

The Homelessness Case Level Information Collection (H-CLIC)

to monitor the Homelessness Reduction Act 2017

Summary of the Data Monitoring Specification

Issued 14th August 2017

**Introduction**

This document provides a summary of the new H-CLIC data specification which will be implemented by local authorities in England, from April 2018, to monitor the new Homelessness Reduction Act 2017.

The data is to be submitted in sections on a case-level basis. The sections relate to different characteristics or stages of each case. Data will be submitted to DCLG at the end of each quarter. Not all tables will need to have been completed per household at the end of each quarter. Depending on the outcome of the initial assessment and the type of assistance offered it is likely not all tables will need to be completed per case.

**The sections**

There are nine sections:

1. **Main** - details of the homelessness application and information on the main applicant.
2. **People** - personal information of each household member.
3. **Support** - any support needs in the household.
4. **Prevention** - activity if the Prevention Duty is owed.
5. **Relief** - activity if the Relief Duty is owed.
6. **Final duties** - activity if relief was not successful.
7. **Assistance** - assistance with support needs received by the household.
8. **Temporary accommodation** - provision of temporary accommodation.
9. **Reviews** - any reviews requested of decisions made by the local authority.

A unique case identifier links the information in the different sections. The sections can be thought of as tables that will form a database when the data is received by DCLG.

With the exception of those individuals who are ineligible for assistance on the basis of their nationality. The main, people and support sections will need to have been completed for all cases when they are first reported. The assistance section will need to have been completed when a case is closed. The other sections will be completed if that assistance or activity is relevant to the case.

1. **The MAIN Section**

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

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| **Fields** |
| |  |  |  |  | | --- | --- | --- | --- | | **Field code** | **Field description** | **Further description** | **Options** | | **1.1** | **Local Authority Code and Case Reference Number** | The identifying code for the local authority prefixed to the Council’s own Case Reference Number (CRN) for the case. |  | | **1.2** | **Previous Case Reference Number** | A previous case reference number for the main applicant if they have previously received assistance from the authority. Optional |  | | **1.3** | **Reasons for eligibility for assistance** |  | List provided | | **1.4** | **Number of dependent children** | The number of dependent or expected children in the household | Whole number, 0 allowed | | **1.5** | **Date of assessment of circumstances and needs** | Date of the original assessment or reassessment (if a successful review has been made) | Date | | **1.6** | **Assessment of circumstances and needs** | Whether the household is homeless, at risk of homelessness and whether a duty is accepted. | List provided | | **1.7** | **Ethnic group** |  | List provided | | **1.8** | **Sexual identity** |  | List provided | | **1.9** | **Nationality** |  | List provided | | **1.10** | **Employment status** |  | List provided | | **1.11** | **Benefits towards housing costs** |  | List provided | | **1.12** | **Benefits towards other living costs** |  | List provided | | **1.13** | **Accommodation at time of application** | The accommodation in which the main applicant is living at the time of the application. | List provided | | **1.14** | **Accommodation when last settled** | If the applicant is not currently settled, their last | List provided | | **1.15** | **Main reason for loss of settled home** | The main reason the main applicant is homeless or at risk of homelessness. | List provided | |

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| *The below options will not always apply and depend upon answers in the table above.* | | | |
| **1.16** | **Reason for loss of Assured Shorthold Tenancy** | Reason AST ended. | List provided |
| **1.17** | **Reason for loss of social rented tenancy** | Reason the applicant has left / is leaving social rented housing. | List provided |
| **1.18** | **Reason for loss of supported housing** | Reason the applicant has left / is leaving supported housing. | List provided |
| **1.19** | **Referrals into the authority** | Whether applicant was referred to the local authority. | List provided |
| **1.20** | **Duty to Refer public body** | Which public body referred the applicant under the Duty to Refer. | List provided |
| **1.21** | **Reference number of referral** | 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. | Optional |
| **1.22** | **Local Connection authority** | which local authority made a Local Connection referral | List provided |

1. **The PEOPLE Section**

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

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| **Fields** |
| |  |  |  |  | | --- | --- | --- | --- | | **Field code** | **Field description** | **Further description** | **Options** | | **2.1** | **Local Authority Code and Case Reference Number** | Should match the unique identifying code provided in the Main section. |  | | **2.2** | **Forename** | First name of household member |  | | **2.3** | **Surname** | Surname of household member |  | | **2.4** | **Date of birth** |  | Date | | **2.5** | **Gender** |  | List provided | | **2.6** | **National Insurance Number** |  | NI number, if provided | | **2.7** | **Property name or number of current or last settled accommodation** |  | Postcode | | **2.8** | **Postcode of current or last settled accommodation** |  | Postcode | | **2.9** | **Age** | Provided in years. Calculated from date of birth & current date. | Whole number, expressed as in years. 0 are allowed | | **2.10** | **Relationship** | The household member’s relationship to the main applicant – child, partner etc. | List provided | |
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1. **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.

**Fields**

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| |  |  |  |  | | --- | --- | --- | --- | | **Field code** | **Field description** | **Further description** | **Options** | | **3.1** | **Local Authority Code and Case Reference Number** | Should match the unique identifying code already provided. |  | | **3.2** | **Support Needs of Main Applicant and Household members** |  | List provided | |

1. **The PREVENT Section**

The questions in this section are only completed if the prevention duty is owed and prevention activities are undertaken. 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.

**Fields**

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| --- | --- | --- | --- |
| **Field code** | **Field description** | **Further description** | **Options** |
| **4.1** | **Local Authority Code and Case Reference Number** | Should match the unique identifying code provided in the Main section. |  |
| **4.2** | **Date Prevention Duty started** | When prevention duty started. This would be expected to match the assessment date. | Date |
| **4.3** | **Prevention activity** | Whether offered to and engaged with by the household. | List provided |
| **4.4** | **Engaged with support needs** | Yes / No. Whether the household were engaged with help for their support needs before the prevention duty ended. The assistance offered will be captured in the assistance table. | List provided |
| **4.5** | **Date Prevention Duty ended** |  | Date |
| **4.6** | **Reason Prevention Duty ended** |  | List provided |
| **4.7** | **Case status following Prevention Duty** | Whether the case was closed following end of the Prevention Duty. | List provided |
| **4.8** | **Accommodation outcome** | Accommodation status at the end of the prevention duty | List provided |

1. **The RELIEF Section**

The questions in this section are only completed if the relief duty is owed and relief activities are undertaken. 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.

**Fields**

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| --- | --- | --- | --- |
| **Field code** | **Field description** | **Further description** | **Options** |
| **5.1** | **Local Authority Code and Case Reference Number** | Should match the unique identifying code provided in the Main section. |  |
| **5.2** | **Date Relief Duty started** | The date the relief duty was started. This should match either the assessment date of the main table or the prevention duty end date. | Date |
| **5.3** | **Relief activity** | The relief that was offered to and engaged with by the household. | List provided |
| **5.4** | **Engaged with support needs** | Yes / No. Whether the household were engaged with help for their support needs before the relief duty ended. The assistance offered will be captured in the assistance table. | List provided |
| **5.5** | **Date Relief Duty ended** |  | Date |
| **5.6** | **Reason Relief Duty ended** |  | List provided |
| **5.7** | **Was temporary accommodation provided** | To identify if temporary accommodation was used. | List provided |
| **5.8** | **Accommodation outcome** | Where the main applicant was residing when the relief duty had ended. | List provided |

1. **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, where an applicant has engaged with support before the case has been closed.

**Fields**

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| **Field code** | **Field description** | **Further description** | **Options** |
| **6.1** | **Local Authority Code and Case Reference Number** | Should match the unique identifying code provided in the Main section. |  |
| **6.2** | **Assistance with support needs** | 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. | List provided |

1. **The FINAL DUTIES Section**

The questions in this section are only completed if prevention and/or relief were not successful and the case proceeds to assessment for the Section 193 homelessness duty.

**Fields**

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| --- | --- | --- | --- |
| **Field code** | **Field description** | **Further description** | **Options** |
| **7.1** | **Local Authority Code and Case Reference Number** | Should match the unique identifying code provided in the Main section. |  |
| **7.2** | **Final s.184 decision date** |  | Date |
| **7.3** | **Outcome of final s.184 decision** |  | List provided |
| **7.4** | **Priority need decision** |  | List provided |
| **7.5** | **Local Connection Destination Authority** |  | List provided |
| **7.6** | **Section 193(2) duty end date** |  | Date |
| **7.7** | **Reason the section 193(2) duty ended** |  | List provided |
| **7.8** | **Accommodation outcome** |  | List provided |

1. **The TEMPORARY ACCOMMODATION Section**

The following information is recorded for each temporary accommodation placement. Please ensure that any previous placements for this application have been closed before creating a new placement.

**Fields**

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| --- | --- | --- | --- |
| **Field code** | **Field description** | **Further description** | **Options** |
| **8.1** | **Local Authority Code and Case Reference Number** | Should match the unique identifying code provided in the Main section. |  |
| **8.2** | **Date entered temporary accommodation** | Date the household was first moved into temporary accommodation. This would be their first placement start date. | Date |
| **8.3** | **Date of entry into temporary accommodation placement** | Date the household started a temporary accommodation placement. | Date |
| **8.4** | **Date of exit from temporary accommodation placement** | Date the household left a temporary accommodation placement. | Date |
| **8.5** | **Type of temporary accommodation** | Type of temporary accommodation. Consistent with the categories available in the old P1E. | List provided |
| **8.6** | **Number of bedrooms within the temporary accommodation placement** |  | Number |
| **8.7** | **Duties under which temporary accommodation is provided** |  | List provided |
| **8.8** | **Is temporary accommodation in another local authority district** |  | List provided |

1. **The REVIEWS Section**

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

**Fields**

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| **Field code** | **Field description** | **Further description** | **Options** |
| **9.1** | **Local Authority Code and Case Reference Number** | Should match the unique identifying code provided in the Main section. |  |
| **9.2** | **Date review completed** | Date the decision on the review outcome was made | Date |
| **9.3** | **Review requested** | Which decision the review related to | List provided |
| **9.4** | **Decisions subject to County Court Appeal** | Yes / No | List provided |