |
| **Mixed/Multiple ethnic groups:** White and Black African | 5 |
| **Mixed/Multiple ethnic groups:** White and Asian | 6 |
| Any other Mixed/Multiple ethnic background | 7 |
| **Asian/Asian British:** Indian | 8 |
| **Asian/Asian British:** Pakistani | 9 |
| **Asian/Asian British:** Bangladeshi | 10 |
| **Asian/Asian British:** Chinese | 11 |
| Any other Asian background | 12 |
| **Black/ African/Caribbean/Black British:** African | 13 |
| **Black/ African/Caribbean/Black British:** Caribbean | 14 |
| Any other Black/African/Caribbean background | 15 |
| **Other ethnic group:** Arab | 16 |
| Any other ethnic group | 17 |
| Don’t know / refused  | 18 |

# **Sexual identity of main applicant**

**XML TAG:** SEXUALID

**PARENT XML TAG:** MAIN

**Description**

Sexual identity of the main applicant.

**Format**

Numeric.

**Responses**

*National harmonised standard ONS sexual identity question will be used.*

[*https://www.ons.gov.uk/methodology/classificationsandstandards/sexualidentityguidanceandprojectdocumentation*](https://www.ons.gov.uk/methodology/classificationsandstandards/sexualidentityguidanceandprojectdocumentation)

|  |  |
| --- | --- |
| Don’t know / refused | 0 |
| Heterosexual / Straight | 1 |
| Gay / Lesbian | 2 |
| Bisexual | 3 |
| Other | 4 |

# **Nationality of main applicant**

**XML TAG:** NATIONALITY

**PARENT XML TAG:** MAIN

**Description**

Nationality of the main applicant.

Uses the National Statistics Country Classification.

**Format**

Numeric.

**Responses**

This will be provided in the September update.

# **Employment status of main applicant**

**XML TAG:** EMPLOYMENT

**PARENT XML TAG:** MAIN

**Description**

Employment status of the main applicant

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Don’t know / Refused | 0 |
| Working: 30 hours a week or more | 1 |
| Working: less than 30 hours a week | 2 |
| Government Training Scheme | 3 |
| Not working because of long term sickness or disability | 4 |
| Registered unemployed | 5 |
| Not registered unemployed but seeking work | 6 |
| At home/not seeking work (including looking after the home or family) | 7 |
| Retired (including retired early) | 8 |
| Full-time student | 9 |
| Other  | 10 |

# **Benefits towards housing costs**

**XML TAG:** BEN\_HOUSING

**PARENT XML TAG:** MAIN

**Description**

Whether the applicant is claiming benefit towards their housing costs.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| No benefits | 0 |
| Universal Credit | 1 |
| Housing Benefit | 2 |
| Don’t know / refused | 3 |

# **Benefits towards other living costs**

**XML TAG:** BEN\_OTHER

**PARENT XML TAG:** MAIN

**Description**

Whether the applicant is claiming benefit towards their other living costs. If the applicant receives more than one benefit, identify the one which contributes most to their income.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Not stated | 0 |
| Universal Credit | 1 |
| Tax Credits (WTC, CTC) | 2 |
| Income Support / CA | 3 |
| Jobseeker’s Allowance | 4 |
| Employment and Support Allowance | 5 |
| Disability Benefits (PIP, DLA, AA, IB, IIDB) | 6 |
| State Pension and/or Pensioner Credit (PC) | 7 |
| Bereavement Benefits (BP, WPA, BA, BSP) | 8 |

# **Accommodation at time of application**

**XML TAG:** CURRENTACCOM

**PARENT XML TAG:** MAIN

**Description**

Accommodation at time of application.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Not known | 0 |
| Owner-occupier | 1 |
| Shared ownership | 2 |
| Private rented sector: self-contained | 3 |
| Private rented sector: HMO | 4 |
| Private rented sector: lodging (not with family or friends) | 5 |
| Council tenant | 6 |
| Registered Provider tenant | 7 |
| No fixed abode: living with family | 8 |
| No fixed abode: living with friends | 9 |
| Social rented supported housing or hostel | 10 |
| Refuge  | 11 |
| Rough sleeping (in judgement of assessor) | 12 |
| Homeless on departure from institution: Custody | 13 |
| Homeless on departure from institution: Hospital (psychiatric) | 14 |
| Homeless on departure from institution: Hospital (general) | 15 |
| Looked after children placement | 16 |
| Other | 17 |

# **Accommodation when last settled**

**XML TAG:** LASTACCOM

**PARENT XML TAG:** MAIN

**Description**

If current accommodation is not the main applicant’s last settled home, describe accommodation when last settled.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Not known | 0 |
| Owner-occupier | 1 |
| Shared ownership | 2 |
| Private rented sector  | 3 |
| Lodging (not with family or friends) | 4 |
| Council tenant | 5 |
| Registered Provider tenant | 6 |
| Living with family | 7 |
| Looked after children placement | 8 |
| Other | 9 |

# **Main reason for loss of settled home**

**XML TAG:** REASONLOSS

**PARENT XML TAG:** MAIN

**Description**

Main reason for loss of last settled home, or threat of loss of settled home.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Mortgage repossession | 0 |
| End of private rented tenancy | 1 |
| End of social rented tenancy | 2 |
| Eviction from supported housing  | 3 |
| Family no longer willing or able to accommodate | 4 |
| Friends no longer willing or able to accommodate | 5 |
| Relationship with partner ended (non-violent breakdown) | 6 |
| Domestic abuse | 7 |
| Racially motivated violence or harassment | 8 |
| Left institution with no accommodation available  | 9 |
| Left HM Forces | 10 |
| Required to leave accommodation provided by Home Office as asylum support | 11 |
| Fire or flood / other emergency e.g. repairs | 12 |
| Other  | 13 |

# **Reason for loss of Assured Shorthold Tenancy**

**XML TAG:** REASONAST

**PARENT XML TAG:** MAIN

**Description**

Main reason for loss of Assured Shorthold Tenancy

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Rent arrears due to tenant non-payment / difficulty budgeting or tenant making other payment(s)  | 0 |
| Rent arrears due to increase in rent   | 1 |
| Rent arrears due to reduction in employment income | 2 |
| Rent arrears following changes in benefit entitlement | 3 |
| Rent arrears due to change in personal circumstances  | 4 |
| Breach of tenancy, not related to rent arrears | 5 |
| Landlord wishing to sell or re-let the property | 6 |
| Tenant complained to the council/agent/landlord about disrepair | 7 |
| Illegal eviction  | 8 |
| Other  | 9 |

# **Reason for loss of social rented tenancy**

**XML TAG:** REASONSRS

**PARENT XML TAG:** MAIN

**Description**

Main reason for loss of social rented tenancy

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Rent arrears due to tenant non-payment / difficulty budgeting or tenant making other payment(s)  | 0 |
| Rent arrears due to increase in rent   | 1 |
| Rent arrears due to reduction in employment income  | 2 |
| Rent arrears following changes in benefit entitlement | 3 |
| Rent arrears due to change in personal circumstances  | 4 |
| Breach of tenancy, not related to rent arrears | 5 |
| Landlord wishing to sell or re-let the property | 6 |
| Tenant complained to the council/agent/landlord about disrepair | 7 |
| Illegal eviction  | 8 |
| Other | 9 |

# **Reason for loss of Supported Housing**

**XML TAG:** REASONSH

**PARENT XML TAG:** MAIN

**Description**

Main reason for loss of supported housing

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Rent arrears | 0 |
| Other breach of tenancy or licence, not related to rent | 1 |
| Other  | 2 |

# **Referrals into the Authority**

**XML TAG:** REFERRAL

**PARENT XML TAG:** MAIN

**Description**

Whether applicant was referred to the local authority.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| No | 0 |
| Yes – by a public body under the Duty to Refer | 1 |
| Yes – by an agency that is not a public body subject to the Duty to Refer | 2 |
| Yes – by another local authority: Local Connection referral | 3 |

# **Duty to Refer public body**

**XML TAG:** DTR\_BODY

**PARENT XML TAG:** MAIN

**Description**

Which public body referred the applicant under the Duty to Refer.

**Format**

Numeric.

**Responses**

**These are yet to be specified. We expect to provide these in October 2017.**

# **Reference number of referral**

**XML TAG:** DTR\_REF

**PARENT XML TAG:** MAIN

**Description**

The reference number of the case from the public body who referred the applicant. This is recommended so that authorities can better link up records going forwards.

**Format**

String 40. Optional.

# **Local Connection authority**

**XML TAG:** LCON\_REF

**PARENT XML TAG:** MAIN

**Description**

Which local authority made the Local Connection referral.

**Format**

Alphanumeric, nine characters. *Use ONS LA codes*.

*Includes England, Wales, Scotland and Northern Ireland Codes.*

Original Source File:

<https://geoportal.statistics.gov.uk/datasets/464be6191a434a91a5fa2f52c7433333_0>

Embedded Source File:



# **The PEOPLE Section**

The variables in this section are completed for **each household member.**

Only one response can be returned for each field. This means that only one selection can be made from dropdown options.

# **Local Authority Code and Case Reference Number**

**XML TAG:** LA\_CRN

**Description**

The local authority code prefixed to the council’s own Case Reference Number.

**Format**

Alphanumeric, 22 characters.

# **Forename**

**XML TAG:** FORENAME

**PARENT XML TAG:** PEOPLE

**Description**

The forename of the household member.

**Format**

Alpha, 200 characters maximum

# **Surname**

**XML TAG:** SURNAME

**PARENT XML TAG:** PEOPLE

**Description**

The surname of the household member.

**Format**

Alpha, 200 characters maximum

# **Date of Birth**

**XML TAG:** DOB

**PARENT XML TAG:** PEOPLE

**Description**

Date of birth of the household member.

**Format**

DD-MM-YYYY

This field is specified in the following form "DD-MM-YYYY" where:

* DD indicates the day
* MM indicates the month
* YYYY indicates the year

Note: All components are required!

E.g. Write 1 April 2018 as 01-04-2018

# **Gender**

**XML TAG:** GENDER

**PARENT XML TAG:** PEOPLE

**Description**

The gender of the household member.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Female | 0 |
| Male | 1 |
| Unspecified | 2 |

# **National Insurance Number**

**XML TAG:** NINO

**Description**

The National Insurance Number for the household member (aged 16 and over).

**Format**

Alphanumeric, either NK (Not Known) or 9 characters coded in the form XY123456Z. All letters should be in UPPERcase.

**Validation**

Yes if aged 16 years and over.

The REGEX which this field is validated against is:

**NK|([ABCEGHJKLMNOPRSTWXYZ][ABCEGHJKLMNPRSTWXYZ][0-9]{6}[A-D ])**

# **Property name or number of current or last settled accommodation**

**XML TAG:** PROPERTYNUMLAST

**PARENT XML TAG:** PEOPLE

**Description**

Property name or number of current address, or last settled address if already homeless.

**Format**

Alphanumeric, 40 characters maximum.

# **Postcode of current or last settled accommodation**

**XML TAG:** POSTCODELAST

**PARENT XML TAG:** PEOPLE

**Description**

Postcode of the current address, or last settled address if already homeless.

**Format**

Alphanumeric, eight characters maximum.

**Responses**

A valid postcode matching the following regular expression.

**(GIR 0AA)|((([A-Z][0-9][0-9]?)|(([A-Z][A-HJ-Y][0-9][0-9]?)|(([A-Z][0-9][A-Z])|([A-Z][A-HJ-Y][0-9]?[A-Z])))) [0-9][A-Z]{2})**

Missing postcodes should be coded as: SW1P 4DF.

# **Age**

**XML TAG:** AGE

**PARENT XML TAG:** PEOPLE

**Description**

The age in years of the household member.

**Format**

Numeric, three digits.

Calculated from date of birth and date of assessment of circumstances and needs ASSESS\_DATE (see 1.5).

# **Relationship**

**XML TAG:** RELATIONSHIP

**PARENT XML TAG:** PEOPLE

**Description**

Relationship to the main applicant.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Main Applicant | 0 |
| Spouse / partner | 1 |
| Parent | 2 |
| Daughter or son | 3 |
| Other relative | 4 |
| Carer  | 5 |
| Lodger / tenant | 6 |
| Other  | 7 |

# **The SUPPORT Section**

The questions in this section are completed if there are any support needs for the main applicant and/or any household members, in the judgement of the local authority officer.

Multiple support needs can be recorded.

# **Local authority code and Case Reference Number**

**XML TAG:** LA\_CRN

**PARENT XML TAG:** SUPPORT

**Description**

The local authority code prefixed to the council’s own Case Reference Number.

**Format**

Alphanumeric, 22 characters.

# **Support Needs of Main Applicant and Household members**

**XML TAG:** SPTNEED

**PARENT XML TAG:** SUPPORT

**Description**

All of the support needs identified within the household.

**Format**

Numeric.

Select all that apply from the list below. Default option is ‘None of the above’.

**Responses**

|  |  |
| --- | --- |
| No support needs | 0 |
| Young person aged 16-17 years | 1 |
| Young person aged 18-25 years requiring support to manage independently | 2 |
| Young parent requiring support to manage independently  | 3 |
| Care leaver aged 18-20 years | 4 |
| Care leaver aged 21+ years | 5 |
| Physical ill health and disability  | 6 |
| History of mental health problems | 7 |
| Learning disability  | 8 |
| At risk of/has experienced sexual abuse/exploitation | 9 |
| At risk of/has experienced domestic abuse  | 10 |
| Drug dependency needs | 11 |
| Alcohol dependency needs | 12 |
| Offending history | 13 |
| History of repeat homelessness  | 14 |
| Former asylum seeker  | 15 |
| Old age | 16 |
| Served in HM Forces | 17 |

# **The PREVENT Section**

This section is completed if the local authority accepts a Prevention Duty for the household. This information will be submitted to DCLG once the Prevention Duty has ended. If no Prevention Duty is owed, the fields in this section can be returned as blank.

Only one Prevention Duty per case should be submitted. If many prevention methods are used only the main activity that resulted in or contributed most to the prevention outcome should be reported.

# **Local authority code and Case Reference Number**

**XML TAG:** LA\_CRN

**PARENT XML TAG:** PREVENT

**Description**

The local authority code prefixed to the council’s own Case Reference Number.

**Format**

Alphanumeric, 22 characters.

# **Date Prevention Duty started**

**XML TAG:** P\_START\_DATE

**PARENT XML TAG:** PREVENT

**Description**

Date Prevention Duty commenced.

**Format**

DD-MM-YYYY

This field is specified in the following form "DD-MM-YYYY" where:

* DD indicates the day
* MM indicates the month
* YYYY indicates the year

Note: All components are required!

E.g. Write 1 April 2018 as 01-04-2018

# **Prevention Activity**

**XML TAG:** PR\_ACTIVITY

**PARENT XML TAG:** PREVENT

**Description**

The main prevention activity that was undertaken by the local authority as part of the Prevention Duty.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| No activity – advice and information provided |  0 |
| Accommodation secured by local authority or organisation delivering housing options service  | 1 |
| Helped to secure accommodation found by applicant, with financial payment | 2 |
| Helped to secure accommodation found by applicant, without financial payment | 3 |
| Supported housing provided | 5 |
| Negotiation/mediation work to secure return to family or friend | 6 |
| Negotiation/mediation/advocacy work to prevent eviction/repossession  | 7 |
| Financial payments to reduce rent service charge or mortgage arrears | 8 |
| Discretionary Housing Payment to reduce shortfall  | 9 |
| Financial payments used for other purposes (not arrears or to secure new accommodation) | 10 |
| Housing related support to sustain accommodation | 11 |
| Debt advice | 12 |
| Resolved benefit problems | 13 |
| Sanctuary or other security measures to home | 14 |

# **Engaged with support needs**

**XML TAG:** SUPPORT\_PR

**PARENT XML TAG:** PREVENT

**Description**

Whether the household were engaged with help for their support needs before the Prevention Duty ended.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| No | 0 |
| Yes  | 1 |

# **Date Prevention Duty ended**

**XML TAG:** PD\_END\_DATE

**PARENT XML TAG:** PREVENT

**Description**

Date Prevention Duty ended.

**Format**

DD-MM-YYYY

This field is specified in the following form "DD-MM-YYYY" where:

* DD indicates the day
* MM indicates the month
* YYYY indicates the year

Note: All components are required!

E.g. Write 1 April 2018 as 01-04-2018

# **Reason Prevention Duty ended**

**XML TAG:** PREV\_END\_REASON

**PARENT XML TAG:** PREVENT

**Description**

The reason the Prevention Duty was ended.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| No longer eligible  | 0 |
| Secured existing accommodation for 6 months  | 1 |
| Secured existing accommodation for 12 or more months | 2 |
| Secured alternative accommodation for 6 months  | 3 |
| Secured alternative accommodation for 12 or more months | 4 |
| Homeless – re-visit assessment | 5 |
| 56 days or more notice expires and Prevention Duty ended | 6 |
| Intentionally homeless from accommodation provided | 7 |
| Refused suitable accommodation  | 8 |
| Wilfully refused to cooperate  | 9 |
| Withdrew application  | 10 |
| Contact lost  | 11 |
| Applicant deceased  | 12 |

# **Case status following Prevention Duty**

**XML TAG:** PREV\_FURTHER

**PARENT XML TAG:** PREVENT

**Description**

Whether the case was closed following end of the Prevention Duty.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Case closed  | 0 |
| Case not closed – moved to Relief Duty | 1 |

# **Accommodation Outcome**

**XML TAG:** ACCOM\_PR

**PARENT XML TAG:** PREVENT

**Description**

The applicant’s accommodation when Prevention Duty ended.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Not known | 0 |
| Private rented sector: self-contained | 1 |
| Private rented sector: HMO | 2 |
| Private rented sector: lodging (not with family or friends) | 3 |
| Council tenancy | 4 |
| Registered Provider tenancy | 5 |
| Home ownership | 6 |
| Staying with family | 7 |
| Staying with friends | 8 |
| No fixed abode: rough sleeping | 9 |
| No fixed abode: not rough sleeping | 10 |
| Social rented supported housing or hostel | 11 |
| Temporary accommodation arranged by the local authority | 12 |
| Refuge  | 13 |
| Custody | 14 |
| Other | 15 |

# **The RELIEF Section**

This section is completed if the local authority accepts a Relief Duty for the household. This information will be submitted to DCLG once the Relief Duty has ended. If no Relief Duty is owed, the fields in this section can be returned as blank.

Only one Relief Duty per case should be submitted. If many relief methods are used, only the main activity that resulted in or contributed most to the relief outcome should be reported.

# **Local authority code and Case Reference Number**

**XML TAG:** LA\_CRN

**PARENT XML TAG:** RELIEF

**Description**

The local authority code prefixed to the council’s own Case Reference Number.

**Format**

Alphanumeric, 22 characters.

# **Date Relief Duty started**

**XML TAG:** R\_START\_DATE

**PARENT XML TAG:** RELIEF

**Description**

Date relief activity commenced.

**Format**

DD-MM-YYYY

This field is specified in the following form "DD-MM-YYYY" where:

* DD indicates the day
* MM indicates the month
* YYYY indicates the year

Note: All components are required!

E.g. Write 1 April 2018 as 01-04-2018

# **Relief Activity**

**XML TAG:** REL\_ACTIVITY

**PARENT XML TAG:** RELIEF

**Description**

The relief activity that was successful in relieving homelessness. In cases where the Relief Duty was not successful the main activity should be recorded.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| No activity |  0 |
| Accommodation secured by local authority or organisation delivering housing options service  | 1 |
| Helped to secure accommodation found by applicant, with financial payment | 2 |
| Helped to secure accommodation found by applicant, without financial payment | 3 |
| Supported housing provided | 4 |
| Negotiation/mediation work to secure return to family or friend | 5 |
| Sanctuary or other security measures to enable return home | 6 |
| Other activity through which accommodation secured | 7 |

# **Engaged with support needs**

**XML TAG:** SUPPORT\_REL

**PARENT XML TAG:** RELIEF

**Description**

Whether the household were engaged with help for their support needs before the Relief Duty ended.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| No | 0 |
| Yes  | 1 |

# **Date Relief Duty ended**

**XML TAG:** R\_END\_DATE

**PARENT XML TAG:** RELIEF

**Description**

Date relief activity ended.

**Format**

DD-MM-YYYY

This field is specified in the following form "DD-MM-YYYY" where:

* DD indicates the day
* MM indicates the month
* YYYY indicates the year

Note: All components are required!

E.g. Write 1 April 2018 as 01-04-2018

# **Reason Relief Duty ended**

**XML TAG:** REL\_END\_REASON

**PARENT XML TAG:** RELIEF

**Description**

The reason the Relief Duty was ended.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| No longer eligible  | 0 |
| Secured accommodation for 6 months  | 1 |
| Secured accommodation for 12 months  | 2 |
| 56 days elapsed  | 3 |
| Refused final accommodation or final part six offer | 4 |
| Wilfully refused to cooperate and refused final offer – priority need | 5 |
| Wilfully refused to cooperate and accepted final offer – priority need | 6 |
| Wilfully refused to cooperate – not priority need | 7 |
| Withdrew application | 8 |
| Intentionally homeless from accommodation provided | 9 |
| Local connection referral accepted by other LA | 10 |
| Contact lost | 11 |
| Applicant deceased | 12 |

# **Was temporary accommodation used**

**XML TAG:** TA\_REL

**PARENT XML TAG:** RELIEF

**Description**

Whether temporary accommodation was provided to the applicant during the Relief Duty.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Temporary accommodation not provided | 0 |
| Temporary accommodation provided | 1 |

# **Accommodation outcome**

**XML TAG:** ACCOM\_R

**PARENT XML TAG:** RELIEF

**Description**

The applicant’s accommodation when Relief Duty ended.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Not known | 0 |
| Private rented sector: self-contained | 1 |
| Private rented sector: HMO | 2 |
| Private rented sector: lodging (not with family or friends) | 3 |
| Council tenancy | 4 |
| Registered Provider tenancy | 5 |
| Home ownership | 6 |
| Staying with family | 7 |
| Staying with friends | 8 |
| No fixed abode: rough sleeping | 9 |
| No fixed abode: not rough sleeping | 10 |
| Social rented supported housing or hostel | 11 |
| Temporary accommodation arranged by the local authority | 12 |
| Refuge  | 13 |
| Custody | 14 |
| Other | 15 |

# **The ASSISTANCE Section**

The questions in this section are completed if the household was recorded as having any support needs in the SUPPORT Section.

Multiple forms of assistance can be recorded from the dropdown menu. This section should only be completed if PREVENT or RELIEF have been completed.

* 1. **Local authority code and Case Reference Number**

**XML TAG:** LA\_CRN

**XML PARENT TAG:** ASSISTANCE

**Description**

The local authority code prefixed to the council’s own Case Reference Number.

**Format**

Alphanumeric, 22 characters.

* 1. **Assistance with support needs**

**XML TAG:** SUPP\_ASSIST

**PARENT XML TAG:** ASSISTANCE

**Description**

Any assistance with support needs that the household was referred to and engaged with. This relates to the engagement with support needs that was achieved during the time the household was worked with by the local authority.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| No support offered | 0 |
| Engaged with support for mental health needs | 1 |
| Engaged with support for physical health needs  | 2 |
| Engaged with support for drug dependency needs | 3 |
| Engaged with support for alcohol dependency needs | 4 |
| Engaged with support for domestic abuse needs | 5 |
| Engaged with support with learning disability needs | 6 |
| Engaged with support with other needs | 7 |
| Engaged with housing related support / support with independent living skills | 8 |
| Engaged with debt advice service | 9 |
| Provided with local authority social care  | 10 |
| Training in life skills, tenancy skills or other | 11 |

# **The FINAL DUTIES Section**

This section is only completed if prevention and/or relief were not successful and the case proceeds to assessment for the Section 193 homelessness duty.

If the case does not proceed to assessment for the Section 193 main homelessness duty, the fields in this section can be returned as blank. Only one response can be returned for each field. This means that only one selection can be made from dropdown options.

# **Local authority code and Case Reference Number**

**XML TAG:** LA\_CRN

**XML PARENT TAG:** FINALDUTIES

**Description**

The local authority code prefixed to the council’s own Case Reference Number.

**Format**

Alphanumeric, 22 characters.

# **Final s.184 decision date**

**XML TAG:** ASSDATE2

**PARENT XML TAG:** FINALDUTIES

**Description**

Date final section 184 decision issued.

**Format**

DD-MM-YYYY

This field is specified in the following form "DD-MM-YYYY" where:

* DD indicates the day
* MM indicates the month
* YYYY indicates the year

Note: All components are required!

E.g. Write 1 April 2018 as 01-04-2018

# **Outcome of final s.184 decision**

**XML TAG:** ASSESS3

**PARENT XML TAG:** FINALDUTIES

**Description**

The outcome of the final section 184 decision.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Not eligible for assistance  | 0 |
| Homeless + priority need + unintentional – s193 duty | 1 |
| Homeless + priority need + unintentional – duty owed but referred to another Local Authority | 2 |
| Homeless + priority need + intentional | 3 |
| Homeless + non-priority need | 4 |
| Withdrew prior to assessment  | 5 |
| Lost contact prior to assessment | 6 |

# **Priority need decision**

**XML TAG:** PNEED

**PARENT XML TAG:** FINALDUTIES

**Description**

Decision on what priority need, if any, the applicant has.

**Format**

Numeric

**Responses**

|  |  |
| --- | --- |
| Not in priority need | 0 |
| In priority need: homeless because of emergency | 1 |
| In priority need: household includes dependent children | 2 |
| In priority need: applicant is / household includes a pregnant woman | 3 |
| In priority need: applicant aged 16 or 17 years | 4 |
| In priority need: applicant is care leaver and aged 18 to 20 years | 5 |
| In priority need: vulnerable as result of old age | 6 |
| In priority need: vulnerable as result of physical disability  | 7 |
| In priority need: vulnerable as result of mental health problems | 8 |
| In priority need: vulnerable as a care leaver | 9 |
| In priority need: vulnerable served in HM Forces | 10 |
| In priority need: vulnerable been in custody or on remand | 11 |
| In priority need: vulnerable as fled home because of violence / threat of violence (domestic abuse)  | 12 |
| In priority need: vulnerable as fled home because of violence / threat of violence (not domestic abuse) | 13 |
| In priority need: drug dependency | 14 |
| In priority need: alcohol dependency | 15 |
| In priority need: former asylum seeker | 16 |

# **Local Connection Destination Authority**

**XML TAG:** LCON\_DEST

**PARENT XML TAG:** FINALDUTIES

**Description**

Where applicant has been referred to another local authority, record here the name of the authority.

**Format**

Alphanumeric, nine characters.

*Use ONS LA codes.*

*Includes England, Wales, Scotland and Northern Ireland Codes.*

Original Source File:

<https://geoportal.statistics.gov.uk/datasets/464be6191a434a91a5fa2f52c7433333_0>

Embedded Source File:



# **Section 193(2) duty end date**

**XML TAG:** DATEOUTC

**PARENT XML TAG:** FINALDUTIES

**Description**

The date that the section 193(2) duty ended.

**Format**

DD-MM-YYYY

This field is specified in the following form "DD-MM-YYYY" where:

* DD indicates the day
* MM indicates the month
* YYYY indicates the year

Note: All components are required!

E.g. Write 1 April 2018 as 01-04-2018

# **Reason the section 193(2) Duty ended**

**XML TAG:** ACTEND

**PARENT XML TAG:** FINALDUTIES

**Description**

The reason that the section 193(2) duty ended.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Ceased to be eligible | 0 |
| Accepted a Housing Act 1996 Pt6 social housing offer  | 1 |
| Refused suitable Housing Act 1996 Pt6 social housing offer | 2 |
| Accepted a Private Rented Sector offer  | 3 |
| Refused suitable Private Rented Sector offer | 4 |
| Refused suitable temporary accommodation offer | 5 |
| Became homeless intentionally from temporary accommodation | 6 |
| Ceased to occupy temporary accommodation | 7 |
| Made own arrangements | 8 |

# **Accommodation outcome**

**XML TAG:** ACCOM\_MD

**PARENT XML TAG:** FINALDUTIES

**Description**

The applicant’s accommodation when section 193(2) duty ended.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Not known | 0 |
| Private rented sector: self-contained | 1 |
| Private rented sector: HMO | 2 |
| Private rented sector: lodging (not with family or friends) | 3 |
| Council tenancy | 4 |
| Registered Provider tenancy | 5 |
| Home ownership | 6 |
| Staying with family | 7 |
| Staying with friends | 8 |
| No fixed abode: rough sleeping | 9 |
| No fixed abode: not rough sleeping | 10 |
| Social rented supported housing or hostel | 11 |
| Refuge  | 12 |
| Custody | 13 |
| Other | 14 |

# **The TEMPORARY ACCOMMODATION Section**

This section is completed for each local authority temporary accommodation placement. Please ensure that any previous placements for this application have been closed before creating a new placement.

Temporary accommodation, unlike other tables, should be submitted on entry and exit. Multiple records are permitted but the dates of these must not overlap. If no temporary accommodation has been provided, the fields in this section must be returned as blank.

# **Local authority code and Case Reference Number**

**XML TAG:** LA\_CRN

**XML PARENT TAG:** TA

**Description**

The local authority code prefixed to the council’s own Case Reference Number.

**Format**

Alphanumeric, 22 characters.

# **Date entered temporary accommodation**

**XML TAG:** TA\_DATE

**PARENT XML TAG:** TA

**Description**

Date that the household entered local authority temporary accommodation.

**Format**

DD-MM-YYYY

This field is specified in the following form "DD-MM-YYYY" where:

* DD indicates the day
* MM indicates the month
* YYYY indicates the year

Note: All components are required!

E.g. Write 1 April 2018 as 01-04-2018

# **Date of entry into temporary accommodation placement**

**XML TAG:** ENTRY\_DATE

**PARENT XML TAG:** TA

**Description**

Date of temporary accommodation placement entry.

**Format**

DD-MM-YYYY

This field is specified in the following form "DD-MM-YYYY" where:

* DD indicates the day
* MM indicates the month
* YYYY indicates the year

Note: All components are required!

E.g. Write 1 April 2018 as 01-04-2018

# **Date of exit from temporary accommodation placement**

**XML TAG:** EXIT\_DATE

**PARENT XML TAG:** TA

**Description**

Date of temporary accommodation placement exit.

**Format**

DD-MM-YYYY

This field is specified in the following form "DD-MM-YYYY" where:

* DD indicates the day
* MM indicates the month
* YYYY indicates the year

Note: All components are required!

E.g. Write 1 April 2018 as 01-04-2018

# **Type of temporary accommodation**

**XML TAG:** TATYPE

**PARENT XML TAG:** TA

**Description**

The type of temporary accommodation provided by the local authority in the placement.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Privately managed Bed & Breakfast hotels (privately managed, meal/s provided, shared facilities) | 0 |
| Other nightly paid, privately managed accommodation, shared facilities | 1 |
| Other nightly paid, privately managed accommodation, self-contained  | 2 |
| Hostels (including reception centres and emergency units) | 3 |
| Refuges  | 4 |
| Private sector accommodation leased by your authority or leased or managed by a registered provider | 5 |
| Directly with a private sector landlord  | 6 |
| Accommodation within your own stock | 7 |
| Accommodation within registered provider stock | 8 |
| Any other type of temporary accommodation  | 9 |

# **Number of bedrooms within the temporary accommodation placement**

**XML TAG:** TASIZE

**PARENT XML TAG:** TA

**Description**

Number of bedrooms which the household has sole use of within the temporary accommodation placement.

(bedroom = living or sleeping area that is separate from any area containing cooking, washing or toilet facilities)

**Format**

Numeric. Range from 0+. 0 refers to self-contained with no separate rooms for living and sleeping.

# **Duties under which temporary accommodation is provided**

**XML TAG:** TADUTY

**PARENT XML TAG:** TA

**Description**

The duty under which temporary accommodation is provided.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Interim: pending enquiries plus intentional homeless, review appeal, awaiting appeal | 0 |
| Main duty: S193(2) | 1 |

# **Is temporary accommodation in other local authority district**

**XML TAG:** TA\_OTHER

**PARENT XML TAG:** TA

**Description**

Is temporary accommodation in another local authority district (named).

**Format**

Alphanumeric, nine characters.

*Use ONS LA codes.*

*Include England, Wales, Scotland and Northern Ireland Codes.*

Original Source File:

<https://geoportal.statistics.gov.uk/datasets/464be6191a434a91a5fa2f52c7433333_0>

Embedded Source File:



# **The REVIEW Section**

This section is to be completed for all reviews requested on decisions made by the Local Authority.

If no review was requested, the fields in this section must be returned as blank. Many records are permitted but only one record should be submitted per review.

# **Local authority code and Case Reference Number**

**XML TAG:** LA\_CRN

**XML PARENT TAG:** REVIEW

**Description**

The local authority code prefixed to the council’s own Case Reference Number.

**Format**

Alphanumeric, 22 characters.

# **Date review completed**

**XML TAG:** REV\_DATE

**PARENT XML TAG:** REVIEW

**Description**

Date the review was completed.

**Format**

DD-MM-YYYY

This field is specified in the following form "DD-MM-YYYY" where:

* DD indicates the day
* MM indicates the month
* YYYY indicates the year

Note: All components are required!

E.g. Write 1 April 2018 as 01-04-2018

# **Review requested**

**XML TAG:** REV\_REQ

**PARENT XML TAG:** REVIEW

**Description**

If review was requested and completed, which decision it related to.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Eligibility for assistance | 0 |
| Reasonable steps taken to help prevent and/or relieve homelessness | 1 |
| Ending of the prevention and/or Relief Duty | 2 |
| Notices served on refusal to cooperate | 3 |
| Local connection referrals | 4 |
| Whether applicant in priority need and not intentionally homeless (main duty) | 5 |
| Decision to end the main duty | 6 |
| Suitability of accommodation offered at Relief stage | 7 |
| Suitability of accommodation offered as S193 Temporary Accommodation | 8 |
| Suitability of accommodation offered to end S193 duty | 9 |

# **Decisions subject to County Court Appeal**

**XML TAG:** COURT

**PARENT XML TAG:** REVIEW

**Description**

Whether any review decisions subject to County Court Appeal.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| No | 0 |
| Yes | 1 |