

Updates to the Homelessness Case Level Information Collection data requirement following consultation, 14th August – 4th September 2017

**Background**

In August 2017, the Homelessness Statistics team at DCLG published a summary of H-CLIC, the new case-level data requirement for statutory homelessness. A three-week consultation followed for local authorities and IT suppliers to review the requirement before it was finalised.

The summary requirement provided in August differed significantly from the draft spreadsheet which was shared in February 2017 and consulted on until late March 2017. The differences between these reflected the comments received in the first consultation round and further work to ensure the data requirement was able to monitor the Homelessness Reduction Act 2017.

Following the August-September consultation, the final data requirement was published on 26th October 2017. The updates in the final version reflected points raised by local authorities and IT suppliers during the consultation. The final requirement was also updated so that legacy cases can be reported through H-CLIC. These are households whose cases were opened prior to 1st April 2018, and so will be managed under different legislation.

There were a number of common questions raised during the consultation regarding H-CLIC that will be addressed in a separate frequently asked questions document.

The rest of this document outlines the updates included in the final H-CLIC data requirement. The changes to the requirement are detailed in the Annex.

**Summary of the changes made to H-CLIC following the August-September 2017 consultation**

**Structural changes**

1. **Decision section added**

We have added a section to the requirement. What was included in the Final Duties section is now split across the Decision and Final Duties sections. This is because there will usually be a time gap between the point at which a decision is made to accept a main housing duty, and the date on which that duty comes to an end. We do not want to delay reporting of acceptances to the point at which the duty ends.

1. **Personal data split out from the People section**

The personal identifiable data fields have been removed from the People section and included in an annex. This is because DCLG will request this data in a separate XML upload to H-CLIC for data protection reasons. A unique personal identifier has been included in the People section so that personal data can be linked to cases in the future.

We will be providing further guidance and information relating to data protection in early 2018.

1. **Legacy cases able to be recorded through H-CLIC**

H-CLIC is designed to report information on people who seek help after the Homelessness Reduction Act has come into force in April 2018. However many authorities will have a number of legacy cases – where people sought help under the pre April 2018 legislation – to manage for months or years beyond this date. For this reason, we have added an option in the Main section that identifies cases that are being managed under the pre April 2018 legislation. Selection of this option will route legacy cases through H-CLIC to report the relevant information.

**Content changes**

The majority of comments received through the consultation related to the dropdown options in the data fields. Where appropriate, we have amended, removed or added categories in response to comments. These changes are described in **Annex 1**.

In a number of places, requests or suggestions for additional breakdowns of categories have not been incorporated. This is because the greater detail is not required for the purposes of monitoring the Homelessness Reduction Act 2017 or reporting statutory homelessness statistics. However, local authorities may still wish to collect more detailed responses for their own purposes.

**Annex 1 Changes to data fields in the H-CLIC requirement**

| **Previous field number** | **Final field number** | **Field name** | **Change made** | **Description of change** |
| --- | --- | --- | --- | --- |
| 1.6 | 1.6 | Assessment of circumstances and needs | Categories updated | Two categories removed – ‘Not threatened with homelessness within 56 days – assisted’ and ‘Not threatened with homelessness within 56 days – not assisted’. Replaced with ‘Not threatened with homelessness within 56 days’.  Two categories added to identify legacy cases, and whether their homelessness was prevented or not:  ‘Legacy case – not offered homelessness prevention activity’  ‘Legacy case – homelessness prevention activity undertaken’ |
| 1.8 | 1.8 | Sexual orientation of main applicant | Categories updated | The categories were updated following comments and upon advice from the Government Equalities Office. |
| 1.9 | 1.9 | Nationality | List now available | This was not available in August and has been included now.  The categories replicate those in the P1E form. |
| 1.10 | 1.10 | Employment status of main applicant | Categories updated | In response to feedback, the following field was updated:  ‘Government training scheme’ option changed to ‘Training scheme / apprenticeship’ |
| 1.12 | 1.12 | Benefits towards other living costs | Categories updated | ‘Not stated’ option changed to ‘No benefit claims made/refused to answer’ to more clearly record households who are not claiming benefits. |
| 1.13 | 1.13 | Accommodation at time of application | Categories updated | In response to feedback, the following categories were added:  ‘Armed Forces accommodation’; ‘Tied accommodation’; ‘Looked after children placement’; ‘Temporary accommodation’; ‘Student accommodation’; ‘Left NASS accommodation’; ‘No fixed abode’; ‘Caravan/houseboat/tent’.  Categories revised: The ‘No fixed abode’ suffix was removed from ‘Living with family’ and ‘Living with friends’ as these do not necessarily imply having no fixed abode. |
| 1.14 | 1.14 | Accommodation when last settled | Categories updated | Categories added: ‘Social rented or supported housing’, ‘Tied accommodation’, ‘Armed Forces accommodation’  Category revised: ‘Living with family’ changed to ‘Living with family or friends’ |
| 1.15 | 1.15 | Main reason for loss of settled home | Categories updated | Category revised: 'Fire or flood / other emergency e.g. repairs' changed to 'Fire or flood / other emergency'. |
| 1.16 | 1.16 | Reason for loss of Assured Shorthold Tenancy | Categories updated | Category added: ‘Tenant abandoned property’  Category revised: ‘Non-payment’ removed from ‘Rent arrears due to tenant difficulty budgeting or tenant making other payment(s)’, to avoid this being a catch-all category, and as other categories include non-payment. |
| 1.17 | 1.17 | Reason for loss of social rented tenancy | Categories updated | Category revised: ‘Non-payment’ removed from ‘Rent arrears due to tenant difficulty budgeting or tenant making other payment(s)’, to avoid this being a catch-all category, and as other categories include non-payment.  Categories removed: ‘Landlord wishing to sell or re-let the property’; ‘Tenant complained to the council/agent/landlord about disrepair’; ‘Illegal eviction’ |
| 1.18 | 1.18 | Reason for loss of Supported Housing | Categories updated | Category added: ‘No longer eligible for supported housing’ |
| 1.20 | 1.20 | Referral Agency | Field amended | The ‘Duty to Refer public body’ field was updated to ‘Referral Agency’, to capture all referrals made to the authority, not only those made under the Duty to Refer.  The list of agencies are still to be finalised, and will be provided in winter 2017. |
| 1.21 | -- | Reference number of referral | Field removed | Field removed |
| -- | 1.22 | Date referral received | Field added | This has been included to show the time taken from referral to action. |
| -- | 2.2 | Person identifier | Field added | Person identifier added so there is a common identifier between the People section and the separate upload of personal data. |
| 2.2 | -- | Forename | Field moved to annex | Personal identifiable data fields have been removed from the People section of H-CLIC. |
| 2.3 | -- | Surname | Field moved to annex | Personal identifiable data fields have been removed from the People section of H-CLIC. |
| 2.4 | -- | Date of birth | Field moved to annex | Personal identifiable data fields have been removed from the People section of H-CLIC. |
| 2.6 | -- | National Insurance Number | Field moved to annex | Personal identifiable data fields have been removed from the People section of H-CLIC. |
| 2.7 | -- | Property number of current or last settled accommodation | Field moved to annex | Personal identifiable data fields have been removed from the People section of H-CLIC. |
| 2.8 | -- | Postcode of current or last settled accommodation | Field moved to annex | Personal identifiable data fields have been removed from the People section of H-CLIC. |
| 2.3 | 2.5 | Gender | Categories updated | Categories added: ‘Transgender’; ‘Prefer not to say’; ‘Not known/other’. |
| 2.10 | 2.5 | Relationship | Categories updated | Category revised: ‘Parent’ changed to ‘Parent / guardian’ |
| -- | 2.6 | Date joined household homeless application | Field added | This field was added to capture changes in household composition over the time that the case is open. |
| -- | 2.7 | Date left household homeless application | Field added | This field was added to capture changes in household composition over the time that the case is open. |
| 3.2 | 3.2 | Support Needs of Main Applicant and Household members | Categories updated | Categories were added to capture additional and relevant support needs.  Categories added: ‘At risk of/has experienced abuse (non-domestic abuse)’; ‘History of rough sleeping’; ‘Access to education, employment or training’.  An additional category was added as a default option for legacy cases: ‘Legacy cases: support needs not known’ |
| 4.4 | 4.4 | Engaged with support needs | Categories updated | Category added: ‘No support needs’ |
| 4.6 | 4.6 | Reason Prevention Duty ended | Categories updated | Categories revised: ‘Wilfully refused to cooperate’ changed to ‘Refused to cooperate’  ‘Applicant deceased’ combined with ‘Withdrew application/ applicant deceased’ |
| 4.7 | -- | Case status following Prevention Duty | Field removed | This field was removed as it is no longer considered necessary. |
| -- | 4.7 | Temporary accommodation provided or duty owed | Field added | This field was added to identify whether temporary accommodation was provided or a temporary accommodation duty was owed at the end of the prevention duty. This will capture use of TA and route to the Temporary Accommodation table, rather than recording in the accommodation outcome field. |
| 4.7 | 4.8 | Accommodation outcome | Categories updated | Category removed: ‘Temporary accommodation arranged by the local authority’.  Category revised: ‘Home ownership’ changed to ‘Owner occupier’, for consistency. |
| 5.3 | 5.3 | Relief activity | Categories updated | Category added: ‘Negotiation/mediation/ enforcement action to secure re-entry with landlord’ |
| 5.4 | 5.4 | Engaged with support needs | Categories updated | Category added: ‘No support needs’ added |
| 5.6 | 5.6 | Reason Relief Duty ended | Categories updated | Category added: ‘Notice served due to refusal to cooperate’  Category revised: ‘Applicant deceased’ and ‘Withdrew application’ combined to become ‘Withdrew application/ applicant deceased’  Categories removed:  ‘Wilfully refused to cooperate and refused final offer – priority need’  ‘Wilfully refused to cooperate and accepted final offer – priority need’ |
| -- | 5.7 | Temporary accommodation provided or duty owed | Field added | This field was added to identify whether temporary accommodation was provided or a temporary accommodation duty was owed at the end of the prevention duty. This will capture use of TA and route to the Temporary Accommodation table, rather than recording in the accommodation outcome field. |
| 5.8 | 5.8 | Accommodation outcome | Categories updated | Category removed: ‘Temporary accommodation arranged by the local authority’.  Category revised: ‘Home ownership’ changed to ‘Owner occupier’, for consistency. |
| 6.2 | 6.2 | Assistance with support needs | Categories updated | Category added: ‘Access to education, training or employment’ |
| 7.2 | 7.2 | Main duty decision date | Field revised | Field renamed to indicate it refers to the date of the main duty decision date. |
| 7.3 | 7.3 | Outcome of decision | Field revised | Field renamed. |
| 7.3 | 7.3 | Outcome of decision | Categories updated | Categories revised:  ‘Homeless + priority need + unintentional – s193 duty’ revised to ‘Homeless + priority need + unintentionally homeless – s193(2) duty’  ‘Homeless + priority need + unintentional – duty owed but referred to another Local Authority’ revised to ‘Homeless + priority need + unintentionally homeless + no local connection - referred to another Local Authority’  ‘Homeless + priority need + intentional’ revised to ‘Homeless + priority need + intentionally homeless’  ‘Homeless + priority need + unintentionally homeless – owed a 2 year reapplication duty s195A(1)’  Categories added:  ‘Homeless + priority need + intentionally homeless’  ‘Homeless + no priority need’  ‘Homeless + priority need + unintentionally homeless – refused to cooperate (s193C(4) duty owed)’  ‘Homeless + priority need + unintentionally homeless – owed a 2 year reapplication duty s195A(1)’  ‘Not homeless’ |
| -- | 7.4 | Relief offered to legacy cases | Field added | Whether legacy cases were offered relief, if found to be intentionally homeless or not to have priority need. |
| 7.4 | 7.5 | Priority need decision | Categories updated | Categories revised:  ‘Ill health’ added to ‘In priority need: vulnerable as result of physical disability / ill health’  ‘21+’ added to ‘In priority need: vulnerable as a care leaver 21+’  Categories added:  ‘In priority need: vulnerable as result of learning difficulty’  ‘In priority need: vulnerable for other special reason’ |
| -- | 7.6 | Temporary accommodation provided or duty owed | Field added | This field was added to identify whether temporary accommodation was provided or a temporary accommodation duty was owed at the end of the prevention duty. This will capture use of TA and route to the Temporary Accommodation table, rather than recording in the accommodation outcome field. |
| 7.8 | 7.7 | Accommodation outcome | Categories updated | Category removed: ‘Temporary accommodation arranged by the local authority’.  Category revised: ‘Home ownership’ changed to ‘Owner occupier’, for consistency. |
| 7.7 | 8.3 | Reason the Section 193(2), the section 193C(4) or the section 195A(1) duty ended | Categories updated | Category removed: ‘Made own arrangements’  Category added: ‘Applicant withdrew or lost contact’ |
| -- | 8.4 | Accommodation outcome | Categories updated | Category revised: ‘Home ownership’ changed to ‘Owner occupier’, for consistency. |
| 8.5 | 9.5 | Type of temporary accommodation | Categories updated | Categories added:  ‘Temporarily remains in property’  ‘Made own arrangements for temporary accommodation’ |
| 8.7 | 9.7 | Duties under which temporary accommodation is provided | Categories updated | Category revised:  ‘Main duty: s193’ changed to ‘Section 193(2)’  New category:  ‘Section 193C(4)’ |
| -- | 9.9 | Date of exit from Temporary Accommodation | New field | This was added in response to requests for a date when households leave temporary accommodation. |
| -- | 10.2 | Date review requested | New field | This was added in response to requests for a date when the review was requested. |
| 9.3 | 10.4 | Review requested | Categories updated | Categories added:  ‘Duties owed homeless or threatened with homelessness’;  ‘Suitability of Final PRS or Final Part 6 Offer at Relief stage’  Categories revised:  ‘Suitability of accommodation offered at Prevention or Relief stage (not final)’  ‘Suitability of accommodation offered as S193 Temporary Accommodation or S193c(4)’ |
| -- | 10.6 | Decision outcome | Field added | This was added in response to requests to show whether reviews were successful. |