Children looked after by local authorities in England

Technical specification to the 2015 to 2016 data collection, version 1.1

November 2015

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Header information – to be collected for all children				
Data item name	**Description**	**Type and format**	**Code set/valid values**	**XML tag**
Child identifier (ie CHILD_LA_CODE)	Unique id for each child	A(10)	Any combination of alphabetical or numeric characters up to ten characters	CHILDID
Gender	Gender of child	A(1)	1=Male 2=Female	SEX
Date of birth	Date of birth of child	DD/MM/YYYY		DOB
Ethnic origin code	Ethnicity of child	A(4)	WBRI=White British WIRI=White Irish WOTH=Any other White background WIRT=Traveller of Irish Heritage WROM=Gypsy/Roma MWBC=White and Black Caribbean MWBA=White and Black African MWAS=White and Asian MOTH=Any other Mixed background AIND=Indian APKN=Pakistani ABAN=Bangladeshi AOTH=Any other Asian background BCRB=Caribbean BAFR=African BOTH=Any other Black background CHNE=Chinese OOTH=Any other ethnic group REFU=Refused NOBT=Information not yet obtained	ETHNIC

Header information – to be collected for all children				
Data item name	Description	Type and format	Code set/valid values	XML tag
Unique Pupil Number (UPN)	A unique pupil number (UPN) is allocated to each pupil in maintained schools in England and Wales. It is an identifier for use in the educational context during a child's school career only and subject to data protection restrictions	A(13) or A(3)	A999999999999 or A99999999999A (for temporary UPN (unique pupil number)) or one of codes in range for unknown UPN: UN1= Child looked after is not of school age and has not yet been assigned a UPN UN2=Child looked after has never attended a maintained school in England (eg some unaccompanied asylum seeking children (UASC) UN3=Child looked after is educated outside England UN4=Child is newly looked after (from one week before end of collection period) and the UPN was not yet known at the time of the data collection annual statistical return UN5=Sources collating UPNs reflect discrepancy/ies for the child's name and/or surname and/or date of birth therefore preventing reliable matching (eg duplicated UPN)	UPN
Motherhood status	Indicates whether or not the looked after girl is a mother	A(1)	0=No 1=Yes	MOTHER
Date of birth of mother's child	Date of birth of the first child	DD/MM/YYYY		MC_DOB

Episode information – to be collected for children looked after during the year				
Data Item Name	**Description**	**Type and Format**	**Code set / Valid Values**	**XML Tag**
Date episode commenced	Date episode of care began	DD/MM/YYYY		DECOM
Reason for new episode of care	Reason why a new episode of care starts	A(1)	S=Started to be looked after L=Change of legal status only P=Change of placement (ie carer) only T=Change of placement (but same carer) only B=Change of both legal status and placement (ie carer) at same time U=Change of legal status and change of placement (but same carer) at same time	RNE

Episode information – to be collected for children looked after during the year				
Data Item Name	**Description**	**Type and Format**	**Code set / Valid Values**	**XML Tag**
Legal Status	Legal status underlying being "looked after"	A(2)	C1=Interim care order C2=Full care order D1=Freeing order granted E1=Placement order granted V2=Single period of accommodation (under *Section 20*) of the Children Act 1989 V3=Accommodated under an agreed series of short-term breaks, when individual episodes of care are recorded V4=Accommodated under an agreed series of short-term breaks, when agreements are recorded (ie not individual episodes of care) L1=Under police protection and in local authority accommodation L2=Emergency protection order L3=Under child assessment order and in local authority accommodation J1=On remand, or committed for trial or sentence, and accommodated by local authority J2=Detained in local authority accommodation (under *Police and Criminal Evidence Act 1984* (*PACE*)) J3=Sentenced to (*Children and Young Persons Act 1969*) supervision order with residence requirement	LS

Episode information – to be collected for children looked after during the year				
Data Item Name	**Description**	**Type and Format**	**Code set / Valid Values**	**XML Tag**
Category of need code	The main reason why a child is being provided with services	A(2)	N1=Abuse or neglect N2=Child's disability N3=Parental illness or disability N4=Family in acute stress N5=Family dysfunction N6=Socially unacceptable behaviour N7=Low income N8=Absent parenting	CIN
Home postcode	Postcode of the address where the child was living when they were first taken into care	Not specified		HOME_ POST
Placement postcode	Postcode of the location where the child is placed	Not specified		PL_POST
Placement URN	Placement unique reference number (URN)	SC999999, or 999999 for secure training centres or 9999999 for newly registered providers		URN
Placement type	Indicates in a broad sense where the child is living	A(2)	A3=Placed for adoption with parental/guardian consent with current foster carer (under *Section 19 of the Adoption and Children Act 2002*) or with a freeing order where parental/guardian consent has been given (under *Section 18(1)(a) of the Adoption Act 1976*) A4=Placed for adoption with parental/guardian consent not with current foster carer (under *Section 19 of the*	PL

Episode information – to be collected for children looked after during the year				
Data Item Name	Description	Type and Format	Code set / Valid Values	XML Tag
			Adoption and Children Act 2002) or with a freeing order where parental/guardian consent has been given (under *Section 18(1)(a) of the Adoption Act 1976*)	
			A5=Placed for adoption with placement order with current foster carer (under *Section 21 of the Adoption and Children Act 2002*) or with a freeing order where parental/guardian consent was dispensed with (under *Section 18(1)(b) the Adoption Act 1976*)	
			A6=Placed for adoption with placement order not with current foster carer (under *Section 21 of the Adoption and Children Act 2002*) or with a freeing order where parental/guardian consent was dispensed with (under *Section 18(1)(b) of the Adoption Act 1976*)	
			H5=Residential accommodation not subject to children's homes regulations	
			K1=Secure unit	
			K2=Homes and hostels	
			P1=Placed with own parents or other person with parental responsibility	
			P2=Independent living, eg in flat, lodgings, bedsit, B&B or with friends, with or without formal support	
			P3=Residential employment	
			R1=Residential care home	
			R2=NHS/Health Trust or other establishment providing medical or nursing care	
			R3=Family centre or mother and baby unit	

Episode information – to be collected for children looked after during the year				
Data Item Name	**Description**	**Type and Format**	**Code set / Valid Values**	**XML Tag**
			R5=Young offender institution or prison	
			S1=All residential schools, except where dual-registered as a school and children's home	
			T0=All types of temporary move	
			T1=Temporary periods in hospital	
			T2=Temporary absences of the child on holiday	
			T3=Temporary accommodation whilst normal foster carer is on holiday	
			T4=Temporary accommodation of seven days or less, for any reason, not covered by codes T1 to T3	
			U1= Foster placement with relative or friend- long-term fostering	
			U2 = Fostering placement with relative or friend who is also an approved adopter – FFA/concurrent planning	
			U3 = Fostering placement with relative or friend who is not long-term or FFA/concurrent planning	
			U4 = Foster placement with other foster carer - long term fostering	
			U5 = Foster placement with other foster carer who is also an approved adopter – fostering for adoption (FFA)/concurrent planning	
			U6 = Foster placement with other foster carer - not long term or fostering for adoption (FFA)/concurrent planning	
			Z1=Other placements (must be listed on a schedule sent to DfE with annual	

Episode information – to be collected for children looked after during the year				
Data Item Name	**Description**	**Type and Format**	**Code set / Valid Values**	**XML Tag**
			submission)	
Placement provider	Information on the party providing the placement	A(3)	PR0=Parents or other person with parental responsibility PR1=Own provision (by the local authority) PR2=Other local authority provision PR3=Other public provision (eg by a Primary care trust, etc.) PR4=Private provision PR5=Voluntary/third sector provision	PLACE_ PROVIDER
Date episode ceased	Date episode of care ended	DD/MM/YYYY		DEC
Reason episode ceased	Reason why an episode of care ended	A(3)	X1= Episode ceases, and new episode begins on same day, for any reason E11= Adopted - application for an adoption order unopposed E12= Adopted – consent dispensed with by court E2= Died E3= Care taken over by another local authority in the UK E4A= Return home to live with parents, relatives, or other person with parental responsibility as part of the care planning process (not under a residence order (or, from 22 April 2014, a child arrangements order) or special guardianship order) E4B= Return home to live with parents, relatives, or other person with parental responsibility which was not part of the current care planning process (not under a residence order (or, from 22 April 2014, a child	REC

Data Item Name	Description	Type and Format	Code set / Valid Values	XML Tag
Episode information – to be collected for children looked after during the year				
			arrangements order) or special guardianship order)	
			E13= Left care to live with parents, relatives, or other person with no parental responsibility	
			E41= Residence order (or, from 22 April 2014, a child arrangements order which sets out with whom the child is to live) granted	
			E43= Special guardianship made to former foster carers	
			E44= Special guardianship made to carers other than former foster carers	
			E5= Moved into independent living arrangement and no longer looked after: supportive accommodation providing formalised advice/support arrangements (eg most hostels, YMCAs, foyers, and care leavers projects)	
			E6= Moved into independent living arrangement and no longer looked after: accommodation providing no formalised advice/support arrangements (eg bedsit, own flat, living with friends)	
			E7= Transferred to residential care funded by adult social services	
			E9= Sentenced to custody	
			E14= Accommodation on remand ended	
			E15= Age assessment determined child is aged 18 or over and 'E5', 'E6' and 'E7' do not apply eg an unaccompanied asylum seeking child (UASC) whose age has been disputed	
			E16= Child moved abroad	
			E8= Period of being look	

Episode information – to be collected for children looked after during the year				
Data Item Name	**Description**	**Type and Format**	**Code set / Valid Values**	**XML Tag**
			after ceased for any other reason	
Reason for placement change	Reason why placement changes	A(5)	CARPL=Change to/implementation of care plan CLOSE=Resignation/closure of provision ALLEG=Allegation (s47) STAND=Standards of care concern APPRR=Approval removed CREQB=Carer requests placement end due to child's behaviour CREQO=Carer requests placement end other than due to child's behaviour CHILD=Child requests placement end LAREQ=Responsible area/local authority requests placement end PLACE=Change in the status of a placement only OTHER=Other	REASON_PLACE_CHANGE

Review Information – to be collected for children looked after for at least 20 working days at 31 March				
Data item name	**Description**	**Type and format**	**Code set/valid values**	**XML tag**
Date of each statutory review	Date of each statutory review	DD/MM/YYYY		REVIEW
Method of participation of each review	The method of participation in each statutory review	A(3)	PN0=Child aged under 4 at the time of the review PN1=Child physically attends and speaks for him or herself PN2=Child physically attends and an advocate speaks on his or her behalf PN3=Child attends and conveys his or her view symbolically (non-verbally) PN4=Child physically attends but does not speak for him or herself, does not convey his or her view symbolically (non-verbally) and does not ask an advocate to speak for him or her PN5=Child does not attend physically but briefs an advocate to speak for him or her PN6=Child does not attend but conveys his or her feelings to the review by a facilitative medium PN7=Child does not attend nor are his or her views conveyed to the review	REVIEW_CODE

Unaccompanied Asylum Seeker (UASC) Information – to be collected for all children				
Data Item Name	**Description**	**Type and Format**	**Code Set/Valid Values**	**XML Tag**
UASC status	Indicates if a child has been an Unaccompanied Asylum Seeking Child (UASC) at any time during the year	A(1)	0=If the child has not been an unaccompanied asylum seeking child (UASC) at any time during year 1=If the child has been an unaccompanied asylum seeking child (UASC) at any time during year	UASC
Date UASC status ceased	Indicates the date unaccompanied asylum seeking child (UASC) status ended	DD/MM/YYYY		DUC

Adoption Information – to be collected for all children adopted from care				
Data Item Name	**Description**	**Type and Format**	**Code Set/Valid Values**	**XML Tag**
Date of decision child should be placed for adoption	Date which the local authority formally decides that a child should be placed for adoption	DD/MM/YYYY		DATE_INT
Date of decision child should be placed for adoption with particular prospective adopters	Date on which the local authority formally decides that the child should be placed for adoption with the particular prospective adopter(s)	DD/MM/YYYY		DATE_MATCH
Child adopted by former foster parents	Indicates whether or not the child is adopted by their current carer	A(1)	0=No 1=Yes	FOSTER_CARE
Number of adopters	The number of person(s) adopting the looked after child	A(1)	1=Child has been adopted by one person 2=Child has been adopted by two persons	NB_ADOPTR
Gender of adopters	Gender(s) of the person(s) adopting the child	A(2)	M1=The single adopter is a male F1=The single adopter is a female MM=The adopting couple are both males FF=The adopting couple are both females MF=The adopting couple are male and female	SEX_ADOPTR

Adoption Information – to be collected for all children adopted from care				
Data Item Name	**Description**	**Type and Format**	**Code Set/Valid Values**	**XML Tag**
Legal status of adopters	Legal status of the adopter(s)	A(3)	L0 =Single adopter L11= Different gender married couple L12= Same gender married couple L2= Civil partnership couple L3= Different gender unmarried couple L4= Same gender couple not married or in a civil partnership	LS_ADOPTR

Children who should/should no longer be placed for adoption - to be collected for any child where the decision is made that the child should or should no longer be placed for adoption				
Data Item Name	**Description**	**Type and Format**	**Code Set/Valid Values**	**XML Tag**
Date of decision that the child should be placed for adoption	The date that the local authority formally decides that a child should be placed for adoption	DD/MM/YYYY		DATE_PLACED
Date of decision that the child should no longer be placed for adoption	The date that the local authority formally decides that a child should no longer be placed for adoption	DD/MM/YYYY		DATE_PLACED_CEASED
Reason why the child should no longer be placed for adoption	Reason for reversal of decision to adopt	A(3)	RD1=The child's needs changed subsequent to the decision RD2=The court did not make a placement order RD3=Prospective adopters cannot be found RD4=Any other reason	REASON_PLACED_CEASED

Children with previous permanence option – to be collected for all children who started to be looked after during the year				
Data item name	Description	Type and format	Code set/valid values	XML tag
Previous permanence option	For any child who starts to be looked after during the year, have they previously ceased to be looked after due to adoption, special guardianship or residence order (or, from 22 April 2014, a child arrangements order which sets out with whom the child is to live)	A(2)	P1=Adoption P2=Special guardianship order P3=Residence order (or, from 22 April 2014, a child arrangements order which sets out with whom the child is to live) P4=Unknown Z1=Child has not previously had a permanence option	PREV_PERM
Local authority where permanence option arranged	Local authority code where previous permanence option was arranged	A(3)	For local authorities in England the 'LA code' of the local authority responsible for the previous permanence option plus: NIR=Northern Ireland NUK =Outside of the UK SCO=Scotland WAL=Wales	LA_PERM

Children with previous permanence option – to be collected for all children who started to be looked after during the year				
Data item name	**Description**	**Type and format**	**Code set/valid values**	**XML tag**
The date of the order for the previous permanence option	The date the order for the previous permanence order was granted	A(10)	Date of the order (if known) in the form dd/mm/yyyy If the exact date is unknown, the month and year in the form zz/mm/yyyy, using zz as the day should be used, ie for May 2010 with the exact date being unknown enter zz/05/2010. If the month is unknown, the year in the form zz/zz/yyyy should be used, for example, where the year of 2010 only is known enter zz/zz/2010. If no information is known about the date of the order record as zz/zz/zzzz.	DATE_PERM

Missing from care information - to be collected for all children who were missing or away from placement without authorisation during the year				
Data Item Name	**Description**	**Type and Format**	**Code Set/Valid Values**	**XML Tag**
Missing	Whether child was missing or away from placement without authorisation in the year	A(1)	M = Missing; A = Away from placement without authorisation	MISSING
Missing Episode start date	Date the missing episode or period of being away from placement without authorisation started	DD/MM/YYYY		MIS_START
Missing Episode end date	Date the missing episode or period of being away from placement without authorisation ended	DD/MM/YYYY		MIS_END

OC2 Information – to be collected for all children looked after continuously for 12 months at 31 March				
Data Item Name	**Description**	**Type and Format**	**Code Set/Valid Values**	**XML Tag**
Child convicted during year	Indicates whether or not the child has offended in the year ending 31 March	A(1)	0=Child has not been convicted or subject to a final warning or reprimand during the year 1=Child has been convicted or subject to a final warning or reprimand during the year	CONVICTED
Health surveillance checks up-to-date	Indicates whether or not a child's health surveillance or health promotion checks were up-to-date on 31 March	A(1)	0=Child's health surveillance or health promotion checks were not up-to-date 1=Child's health surveillance or health promotion checks were up-to-date	HEALTH_CHECK
Immunisations up-to-date	Indicates whether or not a child's immunisations were up-to-date on 31 March	A(1)	0=Child's immunisations were not up-to-date 1=Child's immunisations were up-to-date	IMMUNISATIONS
Teeth checked by a dentist	Indicates whether or not a child had their teeth checked by a dentist in the year ending 31 March	A(1)	0=Child did not have their teeth checked by a dentist 1=Child did have their teeth checked by a dentist	TEETH_CHECK
Annual health assessment	Indicates whether or not a child received their annual health assessment during the year ending 31 March	A(1)	0=Child did not have their annual health assessment 1=Child had their annual health assessment	HEALTH_ASSESSMENT

OC2 Information – to be collected for all children looked after continuously for 12 months at 31 March				
Data Item Name	Description	Type and Format	Code Set/Valid Values	XML Tag
Child identified as having a substance misuse problem	Indicates whether or not a child was identified as having a substance misuse problem during the year ending 31 March	A(1)	0=Child was not identified as having a substance misuse problem 1=Child was identified as having a substance misuse problem	SUBSTANCE_MISUSE
Child received an intervention for substance misuse problem	Indicates whether or not a child received an intervention for their substance misuse problem	A(1)	0=Child did not receive an intervention for their substance misuse problem 1=Child received an intervention for their substance misuse problem	INTERVENTION_RECEIVED
Child offered an intervention for substance misuse problem	Indicates whether or not a child was offered an intervention for their substance misuse problem	A(1)	0=Child was offered an intervention for their substance misuse problem and accepted it 1=Child was offered an intervention for their substance misuse problem but refused it	INTERVENTION_OFFERED
Strengths and difficulties questionnaire (SDQ) score	Single score from Strengths and difficulties questionnaire (SDQ)	A(2)	0 to 40, or blank	SDQ_SCORE

OC2 Information – to be collected for all children looked after continuously for 12 months at 31 March				
Data Item Name	Description	Type and Format	Code Set/Valid Values	XML Tag
Reason for not submitting SDQ score	Reason why it was not possible to submit a Strengths and difficulties questionnaire (SDQ) score	A(4)	SDQ1=No form returned as child was aged under 4 or over 17 at date of latest assessment SDQ2=Carer refused to complete and return the questionnaire SDQ3=Not possible to complete the questionnaire due to severity of the child's disabilities SDQ4=Other SDQ5=Child or young person refuses to allow a strengths and difficulties questionnaire (SDQ) to be completed	SDQ_REASON

OC3 information: Care leaver's 19th/20th/21st birthday Information				
Data Item Name	**Description**	**Type and Format**	**Code Set/Valid Values**	**XML Tag**
Local authority in touch on 17th/18th/19th/20th/21st birthday	Indicates if the local authority was in touch with the young person on, or near, his/her 17th/18th/19th/20th/21st birthday	A(1)	YES=Yes NO=No DIED=Died after leaving care REFU=Young person refuses contact NREQ=Young person no longer requires services RHOM= Young person returned to live with parents or someone with parental responsibility for a continuous period of six months or more	IN_TOUCH
Activity on 17th/18th/19th/20th/21st birthday	Reflects the young person's main activity status on or around their 17th/18th/19th/20th/21st birthday	A(2)	F1=Young person engaged full time in higher education (ie beyond A level) P1=Young person engaged part time in higher education (ie beyond A level) F2=Young person engaged full time in education other than higher education P2 =Young person engaged part time in education other than higher education F3=Young person engaged full time in training or employment P3=Young person engaged part time in training or employment G4=Young person not in education, employment or training because of illness or disability G5=Young person not in education, employment or training: other circumstances G6=Young person not in education, employment or training due to pregnancy or parenting	ACTIV
Accommodation on 17th/18th/19th/20th/21st birthday	Type and suitability of accommodation young person is living in on or around their 17th/18th/19th/20th/21st	A(2)	B=With parents or relatives C=Community home or other form of residential care such as an NHS establishment D=Semi-independent,	ACCOM

OC3 information: Care leaver's 19th/20th/21st birthday Information				
Data Item Name	**Description**	**Type and Format**	**Code Set/Valid Values**	**XML Tag**
	birthday		transitional accommodation (eg supported hostel or trainer flats); self-contained accommodation with specialist personal assistance support (eg for young people with disabilities, pregnant young women and single parents); and self-contained accommodation with floating support E=Supported lodgings (accommodation, usually in a family home, where adults in the "host family" provide formal advice and support) G=Gone abroad H=Deported K=Ordinary lodgings, without formal support R=Residence not known S=No fixed abode/homeless T=Foyers and similar supported accommodation which combines the accommodation with opportunities for education, training or employment U=Independent living, eg independent tenancy of flat, house or bedsit, including local authority or housing association tenancy, or accommodation provided by a college or university. Includes flat sharing V=Emergency accommodation (eg night shelter, direct access or emergency hostel) W=Bed and breakfast X=In custody Y=Other accommodation Z=With former foster carers - where the young person has been fostered and on turning	

OC3 information: Care leaver's 19th/20th/21st birthday Information				
Data Item Name	**Description**	**Type and Format**	**Code Set/Valid Values**	**XML Tag**
			18 continues to remain with the same carer who had fostered them immediately prior to their reaching legal adulthood, and where the plan for their care involves their remaining with this former foster family for the future 1=Accommodation is considered suitable 2=Accommodation is considered unsuitable	

2. Formats for loading data

2.1. Overview

Local authorities will have two options for preparing SSDA903 data in a suitable electronic format which can be directly loaded into the system:

- One XML file; or

- Ten separate CSV files.

2.2. XML format

The file CLA.xsd is the XML "schema" and sets out the required layout for an SSDA903 XML file. All abbreviations used in this schema are explained in the summary of data items above.

The schema will be made available on our website and we will write to local authorities and suppliers to let them know when this happens.

List of XML tags

For a list of required XML tags refer to the XML schema.

Blank tags

The requirement for blank tags was relaxed in 2009-2010 in order to reduce the file size. The attribute minOccurs has been added to the tag to identify whether or not the element is required. The default is 1 (mandatory), but where minOccurs = **0** this means that the element is optional. If a tag has been identified as optional and you do not have any data for it, then you have two options which depend on the specification of the minimum length attribute, minLength:

1. If minLength is 0 or unspecified, then you can leave the tag blank;

2. If minLength is greater than zero, then the tag cannot be left blank and must be deleted.

Whilst XML files can be created using a standard commercial package designed for the purpose (DFE uses XML Spy v4.3). XML files for loading SSDA903 data are best prepared as a direct data output from your own system. DFE does not recommend preparing an XML file by direct input from a keyboard. If local authoritiesare obliged to key in every record individually, they would be far better advised to enter their data

directly onto the SSDA903 system input screens, rather than manually creating an XML file as an interim step prior to data loading.

2.3. CSV format

The CSV format involves the preparation of ten files in comma separated variable (CSV) file format. Column headers have been included in each file, to allow data to be checked easily.

The following points, common to all files, should be followed closely:

- A comma will be used to separate each data item from the next data item;

- If quotes are used to enclose data items, they must be double quotes (ie ")

- not single quotes (ie ');

- A null data item (eg DEC or REC) must still be delimited by commas (ie;);

- Dates (eg 'DOB') need to be in DD/MM/YYYY format (eg 24/12/2000);

- Leading zeros in date fields should be entered eg 03/01/2001;

- Each record ends with a carriage return control code (ie the next record beginning on a new line).

The 'CHILD' data item ((child identifier) ie 'CHILD_LA_CODE') is present in all files to enable the various files to be linked on the DfE Internet system. When the files are downloaded, the computer system will check that for every record in the 'Header' file there is at least one record for the child on the 'Episodes' file. If care leaver records are in the 'Header' file, these are not to be included in the 'Episodes' file. In this case, the system will generate a warning message but this does not interfere with the loading or validation process. Conversely, the system will check that every record on the 'Episodes' file has a corresponding record on the 'Header' file.

Description of the CSV files

SSDA903 load

The SSDA903 load must be done first and comprises of three files:

1. Header file

The first row in the 'Header' file will be a header row, as follows:

CHILD,SEX,DOB,ETHNIC,UPN,MOTHER,MC_DOB

Each of the subsequent rows will contain the data items for each looked after child during the year ending 31 March, including those looked after under a series of short term placements. Care leaver (OC3) records can also be included; if not then they have to be entered manually. These data items will be in the above order.

2. Episodes file

The first row in the 'Episodes' file will be a header row, as follows:

CHILD,DECOM,RNE,LS,CIN,PLACE,PLACE_PROVIDER,DEC,REC, REASON_PLACE_CHANGE, HOME_POST, PL_POST, URN

Each of the subsequent rows will begin with the relevant child code followed by the data items for a particular episode. All episodes for children looked after during the year ending 31 March should be included, each one on a separate row. These data items will be in the above order.

3. UASC file

To be completed in respect of children who are UASC only. The first row in the file will be a header row, as follows:

CHILD,SEX,DOB,DUC

Each of the subsequent rows will begin with the relevant child code followed by the three key UASC data items for each child. These data items must be in the above order.

Outcomes (OC2) load

This comprises of the 'OC2' file. To be completed in respect of children who were looked after at 31 March and had been looked after continuously for at least the previous twelve months only. The first row in the 'OC2' file will be a header row, as follows:

CHILD,DOB,SDQ_SCORE,SDQ_REASON,CONVICTED,HEALTH_CHECK,IMM UNISATIONS,TEETH_CHECK,HEALTH_ASSESSMENT,SUBSTANCE_MISUSE, INTERVENTION_RECEIVED,INTERVENTION_OFFERED

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child who has been looked after for at least twelve months continuously at 31 March. These data items will be in the above order.

Adoption (AD1) load

This comprises of the 'AD1' file. To be completed in respect of children adopted from care during the year only. The first row in the AD1 file will be a header record, as follows:

> CHILD, DOB, DATE_INT, DATE_MATCH, FOSTER_CARE, NB_ADOPTR, SEX_ADOPTR, LS_ADOPTR

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child adopted from care during the year. These data items will be in the above order.

Should be placed for adoption load

This comprises of the 'Should Be Placed For Adoption' file. To be completed in respect of children for whom the decision is made, either during the current year or in a previous year, that the child should be placed for adoption or for whom the decision is made during the year that the child should no longer be placed for adoption. The first row in the Should be Placed for Adoption File will be a header row, as follows:

> CHILD, DOB, DATE_PLACED, DATE_PLACED_CEASED, REASON_PLACED_CEASED

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child for whom the decision is made that the child should be placed for adoption/should no longer be placed for adoption during the year. These data items will be in the above order.

Care leavers (OC3) load

This comprises of the 'OC3' file. To be completed for all young people who are eligible for care leaver support and whose 17th, 18th, 19th, 20th or 21st birthday falls within the collection period. For the 2015 to 2016 collection, this therefore covers young people whose date of birth fell between 1 April 1994 and 31 March 1999. The first row in the 'OC3' file will be a header row, as follows:

> CHILD,DOB,IN_TOUCH,ACTIV,ACCOM

Each of the subsequent rows will begin with the relevant child code followed by the data items for each former looked after child for whom data are required. These data items will be in the above order.

Reviews load

This comprises of the 'Reviews' file. To be completed for all children looked after for at least 20 working days. The first row in the 'Reviews' file will be a header row, as follows:

CHILD, DOB, REVIEW, REVIEW_CODE

Note that each review date for a particular child needs to be recorded on a separate row. 'REVIEW_CODE' should be completed for all reviews held in this year.

Previous permanence load

This should be completed for each child who has started to be looked after at any point during the year. The first row in the 'Previous Permanence' file will be a header file, as follows:

CHILD, DOB, PREV_PERM, LA_PERM, DATE_PERM

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child for whom data are required. These data items will be in the above order.

Missing load

This should be completed for each child who was missing or away from placement without authorisation during the year. The first row in the 'Missing' file will be a header file, as follows:

CHILD, DOB, MISSING, MIS_START, MIS_END

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child for whom data are required. These data items will be in the above order.

Loading sequence for CSV files

If using the CSV option, the 'Header', 'Episodes' and 'UASC' files must be loaded first. These three files all load simultaneously. By selecting the 'Child ID', the system will then find and load the others.

On loading, the system will check that for every record in the 'Header' file, there is at least one record for the child on the 'Episodes' file. Failure to pass this check will bring the loading procedure to a halt. If the warning message refers to care leavers, then it can be ignored.

The 'OC3', 'OC2', 'AD1', 'Should be Placed for Adoption', 'Previous Permanence', 'Missing' and 'Reviews' files can then be loaded in any order. On loading each file, the system will check that for each child there is already a record on the system, either created by the current years Header file, or by an SSDA903 submitted in an earlier year.

Failure to find an existing record, or if there is a mismatch with the date of birth, will result in the loading procedure coming to a halt.

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