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|  | H-CLIC |

The Homelessness Case Level Information Collection (H-CLIC) Data Monitoring Specification

For the monitoring of the Homelessness Reduction Act 2017

Version 1.2

Issued: 16th November 2017

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# **Introduction**

This data specification contains the core questions to be used in the monitoring of statutory homelessness by local authorities in England following commencement of the Homelessness Reduction Act 2017.

It includes the acceptable methods and media for sending the data, the overall format of the data file, and rules governing when to send data. Definitions and validation checks on each variable are also provided.

This document is intended to be a working document and will be updated periodically. The revisions log below provides the record of the nature and timing of these updates.

# **Revisions log**

|  |  |
| --- | --- |
| 25th October 2017  Version 1.0 | Finalised data specification. |
| 26th October 2017 Version 1.1 | Finalised data specification with option 9, “not homeless” added to section 7.3 |
| 16th November 2017  Version 1.2 | Finalised data specification with: field mandatory routing updated in section 1.20; ‘priority need’ removed from option 4 of section 7.3 |

# **File Format and Sample Data**

Data should be sent in XML format. A specification of the data required is attached below. An XSD file will be made available to outline the format of delivery. This will be consistent with the latest version of the requirement.

Local authorities without a compatible IT system and a low caseload will be able to submit information via an online form in DELTA manually on a case level basis.

# **File Transmission**

Local authorities should submit an XML file of their data to the Department for Communities and Local Government.

Data transmission will be via the Department for Communities and Local Government’s DELTA system. Further information will be provided in time for local authorities to upload their data.

Local authorities without a compatible IT system and a low caseload will be able to submit information via an online form in DELTA manually on a case level basis.

# **The Data**

The xml data specification can be split into sections indicated by the parent XML tag. The sections relate to different characteristics of each case and the potential stages a case may progress through from assessment to the final outcome of cases (described below).

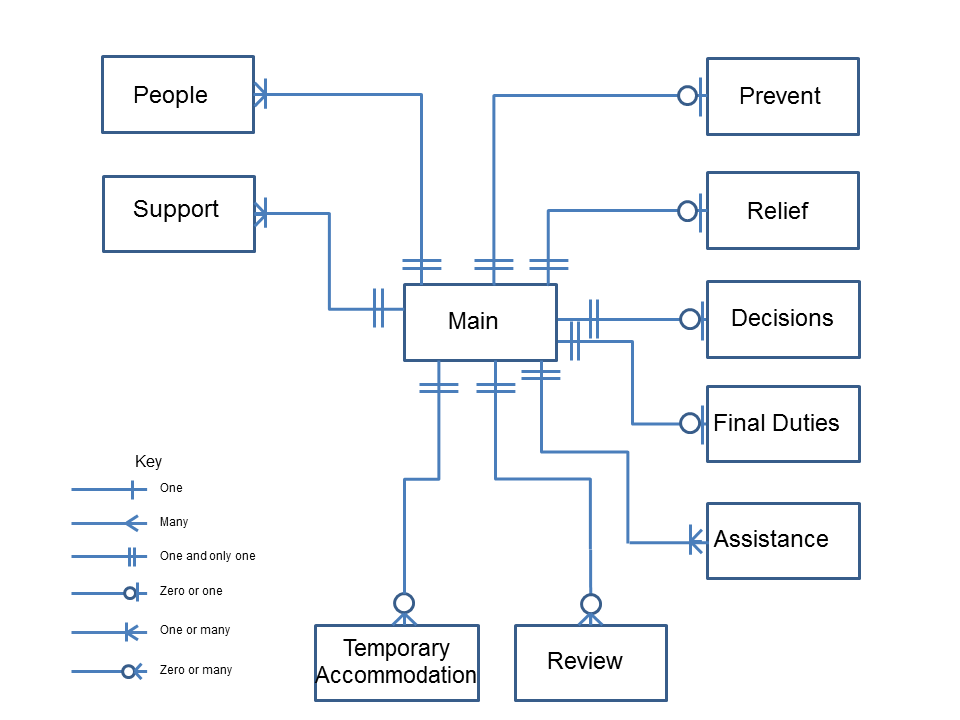
Please note that various sections may not be required in each case. With few exceptions, all fields in a section should be complete if that section is relevant to a case.

There is a common variable which links the information across the sections. This variable (LA\_CRN) is unique to each case.

There are ten sections:

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | **Single or multiple records per case** | **Description** | **Cases taken under the Homelessness Reduction Act** |
| **Main** | **Single entry** | Information on the main applicant and details of the homelessness application for the household. | Mandatory |
| **People** | **Single or multiple entry** | The characteristics of each household member. | Mandatory |
| **Support** | **Single or multiple entry** | Captures any support needs in the household. | Mandatory |
| **Prevent** | **Single entry** | Captures activity if the Prevention Duty is owed. | Conditional upon a prevention duty owed |
| **Relief** | **Single entry** | Captures activity if the Relief Duty is owed. | Conditional upon a relief duty owed |
| **Decision** | **Single entry** | Captures activity if the case proceeds to an assessment for the s193(2) duty, the s193C(4) duty or the s195A(1) duty. | Conditional on an unsuccessful relief duty |
| **Final Duties** | **Single entry** | Captures activity if the case was assessed as owed the s193(2) duty, the s193C(4) duty or the s195A(1) duty. | Conditional on a decision that main duty is owed |
| **Assistance** | **Single or multiple entry** | Captures assistance with support needs received by the household. | Conditional |
| **Temporary Accommodation** | **Single or multiple entry** | Captures use of temporary accommodation | Completed as required |
| **Review** | **Single or multiple entry** | Captures any reviews requested on the local authority’s decisions relating to the case. | Completed as required |

**Figure 1:** The relationship between the H-CLIC data sections



The above diagram shows the relationship between the sections of the data. These relationships will be enforced upon receipt of data at DCLG. The sections can be thought of as tables that will form a relational database upon receipt at DCLG.

# **Personal data**

Personal data has been moved from the People Section into a separate section at the end of this requirement document. For data security, this personal data will be submitted via a separate XML upload to H-CLIC. DCLG will request this either quarterly or as required. Further information will be provided in early 2018.

# **Field Validation**

Data returned to DCLG must conform to the standards set out in this document. This validation should therefore be enforced in systems used to record and store casework data. Data that does not meet these standards will be rejected by the Department.

# **Section Validation**

**Table 1:** Submission rules for the H-CLIC sections

|  |  |  |
| --- | --- | --- |
| **Stage of case** | **Submission trigger** | **Sections to be completed** |
| Initial assessment | Initial assessment | Main, People, Support |
| Prevention Duty | Prevention Duty ends | Assistance, Main, People, Prevent, Support |
| Relief Duty | Relief Duty ends | Assistance, Main, People, Relief, Support |
| Decision | A decision on s193(2) or s193c(4) duty | Decision, Main, People |
| Final Duties | Final Duties end | Assistance, Final Duties, Main, People, Support |
| Temporary accommodation | A household is currently living in temporary accommodation  A household leaves temporary accommodation. | Main, People, Temporary accommodation |
| Review | Review completed | Decision, Final Duties, Main, People, Review, Support |

At the end of each quarter any case that has been active during the latest quarter should be submitted to the Department. Activity triggers for submitting cases are provided in Table 1 above.

If multiple stages are completed within a quarter then sections relevant across these activities should be submitted. For example, if prevention fails and relief is successful on a case during one quarter then Assistance, Main, People, Prevention, Relief and Support sections should be submitted at the end of that quarter.

Submissions should only be made on cases if an activity trigger has been reached during the last quarter. When the new sections are provided there will be an opportunity to update information in the Main, People and Support sections to reflect any changes to household composition and needs. If a submission trigger has not been reached within a quarter, there is no need to resubmit the updated Main, People and Support information.

# **Closed Cases**

Where a case closes following a decision and the applicant household is not in temporary accommodation, no further data is expected to be submitted. If the case has closed the review section could be submitted subsequently. If there is a review, the case could be reopened and redrafted, depending on the review decision.

# **Legacy Cases**

H-CLIC is designed to report on new cases that present to the Department once the Homelessness Reduction Act comes into force in April 2018. However many authorities will have a number of legacy cases to manage under the old legislation for months or years beyond this date. For this reason we have added an option to section 1.6 of the H-CLIC form that identifies cases that are being managed under the old legislation. Selection of this option will result in some changes to routing options which are outlined. This means that H-CLIC works with and without legacy cases being reported.

Activity triggers for submitting legacy cases are provided in Table 2 below.

**Table 2:** Submission rules for legacy cases

|  |  |  |
| --- | --- | --- |
| **Stage of case** | **Submission trigger** | **Sections to be completed** |
| Prevention | A successful homelessness prevention | Main, People, Prevent |
| Decision | A decision on s193 duty | Decision, Main, People |
| Relief | A successful homelessness relief | Decision, Main, People, Relief |
| Final Duties | Final Duties end | Final Duties, Main, People |
| Temporary accommodation | A household is currently living in temporary accommodation  A household leaves temporary accommodation. | Main, People, Temporary accommodation |

# **Specification of the H-CLIC Variables and Validations**

The rest of this specification describes each of the variables to be included, the possible responses to the questions to which they relate, the values associated with the responses, and any validation checks required.

The Data is split into a number of sections for ease of extraction by IT providers. The local authority code and Case Reference Number (LA\_CRN) is the common variable which links the information across the sections.

The convention used in the xml hierarchy is as follows:

XML PARENT TAG <TableName>

XML TAG <AttributeName>

# **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 in full for every homelessness application where the applicant is eligible for assistance. Only items that are flagged as non-mandatory can be left blank and only when the qualification criteria have been met.

Where onward routing is indicated this states which section should be completed after the main section. It does not mean that the remainder of the main section should be left blank. Routing criteria often exclude temporary accommodation and reviews as these may or may not be required.

The unique identifier that links the sections is defined in this section. This is the local authority code and case reference number. Only one response can be returned for each field. This means that only one selection can be made from dropdown menus.

For legacy cases, DCLG accept that not all information can be provided for this section. Please provide as much information as possible for these cases.

## **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, underscore, 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.

The CRN must be unique within each local authority and is maintained throughout the lifetime of the case. Each Case Reference Number must contain at least one person.

An example LA\_CRN is:

E09000001\_000000012345

Where E09000001 is the **LACODE**

12345 is the **CRN**

**\_** is the join

*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:



**Field Mandatory**

Yes.

**Validation**

First nine characters must match an ONS local authority code, LAD16CD. The LA code and CRN are to be joined using an underscore (\_).

## **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.

**Field Mandatory**

No.

Recommended if the household has engaged with homelessness services. Can be blank if the applicant household has not previously accessed homelessness services.

**Format**

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

## **Reasons for eligibility for assistance**

**XML TAG:** ELIGIBLE

**PARENT XML TAG:** MAIN

**Description**

Whether main applicant is eligible for homelessness assistance.

**Format**

Numeric.

**Field Mandatory**

Yes.

Legacy - yes

**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 |

**Onward routing**

If 1.3 ELIGIBLE=0, **case closed**.

If 1.3 ELIGIBLE=1–11, continue.

## **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.

**Field Mandatory**

Yes if 1.3 ELIGIBLE <>0

Can be blank if 1.3 ELIGIBLE = 0

Can be zero.

Legacy cases – rules apply as above

**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.

**Field Mandatory**

Yes if 1.3 ELIGIBLE <>0

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – rules apply as above.

**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.

**Field Mandatory**

Yes if 1.3 ELIGIBLE <>0

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – rules apply as above

**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 | 3 |
| Legacy case – not offered homelessness prevention activity | 4 |
| Legacy case – homelessness prevention activity undertaken | 5 |

**Onward routing**

**New Act cases**

If 1.6 ASSESS1=0, 1, 3, complete PREVENT

If 1.6 ASSESS1=2, complete RELIEF

**Legacy cases**

If 1.6 ASSESS1=4 complete DECISION

If 1.6 ASSESS1=5 complete PREVENT

## **Ethnic group of main applicant**

**XML TAG:** ETHNIC

**PARENT XML TAG:** MAIN

**Description**

Ethnic group of the main applicant.

**Format**

Numeric.

**Field Mandatory**

Yes if 1.3 ELIGIBLE <>0

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – rules apply as above

**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 orientation of main applicant**

**XML TAG:** SEXUALID

**PARENT XML TAG:** MAIN

**Description**

Sexual orientation of the main applicant.

**Format**

Numeric.

**Field Mandatory**

Yes if 1.3 ELIGIBLE <>0

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – default to 0 where this cannot be provided

**Responses**

*Categories recommended by the Government Equalities Office.*

|  |  |
| --- | --- |
| Prefer not to say | 0 |
| Gay / Lesbian | 1 |
| Heterosexual / Straight | 2 |
| Other | 3 |

## **Nationality of main applicant**

**XML TAG:** NATIONALITY

**PARENT XML TAG:** MAIN

**Description**

Nationality of the main applicant.

**Format**

Numeric.

**Field Mandatory**

Yes if 1.3 ELIGIBLE <>0

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – rules apply as above.

**Responses**

|  |  |
| --- | --- |
| UK national habitually resident in UK | 0 |
| UK national returning from residence overseas / in UK for first time | 1 |
| Czech Republic | 2 |
| Estonia | 3 |
| Hungary | 4 |
| Latvia | 5 |
| Lithuania | 6 |
| Poland | 7 |
| Slovakia | 8 |
| Slovenia | 9 |
| Bulgaria | 10 |
| Romania | 11 |
| Croatia | 12 |
| Ireland | 13 |
| Other EEA country national | 14 |
| Non-EEA country national | 15 |

## **Employment status of main applicant**

**XML TAG:** EMPLOYMENT

**PARENT XML TAG:** MAIN

**Description**

Employment status of the main applicant

**Format**

Numeric.

**Field Mandatory**

Yes if 1.3 ELIGIBLE <>0

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – default to 0 if not known

**Responses**

|  |  |
| --- | --- |
| Don’t know / Refused | 0 |
| Working: 30 hours a week or more | 1 |
| Working: less than 30 hours a week | 2 |
| Training Scheme / apprenticeship | 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.

**Field Mandatory**

Yes if 1.3 ELIGIBLE <>0

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – default to 3 if unknown

**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, including claims that are still being assessed. If the applicant receives or has claimed more than one benefit, identify the one which contributes most to their income.

**Format**

Numeric.

**Field Mandatory**

Yes if 1.3 ELIGIBLE <>0

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – default to 0 if unknown

**Responses**

|  |  |
| --- | --- |
| No benefits claims made / refused to answer | 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.

**Field Mandatory**

Yes if 1.3 ELIGIBLE <>0

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – complete if known

**Responses**

|  |  |
| --- | --- |
| Owner-occupier | 0 |
| Shared ownership | 1 |
| Private rented sector: self-contained | 2 |
| Private rented sector: HMO | 3 |
| Private rented sector: lodging (not with family or friends) | 4 |
| Council tenant | 5 |
| Registered Provider tenant | 6 |
| Armed Forces accommodation | 7 |
| Tied accommodation | 8 |
| Looked after children placement | 9 |
| Living with family | 10 |
| Living with friends | 11 |
| Social rented supported housing or hostel | 12 |
| Refuge | 13 |
| Rough sleeping (in judgement of assessor) | 14 |
| Homeless on departure from institution: Custody | 15 |
| Homeless on departure from institution: Hospital (psychiatric) | 16 |
| Homeless on departure from institution: Hospital (general) | 17 |
| Temporary accommodation | 18 |
| Student accommodation | 19 |
| NASS accommodation | 20 |
| No fixed abode | 21 |
| Caravan / houseboat / tent | 22 |
| Other | 23 |

**Onward routing**

If CURRENTACCOM=0-9: complete 1.15 REASONLOSS

If CURRENTACCOM=10-23: complete 1.14 LASTACCOM

## **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.

**Field Mandatory**

Yes if 1.3 ELIGIBLE <>0 AND if 1.13 CURRENTACCOM=0, 1, 2, 3, 4, 5, 6, 7, 8, 9.

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – rules apply as above

**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 or friends | 7 |
| Looked after children placement | 8 |
| Social rented or supported housing | 9 |
| Tied accommodation | 10 |
| Armed Forces accommodation | 11 |
| Other | 12 |

## **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.

**Field Mandatory**

Yes if 1.3 ELIGIBLE <>0

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – rules apply as above

**Responses**

|  |  |
| --- | --- |
| Mortgage repossession | 0 |
| End of private rented tenancy – assured shorthold tenancy | 1 |
| End of private rented tenancy – not assured shorthold tenancy | 2 |
| End of social rented tenancy | 3 |
| Eviction from supported housing | 4 |
| Family no longer willing or able to accommodate | 5 |
| Friends no longer willing or able to accommodate | 6 |
| Relationship with partner ended (non-violent breakdown) | 7 |
| Domestic abuse | 8 |
| Racially motivated violence or harassment | 9 |
| Non-racially motivated / other motivated violence or harassment | 10 |
| Left institution with no accommodation available | 11 |
| Left HM Forces | 12 |
| Required to leave accommodation provided by Home Office as asylum support | 13 |
| Fire or flood / other emergency | 14 |
| Other | 15 |

**Onward routing**

If 1.15 REASONLOSS=1: complete 1.16 REASONAST

If 1.15 REASONLOSS=3: complete 1.17 REASONSRS

If 1.15 REASONLOSS=4: complete 1.18 REASONSH

Else: complete 1.19 REFERRAL

## **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.

**Field Mandatory**

Yes if 1.3 ELIGIBLE <>0 AND if 1.15 REASONLOSS=1

Can be blank if 1.3 ELIGIBLE = 0

Blank if 1.15 REASONLOSS <>1

Legacy cases – rules apply as above, can be blank if unknown

**Responses**

|  |  |
| --- | --- |
| Rent arrears due to tenant 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 |
| Tenant abandoned property | 8 |
| Illegal eviction | 9 |
| Other | 10 |

## **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.

**Field Mandatory**

Yes if 1.3 ELIGIBLE <>0 AND if 1.15 REASONLOSS=3

Blank if 1.15 REASONLOSS<>3

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – rules apply as above, can be blank if unknown

**Responses**

|  |  |
| --- | --- |
| Rent arrears due to tenant 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 |
| Tenant abandoned property | 6 |
| Other | 7 |

## **Reason for loss of Supported Housing**

**XML TAG:** REASONSH

**PARENT XML TAG:** MAIN

**Description**

Main reason for loss of supported housing

**Format**

Numeric.

**Field Mandatory**

Yes if 1.3 ELIGIBLE <> 0 AND if 1.15 REASONLOSS=4

Can be blank if 1.3 ELIGIBLE = 0

Blank if 1.15 REASONLOSS <>4

Legacy cases – rules apply as above, can be blank if unknown.

**Responses**

|  |  |
| --- | --- |
| Rent arrears | 0 |
| Other breach of tenancy or licence, not related to rent | 1 |
| No longer eligible for supported housing | 2 |
| Other | 3 |

## **Referrals into the Authority**

**XML TAG:** REFERRAL

**PARENT XML TAG:** MAIN

**Description**

Whether applicant was referred to the local authority.

**Format**

Numeric.

**Field Mandatory**

Yes if 1.3 ELIGIBLE <>0

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – rules apply as above. Default to 0 if this information is not available.

**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 |

**Onward routing**

If 1.19 REFERRAL=1, 2: **complete 1.20 REFERRAL\_AGENCY**

If 1.19 REFERRAL=0: **complete PEOPLE**

If 1.19 REFERRAL=3: **complete 1.21 LCON\_REF**

## **Referral Agency**

**XML TAG:** REFERRAL\_AGENCY

**PARENT XML TAG:** MAIN

**Description**

Which agency referred the applicant.

**Format**

Numeric.

**Field Mandatory**

Yes if 1.3 ELIGIBLE <>0 AND if REFERRAL=1 or if REFERRAL=2.

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – rules apply as above. Can be blank if unknown

**Responses**

**The agencies are still to be finalised and will be provided in winter 2017.**

## **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:



**Field Mandatory**

Yes if 1.3 ELIGIBLE <>0 AND if 1.19 REFERRAL=3

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – rules apply as above, can be blank if unknown

**Validation**

Must be one of the values included above.

## **Date referral received**

**XML TAG:** ASSESS\_DATE

**PARENT XML TAG:** MAIN

**Description**

Date that the referral from a public body, agency or local authority was received.

**Field Mandatory**

Can be blank if 1.3 ELIGIBLE = 0

Yes if 1.19 REFERRAL=1, 2, 3

Blank if 1.19 REFERRAL=0

Legacy cases – rules apply as above. Can be blank if unknown

**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

# **The PEOPLE Section**

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

Only one response can be returned for each field per household member.

For legacy cases, DCLG accept that not all information can be provided for this section. Please provide as much information as possible for these cases.

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

**XML TAG:** LA\_CRN

**PARENT** **XML TAG:** PEOPLE

**Description**

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

**Format**

Alphanumeric, 22 characters.

**Field Mandatory**

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0

Legacy cases – rules apply as above.

## **Person identifier**

**XML TAG:** PERSON\_ID

**PARENT XML TAG:** PEOPLE

**Description**

A unique identifier for the household member. This is to be provided to each household member in the application. A new identifier should be produced for each household member with each homelessness application.

**Format**

Alphanumeric, no special characters.

**Field Mandatory**

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0

Legacy cases – rules apply as above.

## **Gender**

**XML TAG:** GENDER

**PARENT XML TAG:** PEOPLE

**Description**

The gender of the household member.

**Format**

Numeric.

**Responses**

|  |  |
| --- | --- |
| Female | 0 |
| Male | 1 |
| Transgender | 2 |
| Prefer not to say | 3 |
| Not known / Other | 4 |

**Field Mandatory**

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0

Legacy cases – rules apply as above

## **Age**

**XML TAG:** AGE

**PARENT XML TAG:** PEOPLE

**Description**

The age in years of the household member when the household application was made.

**Format**

Numeric, three digits.

Recorded as true at date of assessment of circumstances and needs ASSESS\_DATE (see 1.5).

**Field Mandatory**

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0

Legacy cases – rules apply as above

## **Relationship**

**XML TAG:** RELATIONSHIP

**PARENT XML TAG:** PEOPLE

**Description**

Relationship to the main applicant.

**Format**

Numeric.

**Field Mandatory**

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0

Legacy cases – rules apply as above. Can be blank if unknown.

**Responses**

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

## **Date joined household homeless application**

**XML TAG:** JOIN\_D

**PARENT XML TAG:** PEOPLE

**Description**

The date the person joined the household homeless application.

**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

**Field Mandatory**

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0. Default to match 1.5 ASSESS\_DATE if part of the household at the application date.

Legacy cases – rules apply as above. Can be blank if unknown.

## **Date left household homeless application**

**XML TAG:** JOIN\_L

**PARENT XML TAG:** PEOPLE

**Description**

The date the person left the household homeless application.

**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

**Field Mandatory**

Blank if household member has not left the household.

Yes if household member has left the household.

Legacy cases – rules apply as above. Can be blank if unknown.

# **The SUPPORT Section**

The variables 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.

If there are no support needs, the default option of ‘No support needs’ is to be selected.

Multiple support needs can be recorded from the dropdown options.

For legacy cases, this section does not need to be completed and should be returned blank.

## **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.

**Field Mandatory**

Yes.

Legacy cases – blank.

## **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 0=‘No support needs’.

**Field Mandatory**

Yes if 1.3 ELIGIBLE<>0.

Legacy cases – blank.

**Responses**

|  |  |
| --- | --- |
| No support needs | 0 |
| Legacy cases: support needs not known | 1 |
| Young person aged 16-17 years | 2 |
| Young person aged 18-25 years requiring support to manage independently | 3 |
| Young parent requiring support to manage independently | 4 |
| Care leaver aged 18-20 years | 5 |
| Care leaver aged 21+ years | 6 |
| Physical ill health and disability | 7 |
| History of mental health problems | 8 |
| Learning disability | 9 |
| At risk of/has experienced sexual abuse/exploitation | 10 |
| At risk of/has experienced domestic abuse | 11 |
| At risk of/has experienced abuse (non-domestic abuse) | 12 |
| Drug dependency needs | 13 |
| Alcohol dependency needs | 14 |
| Offending history | 15 |
| History of repeat homelessness | 16 |
| History of rough sleeping | 17 |
| Former asylum seeker | 18 |
| Old age | 19 |
| Served in HM Forces | 20 |
| Access to education, employment or training | 21 |

# **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.

Prevention duty (or activity information for legacy cases) should be submitted to DCLG once prevention has ended. This information should be submitted to DCLG alongside a People, Main, Support and Assistance sections in the reporting window following the quarter when prevention ended.

Only one Prevention Duty should be submitted per case. If many prevention methods are used only the main activity that resulted in or contributed most to the prevention outcome should be reported. If a successful review has been carried out then the new prevention activity and outcome following this 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.

**Field Mandatory**

**New Act cases**

Expect completion if 1.6 ASSESS1=0, 1, 3.

Blank if 1.6 ASSESS1=2.

Yes if 4.5 PD\_END\_DATE completed.

**Legacy cases**

Can complete if 1.6 ASSESS1=5.

## **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

**Field Mandatory**

**New Act cases**

Expect completion if 1.6 ASSESS1=0, 1, 3.

Blank if 1.6 ASSESS1=2.

Yes if 4.5 PD\_END\_DATE completed.

**Legacy cases**

Can complete if 1.6 ASSESS1=5.

Blank if 1.6 ASSESS1=4.

Record the activity start date here

## **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.

**Field Mandatory**

**New Act cases**

Expect completion if 1.6 ASSESS1=0, 1, 3.

Blank if 1.6 ASSESS1=2.

Yes if 4.5 PD\_END\_DATE completed.

**Legacy cases**

Can complete if 1.6 ASSESS1=5.

Blank if 1.6 ASSESS1=4.

This should be completed as the outcome following prevention.

**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.

**Field Mandatory**

**New Act cases**

Expect completion if 1.6 ASSESS1=0, 1, 3.

Blank if 1.6 ASSESS1=2.

Yes if 4.5 PD\_END\_DATE completed.

**Legacy cases**

Can complete if 1.6 ASSESS1=5.

Blank if 1.6 ASSESS1=4.

Default value of 2.

**Responses**

|  |  |
| --- | --- |
| No | 0 |
| Yes | 1 |
| No support needs | 2 |

## **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

**Field Mandatory**

**New Act cases**

Expect completion if 1.6 ASSESS1=0, 1, 3.

Blank if 1.6 ASSESS1=2.

**Legacy cases**

Can complete if 1.6 ASSESS1=5.

Blank if 1.6 ASSESS1=4.

Record this as the prevention activity end date

## **Reason Prevention Duty ended**

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

**PARENT XML TAG:** PREVENT

**Description**

The reason the Prevention Duty was ended.

**Format**

Numeric.

**Field Mandatory**

**New Act cases**

Expect completion if 1.6 ASSESS1=0, 1, 3.

Blank if 1.6 ASSESS1=2.

Yes if 4.5 PD\_END\_DATE completed.

**Legacy cases**

Default option of 0.

**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 | 5 |
| 56 days or more expired and no further action | 6 |
| Intentionally homeless from accommodation provided | 7 |
| Refused suitable accommodation | 8 |
| Refused to cooperate | 9 |
| Withdrew application / applicant deceased | 10 |
| Contact lost | 11 |

**Onward routing**

If 4.6 PREV\_END\_REASON=0-4, 6, 10, 11: **case closed**

If 4.6 PREV\_END\_REASON=5, 7, 8, 9: complete **RELIEF**

**Legacy cases**

The case closes following prevention activity, **case closed**

## **Temporary accommodation provided or duty owed**

**XML TAG:** TA\_PREV

**PARENT XML TAG:** PREVENT

**Description**

Whether a temporary accommodation duty was owed or temporary accommodation was provided.

**Format**

Numeric.

**Field Mandatory**

**New Act cases**

Expect completion if 1.6 ASSESS1=0, 1, 3.

Blank if 1.6 ASSESS1=2.

Yes if 4.5 PD\_END\_DATE completed.

**Legacy cases**

Default option 0; cannot be 1.

**Responses**

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

**Onward routing**

If 4.7 TA\_PREV=0, complete 4.8 **ACCOM\_PR**

If 4.7 TA\_PREV=1, complete **TEMPORARY ACCOMMODATION**

## **Accommodation Outcome**

**XML TAG:** ACCOM\_PR

**PARENT XML TAG:** PREVENT

**Description**

The applicant’s accommodation when Prevention Duty ended.

**Format**

Numeric.

**Field Mandatory**

**New Actcases**

Expect completion if 4.7 TA\_PREV=0.

Blank if 4.7 TA\_PREV=1.

**Legacy cases**

This should be completed as this information was captured as part of the P1E.

**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 |
| Owner-occupier | 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 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.

Relief duty (or activity information for legacy cases) should be submitted to DCLG once relief has ended. This information should be submitted to DCLG alongside a People, Main, Support and Assistance sections, as a minimum, in the reporting window following the quarter when relief ended.

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. If a successful review has been carried out then the new relief activity and outcome following this should be reported.

For legacy cases, this section can be completed if the local authority offered relief activity to the applicant household following the decision stage.

## **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.

**Field Mandatory**

**New Act cases**

Expect completion if 1.6 ASSESS1=2 or if 4.6 PREV\_END\_REASON=5, 7, 8, 9

Blank if 4.6 PREV\_END\_REASON=0-4, 6, 10, 11.

Yes if 5.5 R\_END\_DATE completed.

**Legacy cases**

Can complete if 7.4 LEG\_REL=1

Yes if 5.5 R\_END\_DATE completed.

**Format**

Alphanumeric, 22 characters.

**Validation**

Must match that provided in section 1.1.

## **Date Relief Duty started**

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

**PARENT XML TAG:** RELIEF

**Description**

Date relief activity commenced.

**Field Mandatory**

**New Act cases**

Expect completion if 1.6 ASSESS1=2 or if 4.6 PREV\_END\_REASON=5, 7, 8, 9

Blank if 4.6 PREV\_END\_REASON=0-4, 6, 10, 11.

Yes if 5.5 R\_END\_DATE completed.

**Legacy cases**

Can complete if 7.4 LEG\_REL=1

Insert the 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.

**Field Mandatory**

**New Act cases**

Expect completion if 1.6 ASSESS1=2 or if 4.6 PREV\_END\_REASON=5, 7, 8, 9

Blank if 4.6 PREV\_END\_REASON=0-4, 6, 10, 11.

Yes if 5.5 R\_END\_DATE completed.

**Legacy cases**

Can complete if 7.4 LEG\_REL=1

This can be completed if relief activity undertaken in a case.

**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 |
| Negotiation/mediation/ enforcement action to secure re-entry with landlord | 6 |
| Sanctuary or other security measures to enable return home | 7 |
| Other activity through which accommodation secured | 8 |

## **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.

**Field Mandatory**

**New Act cases**

Expect completion if 1.6 ASSESS1=2 or if 4.6 PREV\_END\_REASON=5, 7, 8, 9

Blank if 4.6 PREV\_END\_REASON=0-4, 6, 10, 11.

Yes if 5.5 R\_END\_DATE completed.

**Legacy cases**

Can complete if 7.4 LEG\_REL=1

Default value of 2.

**Responses**

|  |  |
| --- | --- |
| No | 0 |
| Yes | 1 |
| No support needs | 2 |

## **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

**Field Mandatory**

**New Act cases**

Expect completion if 1.6 ASSESS1=2 or if 4.6 PREV\_END\_REASON=5, 7, 8, 9

Blank if 4.6 PREV\_END\_REASON=0-4, 6, 10, 11.

**Legacy cases**

Can complete if 7.4 LEG\_REL=1

Insert the date the relief activity completed.

## **Reason Relief Duty ended**

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

**PARENT XML TAG:** RELIEF

**Description**

The reason the Relief Duty was ended.

**Format**

Numeric.

**Field Mandatory**

**New Act cases**

Expect completion if 1.6 ASSESS1=2 or if 4.6 PREV\_END\_REASON=5, 7, 8, 9

Blank if 4.6 PREV\_END\_REASON=0-4, 6, 10, 11.

Yes if R\_END\_DATE completed.

**Legacy cases**

Can complete if 7.4 LEG\_REL=1

Can be blank.

**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 |
| Notice served due to refusal to cooperate | 5 |
| Withdrew application / applicant deceased | 6 |
| Intentionally homeless from accommodation provided | 7 |
| Local connection referral accepted by other LA | 8 |
| Contact lost | 9 |

**Onward routing**

If 5.6 REL\_END\_REASON=0, 1, 2, 4, 6, 8, 9: **case closed**

If 5.6 REL\_END\_REASON=7: **complete 5.7**

If 5.6 REL\_END\_REASON=3, 5: **complete DECISION section**

**Legacy cases**

The case closes following relief activity, **case closed.**

## **Temporary accommodation provided or duty owed**

**XML TAG:** TA\_REL

**PARENT XML TAG:** RELIEF

**Description**

Whether a temporary accommodation duty was owed or temporary accommodation was provided.

**Format**

Numeric.

**Field Mandatory**

**New Act cases**

Expect completion if 1.6 ASSESS1=0, 1, 3.

Blank if 1.6 ASSESS1=2.

Yes if 4.5 PD\_END\_DATE completed.

**Legacy cases**

Default option 0; cannot be 1.

**Responses**

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

**Onward routing**

If 5.7 TA\_REL=0, complete **5.8 ACCOM\_R**

If 5.7 TA\_REL=1, complete **TEMPORARY ACCOMMODATION**

## **Accommodation outcome**

**XML TAG:** ACCOM\_R

**PARENT XML TAG:** RELIEF

**Description**

The applicant’s accommodation when Relief Duty ended.

**Format**

Numeric.

**Field Mandatory**

**New Act cases**

Expect completion if 5.7 TA\_REL=0.

Blank if 5.7 TA\_REL=1.

**Legacy cases**

Can complete if 7.4 LEG\_REL=1

This should be completed as this information was captured as part of the P1E.

**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 |
| Owner-occupier | 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 ASSISTANCE Section**

The questions in this section are completed if the household was recorded as having any support needs in the SUPPORT Section. If no support needs are identified in the support section then no engagement with support needs would be expected.

For legacy cases, this section does not need to be completed and should be returned blank.

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

**Assistance with support needs applies to all members of the household.**

## **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.

**Field Mandatory**

Yes.

Legacy cases – blank.

**Validation**

Must match that provided in section 1.1.

## **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.

**Field Mandatory**

Yes.

Legacy cases – blank.

**Validations**

Select all that apply from the list below. Default option is ‘No support offered’.

If 4.4 SUPPORT\_PR=1 (YES) or 5.4 SUPPORT\_REL=1 (YES), ‘No support offered’ is not a valid response.

Further validations against section 3.2 will be run to check for consistency in responses.

**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 |
| Access to education, training or employment | 12 |

# **The DECISION Section**

For (new) applications made after 1st April 2018: This section is only completed for applications where prevention and/or relief were not successful and the case proceeds to an assessment of whether a ‘main duty’ (s193(2), s193C(4), or s195A(1)) is owed.

For legacy cases this section is to be completed if homelessness has not been prevented and the local authority makes a decision as to whether or not the main duty (s193) is owed.

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

**XML TAG:** LA\_CRN

**XML PARENT TAG:** DECISION

**Description**

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

**Format**

Alphanumeric, 22 characters.

**Field Mandatory**

**New Act cases**

Expect completion if 5.6 REL\_END\_REASON=3, 5.

Blank if 5.6 REL\_END\_REASON=0, 1, 2, 4, 6, 8, 9.

Yes if 7.2 ASSDATE completed.

**Legacy cases**

Expect completion if 1.6 ASSESS1=4.

Yes if 7.2 ASSDATE completed.

**Validation**

Must match that provided in section 1.1.

## **Main duty decision date**

**XML TAG:** ASSDATE

**PARENT XML TAG:** DECISION

**Description**

The date when the decision is issued on what duty (if any) is owed when relief stage ends (the main duty).

**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

**Field Mandatory**

**New Act cases**

Expect completion if 5.6 REL\_END\_REASON=3, 5.

Blank if 5.6 REL\_END\_REASON=0, 1, 2, 4, 6, 8, 9.

**Legacy cases**

Expect completion if 1.6 ASSESS1=4.

## **Outcome of decision**

**XML TAG:** ASSESS2

**PARENT XML TAG:** DECISION

**Description**

The outcome of the decision issued on what duty (if any) is owed when relief stage ends (the main duty).

**Format**

Numeric.

**Field Mandatory**

**New Act cases**

Expect completion if 5.6 REL\_END\_REASON=3, 5.

Blank if 5.6 REL\_END\_REASON=0, 1, 2, 4, 6, 8, 9.

Yes if 7.2 ASSDATE completed.

**Legacy cases**

Expect completion if 1.6 ASSESS1=4.

Yes if 7.2 ASSDATE completed.

**Responses**

|  |  |
| --- | --- |
| Not eligible for assistance | 0 |
| Homeless + priority need + unintentionally homeless – s193(2) duty | 1 |
| Homeless + priority need + unintentionally homeless + no local connection - referred to another Local Authority | 2 |
| Homeless + priority need + unintentionally homeless – refused to cooperate (s193C(4) duty owed) | 3 |
| Homeless + unintentionally homeless – owed a 2 year reapplication duty s195A(1) | 4 |
| Homeless + priority need + intentionally homeless | 5 |
| Homeless + no priority need | 6 |
| Withdrew prior to assessment | 7 |
| Lost contact prior to assessment | 8 |
| Not homeless | 9 |

**Onward routing**

**New Act cases**

If 7.3 ASSESS2=0, 2, 5, 6, 7, 8, 9: **case closed**

If 7.3 ASSESS2=1, 3, 4: **complete FINALDUTIES**

**Legacy cases**

If 7.3 ASSESS2=0, 2, 5, 6, 7, 8, 9: **case closed**

If 7.3 ASSESS2=1, 4: **complete FINALDUTIES**

## **Relief offered to legacy cases**

**XML TAG:** LEG\_REL

**PARENT XML TAG:** DECISION

**Description**

Whether relief activity was offered to the applicant. For legacy cases found to be intentionally homeless or to not have priority need.

**Format**

Numeric.

**Field Mandatory**

**New Act cases**

Blank.

**Legacy cases**

Expect completion if 7.3 ASSESS2=5, 6.

Blank if 7.3 ASSESS2=0, 1, 2, 3, 4, 7, 8.

**Responses**

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

**Onward routing**

If 7.4 LEG\_REL=0, **case closed**.

If 7.4 LEG\_REL=1, **complete RELIEF**.

## **Priority need decision**

**XML TAG:** PNEED

**PARENT XML TAG:** DECISION

**Description**

Decision on what priority need, if any, the applicant has. Where the applicant has priority need for several reasons, identify the one which is most relevant.

**Format**

Numeric

**Field Mandatory**

**New Act cases**

Expect completion if 7.3 ASSESS2=1, 2, 3, 4, 5, 6.

Blank if 7.3 ASSESS2=0, 7, 8.

**Legacy cases**

Expect completion if 7.3 ASSESS2=1, 2, 4, 5, 6.

Blank if 7.3 ASSESS2=0, 7, 8.

Yes if 7.2 ASSDATE completed.

**Responses**

|  |  |
| --- | --- |
| No priority need | 0 |
| priority need: homeless because of fire, flood or other emergency | 1 |
| priority need: household includes dependent children | 2 |
| priority need: applicant is / household includes a pregnant woman | 3 |
| priority need: applicant aged 16 or 17 years | 4 |
| priority need: applicant is care leaver and aged 18 to 20 years | 5 |
| priority need: vulnerable as result of old age | 6 |
| priority need: vulnerable as result of physical disability / ill health | 7 |
| priority need: vulnerable as result of mental health problems | 8 |
| priority need: vulnerable as a care leaver 21+ | 9 |
| priority need: vulnerable as served in HM Forces | 10 |
| priority need: vulnerable as been in custody or on remand | 11 |
| priority need: vulnerable as fled home because of violence / threat of violence (domestic abuse) | 12 |
| priority need: vulnerable as fled home because of violence / threat of violence (not domestic abuse) | 13 |
| priority need: vulnerable as result of learning difficulty | 14 |
| priority need: vulnerable for other special reason | 15 |
| priority need: drug dependency | 16 |
| priority need: alcohol dependency | 17 |
| priority need: former asylum seeker | 18 |

## **Temporary accommodation provided or duty owed**

**XML TAG:** TA\_DEC

**PARENT XML TAG:** DECISION

**Description**

Whether a temporary accommodation duty was owed or temporary accommodation was provided following the decision on whether a main duty is owed.

**Format**

Numeric.

**Field Mandatory**

**New Act cases**

Expect completion if 1.6 ASSESS1=0, 1, 3.

Blank if 1.6 ASSESS1=2.

Yes if 4.5 PD\_END\_DATE completed.

**Legacy cases**

Expect completion if 1.6 ASSESS1=4.

Yes if 7.2 ASSDATE completed.

**Responses**

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

**Onward routing**

If 7.7 TA\_DEC=0, complete **7.7 ACCOM\_D**

If 7.7 TA\_DEC =1, complete **TEMPORARY ACCOMMODATION**

## **Accommodation outcome**

**XML TAG:** ACCOM\_D

**PARENT XML TAG:** DECISION

**Description**

The applicant’s accommodation following the decision on whether a duty is owed.

**Format**

Numeric.

**Field Mandatory**

**New Act cases**

Expect completion if 7.6 TA\_DEC=0

Blank if 7.6 TA\_DEC=1

**Legacy cases**

Rules apply as above. Default 0 if unknown

**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 |
| Owner-occupier | 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 |

## **Local Connection Destination Authority**

**XML TAG:** LCON\_DEST

**PARENT XML TAG:** DECISION

**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:



**Field Mandatory**

No.

Expect completion if 7.3 ASSESS2=2.

**Validation**

The nine character LA code must match an ONS local authority code, LAD16CD.

# **FINAL DUTIES Section**

For (new) applications made after 1st April 2018: This section is only completed if prevention and/or relief were not successful and the case was assessed as owed the s.193(2) duty, the s.193C(4) duty or the s195A(1) duty.

If the case was not assessed as owed a final homelessness duty, the fields in this section can be returned as blank. Only one response can be returned for each field.

For legacy cases this section is to be completed if the case was assessed as owed the main duty (s193 or s195A(1)).

## **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.

**Field Mandatory**

**New Act cases**

Expect completion if 7.3 ASSESS2=1, 3, 4

Blank if 7.3 ASSESS2=0, 2, 5, 6, 7, 8

Yes if 8.3 DATEOUTC completed.

**Legacy cases**

Expect completion if 7.3 ASSESS2=1, 4

Blank if 7.3 ASSESS2=0, 2, 5, 6, 7, 8

Yes if 8.3 DATEOUTC completed.

**Validation**

Must match that provided in section 1.1.

## **Section 193(2), section 193C(4) or section 195A(1)** **duty end date**

**XML TAG:** DATEOUTC

**PARENT XML TAG:** FINALDUTIES

**Description**

The date that the section 193(2), section 193C(4)orsection 195A(1) 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

**Field Mandatory**

**New Act cases**

Expect completion if 7.3 ASSESS2=1, 3, 4

Blank if 7.3 ASSESS2=0, 2, 5, 6, 7, 8

Yes if 8.3 DATEOUTC completed.

**Legacy cases**

Expect completion if 7.3 ASSESS2=1, 4

Blank if 7.3 ASSESS2=0, 2, 5, 6, 7, 8

Yes if 8.3 DATEOUTC completed.

## **Reason the section 193(2) Duty, the section 193C(4) Duty or the section 195A(1) Duty ended**

**XML TAG:** ACTEND

**PARENT XML TAG:** FINALDUTIES

**Description**

The reason that the section 193(2) duty, the section 193C(4) or thesection 195A(1) dutyended.

**Format**

Numeric.

**Field Mandatory**

**New Act cases**

Expect completion if 7.3 ASSESS2=1, 3, 4

Blank if 7.3 ASSESS2=0, 2, 5, 6, 7, 8

Yes if 8.3 DATEOUTC completed.

**Legacy cases**

Expect completion if 7.3 ASSESS2=1, 4

Blank if 7.3 ASSESS2=0, 2, 5, 6, 7, 8

Yes if 8.3 DATEOUTC completed.

**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 |
| Applicant withdrew or lost contact | 8 |

## **Accommodation outcome**

**XML TAG:** ACCOM\_FD

**PARENT XML TAG:** FINALDUTIES

**Description**

The applicant’s accommodation when section 193(2), section 193C(4) or thesection 195A(1) duty ended.

**Format**

Numeric.

**Field Mandatory**

**New Act cases**

Expect completion if 7.3 ASSESS2=1, 3, 4

Blank if 7.3 ASSESS2=0, 2, 5, 6, 7, 8

Yes if 8.3 DATEOUTC completed.

**Legacy cases**

Expect completion if 7.3 ASSESS2=1, 4

Blank if 7.3 ASSESS2=0, 2, 5, 6, 7, 8

Yes if 8.3 DATEOUTC completed.

**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 |
| Owner-occupier | 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 where the applicant is owed a temporary accommodation duty or the local authority uses its powers to provide temporary accommodation. This includes households owed a temporary accommodation but who remain in their property or who have made their own arrangements for temporary accommodation.

For local authority placements, please ensure that any previous placements for this application have been closed before creating a new placement.

Temporary accommodation, unlike other sections, should be submitted once a household is moved into temporary accommodation and resubmitted every quarter until the household exits temporary accommodation. This means that unlike other sections if a field in mandatory in the temporary accommodation table DCLG will expect to receive some placement information for the case until an exit is reported.

Temporary accommodation information can also be submitted outside of routing rules because a household may be moved to temporary accommodation without an activity trigger being reported. The only exception to this is when a prevention duty is started and has not been reported as failed. In this instance temporary accommodation should not have been provided.

Each time a household moves temporary accommodation placements and the reportable characteristics change this should be recorded as a new placement. For example if a household moves rooms in a hotel this should not be reported. However, if a household moves hotel placements to another borough this should be reported. Moves that involve change of TA type or number of habitable rooms should also be reported.

If a household moves placements and these dates overlap this will be accepted. If a household is spilt across temporary accommodation types, these separate instances should be reported.

For legacy cases this section is to be completed if the applicant household is already in or moves into a temporary accommodation placement, is owed a main duty but remains in their accommodation, or is making their own arrangements for temporary accommodation.

## **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.

**Field Mandatory**

Expect completion if 4.7 TA\_PREV=1 or if 5.7 TA\_REL=1 or if 7.6 TA\_DEC=1

Yes if 9.2 TA\_DATE completed.

Legacy cases – rules apply as above.

All cases – can be completed even if none of the routing rules above have been met.

**Validation**

Must match that provided in section 1.1.

## **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

**Field Mandatory**

Expect completion if 4.7 TA\_PREV=1 or if 5.7 TA\_REL=1 or if 7.6 TA\_DEC=1

Legacy cases – rules apply as above.

All cases – can be completed even if none of the routing rules above have been met.

## **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

**Field Mandatory**

Expect completion if 4.7 TA\_PREV=1 or if 5.7 TA\_REL=1 or if 7.6 TA\_DEC=1

Yes if 9.2 TA\_DATE completed.

Legacy cases – rules apply as above.

All cases – can be completed even if none of the routing rules above have been met.

## **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

**Field Mandatory**

Expect completion if 4.7 TA\_PREV=1 or if 5.7 TA\_REL=1 or if 7.6 TA\_DEC=1

Yes if 9.2 TA\_DATE completed.

Legacy cases – rules apply as above.

All cases – can be completed even if none of the routing rules above have been met.

## **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.

**Field Mandatory**

Expect completion if 4.7 TA\_PREV=1 or if 5.7 TA\_REL=1 or if 7.6 TA\_DEC=1

Yes if 9.2 TA\_DATE completed.

Legacy cases – rules apply as above.

All cases – can be completed even if none of the routing rules above have been met.

**Responses**

|  |  |
| --- | --- |
| Temporarily remains in property | 0 |
| Made own arrangements for temporary accommodation | 1 |
| Privately managed Bed & Breakfast hotels (privately managed, meal/s provided, shared facilities) | 2 |
| Other nightly paid, privately managed accommodation, shared facilities | 3 |
| Other nightly paid, privately managed accommodation, self-contained | 4 |
| Hostels (including reception centres and emergency units) | 5 |
| Refuges | 6 |
| Private sector accommodation leased by your authority or leased or managed by a registered provider | 7 |
| Directly with a private sector landlord | 8 |
| Accommodation within your own stock | 9 |
| Accommodation within registered provider stock | 10 |
| Any other type of temporary accommodation | 11 |

## **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.

**Field Mandatory**

**New Act cases**

Expect completion if 4.7 TA\_PREV=1 or if 5.7 TA\_REL=1 or if 7.6 TA\_DEC=1

Yes if 9.2 TA\_DATE completed.

All cases – can be completed even if none of the routing rules above have been met.

**Legacy cases** – leave blank if unknown

## **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.

**Field Mandatory**

Expect completion if 4.7 TA\_PREV=1 or if 5.7 TA\_REL=1 or if 7.6 TA\_DEC=1

Yes if 9.2 TA\_DATE completed.

Legacy cases – rules apply as above.

All cases – can be completed even if none of the routing rules above have been met.

**Responses**

|  |  |
| --- | --- |
| Interim: pending enquiries plus intentional homeless, review appeal, awaiting appeal | 0 |
| Section 193(2) | 1 |
| Section 193C(4) | 2 |

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

**XML TAG:** TA\_OTHER

**PARENT XML TAG:** TA

**Description**

In what local authority district is the temporary accommodation (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:



**Field Mandatory**

**New Act cases**

Expect completion if 4.7 TA\_PREV=1 or if 5.7 TA\_REL=1 or if 7.6 TA\_DEC=1

Yes if 9.2 TA\_DATE completed.

Can be completed even if none of the routing rules above have been met.

If placement is within the local authority district then select own local authority district.

**Legacy cases** – can be blank if out of district location is unknown. However, blanks will be assumed to be out of district as a default.

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

**XML TAG:** TA\_EXIT\_DATE

**PARENT XML TAG:** TA

**Description**

Date of temporary accommodation 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

**Field Mandatory**

Expect completion if 4.7 TA\_PREV=1 or if 5.7 TA\_REL=1 or if 7.6 TA\_DEC=1

Yes if 9.2 TA\_DATE completed.

Legacy cases – rules apply as above.

All cases – can be completed even if none of the routing rules above have been met.

**Onward routing**

Legacy cases – if applicant has left temporary accommodation, complete FINAL DUTIES.

# **The REVIEW Section**

This section is to be completed for all reviews requested on decisions made by the local authority. If a review has been completed then options should be submitted for all fields in this section.

Reviews can submitted on open and closed cases as reviews may result in a case being reopened. A successful review is likely to result in another section of the case being revised. For example a review of a prevention duty may result in a new prevention duty / activity being offered.

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.

Legacy cases do not require any review information so this section should be left blank.

## **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.

**Field Mandatory**

Yes if 10.3 REV\_DATE\_C completed.

**Validation**

Must match that provided in section 1.1.

## **Date review requested**

**XML TAG:** REV\_DATE\_R

**PARENT XML TAG:** REVIEW

**Description**

Date the review was requested.

**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

**Field Mandatory**

Yes if 10.3 REV\_DATE\_C completed.

## **Date review completed**

**XML TAG:** REV\_DATE\_C

**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

**Field Mandatory**

No.

## **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 |
| Duties owed homeless or threatened with homelessness | 1 |
| Reasonable steps taken to help prevent and/or relieve homelessness | 2 |
| Ending of the prevention and/or Relief Duty | 3 |
| Notices served on refusal to cooperate | 4 |
| Local connection referrals | 5 |
| Whether applicant in priority need and not intentionally homeless (main duty) | 6 |
| Decision to end the main duty | 7 |
| Suitability of accommodation offered at Prevention or Relief stage (not final) | 8 |
| Suitability of Final PRS or Final Part 6 Offer at Relief stage | 9 |
| Suitability of accommodation offered as S193 Temporary Accommodation or S193C(4) | 10 |
| Suitability of accommodation offered to end S193 duty | 11 |

**Field Mandatory**

Yes if 10.3 REV\_DATE\_C completed.

## **Decision 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 |

**Field Mandatory**

Yes if 10.3 REV\_DATE\_C completed.

## **Review outcome**

**XML TAG:** REV\_OC

**PARENT XML TAG:** REVIEW

**Description**

Whether the applicant’s review was successful.

**Format**

Numeric.

**Responses**

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

**Field Mandatory**

Yes if 10.3 REV\_DATE\_C completed.

# **Annex 1:** **Personal Data**

**Personal data will be provided separately to H-CLIC via a separate XML upload. This is to ensure the separation and security of identifiable personal data. DCLG will either request this information at the quarter end or as otherwise required.**

**Further guidance on how this data is to be submitted will be provided in early 2018.**

This personal information is required for monitoring the Act. However, personal details are not mandatory when the household opts out of providing these. Personal details are also not mandatory if they need to be withheld to protect individuals, for example domestic abuse cases.

For legacy cases, DCLG do not require personal information as consent will not have been provided.

## **A1.1 Local Authority Code and Case Reference Number**

**XML TAG:** LA\_CRN

**PARENT** **XML TAG:** PERSONAL

**Description**

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

**Format**

Alphanumeric, 22 characters.

**Field Mandatory**

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0

Legacy cases must be blank.

**Validation**

Must match that provided in section 1.1.

## **A1.2 Person identifier**

**XML TAG:** PERSON\_ID

**PARENT XML TAG:** PERSONAL

**Description**

A unique identifier for each household member.

**Format**

Alphanumeric, 12 characters.

**Field Mandatory**

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0

Legacy cases must be blank.

**Validation**

Must match that provided in section 2.2.

## **A1.3 Date of Birth**

**XML TAG:** DOB

**PARENT XML TAG:** PERSONAL

**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

**Field Mandatory**

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0

Legacy cases must be blank.

## **A1.4 Forename**

**XML TAG:** FORENAME

**PARENT XML TAG:** PERSONAL

**Description**

The forename of the household member.

**Format**

Alpha, 200 characters maximum

**Field Mandatory**

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0

Legacy cases must be blank.

## **A1.5 Surname**

**XML TAG:** SURNAME

**PARENT XML TAG:** PERSONAL

**Description**

The surname of the household member.

**Format**

Alpha, 200 characters maximum

**Field Mandatory**

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0

Legacy cases must be blank.

## **A1.6 National Insurance Number**

**XML TAG:** NINO

**PARENT XML TAG:** PERSONAL

**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**

Must be aged 16 years or over.

The REGEX which this field is validated against is:

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

**Field Mandatory**

No

Legacy cases must be blank.

## **A1.7 Property name or number of current or last settled accommodation**

**XML TAG:** PROPERTYNUMLAST

**PARENT XML TAG:** PERSONAL

**Description**

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

**Format**

Alphanumeric, 40 characters maximum.

**Field Mandatory**

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0

Legacy cases must be blank.

## **A1.8 Postcode of current or last settled accommodation**

**XML TAG:** POSTCODELAST

**PARENT XML TAG:** PERSONAL

**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.

**Field Mandatory**

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0

Legacy cases must be blank.