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**Assessment of burdens for new homelessness data collection – H-CLIC, guidance for authorities**

**Introduction**

DCLG recently presented at the Central and Local Information Partnership Housing (CLIP-H) group their intention to move from P1E data collection and reporting of homelessness cases to a new data collection system, the Homelessness Case Level Information Classification (H-CLIC), from April 2018. DCLG require a burdens assessment from local authorities by the 15th December 2017 to be able to provide evidence to the January Gateway Group. This assessment will be used when H-CLIC is added to the Single Data List from April 2018.

From April 2018 local authorities should start collecting H-CLIC data on their systems. The first data covering April-June 2018 will be reported to DCLG in July. A copy of the final H-CLIC data requirement is available [here](https://gss.civilservice.gov.uk/statistics/working-with-users/dclg-homelessness-statistics-user-forum/). Below is a diagram outlining the timetable for submission of homelessness data to DCLG from April 2018 to January 2019.

DCLG has consulted a number of the IT suppliers to local authorities on the data required for H-CLIC. IT suppliers are currently developing systems and working with local authorities to capture the case-level information required.

DCLG recognise that for many authorities any additional burden will likely be associated with the transfer of legacy cases onto H-CLIC. For this reason DCLG would like local authorities to consider legacy reporting as part of the burdens assessment.

DCLG currently propose three options for the management of legacy cases during the transition from P1E to H-CLIC. These options do not extend to new cases, which should be reported to DCLG via H-CLIC from April 2018:

1. Report legacy cases through H-CLIC from 1st April
2. Report legacy cases via P1E until 30th September, then H-CLIC from 1st October
3. Report legacy cases (excluding prevention and relief activity) through H-CLIC from 1st April 2018. Submit any outstanding prevention and relief activity through section E10 of the P1E until 30th September 2018.

DCLG currently plan to allow reporting of legacy cases via P1E for two quarters in 2018/19 (Apr-Jun and Jul-Sept data). After this period we expect any remaining legacy cases will be migrated onto H-CLIC.

**Guidance on how to assess the burdens of reporting data via H-CLIC compared to P1E**

When assessing the burdens of reporting homelessness data to DCLG please refer only to the additional costs of providing this data to the Department. The burdens of adopting the Homelessness Reduction Act have been covered separately. This assessment is on the burden of reporting data as outlined in the data requirement to DCLG.

This would be an assessment of data not required for purposes other than DCLG reporting and the costs associated with reporting the data to DCLG. We expect some authorities allocate a member of staff to collate P1E data, whilst others have systems that automatically generate this report from data already in their systems.

We are happy for local authorities to quantify these costs using their own methods. The below points are provided as a guide to help perform this assessment and it is not mandatory to rigidly answer these.

1. What is the reporting burden of submitting data to DCLG in the current P1E format?

Resource required and costs of providing this resource.

1. What will be the reporting burden of submitting data to DCLG under H-CLIC?

Resource required and costs of providing this resource.

Please state as part of this assessment whether you intend to use DCLG’s online form or an XML upload from your administrative systems. If you plan to incorporate legacy cases into H-CLIC from 1st April please include any related admin work in this assessment.

1. What is your assessment of the change in reporting burden from P1E to H-CLIC?

**Assessment of the burden of reporting legacy cases – where these are additional to the burdens assessment considered in Qs 1-3 (homeless cases managed through pre April 2018 legislation).**

1. Assess whether or not your local authority will have any legacy cases to manage and report after the 1st April 2018
2. If you report legacy cases up to 30th September 2018 via P1E what would the additional burden of this be
3. What would the burden of transferring legacy cases onto H-CLIC be by:
4. 1st April 2018
5. 1st October 2018

Legacy cases should include any outstanding decisions, prevention, relief activity and long term temporary accommodation stays.

1. If P1E reporting of legacy cases is preferred due to a reduced burden. How long would you expect to need this functionality if this was negotiable?

**Please note:** our Interform system, currently used to collect and report P1E data is being phased out as our data collections are moved onto DELTA. It will not be possible to collect P1E data indefinitely but we are interested to know whether our proposed 2 quarters is long enough for authorities to migrate their legacy data.

Information on the DELTA collection system is available [here](https://delta.communities.gov.uk/introducing-delta).