



Ministry of Housing,
Communities &
Local Government

H-CLIC

The Homelessness Case Level Information Collection (H-CLIC)

For the monitoring of the Homelessness Reduction Act 2017

Guidance for the completion and return of H-CLIC data

Version 1.1

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Contents

Contents	1
Glossary of terms	2
Introduction	2
How does H-CLIC work?	6
Useful links	12
Contact information	12
Guidance to the H-CLIC sections	13
The Main section	13
The People Section	45
The Support Section	50
The Prevent Section	54
The Relief Section	66
The Assistance Section	75
The Decision Section	79
The Final Duties Section	90
The Temporary Accommodation Section	97
The Review Section	105
Annex 1: Personal Data	110
Annex 2: Summary of the H-CLIC data requirement	113
Table summary of the personal data fields	125

Glossary of terms

2017 Act – the Homelessness Reduction Act 2017.

CORE – COntinuous REcording of Lettings and Sales in Social Housing in England. This is a survey which collects data on new social housing lettings, sales, tenants and buyers across England.

DELTA – an online system provided by MHCLG to streamline its processes and systems for collecting statistical data and grant applications. DELTA is replacing the data collection systems for local government finance data (Excel), housing and planning data (INTERFORM), and grant administration (LOGASnet).

HAST – Homelessness Advice and Support Team, a team supporting implementation of the 2017 Act in local authorities.

H-CLIC – Homelessness Case Level Information Classification. The new statutory homelessness case level data collection that will replace the P1E to monitor the 2017 Homeless Reduction Act.

Main applicant – the person who makes the homeless application to the local housing authority on behalf of the household. The authority is not expected to assess whether this person is the head of household. In the people section of this document the person in the household who makes the homeless application is referred to as the main applicant. In the remainder of the document this person is referred to as the applicant as is consistent with the legislation.

MHCLG – Ministry of Housing, Communities and Local Government.

P1E – A quarterly statistics return managed by MHCLG, containing data as reported by 326 local authorities that covered: Households dealt with under the homelessness provisions of the 1996 Housing Act, and homelessness prevention and relief. Replaced by H-CLIC with commencement of the Homelessness Reduction Act.

Schematron – Is a rule based validation computer scripting language that checks for the presence of absence of information as expected or not expected in XML structures. It is a structural schema language expressed in XML using defined elements and Xpath.

XML – Extensible Markup Language (XML) is a simple, very flexible text format. It is a machine readable format rather than a direct user interface. It was designed to meet the challenges of large-scale web publishing and sharing but can also be used to transfer data between software and organisations.

XSD – XML Schema Definition. Used to describe the structure and content of elements in an XML file.

Introduction

This guidance is to support local authorities in the completion of the Homelessness Case Level Information Collection (H-CLIC).

H-CLIC is the new quarterly data return on local authorities' actions under statutory homelessness legislation. It replaced P1E as the means for local authorities to report updates on all new statutory homelessness assessments and cases from the 3rd April 2018. All cases where a homelessness application is taken and any legal duty accepted should be reported to MHCLG.

From 1st October 2018, all case updates on applications taken before 3rd April 2018 must also be reported via H-CLIC rather than P1E (referred to as '**Legacy cases**' in this document). Between the 3rd April and 30th September 2018 legacy case updates can be reported via P1E or H-CLIC.

The Homelessness Reduction Act 2017 ('the 2017 Act') commenced on 3rd April 2018, and represents a significant change in homelessness legislation in England. The 2017 Act places duties on local authorities to intervene earlier under a prevention and / or relief duty. It also extends the remit of those households who local authorities should help irrespective of 'priority need' or 'unintentional homelessness'. There are additional requirements to identify the circumstances and needs of homeless households and provide further assistance to help address these needs where identified.

This guidance is to be used alongside H-CLIC data requirement version 1.4, published in January 2018 (see '

Useful links¹). This guidance will be updated and version controlled if there are changes made to the data requirement. The data requirement is a technical document for the set up and maintenance of local housing authorities' H-CLIC compatible case-management systems.

Which households approaching for homelessness assistance need to be recorded on H-CLIC?

H-CLIC should be used to collect and report data on all homelessness applications that are taken, whatever the outcome. Households who contact the local housing authority about their housing who are not homeless or threatened with homelessness and so no application is taken, are not to be recorded on H-CLIC.

An application must be taken whenever someone contacts the local housing authority who the authority has reason to believe may be homeless or threatened with homelessness. If, following investigation and assessment, the authority finds the person is not homeless or threatened with homelessness they must issue a 'not homeless' decision and the case is recorded on H-CLIC.

2017 Act cases

All household homelessness applications taken on or after 3rd April 2018 must be reported through H-CLIC. These applications are referred to as '2017 Act cases' throughout this guidance. Household-level information, and some information on each household member included in the homeless application, is required.

Legacy cases

A legacy case is any homeless application taken before 3rd April 2018 where any duties, including the main temporary accommodation duty - continue to be owed after 3rd April 2018, which means they are being dealt with under pre-2017 Homelessness Reduction Act legislation.

You can submit information on legacy cases through H-CLIC. However, for the first two financial quarters of 2018/19, legacy cases can be reported via P1E. From January 2018 any outstanding legacy cases will need to be reported through H-CLIC. More information on legacy cases is available in our H-CLIC Frequently Asked Questions document (see ')

Useful links’).

Throughout this guidance, the information required to report legacy cases through H-CLIC is indicated.

A full summary of the H-CLIC data fields and which ones need to be reported for 2017 Act cases and for legacy cases is included in [Annex 2](#) at the end of this document.

How does H-CLIC work?

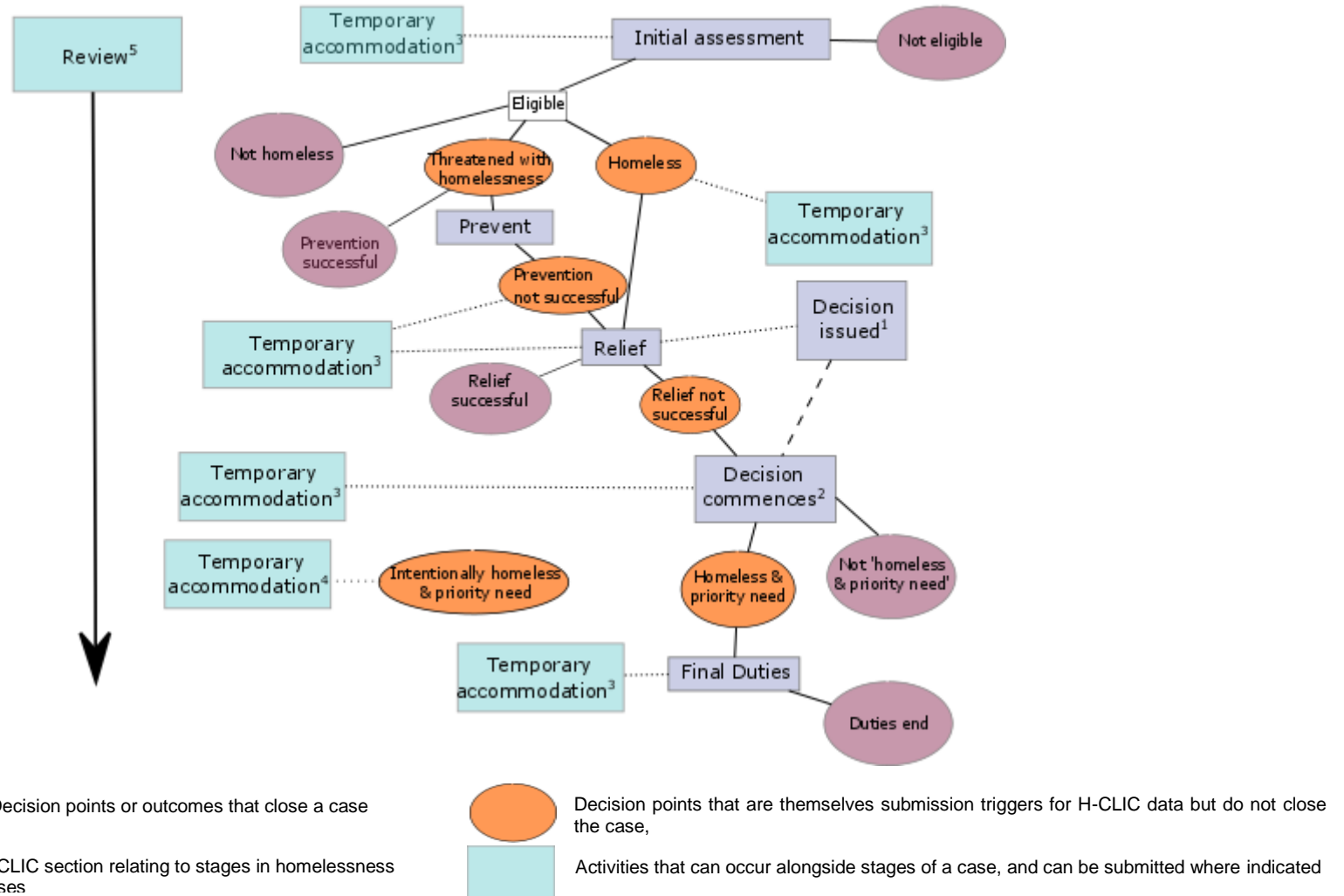
H-CLIC has ten sections. The sections relate to different characteristics or stages of each case. Which sections are submitted and when they are submitted depends on the flow of a household through the legal duties. The data is to be submitted in sections on a case-level basis. The data sections can be thought of as tables that will form a database when the data is received by MHCLG.

The ten H-CLIC sections are:

1. **Main** – information on the 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.

Figure 1 shows the different pathways that households can follow through their homelessness application in relation to the H-CLIC sections. This shows the longest possible set of stages, from an initial assessment through to the final homelessness duty.

Figure 1: Flow of household through the H-CLIC data collection process



1 & 2– Decisions can be issued during relief, where a household is not priority need and therefore not eligible for a temporary accommodation duty. No further action will be taken on this until relief comes to an end unsuccessfully (2).

3 – Temporary accommodation can be provided at any stage except during prevention or if prevention comes to an end successfully.

4 – If a household is found to be intentionally homeless and priority need they will be eligible for temporary accommodation for a limited period before the case closes

5 – Reviews can happen at any stage during a case so there are no conditions about when this should occur

Case updates will be submitted in batches to MHCLG at the end of each quarter as per the submission triggers identified in Table 1. Not all sections 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 sections 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.

Table 1 shows the stages that act as submission triggers for reporting case level H-CLIC data to MHCLG at the end of the quarter. More technical reporting requirements including the different reporting requirements for legacy cases have that can be found in [Annex 2](#).

Table 1: Submission rules for the H-CLIC sections

Stage of case	Submission trigger
Initial assessment	Initial assessment completed
Prevention Duty	Prevention Duty ends
Relief Duty	Relief Duty ends
Decision	A decision on s193(2) or s193c(4) duty
Final Duties	Final Duties end
Temporary accommodation	A household is currently living in temporary accommodation A household leaves temporary accommodation.
Review	Review completed

The prevent stage can be longer than 56 days, if the applicant continues to be threatened with homelessness and the local housing authority decides to continue to try and prevent homelessness. The relief stage lasts up to 56 days but can be extended, except where the applicant is owed the main duty because they are unintentionally homeless and have priority need.

Neither the review nor temporary accommodation sections are stages of a case in terms of data flow. The two sections can be reported outside of the data flows of the other duties involved in managing a case. In contrast, the initial assessment can lead to prevention, then to relief, decision and final duties.

Temporary accommodation can occur at any point in a case except for cases that are still within a prevention duty or where the prevention duty ends successfully. Reviews can take place at any time for any decision taken and on cases that would otherwise be considered closed. This means there are no conditions set for when the review section can be or should be completed.

How to provide H-CLIC data to MHCLG

H-CLIC data can be provided to MHCLG via the DELTA online data collection platform in one of two ways:

- An online form to manually input case information is available on the Department's [DELTA](#) system. This option is only appropriate for local authorities who receive very few homelessness applications and are without a compatible IT system.
- Via [XML](#) upload, directly from your case-management IT system. **XML** is a simple, very flexible text format. It was designed to meet the challenges of large-scale web publishing and data sharing and is commonly used to transfer information between software and organisations.

Guidance on how to provide H-CLIC data to DELTA via online form or XML upload will be provided separately.

Legacy cases have different routing and mandatory field conditions in H-CLIC. These rules are consistent across submissions, either by XML or online form. The routing conditions can be found in version 1.4 of the data specification, found [here](#) and the mandatory fields are available in [Annex 2](#) of this document.

H-CLIC cases submitted via XML upload

[XML](#) uploads will be validated to see if they conform to MHCLG's data structure requirements. These requirements are specified in the [XSD](#) and a [Schematron](#), computer scripts, which check that the data supplied conforms to MHCLG's expectations for data accuracy and completeness.

Cases submitted via [XML](#) upload will be on an add or amend basis. Cases will update against the existing cases loaded into the system for the current quarter reporting period. This means that data can be split into batches and uploaded separately without the risk of losing any information from previous uploads. This means that legacy cases can be loaded onto the system separately from those managed under the 2017 Act.

Where a case is uploaded that matches an existing case reference or [LA CRN](#) in the system this is checked against the people characteristics in the household – number of people in household on application date and the characteristics of the main household member.

Where features do not match across matching LA_CRNs: Duplicate case IDs should be checked and flagged to the reporting authority. These duplicate cases can then be assessed by local authorities and amended in their own systems.

Where the features match any updates are incorporated into the case. This means a local authority can choose to upload their data in batches or as one file without the risk of previously uploaded data being deleted from the system.

Useful links

H-CLIC documentation is available via the Homelessness Statistics User Forum:

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

Information on MHCLG's online data collection system DELTA is available at:

<https://delta.communities.gov.uk/introducing-delta>

Quarterly statutory homelessness statistics and annual rough sleeping count statistics are published at:

<https://www.gov.uk/government/collections/homelessness-statistics>

The Code of Guidance for the 2017 Homelessness Reduction Act can be accessed at:

<https://www.gov.uk/guidance/homelessness-code-of-guidance-for-local-authorities>

Contact information

For queries regarding H-CLIC or homelessness statistics more generally, please contact the MHCLG Homelessness Statistics team on:

Homelessness.Statistics@communities.gsi.gov.uk

For queries about the Homelessness Reduction Act or its operational implementation please contact the Homelessness Advice and Support Team (HAST) on:

HAST@communities.gsi.gov.uk

MHCLG's CORE survey collects data on new social house lettings, sales, tenants and buyers across England. For further information please contact the CORE team on: CORE@communities.gsi.gov.uk

For information on other housing statistics produced by MHCLG please contact:

HOUSING.STATISTICS@communities.gsi.gov.uk

Guidance to the H-CLIC sections

The Main section

What to include

The information collected in the main section relates to the applicant details of them and their homelessness application. The applicant should be the person making the homelessness application and information collected in the main section should not be reported on behalf of someone else in the household, except where stated.

This is the longest H-CLIC section. It provides MHCLG with background information on the applicant and the circumstances in which they have applied for homelessness assistance. It identifies the legal duties owed to applicants and what other sections of H-CLIC are to be completed. For example, the information collected in the main section will show whether an applicant is owed a prevention or relief duty when they approach for assistance. The system user will then be directed to complete the prevent or relief section, whichever is applicable.

The Main Section index

XML Tag	H-CLIC Field Name
LA_CRN	Local authority code and case reference number
PCRN	Previous case reference number
ELIGIBLE	Reasons for eligibility for assistance
CHILDREN	Number of children
ASSESS_DATE	Date of assessment of circumstances and needs
ASSESS1	Assessment of circumstances and needs
ETHNIC	Ethnic group of applicant
SEXUALID	Sexual orientation of applicant
NATIONALITY	Nationality of applicant
EMPLOYMENT	Employment status of applicant
BEN_HOUSING	Benefits towards housing costs
BEN_OTHER	Benefits towards other living costs
CURRENTACCOM	Accommodation at time of application
LASTACCOM	Back to contents Accommodation when last settled
REASONLOSS	Main reason for loss of settled home
REASONAST	Reason for loss of Assured Shorthold Tenancy
REASONSRS	Reason for loss of social rented tenancy
REASONSH	Reason for loss of supported housing
REFERRAL	Back to Main Back to contents Referrals into the authority
REFERRAL_AGENCY	Referral agency
LCON_REF	Local Connection authority
APPLY_DATE	Back to Main Back to contents Date homeless application made

EMPL PARTNER	Back to Main Back to contents Employment status of applicant's spouse or partner
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For more information on what fields are always mandatory / mandatory for legacy cases see **Annex 2: Summary of the H-CLIC data requirement.**

Local authority code and case reference number

Section name / parent XML tag: Main

XML tag: LA_CRN

Data specification numeric ID: 1.1

LA_CRN is assigned to every homelessness application. It is the ONS local authority code prefixed to the Council's own unique twelve character Case Reference Number (CRN).

This field must be completed when the data for this section is submitted.

Validation: Must be 22 characters including the underscore, first nine characters must match an ONS code

[Back to Main](#)

[Back to contents](#)

Previous case reference number

Section name / parent XML tag: Main

XML tag: PRCN

Data specification numeric ID: 1.2

Please provide a previous case reference number if the applicant has previously engaged with homelessness services. This is an optional field and can be left blank.

Validation: Maximum 12 characters

[Back to Main](#)

[Back to contents](#)

Reasons for eligibility for assistance

Section name / parent XML tag: Main

XML tag: ELIGIBLE

Data specification numeric ID: 1.3

Reason applicant in the household was eligible for assistance. See the [Homelessness Code of Guidance](#) for further information on eligibility for assistance.

Response options	Description
Not eligible	Those who are not eligible for homelessness assistance by virtue of the Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006
British or Irish citizen, habitually resident in UK, Ireland, Channel Islands, or Isle of Man, or deported from another country	A British or Irish citizen who is considered by the Local Authority to be habitually resident and eligible for assistance
EEA citizen: worker	A citizen of an EEA country who has a right to reside in the UK and is here for the purpose of being a worker

Response options	Description
EEA citizen: self-employed	A citizen of an EEA country who has a right to reside in the UK and is here for the purpose of being self employed
EEA citizen: permanent right to reside	A citizen of an EEA country who has exercised their right to reside in the UK in accordance with the Immigration (European Economic Area) Regulations 2016 for a continuous period of five years or more who has not been absent from the United Kingdom for a period of two years or more
EEA citizen: other	A citizens of an EEA country who is eligible for any other reason
EEA citizen: A family member of one of the above groups	A family member of any EEA citizen that has worker, self-employed, or right to remain status.
Non-UK/EEA: Granted refugee status	Has refugee status recognised by the Secretary of State and has leave to enter and remain in the UK
Non-UK/EEA: Exceptional Leave to Remain	Has exceptional leave to enter or remain in the United Kingdom granted outside the provisions of the Immigration Rules and their leave to enter or remain is not subject to a condition requiring them to maintain and accommodate themselves, and any person who is dependent on them, without recourse to public funds
Non-UK/EEA: Indefinite Leave to Remain	Has current leave to enter or remain in the UK with no condition or limitation, and is habitually resident in the UK, the Channel Islands, the Isle of Man or the Republic of Ireland
Non-UK/EEA: Limited Leave to Remain	Has limited leave to end the UK on family or private life grounds under Article 8 of the Human Rights Convention, granted under paragraph 276BE (1), paragraph 276DG or Appendix FM of the Immigration Rules, or as a relevant Afghan citizen under paragraph 276BA1 of the Immigration Rules and is not subject to a condition requiring them to maintain and accommodate themselves, and any person dependent upon them, without recourse to public funds.
Non-UK/EEA: Other protection (e.g. humanitarian, discretionary)	Those who have humanitarian protection granted under the Immigration Rules.

This field must be completed when the data for this section is submitted.

[Back to Main](#)

[Back to contents](#)

Number of children

Section name / parent XML tag: Main

XML tag: Children

Data specification numeric ID: 1.4

The number of children under 18, including expected children, in the household at the time of application.

Where a household includes dependent children and a pregnant woman, the unborn child (ren) should be counted for the purposes of recording the number of children in the household. If twins or triplets are expected, this should be recorded as one expectant child rather than two or three.

Household members aged 18 or over who remain 'dependent children' shall not be included in this section.

The maximum number of children that can be reported is 15. This information will flag as an error if:

- The numbers in the household do not correspond to the household composition at the end of the reporting quarter. This is tracked using '[Date joined household homeless application](#)' and '[Date left household homeless application](#)' fields in the People section
- More than one unborn child is reported per female aged 12-50 years in the household
- There are no females in the household aged 12-50 years and the number of dependent children is greater than the number of people aged under 18 reported in the People Section
- A warning will appear after 6 children

This field must be completed when the data for this section is submitted and if the applicant is eligible for homelessness assistance.

[Back to Main](#)

[Back to contents](#)

Date of assessment of circumstances and needs

Section name / parent XML tag: Main

XML tag: ASSESS_DATE

Data specification numeric ID: 1.5

The date of the applicant's homelessness circumstances and needs assessment. If the application is reassessed following a review, enter the latest assessment date.

The reported date cannot be later than the end of the reporting quarter. For example, if reporting on cases updated in January-March 2019, the assessment of circumstances and needs date cannot be reported as 30th April 2019. This date must be the same as or later than the [Date homeless application made](#) but not after the end of the reporting quarter.

This field must be completed when the data for this section is submitted and if the applicant is eligible for homelessness assistance.

[Back to Main](#)

[Back to contents](#)

Assessment of circumstances and needs

Section name / parent XML tag: Main

XML tag: ASSESS1

Data specification numeric ID: 1.6

The outcome of the assessment whether the applicant is homeless or threatened with homelessness and what, if any, duty is owed to them.

Response options	Description
Threatened with homelessness – Prevention Duty owed	Those threatened with becoming homeless within 56 days. This may include applicants whose exact date of homelessness is unknown, but the authority has accepted the Prevention Duty.
Threatened with homelessness due to service of valid Section 21 Notice – Prevention Duty owed	Those threatened with homelessness if a valid notice under section 21 of the Housing Act 1988 has been issued in respect of the only accommodation available for their occupation, and the notice has expired or will expire within 56 days
Already homeless – Relief Duty owed (include accepted local connection referrals)	The applicant has no accommodation in the UK or elsewhere which is available for their occupation and which they have a legal right to occupy, and the relief duty is owed to them. Include local connection referrals accepted at the relief stage.
Not threatened with homelessness within 56 days	The applicant is not threatened with homelessness within 56 days and is not owed the prevention or relief duty.

Response options	Description
Legacy case – not offered homelessness prevention activity	<p>The application was taken before 3rd April 2018 and is therefore being dealt with under previous (pre Homelessness Reduction Act) legislation.</p> <p>Include here applicants who made an application prior to 3rd April 2018 whose application has not yet been resolved, or to whom the full housing duty has been accepted but not yet satisfied by way of final offer – for example those applicants who are homeless at home or residing in Temporary Accommodation.</p> <p>Include here applicants who are already homeless on application or are in temporary accommodation.</p>
Legacy case – homelessness prevention activity undertaken	<p>The application was taken before 3rd April 2018 and is therefore being dealt with under previous (pre Homelessness Reduction Act) legislation and action has been taken to prevent homelessness.</p> <p>Include here applicants who have made an application for assistance whose case has not yet been resolved either by prevention of their homelessness or by a decision as to what duty is owed to them under the statutory provisions of the Housing Act 1996.</p> <p>Include here applicants who are not homeless on application and prevention activity is undertaken with them.</p> <p>Only successful preventions need to be reported. If prevention fails then applicants and a homeless application is made then this will be recorded as a new case (there are no routes to a decision from prevention in legacy cases).</p>
Local connection referral – Main duty accepted	<p>The applicant has been referred under Section 198(1) because they are homeless, have priority need and are not intentionally homeless and are owed the main (section 193(2)) duty, but do not have a local connection to the local authority area to which they applied, and the local connection referral has been accepted.</p>

The legacy case options cannot be selected if the [Date homeless application made](#) is on or after 3rd April 2018. The other five options cannot be selected if the [Date homeless application made](#) is on or before 2nd April 2018. Cannot select 'Threatened with homelessness due to service of valid Section 21 Notice – Prevention Duty owed' if current accommodation is not private rented sector – self-contained, private rented sector – HMO or registered provider tenancy.

This field must be completed when the data for this section is submitted for all applicants who are deemed eligible for homelessness assistance.

[Back to Main](#)

[Back to contents](#)

Ethnic group of applicant

Section name / parent XML tag: Main

XML tag: ETHNIC

Data specification numeric ID: 1.7

The self-reported ethnic group of the applicant.

In asking for a response, it is recommended that the applicant is asked:

“What is your ethnic group?” and then should be instructed to select one option from the list that best describes their ethnic group or background. The ethnic group recorded should be that which the applicant selected from the response options.

Response options
White: English/Welsh/Scottish/Northern Irish/British
White: Irish
White: Gypsy or Irish Traveller
Any other White background
Mixed/Multiple ethnic groups: White and Black Caribbean
Mixed/Multiple ethnic groups: White and Black African
Mixed/Multiple ethnic groups: White and Asian
Any other Mixed/Multiple ethnic background
Asian/Asian British: Indian
Asian/Asian British: Pakistani
Asian/Asian British: Bangladeshi
Asian/Asian British: Chinese
Any other Asian background
Black/African/Caribbean/Black British: African
Black/African/Caribbean/Black British: Caribbean
Any other Black/African/Caribbean background
Other ethnic group: Arab
Any other ethnic group
Don't know / refused

The responses 'White: English/Welsh/Scottish/Northern Irish/British' and 'White: Irish' will flag a warning if [reasons for eligibility for assistance](#) is not 'British or Irish citizen, habitually resident in UK, Ireland, Channel Islands, or Isle of Man, or deported from another country'.

This field must be completed when the data for this section is submitted and if the applicant is eligible for homelessness assistance.

For legacy cases please use any other white / mixed / Asian / black background where the more detailed ethnic breakdowns are not known.

[Back to Main](#)

[Back to contents](#)

Sexual orientation of applicant

Section name / parent XML tag: Main

XML tag: SEXUALID

Data specification numeric ID: 1.8

The sexual orientation of the applicant.

It is recommended that this information is collected by asking the following question:

Which of the following options best describes how you think of yourself?

1. Heterosexual or Straight
2. Gay or Lesbian
3. Other sexual orientation not listed

How applicants' responses are to be reported are described in the response options below.

Response options	Description
Prefer not to say	Applicant does not know, is not sure, or chooses not to disclose this information.
Gay or Lesbian	The applicant reported their sexual orientation as gay or lesbian.
Heterosexual or Straight	The applicant reported their sexual orientation as heterosexual or straight.
Other	The applicant reported a sexual orientation which is not listed. This allows applicants to identify as other than heterosexual/straight or lesbian or gay, including but not limited to bisexual, asexual or queer.

For more information on how the Government Equalities Office recommends the collection of sexual orientation information, see:

<http://content.digital.nhs.uk/isce/publication/sexual-orientation-monitoring>

If this is unknown for legacy cases, default to 'prefer not to say'.

This field must be completed when the data for this section is submitted if the applicant is eligible for homelessness assistance.

[Back to Main](#)

[Back to contents](#)

Nationality of applicant
Section name / parent XML tag: Main
XML tag: NATIONALITY
Data specification numeric ID: 1.9

The applicant's nationality, must be completed when the data for this section is submitted and if the applicant is eligible for homelessness assistance.

Response options	Description
UK national habitually resident in UK	Exclude UK nationals returning to the UK, or coming to the UK for the first time
UK national returning from residence overseas / in UK for first time	Include UK nationals returning to the UK, or coming to the UK for the first time
Czech Republic	Citizen of Czech Republic
Estonia	Citizen of Estonia
Hungary	Citizen of Hungary
Latvia	Citizen of Latvia
Lithuania	Citizen of Lithuania
Poland	Citizen of Poland
Slovakia	Citizen of Slovakia
Slovenia	Citizen of Slovenia
Bulgaria	Citizen of Bulgaria
Romania	Citizen of Romania
Croatia	Citizen of Croatia
Ireland	Citizen of Ireland
Other EEA country national	Include applicants from: Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Italy, Luxembourg, Malta, Netherlands, Portugal, Spain, Sweden, Iceland, Liechtenstein, and Norway
Non-EEA country national	Include applicants from countries not within the European Economic Area

This cannot be 'UK national habitually resident in UK' or 'UK national returning from residence overseas / in UK for first time' if [Reasons for eligibility for assistance](#) is not 'British or Irish citizen, habitually resident in UK, Ireland, Channel Islands, or Isle of Man, or deported from another country'.

This must be: Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, Slovenia, Bulgaria, Romania, or Croatia, if [Reasons for eligibility for assistance](#) is 'EEA citizen: worker/ self-employed/ permanent right to reside/ other/ A family member of one of the above groups'.

This can only be 'Non-EEA country national' if [Reasons for eligibility for assistance](#) is 'Non-UK/EEA: Granted refugee status/ Exceptional Leave to Remain/ Indefinite Leave to Remain/ Limited Leave to Remain/ Other protection'.

[Back to Main](#)

[Back to contents](#)

Employment status of applicant
Section name / parent XML tag: Main
XML tag: EMPLOYMENT
Data specification numeric ID: 1.10

The applicant's self-reported current employment status.

Response options	Description
Don't know / Refused	Includes those who economic status of the applicant is not disclosed
Working: 30 hours a week or more	Working full time – working 30 hours or more per week.
Working: less than 30 hours a week	Working part time – working less than 30 hours per week.
Training Scheme / apprenticeship	On a government training scheme or an apprenticeship.
Not working because of long term sickness or disability	As described.
Registered unemployed	Includes those receiving Job Seeker's Allowance, and those actively seeking/available for work
Not registered unemployed but seeking work	Applies to those waiting to start a job or government training scheme
At home/not seeking work (including looking after the home or family)	Includes those caring for small children or other dependants, those choosing to remain at home and so not available for work and would not be registered as unemployed / job seeker
Retired (including retired early)	Those fully retired from work usually in receipt of a state and/or occupational pension
Full-time student	Includes those aged 16 or more and still in full-time education at school, college, university, etc.
Other	Does not fit into the above categories.

This field must be completed when the data for this section is submitted and if the applicant is eligible for homelessness assistance.

[Back to Main](#)

[Back to contents](#)

Benefits towards housing costs
Section name / parent XML tag: Main
XML tag: BEN_HOUSING
Data specification numeric ID: 1.11

Whether the applicant and / or their spouse / partner is claiming benefit towards their housing costs.

Response options	Description
No benefits	Neither the applicant or their spouse / partner are claiming benefits towards their housing costs at the time of application.
Universal Credit	The applicant and / or their spouse / partner were claiming Universal Credit at the time of application.
Housing Benefit	The applicant and / or their spouse / partner were claiming housing benefit at the time of application.
Don't know / refused	The applicant did not know if they or their spouse / partner were claiming benefits towards housing costs or refused to answer.

This field must be completed when the data for this section is submitted and if the applicant is eligible for homelessness assistance.

If this is unknown for legacy cases, default to 'Don't know/refused'.

[Back to Main](#)

[Back to contents](#)

Benefits towards other living costs
Section name / parent XML tag: Main
XML tag: BEN_OTHER
Data specification numeric ID: 1.12

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.

Response options	Description
No benefits claims made / refused to answer	The applicant and / or their spouse / partner are claiming no benefits towards their other living costs at the time of application.
Universal Credit	The applicant and / or their spouse / partner are claiming Universal Credit at the time of application.
Tax Credits (WTC, CTC)	The applicant and / or their spouse / partner are claiming working tax credits or child tax credits at the time of application.
Income Support / CA	The applicant and / or their spouse / partner are claiming Income support or child allowance at the time of application.
Jobseeker's Allowance	The applicant and / or their spouse / partner are claiming JSA at the time of application.
Employment and Support Allowance	The applicant and / or their spouse / partner are claiming ESA at the time of application.
Disability Benefits (PIP, DLA, AA, IB, IIDB)	The applicant and / or their spouse / partner are claiming disability benefits at the time of application.
State Pension and/or Pensioner Credit (PC)	The applicant and / or their spouse / partner are claiming state pension or pensioner credit at the time of application.
Bereavement Benefits (BP, WPA, BA, BSP)	The applicant and / or their spouse / partner are claiming bereavement benefits at the time of application.

Cannot be 'No benefits claims made / refused to answer', and expect it to be at least 'Universal Credit', if [Benefits towards housing costs](#) is 'Universal Credit'.

This field must be completed when the data for this section is submitted and if the applicant is eligible for homelessness assistance. If this is unknown for legacy cases, default to 'No benefits claims made / refused to answer'.

[Back to Main](#)

[Back to contents](#)

Accommodation at time of application

Section name / parent XML tag: Main

XML tag: CURRENTACCOM

Data specification numeric ID: 1.13

Applicant's accommodation arrangements at the time of their homeless application. This field must be completed when this section is submitted if the applicant is eligible for homelessness assistance.

:

If applicant is assessed as owed a prevention duty then cannot currently be living in:

- Rough sleeping (in judgement of assessor)
- Homeless
- No fixed abode

Response options	Description
Owner-occupier	The applicant lives in a property where they are the holder of the freehold or leasehold and this is not part of a shared ownership agreement, either outright or by way of a mortgage or loan secured against the property
Shared ownership	The applicant lives in a property on which they hold a lease for a proportion of that property, and pay rent on the remainder.
Private rented sector: self-contained	The applicant is living in accommodation owned by a private landlord for which they pay rent, and the property is self-contained. That is, all the rooms (including kitchen, bathroom and toilet) are for the household's exclusive use.
Private rented sector: HMO	The applicant is living in accommodation owned by a private landlord for which they pay rent, and the property is a House in Multiple Occupation (HMO). That is, at least 3 tenants live there, forming more than 1 household, and the applicant shares toilet, bathroom or kitchen facilities with other tenants.
Private rented sector: lodging (not with family or friends)	The applicant is living in accommodation for which they pay rent to a private landlord who lives at the same address with them.
Council tenant	The applicant is living in a property let to them by a Local Authority or Arms Length Management Organisation (ALMO) or Tenant Management Organisation (TMO) on an Introductory, Secure or Fixed-Term tenancy
Registered Provider tenant	The applicant is living in a property let to them by a Private Registered Provider (housing association) on an Assured, Assured-Shorthold or Fixed-Term tenancy
Armed Forces accommodation	The applicant is living in accommodation provided by British Armed Forces. This includes both barracks accommodation and tied housing.

Response options	Description
Tied accommodation	The applicant is living in accommodation provided by their employer which is conditional on their employment
Looked after children placement	The applicant is living in accommodation provided to a child under s.20 Children's Act 1989. Age limit for applicants to be able to select this is 25.
Living with family	The applicant is living within their family network, with parents and/or other family members, in a property for which the family member(s) has a right of occupation
Living with friends	The applicant is living with one or more other people with who they are friends, in a property for which the friend has a right of occupation
Social rented supported housing or hostel	The applicant is living in accommodation provided by a Local Authority, Registered Provider or Charity the purpose of which is to provide them with care or support services, as well as accommodation.
Refuge	The applicant is living in accommodation provided for people who have experienced domestic abuse or violence, which is to provide them with support as well as accommodation.
Rough sleeping (in judgement of assessor)	The applicant has no fixed address and from the assessment of their circumstances and needs it is reasonable to believe that they are sleeping rough. That is, they are sleeping in the open air, or in buildings or places not designated for habitation, such as stair wells, sheds, car parks, stations, cars or 'bashes'.
Homeless on departure from institution: Custody	The applicant is being released from a period of imprisonment and on release is expected to have no accommodation available to them
Homeless on departure from institution: Hospital (psychiatric)	The applicant is being discharged following a period of admission to a mental health ward in a hospital or specialist mental health facility and on discharge is expected to have no accommodation available to them
Homeless on departure from institution: Hospital (general)	The applicant is being discharged from hospital following an admission related to their physical health and on discharge is expected to have no accommodation available to them
Temporary accommodation	The applicant is living in temporary accommodation provided in discharge of a local authority's homelessness duties
Student accommodation	The applicant is living in accommodation let to them in connection with their studies, by an educational institution or other landlord.
NASS accommodation	The applicant is living in accommodation provided by the National Asylum Support Service

Response options	Description
No fixed abode	The applicant has no accommodation that they have the legal right to occupy, and may be staying temporarily at more than one address, but is not sleeping rough.
Caravan / houseboat	As described
Other	The applicant is living in accommodation which does not fall into any of the available categories

[Back to Main](#)

[Back to contents](#)

Accommodation when last settled

Section name / parent XML tag: Main

XML tag: LASTACCOM

Data specification numeric ID: 1.14

If current accommodation is not the applicant's last settled home, record their accommodation when they were last settled. The term 'settled' does not require a strict legal interpretation. The intention is to capture routes into homelessness beyond the immediate point of application.

This field **may** be completed if response to [accommodation at time of application](#) was one of the following:

- Living with family
- Living with friends
- Student accommodation
- Caravan / houseboat

This field **must** be completed if response to [accommodation at time of application](#) was one of the following:

- Social rented supported housing or hostel
- Temporary accommodation
- NASS accommodation
- No fixed abode
- Refuge
- Rough sleeping (in judgement of assessor)
- Homeless on departure from institution: Custody
- Homeless on departure from institution: Hospital (psychiatric)
- Homeless on departure from institution: Hospital (general)

Response options	Description
Not known	Applicant does not disclose the accommodation in which they were residing
Owner-occupier	The applicant lived in a property where they were the holder of the freehold or leasehold and this is not part of a shared ownership agreement, either outright or by way of a mortgage or loan secured against the property
Shared ownership	The applicant lived in a property where they held a lease for a proportion of that property, and paid rent on the remainder
Private rented sector	The applicant lived in accommodation, whether self-contained or otherwise, that was owned by a private landlord, for which they paid rent.
Lodging (not with family or friends)	The applicant lived in accommodation where they paid rent to a private landlord who lived in the property with them.
Council tenant	Applicant is residing in a property owned by the local authority which has been let to them on an Introductory, Secure or Fixed-Term tenancy
Registered Provider tenant	Applicant is residing in a property owned by a Registered Provider which has been let to them on an Assured, Assured-Shorthold or Fixed-Term tenancy
Living with family or friends	Applicant is residing with family or a friend in a property for which that family member or friend has a right of occupation
Looked after children placement	Applicant is residing in accommodation provided to satisfy duties owed to a child under s.20 Children's Act 1989
Social rented or supported housing	Applicant is residing in housing commissioned by the local authority or a Registered Social Landlord that, as part of its operation, provides integration of a combination of housing and either support or care services
Tied accommodation	Applicant is residing in accommodation provided by their employer which is conditional on their employment
Armed Forces accommodation	Applicant is residing in accommodation provided by British Armed Forces
Other	Applicant is residing in accommodation which does not fall into any of the available categories

[Back to Main](#)

[Back to contents](#)

Main reason for loss of settled home
Section name / parent XML tag: Main
XML tag: REASONLOSS
Data specification numeric ID: 1.15

The intention is to capture routes into homelessness beyond the immediate point of application. Main reason for loss of last settled home, or threat of loss of settled home. The term 'settled does not require a strict legal interpretation.

Response options	Description	Can only select if...
Mortgage repossession	Applicant was an owner occupier or shared ownership whose property, held on a freehold or leasehold, has been repossessed by a bank or building society due to mortgage default.	<ul style="list-style-type: none"> • Accommodation at time of application is 'Owner-occupier', or 'shared ownership.' • Accommodation when last settled is 'Owner-occupier' or 'shared ownership.'
End of private rented tenancy – assured shorthold tenancy	Applicant has been served with notice to leave, evicted from or has abandoned a property let to them by a private landlord on an AST	<ul style="list-style-type: none"> • Accommodation at time of application and / or Accommodation when last settled is 'Private rented sector: self-contained' or PRS HMO or PRS: lodging (not with family or friends)'
End of private rented tenancy – not assured shorthold tenancy	Applicant has been served with notice to leave, evicted from or has abandoned a property let to them by a private landlord on an excluded tenancy or license, assured tenancy, regulated tenancy or other form of letting arrangement other than an AST.	<ul style="list-style-type: none"> • Accommodation at time of application and / or • Accommodation when last settled • or accommodation at time of application is Private rented sector: self-contained' or PRS HMO or PRS: lodging (not with family or friends)'
End of social rented tenancy	Applicant has been served with notice to leave, evicted from or has abandoned a property let to them by a local authority on an Introductory, Secure or Fixed Term Tenancy or a Registered Provider on an Assured, Assured Shorthold or Fixed-Term tenancy	<ul style="list-style-type: none"> • Accommodation at time of application or Accommodation when last settled Is 'council tenant' or 'registered provider tenant'

Response options	Description	Can only select if...
Eviction from supported housing	Applicant has been served with notice to leave, evicted from or has abandoned supported housing accommodation	Accommodation at time of application or Accommodation when last settled is 'supported housing'.
Family no longer willing or able to accommodate	The applicant has been asked to leave or been excluded from living within their family network, with parents and/or other family members, in a property for which the family member(s) has a right of occupation	Accommodation at time of application or Accommodation when last settled was 'Living with family or friends'.
Friends no longer willing or able to accommodate	The applicant has been asked to leave or been excluded from living with a friend or friends, in a property of which the friend(s) has a right of occupation	Accommodation at time of application or Accommodation when last settled was 'Living with family' or 'Living with friends'.
Relationship with partner ended (non-violent breakdown)	The applicant is or has been living with another person as their spouse/partner and the relationship has broken down, without a threat of violence	
Domestic abuse	The applicant is threatened with homelessness or homeless due to domestic abuse from an associated person	
Racially motivated violence or harassment	The applicant is threatened with homelessness or homeless due to violence, threats of violence and/or harassment which they believe to be racially motivated	
Non-racially motivated / other motivated violence or harassment	The applicant is threatened with homelessness or homeless due to violence, threats of violence and/or harassment which is not racially motivated including other forms of hate crime or harassment where the perpetrator is not an associated person	

Response options	Description	Can only select if...
Left institution with no accommodation available	Those applicants who have become homeless as a result of being in an institution and leaving that institution with no accommodation to return to. The local authority does not need to consider the institution as a genuinely 'settled home' but should be satisfied that the applicant has become homeless as a result of entering and leaving that institution. Do not include applicants who have recently left an institution but the loss of their last settled home was not due to entering the institution, including those who were homeless before entering the institution.	Accommodation at time of application is: 'Homeless on departure from institution: Custody / Hospital (psychiatric) / Hospital (general).'
Left HM Forces	This includes ex-service personnel previously in married quarters or other service accommodation	
Required to leave accommodation provided by Home Office as asylum support	Applicants whose "last settled home" was provided by the Home Office under arrangements for asylum support and who, as a result of being given "leave to remain" by the Home Office, have been required to vacate that accommodation. Do not include former asylum seekers who moved on into some form of settled housing after leaving Home Office accommodation but have subsequently become homeless.	<ul style="list-style-type: none"> • Reasons for eligibility for assistance is 'Non-UK/EEA: Granted refugee status/ Exceptional Leave to Remain/ Indefinite Leave to Remain/ Limited Leave to Remain/ Other protection', and • Nationality of applicant is 'Non-EEA country national'.
Fire or flood / other emergency	As described	
Other	Where the applicant is homeless for a reason other than those set out.	

Response options	Description	Can only select if...
Property disrepair	Where the applicant is or was residing in accommodation that was, as a result of disrepair, unreasonable for them to continue to occupy	

This field must be completed when the data for this section is submitted and if the applicant is eligible for homelessness assistance.

[Back to Main](#)

[Back to contents](#)

Reason for loss of Assured Shorthold Tenancy

Section name / parent XML tag: Main

XML tag: REASONAST

Data specification numeric ID: 1.16

The main reported reason for loss of Assured Shorthold Tenancy.

This field must only be completed if the reason for loss of home was the 'End of private rented tenancy – assured shorthold tenancy'.

Response options	Description
Rent arrears due to tenant difficulty budgeting or tenant making other payment(s)	The applicant has accrued rent arrears because they have not been able to meet their rent liability from their available income or have used income that could have been used to pay their rent for other purposes, whether this is considered reasonable or not. The arrears have not arisen from a change in their rent, income, or benefit entitlement.
Rent arrears due to increase in rent	The applicants rent increased, and they accrued arrears as a result of not being able to pay the higher amount
Rent arrears due to reduction in employment income	The applicant's income from paid employment has reduced or been lost, and they have accrued rent arrears as a result
Rent arrears following changes in benefit entitlement	The applicant's benefit entitlement changed and they accrued rent arrears as a result. This would include applicants who have become subject to a benefit cap and have not had financial assistance (including from Discretionary Housing Payment) to meet a shortfall between their income and their rent.
Rent arrears due to change in personal circumstances	The applicant accrued rent arrears as a result of a change in their personal circumstances, for example relationship

Response options	Description
	breakdown or bereavement, or because of illness or disability
Breach of tenancy, not related to rent arrears	The applicant has lost or is threatened with losing accommodation due to a breach of tenancy conditions other than rent arrears. This includes, for example, breach of tenancy through property damage, sub-letting or causing a nuisance. In cases where the applicant has rent arrears in addition to bother breach of tenancy conditions it will be for the authority to decide, based on their assessment, which was the most significant cause for recording purposes,
Landlord wishing to sell or re-let the property	The applicant has lost or is threatened with losing accommodation because the landlord plans to sell the property or to let it to an alternative tenant
Tenant complained to the council/agent/landlord about disrepair	The applicant has lost or is threatened with losing accommodation through a retaliatory eviction, after making a complaint about disrepair to the landlord or agent and/or the Council
Tenant abandoned property	The applicant abandoned a property that they had the right to continue to occupy
Illegal eviction	The applicant was evicted by their landlord or agent without due legal process when they had the right to continue to occupy
Other	The applicant lost their AST for reasons other than the other listed categories

[Back to Main](#)

[Back to contents](#)

Reason for loss of social rented tenancy

Section name / parent XML tag: Main

XML tag: REASONSRS

Data specification numeric ID: 1.17

The main reason for the loss of social rented tenancy.

This field must only be completed if the reason for loss of home was the 'End of social rented tenancy'.

Response options	Description
Rent arrears due to tenant difficulty budgeting or tenant making other payment(s)	The applicant has accrued rent arrears because they have not been able to meet their rent liability from their available income or have used income that could have been used to pay their rent for other purposes, whether this is considered reasonable or not. The arrears have not arisen from a change in their rent, income, or benefit entitlement.
Rent arrears due to increase in rent	The applicants rent increased, and they accrued arrears as a result of not being able to pay the higher amount
Rent arrears due to reduction in employment income	The applicant's income from paid employment has reduced or been lost, and they have accrued rent arrears as a result
Rent arrears following changes in benefit entitlement	The applicant's benefit entitlement changed and they accrued rent arrears as a result. This would include applicants who have become subject to a benefit cap and have not had financial assistance (including from Discretionary Housing Payment) to meet a shortfall between their income and their rent.
Rent arrears due to change in personal circumstances	The applicant accrued rent arrears as a result of a change in their personal circumstances, for example relationship breakdown or bereavement, or because of illness or disability
Breach of tenancy, not related to rent arrears	The applicant has lost or is threatened with losing accommodation due to a breach of tenancy conditions other than rent arrears. This includes, for example, breach of tenancy through property damage, sub-letting or causing a nuisance. In cases where the applicant has rent arrears in addition to either breach of tenancy conditions it will be for the authority to decide, based on their assessment, which was the most significant cause for recording

Response options	Description
	purposes.
Tenant abandoned property	The applicant abandoned a property that they had the right to continue to occupy
Other	The applicant lost their AST for reasons other than the other listed categories

[Back to Main](#)

[Back to contents](#)

Reason for loss of supported housing

Section name / parent XML tag: Main

XML tag: REASONSH

Data specification numeric ID: 1.18

The main reason for the loss of supported housing.

This field must only be completed if the reason for loss of home was 'Eviction from supported housing'.

Response options	Description
Rent arrears	As described
Other breach of tenancy or licence, not related to rent	As described
No longer eligible for supported housing	The applicant no longer meets the criteria for the supported housing service they occupy or previously occupied, for example because they have reached the upper age limit in a young people's service or because the supported housing has a maximum length of stay.
Other	Any reason other than those given

[Back to Main](#)

[Back to contents](#)

Referrals into the authority
Section name / parent XML tag: Main
XML tag: REFERRAL
Data specification numeric ID: 1.19

Whether the applicant was referred through a duty to refer or local connection. This field must only be completed when the data for this section is submitted and if the applicant is eligible for homelessness assistance.

Legacy – default to ‘No’.

Response options	Description
No	The applicant was not referred to the local authority by any agency or other local authority
Yes – by a public body under the Duty to Refer	A public body listed in the Duty to Refer referred the applicant
Yes – by an agency that is not a public body subject to the Duty to Refer	A public body not listed amongst those with a statutory duty to refer, or an agency that is not a public body, referred the applicant.
Yes – by another local authority: Local Connection referral	Another local authority referred the applicant to the receiving authority under the provisions of s.98 Housing Act 1996

[Back to Main](#)

[Back to contents](#)

Referral agency
Section name / parent XML tag: Main
XML tag: REFERRAL_AGENCY
Data specification numeric ID: 1.20

Which agency referred the applicant, referrals from members of the public to local authorities are not to be reported here.

This field must only be completed if [Referrals into the Authority](#) were either:

- ‘Yes – by a public body under the Duty to Refer’
- ‘Yes – by an agency that is not a public body subject to the Duty to Refer’

Response Options	Description
Adult Secure Estate (prison)	Prison, approved premises and bail accommodation. These establishments accommodate adults who have been sentenced or remanded to custody in England. This public body has a Duty To refer.

Response Options	Description
Youth Secure Estate	Secure children's homes, secure training centres and youth offender institutions. These establishments accommodate 10 – 17/18 year olds who have been sentenced or remanded to custody in England. This public body has a Duty To refer.
National Probation Service	The statutory criminal justice service that supervises high-risk offenders released into the community in England. Carry out sentences given by the courts, in custody and the community, and rehabilitate people back into the community. This public body has a Duty To refer.
Community Rehabilitation Company	A part of prison and probation services that manage low and medium risk offenders. Carry out sentences given by the courts, in custody and the community, and rehabilitate people back into the community. This public body has a Duty To refer.
Police	As described.
Hospital A&E or in-patient	Hospitals ahead of or at the point of discharge from in-patient care and referrals from accident and emergency departments. This public body has a Duty To refer.
Mental Health Service – Acute in-patient	Acute inpatient wards providing care with medical and nursing support specifically for patients in periods of acute psychiatric illness.
Mental Health Service – Community based	All types of community-based adult mental health services. Support services received by individuals with mental health problems while living in the community (i.e. not in hospital). For example, specialist mental health workers of teams or prevention public health services.
CAMHS	NHS-provided services for children, who are having difficulties with their emotional or behavioural well-being.
Sexual Health services	Any form of sexual health and advice service, for example, sexual health clinics, sexually transmitted infection clinics and sexual assault referral centres.
Community health visitors	Registered nurses working as health visitors within the local community, offering a range of services available in local settings such as children centres, GP premises and health centres, as well as visiting families in their homes.
Community midwives	Registered midwives working as health visitors within the local community, offering a range of services available in local settings such as children centres, GP premises and health centres, as well as visiting families in their homes.
GPs	General practice doctors or surgeries
Substance Misuse Treatment Service	Services with the purpose of preventing or treating substance misuse. This includes services for adults, young people and those in prisons and secure settings. This could range from structured drug treatments to residential rehabilitation.
Adult Social Services	Local authority social care service for adults. This public body has a Duty To refer.

Response Options	Description
Children's Social care	Local authority social care service for children, including families with children. This public body has a Duty To refer.
Children's Early Help services / Children's Centres	Children's Centre or other local authority or commissioned service providing early help services to children
Troubled Families / Families Intervention Programme	As described.
Youth Services	Agencies providing universal or targeted services for teenagers, typically commissioned or delivered by local authorities
School	As described.
Further Education College	As described.
University	As described.
DWP – Jobcentre Plus	Government-funded employment agency and social security office responsible for helping people of working age to find employment. This public body has a Duty To Refer
Housing benefit /Welfare Assistance Service	Local authority housing benefit team and/or service providing emergency financial assistance to people in need
Citizens Advice Bureau / Debt Advice Agency	As described.
Private Registered Provider (Housing Association)	As described.
Local authority landlord	As described.
Private landlord	As described.
Supported housing provider	As described.
Housing First provider	Provider of a service in which homeless people with complex needs are housed and offered support to engage with services that will enable them to sustain independent accommodation
Refuge provider	Provider of housing and support for people – usually women and children - at risk of domestic abuse
NASS accommodation provider	Providers of asylum dispersal accommodation, contracted by the Home Office to provide accommodation in certain circumstances for asylum seekers whilst their claim is processed.
Armed Forces / Veteran Support Service	Armed forces Joint Service Housing Advice Office and MOD's resettlement services and other veteran support services such as veterans UK online. The Armed forces are a public body with a Duty To Refer in relation to armed forces personnel.
Environmental Health	Local authority service whose responsibilities include enforcement of standards in private rented accommodation
Community Safety	Local authority team delivering or coordinating the local crime and disorder partnership, which may include an Anti Social Behaviour team

Response Options	Description
Nil Recourse Team	Local authority team with responsibility for providing assistance to people who are not eligible for public funds but may receive assistance under social care legislation. This public body has a Duty to refer.
Other local authority service	As described.
No Second Night Out Hub	Emergency accommodation provision for new rough sleepers aimed at preventing them from continuing to sleep rough.
Street Services for rough sleepers	Service providing support for rough sleepers predominately focused on street outreach.
Housing related (floating) support provider	Housing-related support workers providing support to enable vulnerable adults to achieve or maintain independent living in the community.
Other service provider (not housing related)	Can include other community-based services not listed.
LGBT support agency	A charity or support agency delivering advice, support and information services to lesbian, gay, bisexual and trans communities.
Faith organisation	Referrals received where a person has come into contact with faith organisations through interaction with that faith or through a non-commissioned building based support provision ran by that faith organisation, such as a day centre.

[Back to contents](#)

[Back to Main](#)

Local Connection authority

Section name / parent XML tag: Main

XML tag: LCON_REF

Data specification numeric ID: 1.21

If another local authority made a local connection referral, which local authority this was.

This must be completed if [Referrals into the Authority](#) was 'Yes – by another local authority: Local Connection referral'.

The nine character code must match an ONS local authority code. This must be an English local authority code for referrals made during the relief stage and an English, Scottish or Welsh authority for those referred at the final duties stage. This will be validated against the option selected in 1.6 ASSESS1. Local connection referrals at the relief stage are identified as option 3 and those referred at the final duties stage, option 7, 'local connection referral – Main duty accepted.'

[Back to Main](#)

[Back to contents](#)

Date homeless application made
Section name / parent XML tag: Main
XML tag: APPLY_DATE
Data specification numeric ID: 1.22

This is the date that the applicant first approached the local authority for homelessness assistance.

The reported date cannot be later than the end of the reporting quarter. For example, if reporting on cases updated in January-March 2019, the assessment of circumstances and needs date cannot be reported as 30th April 2019.

This must be the earliest date, or equal to the earliest date, provided in the whole form for the case.

For 2017 Act cases, this must be the 3rd April 2018 or later.

Legacy cases must not be reported before 1st January 1996.

[Back to Main](#)

[Back to contents](#)

Employment status of applicant's spouse or partner
Section name / parent XML tag: Main
XML tag: EMPL_PARTNER
Data specification numeric ID: 1.23

The employment status of the applicant's spouse or partner must be the household member reported as the applicant's spouse or partner in the people section. Other household members must not be included as spouse or partner here.

Response options	Description
Don't know / Refused	Includes those where economic status of the applicant's spouse or partner is not disclosed or not known.
Working: 30 hours a week or more	Spouse or partner is working full time – working 30 hours or more per week.
Working: less than 30 hours a week	Spouse or partner is working part time – working less than 30 hours per week.
Training Scheme / apprenticeship	Spouse or partner is on a government training scheme or an apprenticeship.
Not working because of long term sickness or disability	Spouse or partner is not working because of long term sickness or disability
Registered unemployed	Not working because of long term sickness or disability is receiving Job Seeker's Allowance, actively seeking/available for work
Not registered unemployed but seeking work	Spouse or partner is not registered unemployed but seeking work
At home/not seeking work (including looking after the home or family)	Spouse or partner is caring for small children or other dependants. Those choosing to remain at home and so not available for work but not registered as unemployed/job seeker
Retired (including retired early)	Spouse or partner is fully retired from work usually in

	receipt of a state and/or occupational pension
Full-time student	Spouse or partner is aged 16 or more and still in full-time education at school, college, university, etc.
Other	Spouse or partner has an employment status that does not fit into the above categories.
No partner	This is the default option if the applicant has no spouse or partner.

This field must be completed when the data for this section is submitted and if the applicant is eligible for homelessness assistance. This cannot be 'No partner' if [relationship](#) is 'Spouse / partner' for any member of the household. This should not be reported for a spouse or partner who is not part of the homeless household.

[Back to Main](#)

[Back to contents](#)

The People Section

The information collected in the people section relates to **each household member** in the homeless application. It will need to be completed for each household member. Only one response can be returned for each field per household member.

What to include

If people leave or join the household over the course of the homeless application, their information must be reported in the people section.

The People Section index

XML Tag	H-CLIC Field Name
PERSON_ID	Person identifier
GENDER	Gender
AGE	Age
RELATIONSHIP	Relationship
JOIN_D	Date joined household homeless application
JOIN_L	Date left household homeless application
AGE_END	Age at quarter end

This information is used to check other information provided. For example, the number of children reported in the Main section will be checked against the number of under 18's reported in this People section.

For more information on what fields are always mandatory / mandatory for legacy cases see **Annex 2: Summary of the H-CLIC data requirement.**

Person identifier

Section name / parent XML tag: People

XML tag: PERSON_ID

Data specification numeric ID: 2.2

This is an identifier unique to each household member in the application. Identifier should be unique to each household member across homelessness applications. However, unique identifiers can be re used if a household member presents in a new homelessness case at a later date.

This field must be completed when the data for this section is submitted and if the applicant is eligible for homelessness assistance.

[Back to People](#)

[Back to contents](#)

Gender

Section name / parent XML tag: People

XML tag: GENDER

Data specification numeric ID: 2.3

The self-reported gender of the household member as defined by the household member or on their behalf by the applicant.

This field must be completed when the data for this section is submitted and if the applicant is eligible for homelessness assistance.

Response options	Description
Female	The household member identifies as female.
Male	The household member identifies as male.
Transgender	The household member identifies as transgender. This is a term generally used where a person's gender identity differs from their sex recorded at birth.
Prefer not to say	The household member does not want to report their gender.
Not known / Other	The household member's gender is not known or not listed

[Back to People](#)

[Back to contents](#)

Age

Section name / parent XML tag: People

XML tag: AGE

Data specification numeric ID: 2.4

The age in years of the household member on the date the household's homelessness application was made.

A warning will show if this is recorded as over 100.

This cannot be:

- Greater than 120
- Less than 16 if this person is the applicant
- 16 or 17 and the person recorded as the applicant if [Support Needs of Applicant and Household members](#) is not 'Young person aged 16-17 years'
- Parent/guardian to applicant age differences
- Daughter/son minimum 14 years age difference

This field must be completed when the data for this section is submitted and if the applicant is eligible for homelessness assistance.

If the person being reported was not part of the homeless household on the application date this can be left blank.

[Back to People](#)

[Back to contents](#)

Relationship

Section name / parent XML tag: People

XML tag: RELATIONSHIP

Data specification numeric ID: 2.5

Each household member's relationship to the applicant. If the person identified is the applicant then this person should be identified as the 'main applicant.' In the remainder of this document the applicant is referred to as the applicant.

If the applicant leaves the household then the case cannot remain open as this would end the applicant's homelessness application. If the remaining members of the household are still homeless they would have to nominate a new applicant who will make a new application

Response options	Description
Main applicant	Household member is the applicant.
Spouse / partner	Household member is the spouse/partner of the applicant.
Parent / guardian	Household member is the parent/guardian of the applicant.
Daughter or son	Household member is a child of the applicant.

Response options	Description
Other relative	Household member is another relative of the applicant.
Carer	Household member is a carer to the applicant.
Lodger / tenant	Household member is a lodger or tenant of the applicant.
Other	Household member has another relationship with the applicant.

Only one member of the household can be reported as 'Main applicant' this is both a minimum and maximum requirement. This person must remain in the household for the duration of the case. Only one member of the household can be nominated as 'Spouse / partner'.

This cannot be:

- 'Parent / guardian' if person's [age](#) is not at least 14 years greater than the age of the applicant
- 'Daughter or son' if person's [age](#) is fewer than 13 years younger than the applicant

This field must be reported as 'Daughter or son', 'other relative' or 'other' if person's [age](#) is under 16. This field must be completed when the data for this section is submitted and if the applicant is eligible for homelessness assistance.

[Back to People](#)

[Back to contents](#)

Date joined household homeless application

Section name / parent XML tag: People

XML tag: JOIN_D

Data specification numeric ID: 2.6

The date the household member joined the household homeless application. This cannot be earlier than the date reported in [date homeless application made](#). The person identified as the 'main applicant' must have an entry date equal to the [date homeless application made](#).

This also cannot be earlier than [date homeless application made](#) minus the age of the person, because someone cannot enter the household before they were born. Unborn children should not be reported in the People section, and are only captured in [number of children](#).

This field must be completed when the data for this section is submitted and if the applicant is eligible for homelessness assistance. The default value for this is the same as [date homeless application made](#). Enter a different date if the person joined the household after the application was made.

[Back to People](#)

[Back to contents](#)

Date left household homeless application

Section name / parent XML tag: People

XML tag: JOIN_L

Data specification numeric ID: 2.7

The date the household member left the household homeless application, if this is relevant. This date cannot be earlier than [Date joined household homeless application](#).

This cannot be reported prior to the case coming to a close if [Relationship](#) is 'Main applicant', because the applicant cannot leave the household before the household's case is closed.

This field must be completed when the data for this section is submitted and if the applicant is eligible for homelessness assistance.

Can be blank when case closes or match the case closed final activity date – MHCLG will assume this person's outcome was the same as the applicant.

[Back to People](#)

[Back to contents](#)

Age at quarter end

Section name / parent XML tag: People

XML tag: AGE_END

Data specification numeric ID: 2.8

Age in years of each household member at the end of the current quarter. Quarter end is counted as the 31st March, 30th June, 30th September, or 31st December.

For example, if data is being submitted for July – September 2018, the age at quarter end would be calculated as 30th September 2018 minus the household member's date of birth.

This must be at least the age in years reported in [age](#). This can be the years reported in [age](#) plus one, when the case information is first submitted. For subsequent submissions, this can be [age](#) plus the number of years beyond the initial application, plus an optional extra year (to account for incomplete years following their initial application).

This field must be completed when the data for this section is submitted and if the applicant is eligible for homelessness assistance.

Cannot be over 120 or negative. Warnings will flag for those over 100.

[Back to People](#)

[Back to contents](#)

The Support Section

The information collected in the support section is relevant if there are any support needs for the applicant and/or any household members. This is **not** the priority need reason for rehousing, or the reason that they are homeless.

This section records whether, as a result of the personal needs recorded, the local authority officer believes that the applicant requires additional support, whether or not that support is provided.

What to include

Multiple support needs can be recorded from the response options. Include all the support needs of the household.

The Support Section index

XML Tag	H-CLIC Field Name
SPTNEED	Support Needs of applicant and household members

For more information on what fields are always mandatory / mandatory for legacy cases see **Annex 2: Summary of the H-CLIC data requirement**.

Support Needs of applicant and household members

Section name / parent XML tag: Support

XML tag: SPTNEED

Data specification numeric ID: 3.2

All of the support needs identified within the household can be selected. These are support needs rather than characteristics of the household. They relate to all members of the household.

The default option for 2017 Act cases is 'No support needs'. The default option for legacy cases is 'Legacy cases: support needs not known'.

Responses can only be:

- 'Young person aged 16-17 years' if [Age](#) is 16 or 17 years.
- 'Young person aged 18-25 years requiring support to manage independently' if [Age](#) is 18 to 25 years inclusive.
- 'Care leaver aged 18-20 years' if [Age](#) is 18 to 20 years inclusive.
- 'Care leaver aged 21+ years' if [Age](#) is 21 or greater
- 'Old age' if at least one person in the household is aged 55 years or older.
- Can't select "No support needs" and then a support need

This field must be completed when the data for this section is submitted.

Response options	Description
No support needs	An applicant who has no support needs.
Legacy cases: support needs not known	Cases whose application was recorded prior to 3 rd April 2018.
Young person aged 16-17 years	Applicants aged 16-17 who, as a result of their age, require support.
Young person aged 18-25 years requiring support to manage independently	Applicants aged between 18 and 25 years who require support to live independently.
Young parent requiring support to manage independently	Applicants who are under 20 years of age who are parents and who, as a result of their age and the responsibilities of parenthood, require additional support.
Care leaver aged 18-20 years	Applicants who are aged 18 – 20 who were previously in care.
Care leaver aged 21+ years	Applicants who are aged 21 or over who were previously in care.
Physical ill health and disability	Applicants who are noted as having a physical disability, illness, or ill health (and applicants whose household includes such a person) who, require support.
History of mental health problems	Applicants who are noted as having a history of mental health problems (and applicants whose household includes such a person) who, as a result of their condition – or to prevent a reoccurrence of a previous episode of mental health problems - require support.
Learning disability	Applicants who are noted as having a learning disability

Response options	Description
	(and applicants whose household includes such a person) who require support.
At risk of/has experienced sexual abuse/exploitation	Applicants who have been subject to sexual abuse and/or exploitation, or an applicant who is believed to be at risk of the same (and applicants whose household includes such a person) who require support.
At risk of/has experienced domestic abuse	Applicants who are noted as having suffered domestic abuse or being at risk of suffering such abuse (and applicants whose household includes such a person) who, require support.
At risk of/has experienced abuse (non-domestic abuse)	Applicants who have suffered abuse or are at risk of suffering such abuse from a non-associated person (and applicants whose household includes such a person) who require support.
Drug dependency needs	Applicants who have a drug dependency, or have previously had such a dependency (and applicants whose household includes such a person) who, as a result of their current or previous dependency require support.
Alcohol dependency needs	Applicants who have an alcohol dependency, or previously had such a dependency (and applicants whose household includes such a person) who, as a result of their current or previous dependency require support.
Offending history	Applicants who are noted as having a history of offending, including those who are currently in contact with the criminal justice system – for example through Probation Services (and applicants whose household includes such a person) who, as a result of their current or previous offending requires support.
History of repeat homelessness	Applicants who have been homeless on one or more previous occasions and as a result of their repeated homelessness require additional support.
History of rough sleeping	Applicants who are noted as having a history of rough sleeping, who are currently rough sleeping or who are at risk of rough sleeping again due to their history (and applicants whose household includes such a person) who, as a result of their risk of rough sleeping or current rough sleeping requires support.
Former asylum seeker	Applicants who formerly applied for asylum in the UK or any other country (and applicants whose household includes such a person) who, as a result of either the process of applying for asylum or as a result of the reasons that asylum was applied for require support.
Old age	Applicants who as a result of their age (and applicants whose household includes such a person) requires support.

Response options	Description
Served in HM Forces	Applicants who require support as a result of having served in the armed forces (and applicants whose household includes such a person).
Access to education, employment or training	An applicant who to requires support to access or retain access to Education, Employment or Training (and applicants whose household includes such a person) requires support.

[Back to SUPPORT](#)

[Back to contents](#)

The Prevent Section

The information collected in the prevent section is relevant if the local authority accepts a prevention duty for the household. It should be completed where the household was recorded as owed a prevention duty in the main section.

What to include

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.

The Prevent section index

XML Tag	H-CLIC Field Name
P_START_DATE	Date Prevention Duty started
PR_ACTIVITY	Back to Prevent Back to contents Prevention Activity
SUPPORT_PR	Engaged with support needs
PD_END_DATE	Back to Prevent Back to contents Date Prevention Duty ended
PREV_END_REASON	Reason Prevention Duty ended
TA_PREV	Temporary accommodation provided or duty owed
ACCOM_PR	Accommodation Outcome
DEST_PR	Back to Prevent Back to contents Local authority location of accommodation outcome

For more information on what fields are always mandatory / mandatory for legacy cases see **Annex 2: Summary of the H-CLIC data requirement.**

Date Prevention Duty started
Section name / parent XML tag: Prevent
XML tag: P_START_DATE
Data specification numeric ID: 4.2

The date that the prevention duty commenced.

This must be equal to [date of assessment of circumstances and needs](#). This can be equal to or a day later than the [date homeless assessment made](#). Can be later than the date of assessment of circumstances and needs if a successful review has taken place on prevention. However, this cannot be any later than a day after the successful review took place.

This field must be completed when the data for this section is submitted.

[Back to Prevent](#)

[Back to contents](#)

Prevention Activity
Section name / parent XML tag: Prevent
XML tag: PR_ACTIVITY
Data specification numeric ID: 4.3

Response options	Description	Response validations
No activity – advice and information provided	Applicant was provided with advice and information to help prevent their homelessness but no specific actions were taken by the local authority	
Accommodation secured by local authority or organisation delivering housing options service	Accommodation was secured and was accepted by the applicant. This accommodation could be owned or managed by a local authority, registered provider or private landlord but would not include supported housing.	

Response options	Description	Response validations
Helped to secure accommodation found by applicant, with financial payment	<p>Financial assistance was provided by the local authority when an applicant who is threatened with homelessness has sourced their own accommodation.</p> <p>This includes, but is not limited to the following: Payment of a rental deposit, loan towards rental deposit, incentive payment, provision of Bond/Guarantee, acting as guarantor and rent guarantee scheme.</p>	
Helped to secure accommodation found by applicant, without financial payment	<p>Accommodation was found by the applicant, which the local authority helped to secure, without financial assistance.</p> <p>The help could include negotiation on the level of rent payable, guaranteeing to provide further assistance at the end of the tenancy should the landlord wish to gain possession, general support provided to landlords.</p>	
Supported housing provided	The applicant was provided with supported accommodation or supported lodgings through a local authority placement or referral.	Accommodation outcome (4.8 ACCOM_PR) must be 'social rented supported housing or hostel'
Negotiation / mediation work to secure return to family or friend	The applicant was assisted to remain in or return to accommodation with their family or friends through negotiation and/or mediation conducted by the local authority (for example, through a home visit) or by a partner organisation following a referral.	Accommodation outcome (4.8 ACCOM_PR) must be 'staying with family' or 'staying with friends'

Response options	Description	Response validations
Negotiation / mediation / advocacy work to prevent eviction/repossession	The applicant was assisted to remain in accommodation where they held a tenancy, through negotiation, mediation or legal advocacy This could include direct negotiation with a landlord, taking action to prevent illegal eviction, or advocacy work in court to defend possession proceedings.	Accommodation at time of application (1.13 CURRENTACCOM) must be settled accommodation
Financial payments to reduce rent service charge or mortgage arrears	The applicant was assisted to remain in accommodation through financial assistance to reduce arrears in rent, service charges or mortgage payments.	Accommodation at time of application (1.13 CURRENTACCOM) must be settled accommodation.
Discretionary housing payment to reduce shortfall	The applicant was assisted through a discretionary housing payment to reduce or remove a shortfall between their housing benefit/universal credit entitlement and their rent liability.	Accommodation at time of application (1.13 CURRENTACCOM) must be settled accommodation
Financial payments used for other purposes (not arrears or to secure new accommodation)	The applicant was assisted through financial payments other than to secure alternative accommodation or to repay rental arrears. This could include payments to carry out emergency repairs, or to cover a shortfall in rent that could not be met through discretionary housing payment	
Housing related support to sustain accommodation	The applicant was provided with a housing related support service to enable them to sustain their accommodation. This would include any form of floating support service which includes a housing element, delivered by the local authority or through a referral to a provider agency. Housing related support might include assistance to access benefits, to manage a budget, to negotiate with a host or landlord, or to access mental health or other services which will assist the applicant to better sustain their accommodation.	

Response options	Description	Response validations
Debt advice	The applicant was provided with advice to manage their budget and reduce or avoid debt. This could include negotiation with creditors, and advice on budgeting and money management or assistance to re-mortgage or alter the terms of a mortgage.	
Resolved benefit problems	The applicant was helped to resolve problems with their entitlement to welfare benefit. This could include advice and support to claim housing benefit/housing costs, to resolve problems with an existing claim or to identify entitlement to other welfare benefits to increase the applicant's income.	
Sanctuary or other security measures to home	The applicant was assisted to remain in their home through installation of a professionally installed Sanctuary room and/or other security measure to make their home safer to continue to occupy.	

The main prevention activity that was undertaken by the local authority. If many prevention methods are used only the main activity that resulted in or contributed most to the prevention outcome should be reported.

This field must be completed when the data for this section is submitted. For legacy cases, this should be completed as the outcome following prevention.

[Back to Prevent](#)

[Back to contents](#)

Engaged with support needs
Section name / parent XML tag: Prevent
XML tag: SUPPORT_PR
Data specification numeric ID: 4.4

Whether the household was engaged with help for their support needs before the prevention duty ended. This is to capture where households are both offered help and engage with it.

Response options	Description
No	The household was not engaged with help for their support needs.
Yes	The household was engaged with help for their support needs.
No support needs	The household had no support needs requiring help.

This can only be 'No support needs' if [support needs of applicant and household members](#) is 'No support needs'.

This field must be completed when the data for this section is submitted. For legacy cases, the default value of 'No support needs' can be reported.

[Back to Prevent](#)

[Back to contents](#)

Date Prevention Duty ended
Section name / parent XML tag: Prevent
XML tag: PD_END_DATE
Data specification numeric ID: 4.5

The date that the prevention duty ended.

This cannot be earlier than [date prevention duty started](#).

This field must be completed when the data for this section is submitted.
 For legacy cases, record this as the prevention activity end date.

[Back to Prevent](#)

[Back to contents](#)

Reason Prevention Duty ended
Section name / parent XML tag: Prevent
XML tag: PREV_END_REASON
Data specification numeric ID: 4.5

The reason the prevention duty was ended.

Response options	Description
No longer eligible	An applicant, who was eligible for assistance, has ceased to be so.
Secured existing accommodation for 6 months	Applicant has retained accommodation which the local authority considers will continue to be available to them for the next six months.
Secured existing accommodation for 12 or more months	An applicant, has retained accommodation that the local authority considers will continue to be available to them for the next 12 months.
Secured alternative accommodation for 6 months	An applicant, has secured alternative accommodation that the local authority considers will continue to be available to them for the next six months.
Secured alternative accommodation for 12 or more months	An applicant, has secured alternative accommodation that the local authority considers will continue to be available to them for the next 12 months.
Homeless	The applicant has become homeless.
56 days or more expired and no further action	The 56 day period following commencement of the prevention duty has expired and the local authority has decided to bring the duty to an end. This reason cannot apply where the applicant has been served with a valid Section 21 notice to end their Assured Shorthold Tenancy which has expired or is due to expire within 56 days.

Response options	Description
Intentionally homeless from accommodation provided	The applicant has become intentionally homeless from accommodation provided to them as part of the local authority's reasonable steps to prevent their homelessness.
Refused suitable accommodation	The applicant refused an offer of accommodation which was suitable for their needs and would have prevented them from becoming homeless.
Refused to cooperate	The applicant deliberately and unreasonably refused to cooperate with action to prevent their homelessness, and the Prevention Duty was ended by service of a notice according to a prescribed procedure.
Withdrew application / applicant deceased	The applicant has withdrawn their application or is now deceased.
Contact lost	The applicant has failed to respond to contact initiated by Local Authority for a period of 56 days or more.

This field must be completed when the data for this section is submitted. For legacy cases, a default of 'No longer eligible' can be provided.

[Back to Prevent](#)

[Back to contents](#)

Temporary accommodation provided or duty owed
Section name / parent XML tag: Prevent
XML tag: TA_PREV
Data specification numeric ID: 4.7

Whether a temporary accommodation duty was owed or temporary accommodation was provided following the end of the prevention duty.

Response options	Description
No duty owed and no accommodation provided	Temporary accommodation duty not owed and temporary accommodation not provided
Yes – temporary accommodation provided	Temporary accommodation provided
Temporary accommodation duty owed but no accommodation provided	Temporary accommodation duty owed but temporary accommodation not provided because the applicant was able to make their own arrangements

This can only be 'Yes – temporary accommodation provided' or 'Temporary accommodation duty owed but no accommodation provided' if the prevention duty ends unsuccessfully via the following options for [reason prevention duty ended](#):

- Homeless
- Intentionally homeless from accommodation provided
- Refused suitable accommodation

- Refused to cooperate

If the Prevention duty ended because [reason prevention duty ended](#) was 'Contact lost', no temporary accommodation would be required and this field is not completed.

This field must be completed when the data for this section is submitted.

For legacy cases, a default of 'No' is to be reported.

[Back to Prevent](#)

[Back to contents](#)

Accommodation Outcome

Section name / parent XML tag: Prevent

XML tag: ACCOM_PR

Data specification numeric ID: 4.8

The applicant's accommodation when the prevention duty ended. This field must only be completed if a temporary accommodation duty was not owed or temporary accommodation was not provided.

Response options	Description
Not known	As described
Private rented sector: self-contained	The applicant is living in accommodation owned by a private landlord, for which they pay rent, and the property is self-contained. All the rooms (including kitchen, bathroom and toilet) are for the household's exclusive use.
Private rented sector: HMO	The applicant is living in accommodation owned by a private landlord, for which they pay rent, and the property is a House in Multiple Occupation (HMO). That is, at least 3 tenants live there, forming more than 1 household, and the applicant shares toilet, bathroom or kitchen facilities with other tenants.
Private rented sector: lodging (not with family or friends)	The applicant is living in accommodation for which they pay rent to a private landlord who lives at the same address with them.
Council tenancy	The applicant is living in a property let to them by a local authority or Arms Length Management Organisation (ALMO) or Tenant Management Organisation (TMO) on an Introductory, Secure or Fixed-Term tenancy
Registered Provider tenancy	The applicant is living in a property let to them by a Private Registered Provider (housing association) on an Assured, Assured-Shorthold or Fixed-Term tenancy.

Response options	Description
Owner-occupier	The applicant is lives in a property where they are the holder of the freehold or leasehold and this is not part of a shared ownership agreement, either outright or by way of a mortgage or loan secured against the property
Staying with family	The applicant is living within their family network, with parents and/or other family members, in a property for which the family member(s) has a right of occupation
Staying with friends	The applicant is living with one or more other people with who they are friends, in a property for which the friend has a right of occupation
No fixed abode: rough sleeping	The applicant has no fixed address and from the assessment of their circumstances and needs it is reasonable to believe that they are sleeping rough. That is, they are sleeping in the open air, or in buildings or places not designated for habitation, such as stair wells, sheds, car parks, stations, cars or 'bashes'.
No fixed abode: not rough sleeping	The applicant has no accommodation that they have the legal right to occupy, and may be staying temporarily at more than one address, but is not sleeping rough
Social rented supported housing or hostel	Where the applicant is residing in housing commissioned by the Local Authority or a Registered Social Landlord that, as part of its operation, provides integration of a combination of housing and either support or care services.
Refuge	Where the applicant is residing in a place of temporary protection where support is provided specifically in relation to domestic abuse.
Custody	Where the applicant is held in custody in Her Majesty's Prison Service, either serving a custodial sentence or on remand pending trial and/or sentencing.
Other	Where an applicant is in any accommodation that is not otherwise described, for example: <ul style="list-style-type: none"> - Held under the provisions of the Mental Health Act - Occupying tied accommodation. - Occupying shared ownership accommodation

This cannot be 'No fixed abode: rough sleeping', 'No fixed abode: not rough sleeping', or 'custody' if [reason prevention duty ended](#) is:

- Secured existing accommodation for 6 months
- Secured existing accommodation for 12 or more months
- Secured alternative accommodation for 6 months
- Secured alternative accommodation for 12 or more months.

Must match current accommodation if reason prevention duty ended was that existing accommodation was secured for 6-12 months.

[Back to Prevent](#)

[Back to contents](#)

Local authority location of accommodation outcome

Section name / parent XML tag: Prevent

XML tag: DEST_PR

Data specification numeric ID: 4.9

In what local authority district (named) is the accommodation outcome described in [Accommodation Outcome](#).

This field must only be completed if [Accommodation Outcome](#) was;

- Private rented sector: self-contained
- Private rented sector: HMO
- Private rented sector: lodging (not with family or friends)
- Council tenancy
- Registered Provider tenancy
- Owner-occupier

For all other responses to [Accommodation Outcome](#), and for legacy cases, this can be left blank if location is unknown.

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

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

[Back to Prevent](#)

[Back to contents](#)

The Relief Section

The information collected in the relief section is relevant if the local authority accepts a relief duty for the household. This information will be submitted to MHCLG once the relief duty has ended. It should be completed where the household was recorded as owed a relief duty in the Main section or as proceeding to a relief duty in the prevent section, after a prevention duty failed.

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.

What to include

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.

The Relief Section index

XML Tag	H-CLIC Field Name
<u>R_START_DATE</u>	Date Relief Duty started
<u>REL_ACTIVITY</u>	Relief Activity
<u>SUPPORT_REL</u>	Engaged with support needs
<u>R_END_DATE</u>	Date Relief Duty ended
<u>REL_END_REASON</u>	Reason Relief Duty ended
<u>TA_REL</u>	Temporary accommodation provided or duty owed
<u>ACCOM_R</u>	Accommodation outcome
<u>DEST_REL</u>	This cannot be 'No fixed abode: rough sleeping' , 'No fixed abode: not rough sleeping' , or 'custody' if reason relief duty ended is; Secured alternative accommodation for 6 months Secured alternative accommodation for 12 or more months . Back to Relief

	Back to contents Local authority location of accommodation outcome
LCON_REL	Local connection destination authority

For more information on what fields are always mandatory / mandatory for legacy cases see **Annex 2: Summary of the H-CLIC data requirement.**

Date Relief Duty started

Section name / parent XML tag: Relief

XML tag: R_START_DATE

Data specification numeric ID: 5.2

Start date of the relief duty. This must be equal to, or the following day to, the [date prevention duty ended](#) or [date of assessment of circumstances and needs](#) if household was found to be already homeless (no prevention duty owed).

The date can be later than within a day of the assessment of circumstances and needs if the relief duty was subject to a successful review. In this case the relief duty can be reported at a date after the initial assessment up to a day after the successful review completed.

This field must be completed when the data for this section is submitted.

[Back to Relief](#)

[Back to contents](#)

Relief Activity

Section name / parent XML tag: Relief

XML tag: REL_ACTIVITY

Data specification numeric ID: 5.3

The relief activity that was successful in relieving homelessness for the household. In cases where the relief duty was not successful the main activity should be recorded.

Response options	Description
No activity	The local authority failed to complete any activity intended to relieve the homelessness of the applicant.
Accommodation secured by local authority or organisation delivering housing options service	Accommodation was secured which was accepted by the applicant. This accommodation could be owned or managed by a local authority, Registered Provider or Private Landlord but would not include supported housing
Helped to secure accommodation found by applicant, with financial payment	Financial assistance was provided by the local authority when an applicant who is homeless has sourced their own accommodation. This could be by providing any, but not limited to, of the following; <ul style="list-style-type: none">- Payment of a rental deposit- Loan towards rental deposit- Incentive payment- Provision of Bond/Guarantee- Acting as Guarantor- Rent Guarantee Scheme

Response options	Description
Helped to secure accommodation found by applicant, without financial payment	Accommodation was found by the applicant, which the local authority helped to secure, without financial assistance being provided. <ul style="list-style-type: none"> - The help could include negotiation on the level of rent payable, guaranteeing to provide further assistance at the end of the tenancy should the landlord wish to gain possession, general support provided to landlords.
Supported housing provided	The applicant was provided with supported accommodation or supported lodgings through a local authority placement or referral.
Negotiation / mediation work to secure return to family or friend	The applicant was assisted to return to accommodation with their family or friends through negotiation and/or mediation conducted by the local authority (for example, through a home visit) or by a partner organisation following a referral. <ul style="list-style-type: none"> -
Negotiation / mediation / enforcement action to secure re-entry with landlord	The applicant was assisted to return to accommodation where they held a tenancy, through negotiation, mediation or legal advocacy This could include direct negotiation with a landlord, taking action to prevent illegal eviction, or advocacy work in court to defend possession proceedings. <ul style="list-style-type: none"> -
Sanctuary or other security measures to enable return home	The applicant was assisted to return home through installation of a professionally installed Sanctuary room and/or other security measure to make their home safer to continue to occupy.
Other activity through which accommodation secured	Any other action taken by the local authority which results in accommodation being secured for the applicant.

This field must be completed when the data for this section is submitted.

[Back to Relief](#)

[Back to contents](#)

Engaged with support needs
Section name / parent XML tag: Relief
XML tag: SUPPORT_REL
Data specification numeric ID: 5.4

Whether the household were engaged with help for their support needs before the relief duty ended. This is to capture where households are both offered help and engage with it.

This can only be 'No support needs' if [support needs of applicant and household members](#) is 'No support needs'.

Response options	Description
No	The household was not engaged with help for their support needs.
Yes	The household was engaged with help for their support needs.
No support needs	The household had no support needs requiring help.

This field must be completed when the data for this section is submitted. For legacy cases, the default value of 'No support needs' can be reported.

[Back to Relief](#)

[Back to contents](#)

Date Relief Duty ended
Section name / parent XML tag: Relief
XML tag: R_END_DATE
Data specification numeric ID: 5.5

The date that relief activity ended.

This must be after the [date relief duty started](#), and can be up to 56 days afterwards if the applicant is owed the main Section 193(2) duty. The relief duty may continue beyond 56 days if the applicant does not have priority need or is assessed as intentionally homeless.

This field must be completed when the data for this section is submitted. For legacy cases, record this as the relief activity end date.

[Back to Relief](#)

[Back to contents](#)

Reason Relief Duty ended
Section name / parent XML tag: Relief
XML tag: REL_END_REASON
Data specification numeric ID: 5.6

The reason the relief duty was ended.

Response options	Description
No longer eligible	An applicant, who was eligible for assistance, has ceased to be so.
Secured accommodation for 6 months	An applicant has secured accommodation which the local authority considers will continue to be available to them for the next six months.
Secured accommodation for 12 months	Applicant has secured accommodation that the local authority considers will continue to be available to them for the next 12 months.
56 days elapsed	A period of 56 days or more following commencement of the relief duty has expired without homelessness having been relieved, and the duty has been brought to end. This reason will also apply where the applicant is owed the main duty after 56 days because they are unintentionally homeless and have priority need.
Refused final accommodation or final part of offer	Accommodation was offered to an applicant, which was suitable (as per s.206 Housing Act 1996 as amended) which was unreasonably refused by the applicant.
Notice served due to refusal to cooperate	Applicant deliberately and unreasonably refused to cooperate with action to prevent their homelessness, and the Relief Duty was ended by service of a notice according to a prescribed procedure.
Withdrawn application / applicant deceased	Applicant has withdrawn their application or is now deceased.
Intentionally homeless from accommodation provided	- The applicant has become intentionally homeless from accommodation provided to them as part of the local authority's reasonable steps to relieve their homelessness.
Local connection referral accepted by other Local authority	A referral of the relief duty was made to another Local Authority under s.198 Housing Act 1996 which was accepted by that local authority.
Contact lost	Applicant has failed to respond to contact initiated by local authority for a period of 56 days or more.

This cannot be '56 days elapsed' if [date relief duty ended](#) minus [date relief duty started](#) is fewer than 56 days.

This field must be completed when the data for this section is submitted.

[Back to Relief](#)

[Back to contents](#)

Temporary accommodation provided or duty owed

Section name / parent XML tag: Relief

XML tag: TA_REL

Data specification numeric ID: 5.7

Whether a temporary accommodation duty was owed or temporary accommodation was provided following the end of the relief duty.

This field must be completed when the data for this section is submitted.
For legacy cases, a default of 'No' is to be reported or left blank.

Response options	Description
No duty owed and no accommodation provided	Temporary accommodation duty not owed and temporary accommodation not provided
Yes – temporary accommodation provided	Temporary accommodation provided
Temporary accommodation duty owed but no accommodation provided	Temporary accommodation duty owed but temporary accommodation not provided

Legacy cases cannot be 1 or 2

[Back to Relief](#)

[Back to contents](#)

Accommodation outcome

Section name / parent XML tag: Relief

XML tag: ACCOM_R

Data specification numeric ID: 5.8

The applicant's accommodation when the relief duty ended.

This field must only be completed if a temporary accommodation duty was not owed or temporary accommodation was not provided.

Response options	Description
Not known	The applicant's accommodation at the end of the Relief Duty is not known.
Private rented sector: self-contained	The applicant is living in accommodation owned by a private landlord for which they pay rent, and the property is self-contained. That is, all the rooms (including kitchen, bathroom and toilet) are for the household's exclusive use
Private rented sector: HMO	The applicant is living in accommodation owned by a private landlord for which they pay rent, and the property is a House in Multiple Occupation (HMO). That is, at

Response options	Description
	least 3 tenants live there, forming more than 1 household, and the applicant shares toilet, bathroom or kitchen facilities with other tenants.
Private rented sector: lodging (not with family or friends)	The applicant is living in accommodation for which they pay rent to a private landlord who lives at the same address with them.
Council tenancy	The applicant is living in a property let to them by a Local Authority or Arms Length Management Organisation (ALMO) or Tenant Management Organisation (TMO) on an Introductory, Secure or Fixed-Term tenancy
Registered Provider tenancy	The applicant is living in a property let to them by a Private Registered Provider (housing association) on an Assured, Assured-Shorthold or Fixed-Term tenancy
Owner-occupier	The applicant lives in a property where they are the holder of the freehold or leasehold and this is not part of a shared ownership agreement, either outright or by way of a mortgage or loan secured against the property
Staying with family	The applicant is living within their family network, with parents and/or other family members, in a property for which the family member(s) has a right of occupation
Staying with friends	The applicant is living with one or more other people with whom they are friends, in a property for which the friend has a right of occupation
No fixed abode: rough sleeping	The applicant has no fixed address and from the assessment of their circumstances and needs it is reasonable to believe that they are sleeping rough. That is, they are sleeping in the open air, or in buildings or places not designated for habitation, such as stair wells, sheds, car parks, stations, cars or 'bashes'.
No fixed abode: not rough sleeping	The applicant has no accommodation that they have the legal right to occupy, and may be staying temporarily at more than one address, but is not sleeping rough.
Social rented supported housing or hostel	The applicant is living in accommodation provided by a Local Authority, Registered Provider or Charity, the purpose of which is to provide them with care or support services, as well as accommodation.
Refuge	The applicant is living in accommodation provided for people who have experienced domestic abuse or violence, which is to provide them with support as well as accommodation
Custody	Where the applicant is held in custody in Her Majesty's Prison Service, either serving a custodial sentence or on remand pending trial and/or sentencing.
Other	The applicant is living in accommodation which does not fall into any of the available categories. For example: Held under the provisions of the Mental Health Act or occupying tied accommodation.

This cannot be 'No fixed abode: rough sleeping', 'No fixed abode: not rough sleeping', or 'custody' if [reason relief duty ended](#) is;

- Secured alternative accommodation for 6 months
- Secured alternative accommodation for 12 or more months.

[Back to Relief](#)

[Back to contents](#)

Local authority location of accommodation outcome

Section name / parent XML tag: Relief

XML tag: DEST_REL

Data specification numeric ID: 5.9

In what local authority district (named) is the accommodation outcome described in [Accommodation outcome](#). This field must be completed unless the [Accommodation outcome](#) was no fixed abode or not known. The nine character code must match an ONS local authority code, LAD16CD.

For legacy cases [Accommodation outcome](#) this can be left blank if location is unknown. If the accommodation outcome is within the local authority district then select own local authority district.

[Back to Relief](#)

[Back to contents](#)

Local connection destination authority

Section name / parent XML tag: Relief

XML tag: LCON_REL

Data specification numeric ID: 5.10

Where the applicant has been referred to another local authority, record here the name of the authority referred to. This must be an English local authority, as under the 2017 Act, referrals can only be made to English authorities in the relief stage.

This field can only be completed if [Reason Relief Duty ended](#) is 'Local connection referral accepted by other LA'.

The nine character code must match an ONS local authority code, LAD16CD. This cannot match the ONS local authority code provided in the [Local Authority Code and Case Reference Number](#).

[Back to Relief](#)

[Back to contents](#)

The Assistance Section

The information collected in the Assistance section is relevant 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.

Recording the assistance with support needs applies to all members of the household.

What to include

Multiple forms of assistance for support needs can be recorded from the response options. Include all the assistance provided to the household.

The Assistance Section Index

XML Tag	H-CLIC Field Name
SUPP_ASSIST	Assistance with support needs

For more information on what fields are always mandatory / mandatory for legacy cases see **Annex 2: Summary of the H-CLIC data requirement.**

Assistance with support needs

Section name / parent XML tag: Assistance

XML tag: SUPP_ASSIST

Data specification numeric ID: 6.2

Any assistance with support needs that the household was referred to and that they engaged with. This relates to any engagement with support needs that was achieved during the time the household was worked with by the local authority. The support can be delivered directly or indirectly by the local authority.

Response options	Descriptions	Can only select if Support Needs of applicant and household members are...
No support offered	An applicant (or any member of the household) is not considered to have any vulnerabilities that indicate that they require support.	<ul style="list-style-type: none"> No support needs Legacy cases: support needs not known
Engaged with support for mental health needs	Applicant considered vulnerable because of their mental health (and applicant whose household includes such a person) who was provided support.	History of mental health problems. Cannot be 'No support needs'.
Engaged with support for physical health needs	Applicant considered vulnerable because of their physical health (and applicant whose household includes such a person) who was provided support.	Physical ill health and disability. Cannot be 'No support needs'.
Engaged with support for drug dependency needs	Applicant considered vulnerable because of drug dependency (and applicant whose household includes such a person) who was provided support.	Drug dependency needs. Cannot be 'No support needs'.
Engaged with support for alcohol dependency needs	Applicant considered vulnerable, because of alcohol dependency (and applicant whose household includes such a person) who was provided support.	Alcohol dependency needs. Cannot be 'No support needs'.
Engaged with support for domestic abuse needs	Applicant considered vulnerable because of domestic abuse (and applicant whose household includes such a person) who was provided support. This is not the same as an applicant who is homeless as a result of domestic violence. This field should only be completed if	At risk of/has experienced domestic abuse. Cannot be 'No support needs'.

Response options	Descriptions	Can only select if <u>Support Needs of applicant and household members are...</u>
	additional support was required as a result of vulnerability caused by domestic abuse.	
Engaged with support with learning disability needs	Applicant considered vulnerable because of a learning disability (and applicant whose household includes such a person) who was provided support.	Learning disability. Cannot be 'No support needs'.
Engaged with support with other needs	Applicant considered vulnerable due to any reason that is not listed (and applicant whose household includes such a person) who were provided support to assist with this vulnerability.	Cannot be 'No support needs'.
Engaged with housing related support / support with independent living skills	Applicant who are considered to require support to be able to live independently (for example managing a tenancy), or who require additional support specifically around housing (and applicant whose household includes such a person) who were provided support.	Could be any of the support need categories. Cannot be 'No support needs'.
Engaged with debt advice service	Applicant considered to require support relating to their current debts and/or managing their finances (and applicant whose household includes such a person) who were provided support.	Could be any of the support need categories.
Provided with local authority social care	Applicants who are referred to the Local Authority Social Care Services, who were assessed to have such a level of need that they are provided with a statutory service, or those whose need results in a service being provided under any other auspices.	Cannot be 'No support needs'.
Training in life skills, tenancy skills or other	Applicants who are considered to require support to be able to managing a tenancy or in general life skills (and applicants whose household includes such a person) who were provided support.	Could be any of the support need categories. Cannot be 'No support needs'.

Response options	Descriptions	Can only select if Support Needs of applicant and household members are...
Access to education, training or employment	Applicants, who are considered to require support to obtain employment, enter into education or obtain training – particularly in the case of young people leaving care – and applicants who are subject to the benefit cap who require support in becoming exempt through employment (and applicants whose household includes such a person) who were provided support.	Access to education, training or employment. Cannot be 'No support needs'.

This field must be completed when the data for this section is submitted.
Cannot be no assistance needs if support needs have been recorded under the support section.

[Back to Assistance](#)

[Back to contents](#)

The Decision Section

The information collected in the decision section is relevant to homelessness applications where relief was not successful and the case proceeds to an assessment of whether a 'main' homelessness 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' homelessness duty (s193) is owed.

What to include

The details of the homelessness duty decision made on the case. If a successful review has been carried out then the new decision and outcome following this should be reported.

The Decision Section index

XML Tag	H-CLIC Field Name
<u>DECDATE</u>	Main duty decision date
<u>ASSDATE</u>	Date main duty decision takes effect
<u>ASSESS2</u>	Outcome of decision
<u>LEG_REL</u>	Relief offered to legacy cases
<u>PNEED</u>	Priority need decision
<u>TA_DEC</u>	Temporary accommodation provided or duty owed
<u>ACCOM_D</u>	Accommodation outcome
<u>LCON_DEST</u>	Local Connection Destination Authority
<u>DEST_DEC</u>	Local Authority location of accommodation outcome

For more information on what fields are always mandatory / mandatory for legacy cases see **Annex 2: Summary of the H-CLIC data requirement**.

Main duty decision date

Section name / parent XML tag: Decision

XML tag: DECDATE

Data specification numeric ID: 7.1

The date that a decision is issued on what final duty (if any) will be owed. This may differ from the date that the decision takes effect, recorded in [date main duty decision takes effect](#). This date field will be used to enable local authorities to report decisions once a relief duty has commenced, where required.

For 2017 Act cases, this must be on or after [date Relief Duty started](#). For legacy cases, this must be on or a day after [date of assessment of circumstances and needs](#). If relief duty ends unsuccessfully then this must fall on the same day or a day after the relief duty ended. If the decision itself was successfully reviewed, then this date must be after the relief duty end date, up to a day after the successful review date and before the current date.

This field must be completed when the data for this section is submitted.

[Back to Decision](#)

[Back to contents](#)

Date main duty decision takes effect

Section name / parent XML tag: Decision

XML tag: ASSDATE

Data specification numeric ID: 7.2

The date when the main duty decision resolves the final duties owed to an applicant. This may be later than the date of issue in the case that a decision was issued earlier than the conclusion of the relief stage. This date may not be before the conclusion of the relief duty.

For 2017 Act cases, this must be equal to or the day after the [Date Relief Duty ended](#). If the decision is successfully reviewed then this date must be after the relief duty end date, up to a day after the successful review date and before the current date. If a decision is issued following conclusion of the relief stage, rather than during the relief stage, this date will be equal to [Main duty decision date](#).

For legacy cases, this must be equal to or the day after the [date of assessment of circumstances and needs](#). In legacy cases this date will be identical to [main duty decision date](#).

This field must be completed when the data for this section is submitted.

[Back to Decision](#)

[Back to contents](#)

Outcome of decision

Section name / parent XML tag: Decision

XML tag: ASSESS2

Data specification numeric ID: 7.3

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

Response options	Description
Not eligible for assistance	Applicants found not eligible for assistance by virtue of section 185 (persons from abroad) and regulations made under that section.
Homeless + priority need + unintentionally homeless – s193(2) duty	Applicants accepted as owed the duty under Section 193(2) (the main homelessness duty to secure accommodation.
Homeless + priority need + unintentionally homeless + no local connection - referred to another Local Authority	Applicants accepted as unintentionally homeless and in priority need but whose application has been referred to another authority under s.198.
Homeless + priority need + unintentionally homeless – refused to cooperate (s193C(4) duty owed)	Applicants owed the Section 193C (4) duty because they have priority need and are unintentionally homeless but the relief duty ended as a result of their deliberate and unreasonable refusal to cooperate.
Homeless + unintentionally homeless – owed a 2 year reapplication duty s195A(1)	Applicants owed the reapplication duty because they are unintentionally homeless within two years of accepting a private rented sector offer made under section 193(7f), whether or not the household has priority need.
Homeless + priority need + intentionally homeless	Applicants accepted as owed a duty under Section 190(2) because they have priority need and are intentionally homeless.
Homeless + no priority need	Applicants assessed as homeless who do not have priority need
Withdrew prior to assessment	Applicants who withdrew their application before the decision was issued.
Lost contact prior to assessment	Contact was lost with the applicant before the decision was issued.
Not homeless	Legacy cases: where the decision is taken that the applicant is not homeless.

Legacy cases cannot be 3 - Homeless + priority need + unintentionally homeless – refused to cooperate (s193C (4) duty owed).

Other cases should not be not homeless at this stage and should have been identified under relief.

This field must be completed when the data for this section is submitted.

[Back to contents](#)

[Back to Decision](#)

Relief offered to legacy cases

Section name / parent XML tag: Decision

XML tag: LEG_REL

Data specification numeric ID: 7.4

For legacy cases to identify whether relief activity was offered to the applicant who was found to be intentionally homeless or not priority need at the decision stage.

This must only be completed for legacy cases found to be intentionally homeless or to not have priority need. Not to be completed for all other households or for 2018 Act cases.

Response options	Description
No	Relief not offered
Yes	Relief offered

[Back to Decision](#)

[Back to contents](#)

Priority need decision

Section name / parent XML tag: Decision

XML tag: PNEED

Data specification numeric ID: 7.5

This is the 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.

This must only be completed where [Outcome of decision](#) was either:

- Homeless but does not have priority need
- Homeless + priority need + unintentionally homeless – s193(2) duty
- Homeless + priority need + unintentionally homeless + no local connection - referred to another Local Authority
- Homeless + priority need + unintentionally homeless – refused to cooperate (s193C(4) duty owed)
- Homeless + priority need + intentionally homeless.

Response options	Description	Can only select if...
No priority need	The applicant household has no priority need.	
Priority need: homeless because	A person who is homeless, or threatened with homelessness,	

Response options	Description	Can only select if...
of fire, flood or other emergency	as a result of an emergency such as flood, fire or other disaster. Where applicants are accepted as homeless because of an emergency (e.g. fire or flood), this should always be recorded as the priority need category.	
Priority need: household includes dependent children	Applicant is a person with whom dependent children reside or might reasonably be expected to reside. In all cases not involving an emergency where the applicant has dependent children, this should be recorded as the priority need category.	Number of children is at least 1.
Priority need: household includes a pregnant woman	Applicant is a pregnant woman or a person with whom she resides or might reasonably be expected to reside. In all cases not involving an emergency, or where the applicant's household has no dependent children, cases involving a pregnant woman should be recorded here as the priority need category.	Number of children must be greater than the number of household members recorded as aged under 18 years.
Priority need: applicant aged 16 or 17 years	Applicant is aged 16 or 17 who is not a 'relevant child' or a child in need to whom a local authority owes a duty under section 20 of the Children Act 1989.	Age of applicant is 16 or 17 years. Support Needs of Applicant and Household members include 'Young person aged 16-17 years'.
Priority need: applicant is care leaver and aged 18 to 20 years	Applicant rather than other household member is under 21 who was (but is no longer) looked after, accommodated or fostered between the ages of 16 and 18 (except a person who is a 'relevant student').	Age of applicant is 18-20 years inclusive. Support Needs of Applicant and Household members is 'Care leaver aged 18-20 years'.
Priority need: vulnerable as result of old age	Applicant is vulnerable as a result of old age, or with whom such a person resides or might reasonably be expected to reside.	At least one household member's Age is 55 years or above
Priority need: vulnerable as	Applicant is vulnerable as a result of physical disability or ill	Support Needs of Applicant and

Response options	Description	Can only select if...
result of physical disability / ill health	health, or with whom such a person resides or might reasonably be expected to reside.	Household members is 'Physical ill health and disability'
Priority need: vulnerable as result of mental health problems	Applicant is vulnerable as a result of mental illness, or with whom such a person resides or might reasonably be expected to reside.	Support Needs of Applicant and Household members is 'History of mental health problems'
Priority need: vulnerable as a care leaver 21+	Applicant is aged 21 or more who is vulnerable as a result of having been looked after, accommodated or fostered (except a person who is a 'relevant student').	Age of applicant is 21-24 years inclusive. Support Needs of Applicant and Household members is 'Care leaver aged 21+'.
Priority need: vulnerable as served in HM Forces	Applicant is considered vulnerable as a result of having been a member of Her Majesty's regular naval, military or air forces.	Support Needs of Applicant and Household members is 'Served in HM Forces'.
Priority need: vulnerable as been in custody or on remand	Applicant is considered vulnerable as a result of having served a custodial (prison or youth secure estate) sentence.	Support Needs of Applicant and Household members is 'Offending history'.
Priority need: vulnerable as fled home because of violence / threat of violence (domestic abuse)	Applicant is considered vulnerable as a result of ceasing to occupy accommodation because of violence from another person or threats of violence from another person which are likely to be carried out. Domestic violence or abuse is 'domestic' in nature if the perpetrator is a person who is associated with the victim. It is not limited to physical violence or confined to instances within the home.	Support Needs of Applicant and Household members is 'At risk of/has experienced domestic abuse'.
Priority need: vulnerable as fled home because of violence / threat of violence (not domestic abuse)	Applicant is considered vulnerable as a result of ceasing to occupy accommodation because of violence from another person or threats of violence from another person which are likely to be carried out.	Support Needs of Applicant and Household members is 'At risk of/has experienced abuse (non-domestic abuse)'.
Priority need: vulnerable as	Applicant is considered vulnerable because of a learning	Support Needs of Applicant and

Response options	Description	Can only select if...
result of learning difficulty	difficulty, or with whom such a person resides or might reasonably be expected to reside.	Household members is 'Learning disability'.
Priority need: vulnerable for other special reason	Applicant is considered vulnerable because of any special reason other than those listed.	
Priority need: drug dependency	Applicant is considered vulnerable because of drug dependency (and applicants whose household includes such a person).	Support Needs of Applicant and Household members is 'Drug dependency needs'.
Priority need: alcohol dependency	Applicant is considered vulnerable, because of alcohol dependency (and applicants whose household includes such a person).	Support Needs of Applicant and Household members is 'Alcohol dependency needs'.
Priority need: former asylum seeker	Applicant is considered vulnerable because of experiences as an asylum seeker (and applicants whose household includes such a person).	Support Needs of Applicant and Household members is 'Former asylum seeker'.

The priority need categories are set out in Section 189 of the 1996 Act and the *Homelessness (Priority Need for Accommodation) (England) Order 2002*. Further guidance can be found in Chapter 8 of the *Homelessness Code of Guidance for Local Authorities* (see [Useful links](#)).

[Back to Decision](#)

[Back to contents](#)

Temporary accommodation provided or duty owed

Section name / parent XML tag: Decision

XML tag: TA_DEC

Data specification numeric ID: 7.6

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

If there is a delay between making a decision on the final duty and providing temporary accommodation then please select temporary accommodation duty owed but no accommodation provided. If the entry date into temporary accommodation is after the decision date these placement reports will be accepted.

Response options	Description
No duty owed and no accommodation provided	Temporary accommodation duty not owed and temporary accommodation not provided.
Yes – temporary accommodation provided	Temporary accommodation provided.
Temporary accommodation duty owed but no accommodation provided	Temporary accommodation duty owed but temporary accommodation not provided.

This can only be 'No duty owed and no accommodation provided' if [Priority need decision](#) is 'No priority need'. This field must be completed when the data for this section is submitted.

[Back to Decision](#)

[Back to contents](#)

Accommodation outcome

Section name / parent XML tag: Decision

XML tag: ACCOM_D

Data specification numeric ID: 7.7

The applicant's accommodation at the time when the decision is made on whether a main homelessness duty is owed.

This field must only be completed if a temporary accommodation duty was not owed or temporary accommodation was not provided.

Response option	Description
Not known	Where the local authority is unable to make contact with an applicant following a decision on what duty (if any) is owed to an applicant, or an applicant declines to share this information with the Local Authority.

Response option	Description
Private rented sector: House in Multiple Occupation	The applicant is living in accommodation owned by a private landlord for which they pay rent, and the property is a House in Multiple Occupation (HMO). That is, at least 3 tenants live there, forming more than 1 household, and the applicant shares toilet, bathroom or kitchen facilities with other tenants
Private rented sector: lodging (not with family or friends)	The applicant is living in accommodation for which they pay rent to a private landlord who lives at the same address with them.
Council tenancy	The applicant is living in a property let to them by a Local Authority or Arms Length Management Organisation (ALMO) or Tenant Management Organisation (TMO) on an Introductory, Secure or Fixed-Term tenancy
Registered Provider tenancy	The applicant is living in a property let to them by a Private Registered Provider (housing association) on an Assured, Assured-Shorthold or Fixed-Term tenancy
Owner-occupier	The applicant lives in a property where they are the holder of the freehold or leasehold and this is not part of a shared ownership agreement, either outright or by way of a mortgage or loan secured against the property
Staying with family	The applicant is living within their family network, with parents and/or other family members, in a property for which the family member(s) has a right of occupation
Staying with friends	The applicant is living with one or more other people with whom they are friends, in a property for which the friend has a right of occupation
No fixed abode: rough sleeping	The applicant has no fixed address and from the assessment of their circumstances and needs it is reasonable to believe that they are sleeping rough. That is, they are sleeping in the open air, or in buildings or places not designated for habitation, such as stair wells, sheds, car parks, stations, cars or 'bashes'.
No fixed abode: not rough sleeping	The applicant has no accommodation that they have the legal right to occupy, and may be staying temporarily at more than one address, but is not sleeping rough.
Social rented supported housing or hostel	The applicant is living in accommodation provided by a Local Authority, Registered Provider or Charity, the purpose of which is to provide them with care or support services, as well as accommodation.
Refuge	The applicant is living in accommodation provided for people who have experienced domestic abuse or violence, which is to provide them with support as well as accommodation.
Custody	Where the applicant is held in custody in Her Majesty's Prison Service, either serving a custodial sentence or on remand pending trial and/or sentencing.

Other	The applicant is living in accommodation which does not fall into any of the available categories, for example: <ul style="list-style-type: none">- Held under the provisions of the Mental Health Act- Occupying tied accommodation.
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[Back to Decision](#)

[Back to contents](#)

Local Connection Destination Authority
Section name / parent XML tag: Decision
XML tag: LCON_DEST
Data specification numeric ID: 7.8

Where the applicant has been referred to another local authority, record here the name of the authority. **This can be an English, Scottish, or Welsh local authority, as under the 2017 Act, referrals can be made to these authorities when a household is owed a main homelessness duty.** If a referral was made to an authority outside of these countries, such as Northern Ireland, the authority can collect this information for their own purposes. However, MHCLG do not require this to be reported as it is not a legal obligation.

This must only be completed if the applicant was referred to a different local authority under section 198.

The nine character code must match an ONS local authority code, LAD16CD. This cannot match the ONS local authority code provided in the [Local Authority Code and Case Reference Number](#).

[Back to Decision](#)

[Back to contents](#)

Local Authority location of accommodation outcome

Section name / parent XML tag: Decision

XML tag: DEST_DEC

Data specification numeric ID: 7.9

In what local authority district (named) is the accommodation outcome described in [accommodation outcome](#). Select own local authority district accommodation outcome is located within own area. The nine character code must match an ONS local authority code, LAD16CD.

This field must be completed if [accommodation outcome](#) was;

- Private rented sector: self-contained
- Private rented sector: HMO
- Private rented sector: lodging (not with family or friends)
- Council tenancy
- Registered Provider tenancy
- Owner-occupier

For all other responses to [accommodation outcome](#), and for legacy cases, this can be left blank if location is unknown.

[Back to Decision](#)

[Back to contents](#)

The Final Duties Section

The information collected in the final duties section is relevant to homelessness applications where prevention and/or relief were not successful and the case was assessed as owed a final homelessness duty. Either the s.193 (2) duty, the s.193C (4) duty or the s195A (1) duty.

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

What to include

Details of the duty owed to the household and the reason it ends when it does so.

The Final Duties Section index

XML Tag	H-CLIC Field Name
DATEOUTC	Section 193(2), section 193C (4) or section 195A (1) duty end date
ACTEND	Reason the section 193(2) duty, the section 193C (4) duty or the section 195A (1) duty ended
ACCOM_FD	Accommodation outcome
DEST_DUTY	Local authority location of accommodation outcome

For more information on what fields are always mandatory / mandatory for legacy cases see **Annex 2: Summary of the H-CLIC data requirement.**

Section 193(2), section 193C (4) or section 195A (1) duty end date**Section name / parent XML tag: Final Duties****XML tag: DATEOUTC****Data specification numeric ID: 8.2**

The date that the section 193(2), section 193C (4) or section 195A (1) duty ended. This must be on or after the [Date main duty decision takes effect](#). This field must be completed when the data for this section is submitted.

[Back to Final duties](#)[Back to contents](#)**Reason the section 193(2) duty, the section 193C (4) duty or the section 195A (1) duty ended****Section name / parent XML tag: Final Duties****XML tag: ACTEND****Data specification numeric ID: 8.3**

The reason that the section 193(2) duty, the section 193C (4) or the section 195A (1) duty ended. See the [Homelessness Code of Guidance](#) for further information on eligibility for assistance.

This field must be completed when the data for this section is submitted.

Response options	Description
Ceased to be eligible	Applicant has ceased to be eligible for assistance
Accepted a Housing Act 1996 Pt6 social housing offer	Applicant accepted a Part 6 offer of social housing, either through a local authority allocation or through nomination to a Registered Provider (housing association).
Refused suitable Housing Act 1996 Pt6 social housing offer	Applicant refused a suitable art 6 offer of social housing, made through a local authority allocation or through nomination to a Registered Provider (housing association)
Accepted a Private Rented Sector offer	Applicant has accepted a private rented sector offer (Section 193 (7AA))
Refused suitable Private Rented Sector offer	Applicant has refused private rented sector offer (Section 193(7AA))
Refused suitable temporary accommodation offer	Applicant has refused a suitable offer of temporary accommodation
Became homeless intentionally from temporary accommodation	Applicant became homeless from the temporary accommodation for them and the main duty has ended.
Ceased to occupy temporary accommodation	Applicant has voluntarily ceased to occupy the temporary accommodation provided for them.
Applicant withdrew or lost contact	Applicant has withdrawn their application or the Local Authority has been unable to make contact with the

Response options	Description
	applicant for a period of 56 days or more.

[Back to Final duties](#)

[Back to contents](#)

Accommodation outcome

Section name / parent XML tag: Final Duties

XML tag: ACCOM_FD

Data specification numeric ID: 8.4

The applicant's accommodation at the time when the section 193(2), section 193C (4) or the section 195A (1) duty ended. This field must be completed when the data for this section is submitted.

Response options	Description	Can select if reason the duty ended was...
Not known	Where the local authority is unable to make contact with an applicant following a decision on what duty (if any) is owed to an applicant, or an applicant declines to share this information with the local authority.	Applicant withdrew or lost contact
Private rented sector: self-contained	The applicant is living in accommodation owned by a private landlord for which they pay rent, and the property is self-contained. That is, all the rooms (including kitchen, bathroom and toilet) are for the household's exclusive use	<ul style="list-style-type: none"> • Accepted a Private Rented Sector offer • Ceased to be eligible • Refused suitable Housing Act 1996 Pt6 social housing offer • Refused suitable temporary accommodation offer • Became homeless intentionally from temporary accommodation or • Ceased to occupy temporary accommodation. • Applicant withdrew or lost contact
Private rented sector: House in Multiple Occupation (HMO)	The applicant is living in accommodation owned by a private landlord for which they pay rent, and the property is a House in Multiple Occupation (HMO). That is, at least 3 tenants live there, forming more than 1 household, and the applicant shares toilet,	<p>Accepted a Private Rented Sector offer</p> <p>Ceased to be eligible</p> <ul style="list-style-type: none"> • Refused suitable Housing Act 1996 Pt6 social housing offer • Refused suitable temporary accommodation offer

Response options	Description	Can select if reason the duty ended was...
	bathroom or kitchen facilities with other tenants	<ul style="list-style-type: none"> • Became homeless intentionally from temporary accommodation • Ceased to occupy temporary accommodation. • Applicant withdrew or lost contact
Private rented sector: lodging (not with family or friends)	The applicant is living in accommodation for which they pay rent to a private landlord who lives at the same address with them.	<p>Accepted a Private Rented Sector offer</p> <p>Ceased to be eligible</p> <ul style="list-style-type: none"> • Refused suitable Housing Act 1996 Pt6 social housing offer • Refused suitable temporary accommodation offer • Became homeless intentionally from temporary accommodation • Ceased to occupy temporary accommodation • Applicant withdrew or lost contact
Council tenancy	The applicant is living in a property let to them by a Local Authority or Arms Length Management Organisation (ALMO) or Tenant Management Organisation (TMO) on an Introductory, Secure or Fixed-Term tenancy	Accepted a Housing Act 1996 Pt6 social housing offer
Registered Provider tenancy	The applicant is living in a property let to them by a Private Registered Provider (housing association) on an Assured, Assured-Shorthold or Fixed-Term	Accepted a Housing Act 1996 Pt6 social housing offer
Owner-occupier	The applicant is lives in a property where they are the holder of the freehold or leasehold and this is not part of a shared ownership agreement, either outright or by way of a mortgage or loan secured against the property	<p>Ceased to be eligible</p> <p>Ceased to be eligible</p> <ul style="list-style-type: none"> • Refused suitable Housing Act 1996 Pt6 social housing offer • Refused suitable temporary accommodation offer • Became homeless intentionally from temporary accommodation • Ceased to occupy temporary accommodation • Applicant withdrew or lost contact

Response options	Description	Can select if reason the duty ended was...
Staying with family	The applicant is living within their family network, with parents and/or other family members, in a property for which the family member(s) has a right of occupation	<ul style="list-style-type: none"> • Ceased to be eligible • Refused suitable Housing Act 1996 Pt6 social housing offer • Refused suitable temporary accommodation offer • Became homeless intentionally from temporary accommodation • Ceased to occupy temporary accommodation • Applicant withdrew or lost contact
Staying with friends	The applicant is living with one or more other people with who they are friends, in a property for which the friend has a right of occupation	<ul style="list-style-type: none"> • Ceased to be eligible • Refused suitable Housing Act 1996 Pt6 social housing offer • Refused suitable temporary accommodation offer • Became homeless intentionally from temporary accommodation • Ceased to occupy temporary accommodation • Applicant withdrew or lost contact
No fixed abode: rough sleeping	The applicant has no fixed address and from the assessment of their circumstances and needs it is reasonable to believe that they are sleeping rough. That is, they are sleeping in the open air, or in buildings or places not designated for habitation, such as stair wells, sheds, car parks, stations, cars or 'bashes'	<ul style="list-style-type: none"> • Ceased to be eligible • Refused suitable Housing Act 1996 Pt6 social housing offer • Refused suitable temporary accommodation offer • Became homeless intentionally from temporary accommodation • Ceased to occupy temporary accommodation • Applicant withdrew or lost contact
No fixed abode: not rough sleeping	The applicant has no accommodation that they have the legal right to occupy, and may be staying temporarily at more than one address, but is not sleeping rough.	<ul style="list-style-type: none"> • Ceased to be eligible • Refused suitable Housing Act 1996 Pt6 social housing offer • Refused suitable temporary accommodation offer • Became homeless intentionally from temporary accommodation • Ceased to occupy temporary accommodation • Applicant withdrew or lost contact
Social rented supported	The applicant is living in accommodation provided by a Local	<ul style="list-style-type: none"> • Ceased to be eligible • Refused suitable Housing Act

Response options	Description	Can select if reason the duty ended was...
housing or hostel	Authority, Registered Provider or Charity, the purpose of which is to provide them with care or support services, as well as accommodation.	<ul style="list-style-type: none"> • 1996 Pt6 social housing offer • Refused suitable temporary accommodation offer • Became homeless intentionally from temporary accommodation • Ceased to occupy temporary accommodation • Applicant withdrew or lost contact
Refuge	The applicant is living in accommodation provided for people who have experienced domestic abuse or violence, which is to provide them with support as well as accommodation.	<ul style="list-style-type: none"> • Ceased to be eligible • Refused suitable Housing Act 1996 Pt6 social housing offer • Refused suitable temporary accommodation offer • Became homeless intentionally from temporary accommodation • Ceased to occupy temporary accommodation • Applicant withdrew or lost contact
Custody	Where the applicant is held in custody in Her Majesty's Prison Service, either serving a custodial sentence or on remand pending trial and/or sentencing.	No restrictions
Other	The applicant is living in accommodation which does not fall into any of the available categories, for example: <ul style="list-style-type: none"> - Held under the provisions of the Mental Health Act - Occupying tied accommodation. 	<ul style="list-style-type: none"> - Ceased to be eligible - Refused suitable Housing Act 1996 Pt6 social housing offer - Refused suitable temporary accommodation offer - Became homeless intentionally from temporary accommodation - Ceased to occupy temporary accommodation - Applicant withdrew or lost contact

[Back to Final duties](#)

[Back to contents](#)

Local authority location of accommodation outcome

Section name / parent XML tag: Final Duties

XML tag: DEST_DUTY

Data specification numeric ID: 8.5

In what local authority district (named) is the accommodation outcome described in [accommodation outcome](#).

This field must only be completed if [accommodation outcome](#) was;

- Private rented sector: self-contained
- Private rented sector: HMO
- Private rented sector: lodging (not with family or friends)
- Council tenancy
- Registered Provider tenancy
- Owner-occupier

For all other responses to [accommodation outcome](#), and for legacy cases, this can be left blank if location is unknown.

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

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

[Back to Final duties](#)

[Back to contents](#)

The Temporary Accommodation Section

The information collected in the temporary accommodation section is relevant 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 duty but who remain in their property or who have made their own arrangements for temporary accommodation.

If a household moves placements and these dates overlap both entries will be accepted. If a household is split across temporary accommodation types, these separate instances should be reported. Please close previous placements before creating a new placement wherever possible, otherwise MHCLG will count this as the household being split across placements.

What to include

The details of all instances of temporary accommodation being provided or a temporary accommodation duty being owed. This section can be completed and submitted at any stage in the homelessness application, other than where a prevention duty is started and has not been reported as failed.

Not all fields are required for households who remain in their property or who have made their own arrangements for temporary accommodation. Please see the section index below and the guidance to each data field for more details.

The Temporary Accommodation Section index

XML Tag	H-CLIC Field Name
TA_DATE	Date entered temporary accommodation
ENTRY_DATE	Date of entry into temporary accommodation placement
EXIT_DATE	Date of exit from temporary accommodation placement
TATYPE	Back to Temporary accommodation Back to contents Type of temporary accommodation
TASIZE	Number of bedrooms within the temporary accommodation placement
TADUTY	Back to Temporary accommodation Back to contents Duties under which temporary accommodation is provided

<u>TA_OTHER</u>	Is temporary accommodation in other local authority district
<u>TA_EXIT_DATE</u>	Date of exit from temporary accommodation

For more information on what fields are always mandatory / mandatory for legacy cases see **Annex 2: Summary of the H-CLIC data requirement.**

Date entered temporary accommodation

Section name / parent XML tag: Temporary Accommodation

XML tag: TA_DATE

Data specification numeric ID: 9.2

Date that the household entered temporary accommodation. This is the start of any period of the household staying in temporary accommodation. It may be an earlier date than the entry date to the current temporary accommodation placement.

This must be on the same day or the day after the [Date homeless application made](#). This can be before the date the homeless assessment was made.

If a Prevention Duty was owed, this must be on or after the [Date Prevention Duty ended](#). This cannot be entered if household was successfully prevented from homelessness, and [Reason Prevention Duty ended](#) was either;

- Secured existing accommodation for 6 months
- Secured existing accommodation for 12 or more months
- Secured alternative accommodation for 6 months
- Secured alternative accommodation for 12 or more months
- 56 days or more expired and no further action
- No longer eligible
- Withdrew application / applicant deceased
- Contact lost

This field must be completed when the data for this section is submitted.

[Back to Temporary accommodation](#)

[Back to contents](#)

Date of entry into temporary accommodation placement

Section name / parent XML tag: Temporary Accommodation

XML tag: ENTRY_DATE

Data specification numeric ID: 9.3

Date that a household entered current temporary accommodation placement. This field must be completed when the data for this section is submitted.

If the household moves between placements within a continuous period, enter the date that the current placement started. There can be multiple placement start dates following the initial [Date entered temporary accommodation](#).

This must be on or after [Date entered temporary accommodation](#).

If a Prevention Duty was owed, this must be on or after the [Date Prevention Duty ended](#). This must be earlier than [Date of exit from temporary accommodation](#).

[Back to contents](#)

[Back to Temporary accommodation](#)

Date of exit from temporary accommodation placement
Section name / parent XML tag: Temporary Accommodation
XML tag: EXIT_DATE
Data specification numeric ID: 9.4

The date that the household left a temporary accommodation placement.

If the household moves between placements within a continuous period, enter the date that the current placement ended. There can be multiple placement exit dates before the final [Date of exit from temporary accommodation](#).

This must be on or after [Date of entry into temporary accommodation placement](#). This must be on or earlier than [Date of exit from temporary accommodation](#). It can be after the case closes in the decision stage if the applicant is found to be intentionally homeless and priority need.

This field must be completed when the data for this section is submitted.

[Back to Temporary accommodation](#)

[Back to contents](#)

Type of temporary accommodation
Section name / parent XML tag: Temporary accommodation
XML tag: TATYPE
Data specification numeric ID: 9.5

This is the type of temporary accommodation that the household is staying in during the placement or when the temporary accommodation duty is owed.

Record the accommodation for all households: being housed in temporary accommodation provided by your authority, owed a temporary accommodation duty but who remain in their property, and who have made their own arrangements for temporary accommodation.

This field must be completed when the data for this section is submitted.

Response options	Description
Temporarily remains in property	The applicant is owed a temporary accommodation duty but no accommodation is being secured and the applicant continues to occupy or has returned to the accommodation from which they have applied for assistance because, although not reasonable to continue to occupy in the long term, it is considered to be suitable in the short term.
Made own arrangements for	The applicant is owed a temporary accommodation duty but no accommodation is being secured because the applicant has

Response options	Description
temporary accommodation	made their own arrangements to stay temporarily at an address, which is other than the address from which they became homeless.
Privately managed Bed & Breakfast hotels (privately managed, meal/s provided, shared facilities)	Placement in privately managed hotels where households lack or share essential facilities such as kitchens and/or bathrooms. Meals may or may not be provided.
Other nightly paid, privately managed accommodation, shared facilities	Placement in any privately managed accommodation other than commercial hotels in which households lack or share essential facilities such as cooking, washing and/or toilet facilities, which is paid for on a nightly basis. Meals may or may not be provided.
Other nightly paid, privately managed accommodation, self-contained	Placement in privately managed, nightly paid accommodation in which households have sole use of essential facilities, including cooking, washing and toilet facilities.
Hostels (including reception centres and emergency units)	Placement in accommodation owned or leased and managed by a local authority, housing association or non-profit making organisation, where bathroom and/or kitchen facilities are shared. Exclude units that are wholly self-contained. Where a building contains both shared and self-contained accommodation, only include placements in units with shared facilities within the hostel category. Do not include refuge placements.
Refuges	Placements in specialist accommodation provided for people who have experienced domestic abuse or violence, which is to provide them with support as well as accommodation.
Private sector accommodation leased by your authority or leased or managed by a registered provider	Covers dwellings leased on short-term arrangements from a private sector landlord by your authority and dwellings leased on short-term arrangements from a private sector landlord by a Registered Provider. Include accommodation leased and managed by local authorities or leased by the authority but managed by another organisation, and accommodation leased by a Registered Provider under a Housing Association Leasing scheme (HALS).
Directly with a private sector landlord	Placements in privately managed accommodation self-contained accommodation which is not paid for on a nightly basis. Does not include private accommodation that is leased and managed by the local authority or registered provider.
Accommodation within your own stock	Placements in local authority owned properties. This includes self-contained units within mixed schemes that contain both self-contained and hostel type accommodation, where this is local authority owned.
Accommodation within registered provider stock	Placements in Registered Provider (housing association) owned properties. This includes self-contained units within mixed schemes that contain both self-contained and hostel type accommodation, where this is Registered Provider owned.

Response options	Description
Any other type of temporary accommodation	Placements in any other form of temporary accommodation, which could include mobile homes, such as caravans, 'demountables', 'portacabins' and 'transportables'.

[Back to Temporary accommodation](#)

[Back to contents](#)

Number of bedrooms within the temporary accommodation placement

Section name / parent XML tag: Temporary Accommodation

XML tag: TASIZE

Data specification numeric ID: 9.6

The number of bedrooms, which the household has sole use of within the temporary accommodation placement.

Where bedroom refers to a living or sleeping area that is separate from any area containing cooking, washing or toilet facilities.

This must be between 0 and 10.

This field must be completed when the data for this section is submitted. Not required, can be left blank, for those making their own arrangements or living in existing accommodation under which they are considered homeless.

[Back to Temporary accommodation](#)

[Back to contents](#)

Duties under which temporary accommodation is provided
Section name / parent XML tag: Temporary Accommodation
XML tag: TADUTY
Data specification numeric ID: 9.7

The legal duty under which temporary accommodation is provided or the duty is owed.

Response options	Description	Can only select if...
Interim: pending enquiries plus intentional homeless, review appeal, awaiting appeal	Accommodation provided under interim accommodation duties and powers: s.188(1), s.188(3), s.199A(2) S200(1), that is pending assessment, review, appeal or outcome of a local connection referral and the s190(2) duty to accommodate households who have been assessed as intentionally homeless	Household has made an application and is awaiting an assessment outcome. Or household has been assessed and is not owed a prevention duty and / or the outcome of the prevention duty is not successful.
Section 193(2)	Accommodation provided under the main housing duty	Outcome of decision is 'Homeless + priority need + unintentionally homeless – s193(2) duty' Homeless + unintentionally homeless- owed a 2 year reapplication duty S195(A)
Section 193C(4)	Accommodation provided under the duty towards applicants who have priority need and are not intentionally homeless, where the relief duty ended by service of a notice due to their deliberate refusal to cooperate.	Outcome of decision is 'Homeless + priority need + unintentionally homeless – refused to cooperate (s193C (4) duty owed). A 2017 Act case – not a legacy case.

This field must be completed when the data for this section is submitted. Not required for those making their own arrangements or living in existing accommodation under which they are considered homeless.

[Back to Temporary accommodation](#)

[Back to contents](#)

Is temporary accommodation in other local authority district

Section name / parent XML tag: Temporary Accommodation

XML tag: TA_OTHER

Data specification numeric ID: 9.8

The local authority district in which the temporary accommodation is located. This is to be completed for all temporary accommodation arrangements, including if it is within the local authority district.

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

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

This field must be completed when the data for this section is submitted. Not required for those making their own arrangements or living in existing accommodation under which they are considered homeless.

[Back to Temporary accommodation](#)

[Back to contents](#)

Date of exit from temporary accommodation

Section name / parent XML tag: Temporary Accommodation

XML tag: TA_EXIT_DATE

Data specification numeric ID: 9.9

The date that the household left temporary accommodation or the temporary accommodation duty ended.

This must be on or after [date entered temporary accommodation](#), [date of entry into temporary accommodation placement](#), and [date of exit from temporary accommodation placement](#).

It can be after the case closes if in the decision stage if the applicant is found to be intentionally homeless and priority need. It can also be within a month of the relief or final duties coming to an end.

Household must have an exit date if household was living in temporary accommodation before being assessed as owed a prevention duty.

This field must be completed when the data for this section is submitted.

[Back to Temporary accommodation](#)

[Back to contents](#)

The Review Section

The information collected in the review section is relevant to 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. Completion of this section does not depend on other sections.

Reviews can be 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.

What to include

All details relating to any reviews requested on the household's homelessness application. Many records are permitted but only one record should be submitted per review.

The Review Section Index

XML Tag	H-CLIC Field Name
REV_DATE_R	Date review requested
REV_DATE_C	Date review completed
REV_REQ	Review RequestedXML tag: REV_REQ
COURT	Decision subject to County Court Appeal
REV_OC	Review outcome

Date review requested
Section name / parent XML tag: Review
XML tag: REV_DATE_R
Data specification numeric ID: 10.2

The date the review was requested.

This must be after [date homeless application made](#). This must also be after the date of any decision or activity that is being reviewed. Dependent on the case, the relevant date will be one of:

- [Date of assessment of circumstances and needs](#)
- [Date Prevention Duty started](#)
- [Date Prevention Duty ended](#)
- [Date Relief Duty started](#)
- [Date Relief Duty ended](#)
- [Main duty decision date](#)
- [Date main duty decision takes effect](#)
- [Section 193\(2\), section 193C\(4\) or section 195A\(1\) duty end date](#)
- [Date entered temporary accommodation](#)
- [Date of entry into temporary accommodation placement](#)
- [Date of exit from temporary accommodation placement](#)
- [Date of exit from temporary accommodation.](#)

This field must be completed when the data for this section is submitted.

[Back to Review](#)

[Back to contents](#)

Date review completed
Section name / parent XML tag: Review
XML tag: REV_DATE_C
Data specification numeric ID: 10.3

The date the review was completed.

This must be after [Date review requested](#).

Not mandatory in all cases. Mandatory where a review has taken place.

[Back to Review](#)

[Back to contents](#)

Review requested
Section name / parent XML tag: Review
XML tag: REV_REQ
Data specification numeric ID: 10.4

If a review on any decision made was requested and completed, which decision it related to.

See the [Homelessness Code of Guidance](#) for further information on reviews.

This field must be completed when the data for this section is submitted.

Response option	Description of review
Eligibility for assistance	A decision on whether an applicant is eligible for assistance under section 185.
Duties owed homeless or threatened with homelessness	A decision of what duty (if any) is owed to an applicant under section 19B to 193C and 19 (the duties to persons found to be homeless or threatened with homelessness).
Reasonable steps taken to help prevent and/or relieve homelessness	A decision of the steps they applicant are to take in the personalised housing plan at the prevention duty under section 189A.
Ending of the prevention and/or Relief Duty	A decision to issue a notice to end a section 189B (2) duty or section 195(2) duty.
Notices served on refusal to cooperate	A decision to issue a notice under section 193B (2) in cases of an applicant's deliberate and unreasonable refusal to co-operate.
Local connection referrals	A decision to notify another authority under section 198(1) that they consider the conditions are met for the referral of the applicant's case at the main housing duty. Any decision under section 198() whether the conditions are met for the referral of an applicant's case at the relief or main housing duty. A decision under 200(3) or (4) as to what duty is owed to an applicant who case is considered for referral or referred at the main housing duty.
Whether applicant in priority need and not intentionally homeless (main duty)	A decision under section 193(1) that an applicant is homeless, eligible for assistance and not homeless intentionally and therefore owed a section 193(2) duty.
Decision to end the main duty	A decision that the local authority cease to be subject to a section 193(2) duty.
Suitability of	An accommodation offer made to an applicant

Response option	Description of review
accommodation offered at Prevention or Relief stage (not final)	who has priority need, in order to prevent or relieve their homelessness.
Suitability of Final PRS or Final Part 6 Offer at Relief stage	A final accommodation offer made in the 189B relief stage (sections 193A (6) and 193C (9)). A final accommodation offer made to bring to an end the section 193(2) main housing duty (section 193(7F)).
Suitability of accommodation offered as S193 Temporary Accommodation or S193C(4)	Accommodation offered as S193 Temporary Accommodation or S193C(4)
Suitability of accommodation offered to end S193 duty	Any decision of a local housing authority as to the suitability of accommodation offered to an applicant in discharge of their section 193 duty.

[Back to Review](#)

[Back to contents](#)

Decision subject to County Court Appeal

Section name / parent XML tag: Review

XML tag: COURT

Data specification numeric ID: 10.5

Whether any review decisions subject to County Court Appeal.

Response options
No
Yes

This field must be completed when the data for this section is submitted.

[Back to Review](#)

[Back to contents](#)

Review outcome

Section name / parent XML tag: Review

XML tag: REV_OC

Data specification numeric ID: 10.6

Whether the applicant's review was successful.

Response options	Description
No	The applicants review was not upheld. For complex reviews in which separate elements were or were not upheld, the majority or most significant elements were not upheld.
Yes	The applicants review was upheld. For complex reviews in which separate elements were or were not upheld, the majority or most significant elements were upheld.

This field must be completed when the data for this section is submitted.

[Back to Review](#)

[Back to contents](#)

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. MHCLG 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 2017 Act. However, personal details are not mandatory when the household opts out of providing these. For legacy cases, MHCLG do not require personal information as consent will not have been provided.

What to include

Personal details of the people in 2017 Act homeless households.

The Final Duties Section index

XML Tag	H-CLIC Field Name
LA_CRN	Local authority case reference number
<u>PERSON_ID</u>	Person ID
<u>DOB</u>	Date of Birth
<u>FORENAME</u>	Forename
<u>SURNAME</u>	Surname
<u>PROPERTYNUMLAST</u>	Property number of last settled accommodation
<u>POSTCODELAST</u>	Postcode of last settled accommodation

Local Authority Code and Case Reference Number

Section name / parent XML tag: Personal

XML tag: LA_CRN

Data specification numeric ID: A1.1

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

This must match that provided in section 1.1, [Local Authority Code and Case Reference Number](#). Legacy cases must be blank.

Person identifier

Section name / parent XML tag: Personal

XML tag: PERSON_ID

Data specification numeric ID: A1.2

A unique identifier for each household member.

This must match that provided in section 2.2, [Person identifier](#). Legacy cases must be blank.

Date of Birth

Section name / parent XML tag: Personal

XML tag: DOB

Data specification numeric ID: A1.3

Date of birth of the household member. Legacy cases must be blank.

Date of birth cannot be after the current date

Date of birth must be on or after 01/01/1900.

Forename

Section name / parent XML tag: Personal

XML tag: FORENAME

Data specification numeric ID: A1.4

The forename of the household member. Legacy cases must be blank.

Surname

Section name / parent XML tag: Personal

XML tag: SURNAME

Data specification numeric ID: A1.5

The surname of the household member. Legacy cases must be blank.

National Insurance Number

Section name / parent XML tag: Personal

XML tag: NINO

Data specification numeric ID: A1.6

The National Insurance Number for the household member (aged 16 and over). Not mandatory. Legacy cases must be blank.

This can only be completed when [current date - DOB is greater than 16 years.](#)

Property name or number of current or last settled accommodation

Section name / parent XML tag: Personal

XML tag: PROPERTYNUMLAST

Data specification numeric ID: A1.7

Property name or number of current address, or last settled address if already homeless. Legacy cases must be blank.

Postcode of current or last settled accommodation

Section name / parent XML tag: Personal

XML tag: POSTICODELAST

Data specification numeric ID: A1.8

Postcode of the current address, or last settled address if already homeless. Legacy cases must be blank.

In XML uploads missing postcodes should be coded as: SW1P 4DF.

Annex 2: Summary of the H-CLIC data requirement

The following data fields are defined in the H-CLIC data requirement. Table 2 below presents these fields by section and in the order specified to be returned to MHCLG. Your case management system may collect this information in a different order or format. However this is the order it will be returned to the Department through the automatic upload from your system.

Table 2: Summary of H-CLIC data requirement, detailing the XML code number, data field name, short field description, and the type of response required.

Data specification numeric ID	XML Tag	Field name	Response options	Required for legacy cases?	Required for 2017 Act cases?	Can close the case?
Main						
1.1	LA_CRN	Local Authority Code and Case Reference Number	Must conform to LA code and a 12 character reference	Required	Required	No.
1.2	PCRN	Previous Case Reference Number	Must be 12 characters	Not required	Not required	No.
1.3	ELIGIBLE	Reasons for eligibility for assistance	List provided	Required. Map Non-UK/EEA to option 11.	Required	Yes
1.4	CHILDREN	Number of children	Whole number, 0 allowed	Required	Required	No.
1.5	ASSESS_DATE	Date of assessment of circumstances and needs	Date	Required	Required	No.
1.6	ASSESS1	Assessment of circumstances and needs	List provided	Required	Required	Yes.
1.7	ETHNIC	Ethnic group	List provided	Required. Map all ethnicities to the applicable other category if the more detailed ethnicity options for White, Black Asian, Mixed and Other are not available.	Required	No.

Data specification numeric ID	XML Tag	Field name	Response options	Required for legacy cases?	Required for 2017 Act cases?	Can close the case?
1.8	SEXUALID	Sexual orientation	List provided	Not required	Required	No.
1.9	NATIONALITY	Nationality	List provided	Required. Map to section E9 of P1E.	Required	No.
1.10	EMPLOYMENT	Employment status	List provided	Required. Default to 'Don't know/refused'.	Required	No.
1.11	BEN_HOUSING	Benefits towards housing costs	List provided	Required. Default to 'Don't know/refused'.	Required	No.
1.12	BEN_OTHER	Benefits towards other living costs	List provided	Required. Default to 'No benefits claims made / refused to answer'	Required	No.
1.13	CURRENT ACCOM	Accommodation at time of application	List provided	Not required. Complete if known.	Required	No.
1.14	LASTACCOM	Accommodation when last settled	List provided	Required.	Required	No.
1.15	REASONLOSS	Main reason for loss of settled home	List provided	Required. Map to section E3 of P1E.	Required	No.
1.16	REASONAST	Reason for loss of Assured Shorthold Tenancy	List provided	Not required. Complete if known.	Required where applicable	No.
1.17	REASONSRS	Reason for loss of social rented tenancy	List provided	Not required. Complete if known.	Required where applicable	No.

Data specification numeric ID	XML Tag	Field name	Response options	Required for legacy cases?	Required for 2017 Act cases?	Can close the case?
1.18	REASONS_H	Reason for loss of supported housing	List provided	Not required. Complete if known.	Required where applicable	No.
1.19	REFERRAL	Referrals into the authority	List provided	Required. Default to 'No'.	Required	No.
1.20	REFERRAL_AGENCY	Referral agency	List provided	Not required. Complete if known.	Required where applicable	No.
1.21	LCON_REF	Local Connection authority	List provided	Not required. Complete if known.	Required where applicable	No.
1.22	APPLY_DATE	Date homeless application made	Date	Required.	Required	No.
1.23	EMPL_PARTNER	Employment status of applicant's partner	List provided	Not required	Required	No.
People						
2.2	PERSON_ID	Person identifier		Required.	Required	No.
2.3	GENDER	Gender	List provided	Required.	Required	No.
2.4	AGE	Age	Whole number, expressed as in years. 0 are allowed	Required, except when a person joins the household after the application date.	Required	No.
2.5	RELATIONSHIP	Relationship	List provided	Required.	Required	No.
2.6	JOIN_D	Date joined household homeless	Date	Required.	Required	No.

Data specification numeric ID	XML Tag	Field name	Response options	Required for legacy cases?	Required for 2017 Act cases?	Can close the case?
		application				
2.7	JOIN_L	Date left household homeless application	Date	Required.	Required	No.
2.8	AGE_END	Age at quarter end	Whole number, expressed as in years. 0 are allowed	Required.	Required	No.
Support						
3.2	SPTNEED	Support Needs of Applicant and Household members	List provided	Not required.	Required.	No.
Prevent						
4.2	P_START_DATE	Date Prevention Duty started	Date	Required. When routed to prevention.	Required. When routed to prevention.	No.
4.3	PR_ACTIVITY	Prevention activity	List provided	Required. When routed to prevention.	Required. When routed to prevention.	No.
4.4	SUPPORT_PR	Engaged with support needs	List provided	Required. When routed to prevention. Default to 'No support needs'.	Required. When routed to prevention.	No.
4.5	PD_END_D	Date Prevention	Date	Not required.	Required.	No.

Data specification numeric ID	XML Tag	Field name	Response options	Required for legacy cases?	Required for 2017 Act cases?	Can close the case?
	ATE	Duty ended		Complete if known.	When routed to prevention.	
4.6	PREV_END_REASON	Reason Prevention Duty ended	List provided	Required. When routed to prevention. Default to 'No longer eligible'.	Required. When routed to prevention.	Yes
4.7	TA_PREV	Temporary accommodation provided or duty owed	List provided	Required. When routed to prevention. Default to 'No duty owed and no accommodation provided'	Required. When routed to prevention.	No.
4.8	ACCOMPR	Accommodation outcome	List provided	Required. When routed to prevention.	Required. When routed to prevention.	No.
4.9	DEST_PR	Local authority location of accommodation outcome	List provided	Not required. Complete if known.	Required. When routed to prevention.	No.
<u>Relief</u>						
5.2	R_START_DATE	Date Relief Duty started	Date	Required. When routed to relief.	Required. When routed to relief.	No.
5.3	REL_ACTI	Relief activity	List	Required.	Required.	No.

Data specification numeric ID	XML Tag	Field name	Response options	Required for legacy cases?	Required for 2017 Act cases?	Can close the case?
	VITY		provided	When routed to relief.	When routed to relief.	
5.4	SUPPORT_REL	Engaged with support needs	List provided	Not required. Default to no support needs	Required. When routed to relief.	No.
5.5	R_END_DATE	Date Relief Duty ended	Date	Required. When routed to relief	Required. When routed to relief	No.
5.6	REL_END_REASON	Reason Relief Duty ended	List provided	Not required. Complete if known.	Required. When routed to relief	No.
5.7	TA_REL	Temporary accommodation provided or duty owed	List provided	Required. When routed to relief Default to 'No duty owed and no accommodation provided'	Required. When routed to relief	No.
5.8	ACCOM_R	Accommodation outcome	List provided	Not required.	Required. When routed to relief	No.
5.9	DEST_REL	Local authority location of accommodation outcome	List provided	Not required. Complete if known.	Required. When routed to relief	No.
5.10	LCON_REL	Local Connection Destination Authority	List provided	Not required.	Required. When routed to relief	No.

Data specification numeric ID	XML Tag	Field name	Response options	Required for legacy cases?	Required for 2017 Act cases?	Can close the case?
<u>Assistance</u>						
6.2	SUPP_ASSIST	Assistance with support needs	List provided	Not required.	Required. When prevention, relief, decision or final duties is triggered.	No.
<u>Decision</u>						
7.1	DECDATE	Main duty decision date	Date	Required in cases that were not offered prevention.	Required. When routed to decision	No.
7.2	ASSDATE	Date main duty decision takes effect	Date	Required for cases that were not offered prevention – should be identical to above	Required. When routed to decision	No.
7.3	ASSESS2	Outcome of decision	List provided	Required For cases that were not offered prevention.	Required. When routed to decision	Yes
7.4	LEG_REL	Relief offered to legacy cases	List provided	Required For cases that were not offered prevention.	Not required. When routed to decision	No.
7.5	PNEED	Priority need decision	List provided	Required For cases that were not	Required. When routed	No.

Data specification numeric ID	XML Tag	Field name	Response options	Required for legacy cases?	Required for 2017 Act cases?	Can close the case?
				offered prevention.	to decision	
7.6	TA_DEC	Temporary accommodation provided or duty owed	List provided	Required For cases that were not offered prevention.	Required. When routed to decision	No.
7.7	ACCOM_D	Accommodation outcome	List provided	Not required	Required. When routed to decision	No.
7.8	LCON_DEST	Local Connection Destination Authority	List provided	Not required	Required. When routed to decision	No.
7.9	DEST_DEC	Local authority location of accommodation outcome	List provided	Not required.	Required. When routed to decision	No.
Final Duties						
8.2	DATEOUT C	Section 193(2), section 193C (4), or section 195A (1) Duty end date.	Date	Required. if decision is that case progresses to finalduties	Required. if decision is that case progresses to finalduties	Yes
8.3	ACTEND	Reason the section 193(2), section 193C (4), or section 195A (1) Duty ended.	List provided	Required. if decision is that case progresses to finalduties	Required. if decision is that case progresses to finalduties	Yes
8.4	ACCOM_FD	Accommodation outcome	List provided	Not required	Required. if decision is that case	Yes

Data specification numeric ID	XML Tag	Field name	Response options	Required for legacy cases?	Required for 2017 Act cases?	Can close the case?
					progresses to finalduties	
8.5	DEST_DUTY	Local authority location of accommodation outcome	List provided	Not required	Required. If decision is that case progresses to finalduties	Yes
Temporary accommodation						
9.2	TA_DATE	Date entered temporary accommodation	Date	Required If household moves into temporary accommodation	Required. If household moves into temporary accommodation.	No.
9.3	ENTRY_DATE	Date of entry into temporary accommodation placement	Date	Required If household moves into temporary accommodation	Required If household moves into temporary accommodation	No.
9.4	EXIT_DATE	Date of exit from temporary accommodation placement	Date	Required If household moves into temporary accommodation	Required If household moves into temporary accommodation	No.
9.5	TATYPE	Type of temporary accommodation	List provided	Required If household moves into temporary accommodation	Required If household moves into temporary accommodation	No.

Data specification numeric ID	XML Tag	Field name	Response options	Required for legacy cases?	Required for 2017 Act cases?	Can close the case?
					on	
9.6	TASIZE	Number of bedrooms within the temporary accommodation placement	Whole number, 0 accepted.	Required If household moves into temporary accommodation	Required If household moves into temporary accommodation	No.
9.7	TADUTY	Duties under which temporary accommodation is provided	List provided	Required If household moves into temporary accommodation	Required If household moves into temporary accommodation	No.
9.8	TA_OTHER	Is temporary accommodation in other local authority district	List provided	Required If household moves into temporary accommodation	Required If household moves into temporary accommodation	No.
9.9	TA_EXIT_DATE	Date of exit from temporary accommodation	Date	Required If household moves into temporary accommodation	Required If household moves into temporary accommodation	Yes. When a household is in temporary accommodation after a decision is made that the household is intentionally homeless and priority need.
Review						
10.2	REV_DATE_R	Date review requested	Date	Not required	Required if a review has completed	No.
10.3	REV_DATE	Date review	Date	Not required	Required if a	No.

Data specification numeric ID	XML Tag	Field name	Response options	Required for legacy cases?	Required for 2017 Act cases?	Can close the case?
	_C	completed			review has completed	
10.4	REV_REQ	Review requested	List provided	Not required	Required if a review has completed	No.
10.5	COURT	Decisions subject to County Court Appeal	List provided	Not required	Required if a review has completed	No.
10.6	REV_OC	Review outcome	List provided	Not required	Required if a review has completed	Yes

Table summary of the personal data fields

Personal data will be provided separately to the H-CLIC data via a separate XML upload. This is to ensure the separation and security of identifiable personal data. MHCLG will either request this information at the quarter end or as otherwise required. Table 3: Summary of H-CLIC Personal data annex, detailing the XML code number, data field name, short field description, and the type of response required. Table 3 below presents the personal data fields required.

For legacy cases, personal information should not be submitted to MHCLG unless consent has been obtained from these households.

Table 3: Summary of H-CLIC Personal data annex, detailing the XML code number, data field name, short field description, and the type of response required.

XML code number	Field name	Response options
A1.1	Local Authority Code and Case Reference Number	String 22 characters
A1.2	Person identifier	String
A1.3	Date of birth	Date
A1.4	Forename	Text
A1.5	Surname	Text
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