

The Homelessness Case Level Information Collection (H-CLIC)

to monitor the Homelessness Reduction Act 2017

Summary of the Data Monitoring Specification v1.4

Issued 9th January 2018

**Introduction**

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

The final data requirement was published on 25th October 2017 on the DCLG Homelessness Statistics User Forum.

Since 25th October, some minor changes have been made to the document. Any further changes will be kept to a minimum. Where possible, the latest version of the requirement should be used. This is indicated by the version number on the requirement document.

The latest version will always be available at:

<https://gss.civilservice.gov.uk/statistics/working-with-users/dclg-homelessness-statistics-user-forum/>.

**Data to submit**

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

**The sections**

There are ten sections:

1. **Main** - information on the main applicant and details of the homelessness application for the household.
2. **People** – the characteristics of each household member.
3. **Support** - any support needs in the household.
4. **Prevention** - activity if the Prevention Duty is owed.
5. **Relief** - activity if the Relief Duty is owed.
6. **Decision** – activity if the case proceeds to an assessment for a final homelessness duty, (the section 193(2) duty, the section 193C(4) duty, or the section 195A(1) duty).
7. **Final duties** - activity if the case was assessed as owed a final homelessness duty.
8. **Assistance** - assistance with support needs received by the household.
9. **Temporary accommodation** – provision of temporary accommodation and/or if a temporary accommodation duty is owed.
10. **Reviews** - any reviews requested of decisions made by the local authority.

The sections can be thought of as tables that will form a database when the data is received by DCLG.

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

**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 included options to capture legacy cases through H-CLIC.

More information on reporting legacy cases through H-CLIC is available in the main H-CLIC data specification.

1. **The MAIN Section**

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

For legacy cases, DCLG accept that not all information can be provided for this section.

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| **Fields** |
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| **Field code** | **Field description** | **Further description** | **Options** |
| **1.1** | **Local Authority Code and Case Reference Number** | The identifying code for the local authority prefixed to the Council’s own Case Reference Number (CRN) for the case. |  |
| **1.2** | **Previous Case Reference Number** | A previous case reference number for the main applicant if they have previously received assistance from the authority. Optional |  |
| **1.3** | **Reasons for eligibility for assistance** |  | List provided |
| **1.4** | **Number of children** | The number of children under 18, including expected children, in the household at the time of application | Whole number, 0 allowed |
| **1.5** | **Date of assessment of circumstances and needs** | Date of the original assessment or reassessment (if a successful review has been made) | Date |
| **1.6** | **Assessment of circumstances and needs** | Whether the household is homeless, at risk of homelessness and whether a duty is accepted. Also whether the household is a legacy case. | List provided |
| **1.7** | **Ethnic group** |  | List provided |
| **1.8** | **Sexual orientation** |  | List provided |
| **1.9** | **Nationality** |  | List provided |
| **1.10** | **Employment status** |  | List provided |
| **1.11** | **Benefits towards housing costs** |  | List provided |
| **1.12** | **Benefits towards other living costs** |  | List provided |
| **1.13** | **Accommodation at time of application** | The accommodation in which the main applicant is living at the time of the application. | List provided |
| **1.14** | **Accommodation when last settled** | If the applicant is not currently settled, their last settled accommodation. | List provided |
| **1.15** | **Main reason for loss of settled home** | The main reason the main applicant is homeless or at risk of homelessness. | List provided |
| **1.19** | **Referrals into the authority** | Whether applicant was referred to the local authority. | List provided |
| **1.22** | **Date homeless application made** | The date that the application was made | Date  |
| **1.23** | **Employment status of main applicant’s partner** |  | List provided |

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| *The below options will not always apply and depend upon answers in the table above.* |
| **1.16** | **Reason for loss of Assured Shorthold Tenancy** | Reason AST ended. | List provided |
| **1.17** | **Reason for loss of social rented tenancy** | Reason the applicant has left / is leaving social rented housing.  | List provided |
| **1.18** | **Reason for loss of supported housing** | Reason the applicant has left / is leaving supported housing.  | List provided |
| **1.20** | **Referral agency** | Which agency referred the applicant.  | List provided |
| **1.21** | **Local Connection authority** | Which local authority made a Local Connection referral | List provided |

1. **The PEOPLE Section**

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

For legacy cases, DCLG accept that not all information can be provided for this section.

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| **Fields** |
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| **Field code** | **Field description** | **Further description** | **Options** |
| **~~2.1~~** | **~~Local Authority Code and Case Reference Number~~** | This was a duplicate field and is no longer required in this section. |  |
| **2.2** | **Person identifier** | A unique identifier for the household member. |  |
| **2.3** | **Gender** |  | List provided |
| **2.4** | **Age** | Age at date of homelessness application. Provided in years.  | Whole number, expressed as in years. 0 are allowed |
| **2.5** | **Relationship** | The household member’s relationship to the main applicant – child, partner etc. | List provided |
| **2.6** | **Date joined household homeless application** |  | Date |
| **2.7** | **Date left household homeless application** |  | Date  |
| **2.8** | **Age at quarter end** | Age at end of the quarter. Provided in years. | Whole number, expressed as in years. 0 are allowed |

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1. **The SUPPORT Section**

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

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

**Fields**

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| **Field code** | **Field description** | **Further description** | **Options** |
| **~~3.1~~** | **~~Local Authority Code and Case Reference Number~~** | This was a duplicate field and is no longer required in this section. |  |
| **3.2** | **Support Needs of Main Applicant and Household members** |  | List provided |

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1. **The PREVENT Section**

The questions in this section are only completed if the prevention duty is owed and prevention activities are undertaken. Only one prevention duty per case should be submitted. If many prevention methods are used only the main activity that resulted in or contributed most to the prevention outcome should be reported.

**Fields**

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| **Field code** | **Field description** | **Further description** | **Options** |
| **~~4.1~~** | **~~Local Authority Code and Case Reference Number~~** | This was a duplicate field and is no longer required in this section. |  |
| **4.2** | **Date Prevention Duty started** | When prevention duty started. This would be expected to match the assessment date. | Date |
| **4.3** | **Prevention activity** | The main activity offered to and engaged with by the household. | List provided |
| **4.4** | **Engaged with support needs** | Yes / No. Whether the household were engaged with help for their support needs before the prevention duty ended. The assistance offered will be captured in the assistance table. | List provided |
| **4.5** | **Date Prevention Duty ended** |  | Date |
| **4.6** | **Reason Prevention Duty ended** |  | List provided |
| **4.7** | **Temporary accommodation provided or duty owed** | To identify whether the household was owed a temporary accommodation duty or temporary accommodation was provided. | List provided |
| **4.8** | **Accommodation outcome** | Accommodation status at the end of the prevention duty | List provided |
| **4.9** | **Local authority location of accommodation outcome** |  | List provided |

1. **The RELIEF Section**

The questions in this section are only completed if the relief duty is owed and relief activities are undertaken. Only one relief duty per case should be submitted. If many relief methods are used, only the main activity that resulted in or contributed most to the relief outcome should be reported.

**Fields**

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| --- | --- | --- | --- |
| **Field code** | **Field description** | **Further description** | **Options** |
| **~~5.1~~** | **~~Local Authority Code and Case Reference Number~~** | This was a duplicate field and is no longer required in this section. |  |
| **5.2** | **Date Relief Duty started** | The date the relief duty was started. This should match either the assessment date of the main table or the prevention duty end date. | Date |
| **5.3** | **Relief activity** | The relief that was offered to and engaged with by the household. | List provided |
| **5.4** | **Engaged with support needs** | Yes / No. Whether the household were engaged with help for their support needs before the relief duty ended. The assistance offered will be captured in the assistance table. | List provided |
| **5.5** | **Date Relief Duty ended** |  | Date |
| **5.6** | **Reason Relief Duty ended** |  | List provided |
| **5.7** | **Temporary accommodation provided or duty owed** | To identify whether the household was owed a temporary accommodation duty or temporary accommodation was provided. | List provided |
| **5.8** | **Accommodation outcome** | Where the main applicant was residing when the relief duty had ended. | List provided |
| **5.9** | **Local authority location of accommodation outcome** |  | List provided |
| **5.10** | **Local Connection Destination Authority** | For applicants referred to another local authority. | List provided |

1. **The ASSISTANCE Section**

The questions in this section are completed if the household was recorded as having any support needs in the SUPPORT Section. Multiple forms of assistance can be recorded, where an applicant has engaged with support before the case has been closed.

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

**Fields**

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| **Field code** | **Field description** | **Further description** | **Options** |
| **~~6.1~~** | **~~Local Authority Code and Case Reference Number~~** | This was a duplicate field and is no longer required in this section. |  |
| **6.2** | **Assistance with support needs** | Assistance with support needs that the household was referred to and engaged with. This relates to the engagement with support needs that was achieved during the time the household was worked with by the local authority.  | List provided |

1. **The DECISION Section**

The questions in this section are completed if relief was unsuccessful and the case proceeds to an assessment of whether a ‘main duty’ (section 193(2), section 193C(4), or section 195A(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.

**Fields**

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| **Field code** | **Field description** | **Further description** | **Options** |
| **7.1** | **Main duty decision date** | The date when the decision is issued on what duty (if any) is owed when relief stage ends (the main duty). This decision may be issued before the end of the relief duty but the outcome of this would not apply until the relief duty ends. | Date  |
| **7.2** | **Date main duty decision takes effect** | The date when the main duty decision comes (if any) is owed. This date must coincide with the date an unsuccessful relief duty ends. | Date |
| **7.3** | **Outcome of decision** |  | List provided |
| **7.4** | **Relief offered to legacy cases** | For legacy cases found to be intentionally homeless or to not have priority need. | List provided |
| **7.5** | **Priority need decision** |  | List provided |
| **7.6** | **Temporary accommodation provided or duty owed** | To identify whether the household was owed a temporary accommodation duty or temporary accommodation was provided. | List provided |
| **7.7** | **Accommodation outcome** | Where the main applicant was residing following the decision on whether a duty is owed. | List provided |
| **7.8** | **Local Connection Destination Authority** | For applicants referred to another local authority. | List provided |
| **7.9** | **Local authority location of accommodation outcome** |  | List provided |

1. **The FINAL DUTIES Section**

The questions in this section are only completed if prevention and/or relief were not successful and the case was assessed as owed a ‘main duty’ (either a section 193(2), a section 193C(4), or a section 195A(1) duty).

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

**Fields**

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| **Field code** | **Field description** | **Further description** | **Options** |
| **~~8.1~~** | **~~Local Authority Code and Case Reference Number~~** | This was a duplicate field and is no longer required in this section. |  |
| **8.2** | **Section 193(2), section 193C(4), or section 195A(1) Duty end date.** |  | Date |
| **8.3** | **Reason the section 193(2), section 193C(4), or section 195A(1) Duty ended.** |  | List provided |
| **8.4** | **Accommodation outcome** | Where the main applicant was residing when the duty ended.  | List provided |
| **8.5** | **Local authority location of accommodation outcome** |  | List provided |

1. **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.

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.

**Fields**

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| --- | --- | --- | --- |
| **Field code** | **Field description** | **Further description** | **Options** |
| **~~9.1~~** | **~~Local Authority Code and Case Reference Number~~** | This was a duplicate field and is no longer required in this section. |  |
| **9.2** | **Date entered temporary accommodation** | Date the household was first moved into temporary accommodation. This would be their first placement start date. | Date |
| **9.3** | **Date of entry into temporary accommodation placement** | Date the household started a temporary accommodation placement. | Date |
| **9.4** | **Date of exit from temporary accommodation placement** | Date the household left a temporary accommodation placement. | Date |
| **9.5** | **Type of temporary accommodation** | Type of temporary accommodation. Consistent with the categories available in the old P1E. | List provided |
| **9.6** | **Number of bedrooms within the temporary accommodation placement** | Range from 0+. 0 refers to self-contained with no separate rooms for living and sleeping. | Whole number, 0 accepted. |
| **9.7** | **Duties under which temporary accommodation is provided** |  | List provided |
| **9.8** | **Is temporary accommodation in other local authority district** |  | List provided |
| **9.9** | **Date of exit from temporary accommodation** |  | Date  |

1. **The REVIEW Section**

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

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

**Fields**

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| --- | --- | --- | --- |
| **Field code** | **Field description** | **Further description** | **Options** |
| **~~10.1~~** | **~~Local Authority Code and Case Reference Number~~** | This was a duplicate field and is no longer required in this section. |  |
| **10.2** | **Date review requested** | Date the review was requested | Date  |
| **10.3** | **Date review completed** | Date the decision on the review outcome was made | Date |
| **10.4** | **Review requested** | Which decision the review related to | List provided |
| **10.5** | **Decisions subject to County Court Appeal** | Yes / No | List provided |
| **10.6** | **Review outcome** | Whether the applicant’s review was successful. Yes/No | List provided |

**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.

**Fields**

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| --- | --- | --- | --- |
| **Field code** | **Field description** | **Further description** | **Options** |
| **A1.1** | **Local Authority Code and Case Reference Number** | Should match the unique identifying code provided in the Main section. |  |
| **A1.2** | **Person identifier**  | Should match the unique person identifier provided in the People section. |  |
| **A1.3** | **Date of birth** |  | Date |
| **A1.4** | **Forename** | Forename of the household member. |  |
| **A1.5** | **Surname** | Surname of the household member. |  |
| **A1.6** | **National Insurance Number** |  | NI Number, if provided |
| **A1.7** | **Property name or number of current or last settled accommodation** |  | Postcode |
| **A1.8** | **Postcode of current or last settled accommodation** |  | Postcode |