Department for Education

Children in need census 2015 to 2016

COLLECT user guide

January 2016

Contents

Introduction 3

Secure Access (SA) and the COLLECT Portal 4

Local authority ‘Source page’ screen 7

My data return 7

Upload return 8

Add return on screen 8

Open return 8

Submit return 8

Export to file 8

Launch reports 8

Delete return 8

Upload a return 9

Viewing the data return 11

Opening the return 11

Screen functionality 11

Mode button 12

Filter bars 12

Filter left hand menu 12

Record list 14

Editing within the data return 15

Errors 18

Total return errors 18

Return level errors 18

Data item level errors and queries 19

Correcting errors 20

Viewing errors and queries 21

Providing clarification and supplementary information 22

Submitting your return 24

Reports 26

Exporting data 29

Help 30

Introduction

The COLLECT (collections online for learning, education, children and teachers) portal is used by local authorities (LAs) and the Department for Education (DfE) for processing data collection returns. The major benefits of the portal include real time data collection monitoring and progress reporting, the ability of a local authority to view exactly the same information as DfE when queries arise, and since this is a website there are no installation issues.

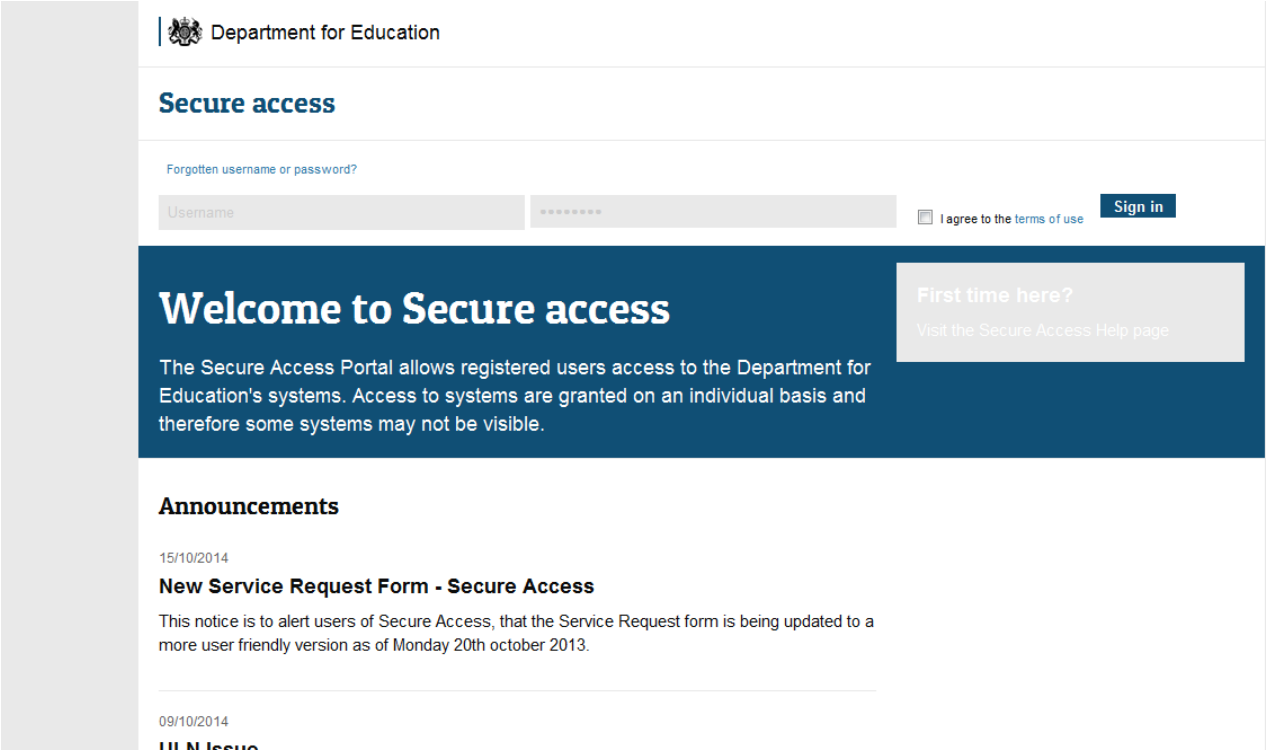
This document is designed to guide local authority users through the various aspects of COLLECT in order to complete the children in need census data return from initial submission, data validation to final approval by DfE.

The department now collects data from a wide range of users so generic terminology must be used within COLLECT. A provider of data is known as a ‘source’, an ‘agent’ is someone who undertakes verification and checking of the data and a ‘collector’ is the final destination of the information. Children in need have a local authority as the ‘source’ and the DfE as the ‘collector’, therefore there is no agent

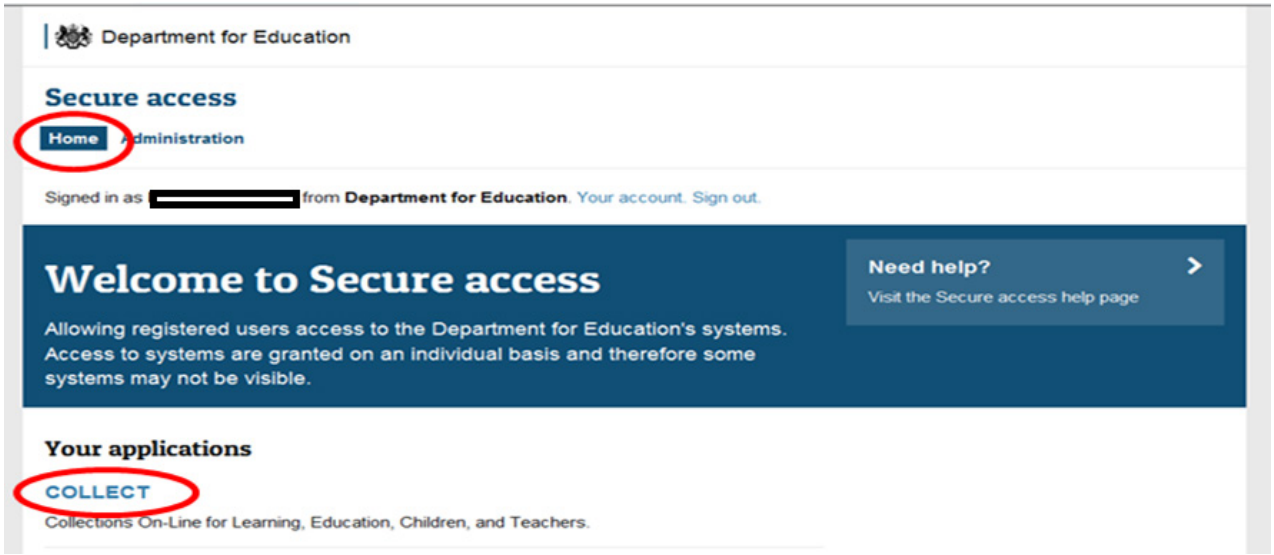
Some screen shots refer to previous years however the process is the same for all 2016 census data return collections.

Secure Access (SA) and the COLLECT Portal

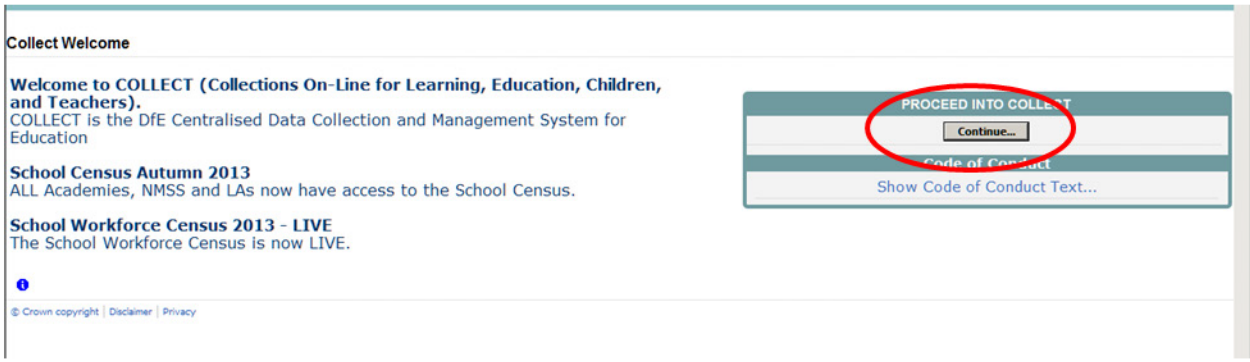
The familiarisation blade is now part of the live blade. To login to Secure Access if you don't have a Secure Access account, please fill in a service request form which can be found here.



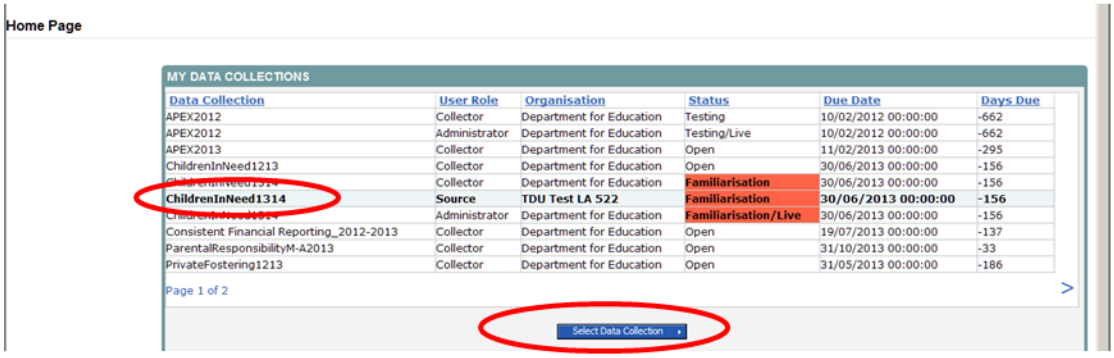
Once you have logged in you will see the link for COLLECT, click on this link.



Click the continue button.



To continue, you should click on the required data collection eg for familiarisation the familiarisation blade and for live the live blade, so that it is highlighted in blue. Then click on the 'Select Data Collection' button.



If you are automatically returned to your homepage at this point please check that you are not trying to access the site from a link within an e-mail. Please copy and paste the address into the address bar then save it to your favourites.

Please follow the steps below to add the web addresses to your trusted sites.

Go into the 'Tools' menu option at the top of the screen.

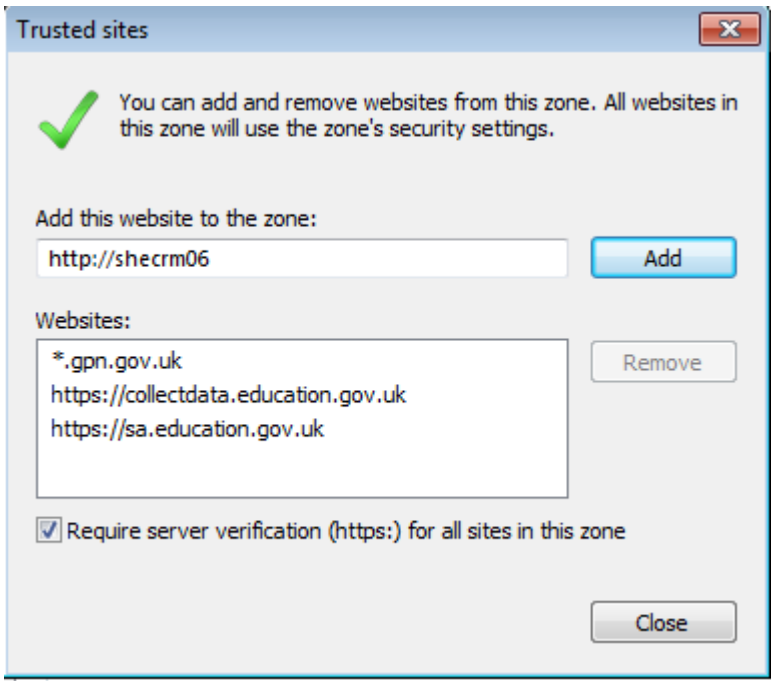
Select 'Internet Options' from the drop down menu. Select 'Security' from the option buttons, select 'Trusted Sites', and then select 'Sites'. Select 'Add' and type the following into the text box:

https://collectdata.education.gov.uk

Then select 'ok' and 'ok' again.

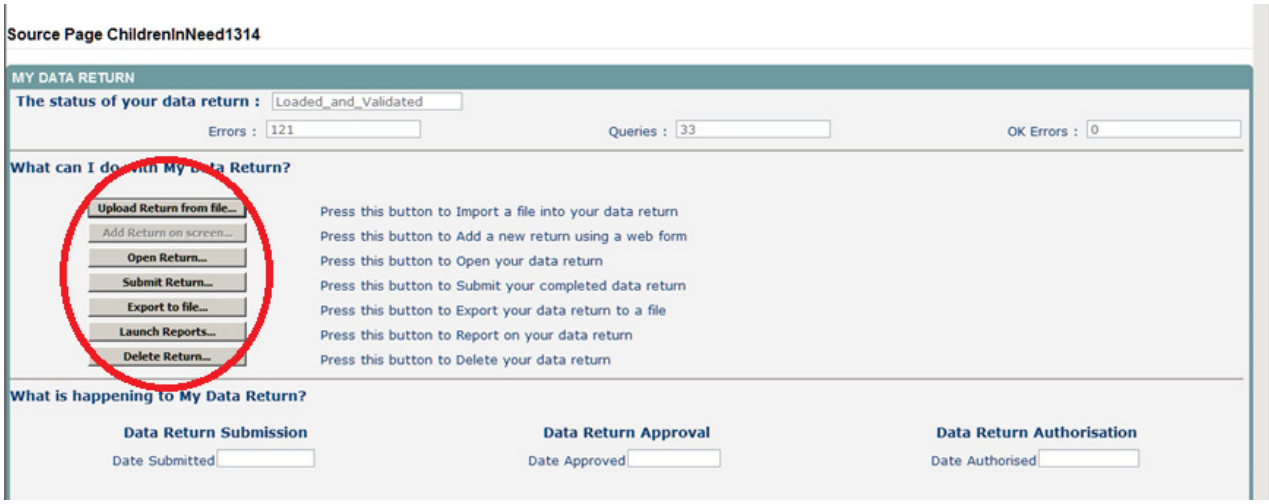
Please check that the Secure Access site is also in the trusted sites.

The addresses should appear in the large box.


Trusted sites
You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.
Add this website to the zone:
http://shecrm06
Add
Websites:
*.gpn.gov.uk
https://collectdata.education.gov.uk
https://sa.education.gov.uk
Remove
Require server verification (https:) for all sites in this zone
Close

Local authority 'Source page' screen

The next screen ('Source page') provides a summary of the latest position with respect to the selected data collection. You will see information on the current status of your collection return and will be presented with a number of options.



My data return

This area shows the status of the return, the number of errors, queries and ok errors. OK errors can be okayed by the department when a suitable explanation is provided by the local authority.

Status will be one of the following:

No_Data	'Data hasn't been loaded';
Waiting_for_Validation	'Data loaded and waiting to be validated';
Validation_in_progress	'Data loaded and validation in progress';
Loaded	'Data loaded and validated but not submitted';
Amended_by_Source	'Data has been manually edited by the source (local authority)';
Awaiting_Submission	'Data queued, waiting for submission';
Submission_in_progress	'Submitted snapshot is being created';
Submitted	'Data loaded and submitted';
Amended_by_Collector	'Data has been manually edited by DfE after submission';

Authorised	'Data loaded, submitted by local authority and authorised by DfE';
Rejected	'Data load rejected – due to invalid format and/or contents'.

Status is followed by a series of buttons as listed below:

Upload return

Clicking on this button launches a page to allow the local authority user ('source') to browse for the XML file and load.

Add return on screen

Allows the 'source' to type the return on screen – **this is not recommended for this data collection return as there is a high volume of data to input**.

Open return

This option is greyed out until the data is loaded and is used to access the loaded data for editing or viewing.

Submit return

This option is greyed out until the data is loaded and validated and is used to submit the data to the department. This should only be done when the data is complete and clean. Once a return has been 'submitted' control then passes to the department.

Export to file

This option is greyed out until the data is loaded and is used to export the loaded data either as a single XML file (in the input XML format) or as a number of CSV files with one file per data table.

Launch reports

This option launches the local authority's reports options.

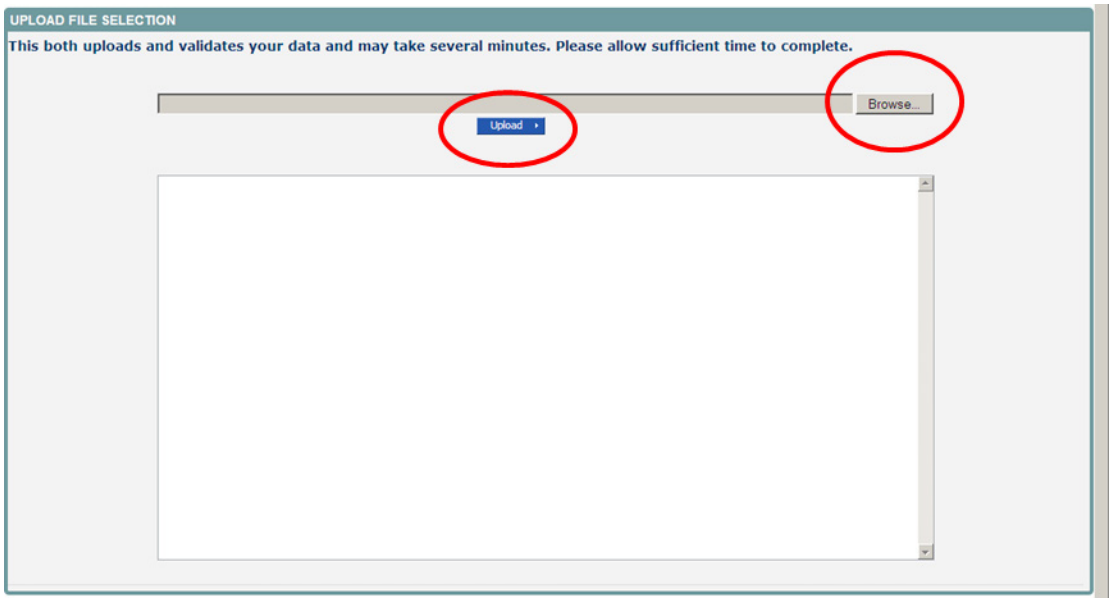
Delete return

This option is greyed out until the data is loaded and is used to delete the local authority data from the system.

Upload a return

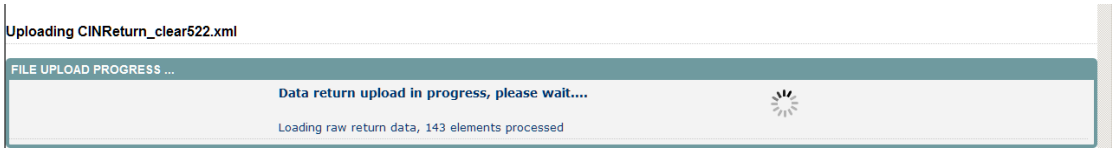
To upload the return click on the ‘Browse…’ button to navigate to the required file. You then need to select ‘Upload’ to load the data.

If a new version of the data is loaded, all ‘Notes’ (excluding ‘return level notes’ and ‘History’) are deleted, together with the loaded data before the new data is loaded.



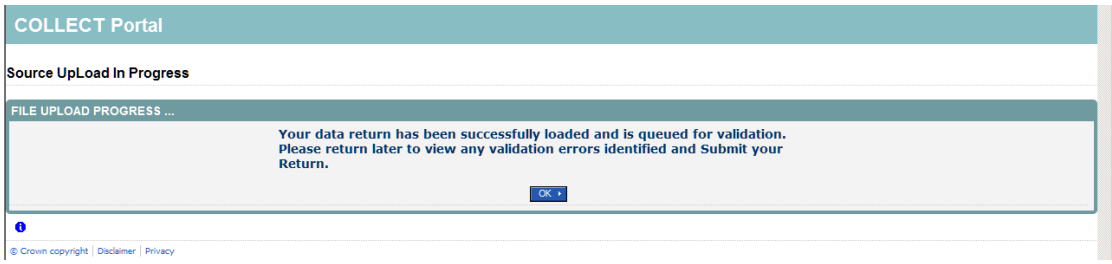
If data is already loaded you will be asked if you want to overwrite it. Answering ‘no’ will stop the data load, answering ‘yes’ will delete the existing data and load the new data.

If the XML file is in the wrong format or contains the wrong type of data, eg a letter in a date field, the file will be rejected with an explanatory message.



Whilst the data is being loaded the above message will be displayed.

Once the file has been successfully loaded the following message will appear.



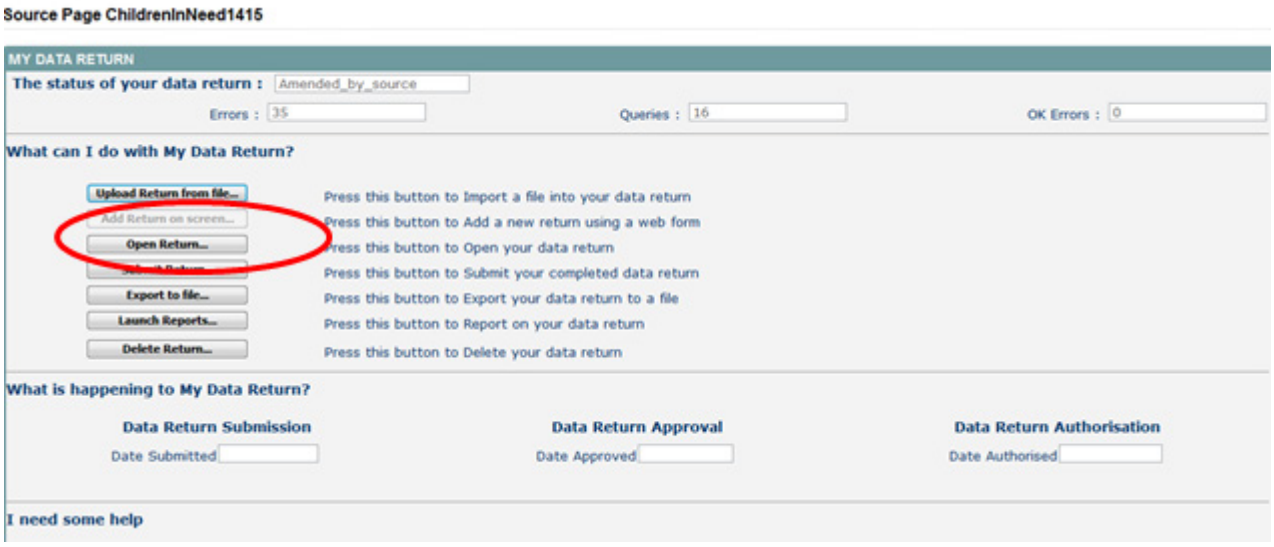
The data return has now been placed in a queue to be validated. When COLLECT is busy this process may take some time and users may come back later to view any validation errors present within the return.

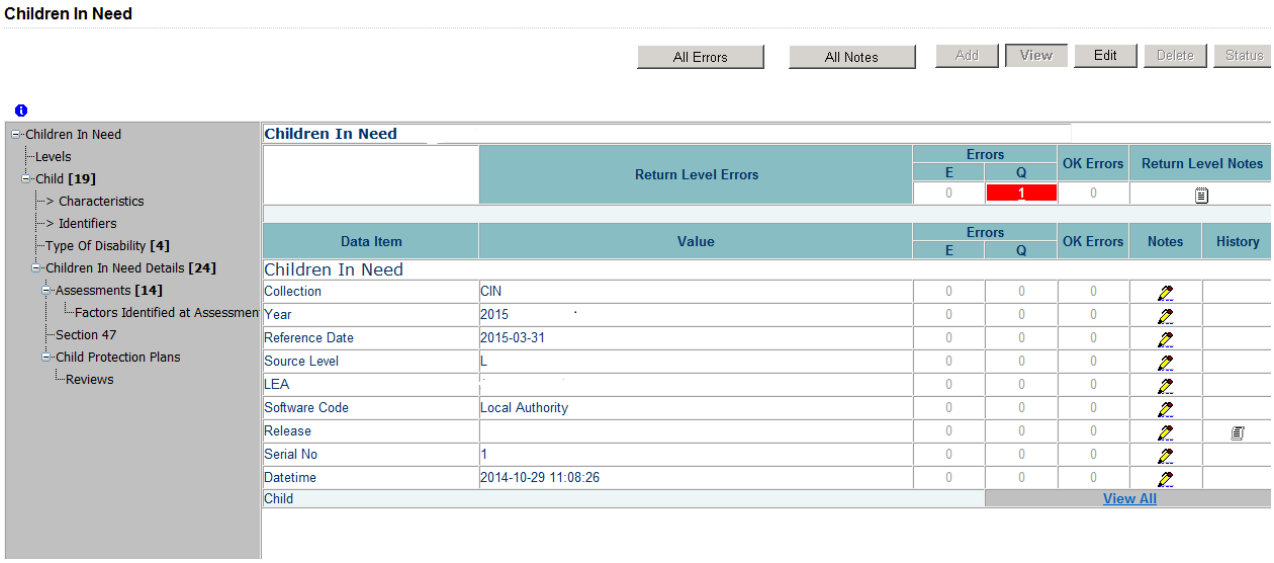
When you click on ‘OK’ you will return to the ‘Source page’ and status will be ‘Waiting_for_validation’. When the return reaches the front of the queue, the status on the ‘Source page’ will change to ‘Validation_in_progess’ and then ‘Loaded’ when it is finished.

Viewing the data return

Opening the return

Open the return by clicking on the ‘Open Return’ button.





Screen functionality

Before viewing the data return it is useful to understand some of the basic controls and screen operations in COLLECT.

When navigating around the COLLECT system it is important that you use the COLLECT ‘Drill up’ button or COLLECT ‘back’ button which are toward the top right of your COLLECT screen. If the ‘Drill up’ or ‘back’ buttons are not visible then you may be in one of the initial screens and to navigate back from here you will need to click ‘Back to MYCOLLECT page’ located at the top of your COLLECT screen above your login name.

You will be either given an error message or thrown out of the system if you use your web browser back button.

When amending errors, once you have completed your actions on a particular error you will need to drill back out of that record to the main screen before being able to select another error to investigate. If you try to select an error before drilling out you will be given the error message: ‘Cannot choose another error to investigate’.

Mode button

These buttons determine which operation mode the on-screen data form is in, and which operations are available.

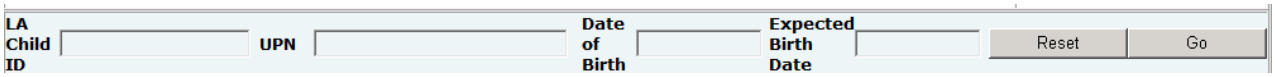
Dark grey text on a sunken button with light border = active mode;

Black text on a button and a highlighted border = available mode;

Light grey text on a button with a light border = unavailable mode.

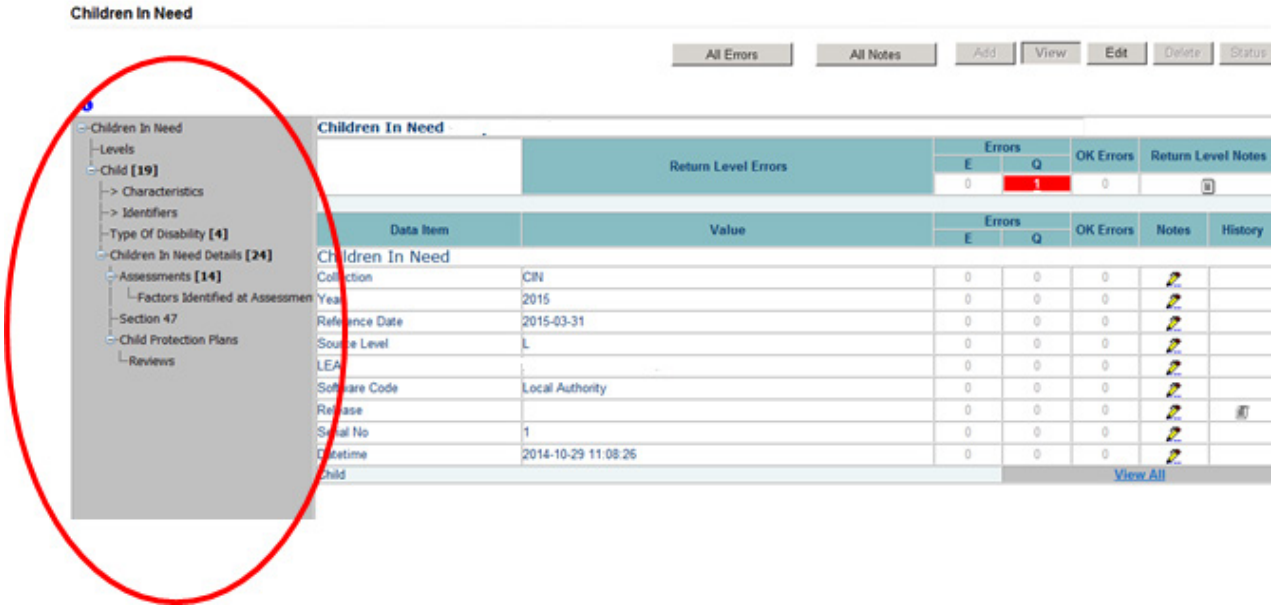
Filter bars

The filter bar is only available on screens that could have a large record set, eg ‘Child Identifiers’. This allows criteria to be entered to identify a group of related records or a single record. For example if the user types an ‘id’ in the ‘LA Child ID’ box and selects the ‘Go’ button then only children with that ‘id’ will be displayed in the record list. This enables the user to go to specific records rather than having to page through all the records.

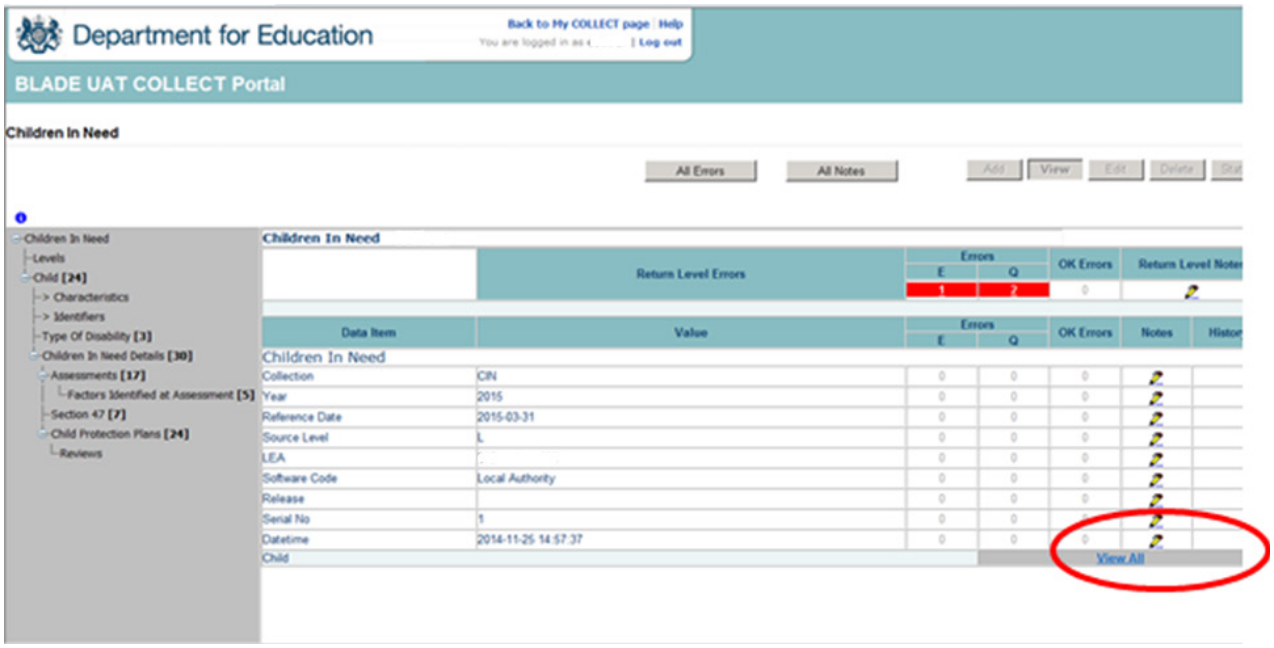


Filter left hand menu

Please avoid using the left hand filter menu (grey panel on the left hand side of the page) to navigate through the return as it does not always display sections of the return in the correct format and functions such as ‘Add’ or ‘Edit’ are not always available.



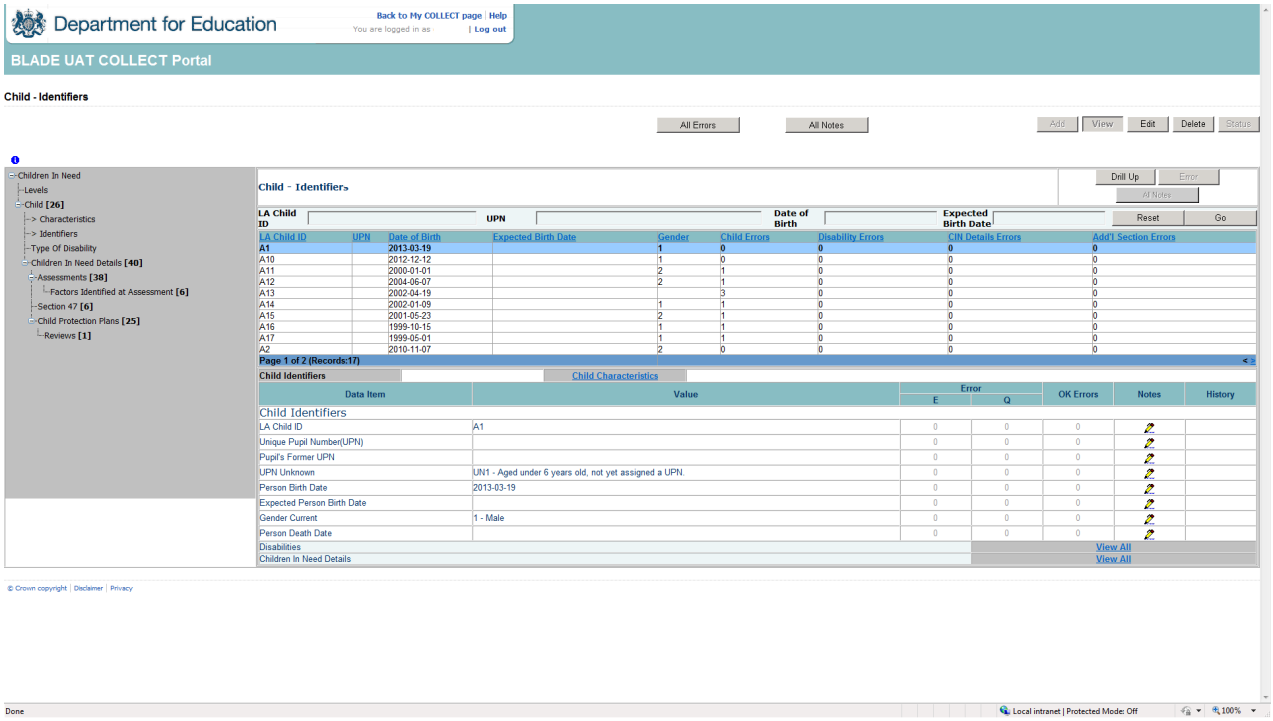
Access the ‘source’ details by clicking on the ‘View All button’ in the ‘View Source Details’ row on the original screen displaying the header details for the data return.



The ‘source’ is now able to see all of the children that make up the data return within a selection grid. Up to ten child records are shown per page and navigation through the pages is via the < > buttons. The default is to display the child information for the first child. To see data for other children click on the child and the corresponding child details data will be displayed on the highlighted child record. You can sort the child records by selecting any of the column headings (underlined in blue): first click ‘sorts by ascending order’, second click by ‘descending order’.

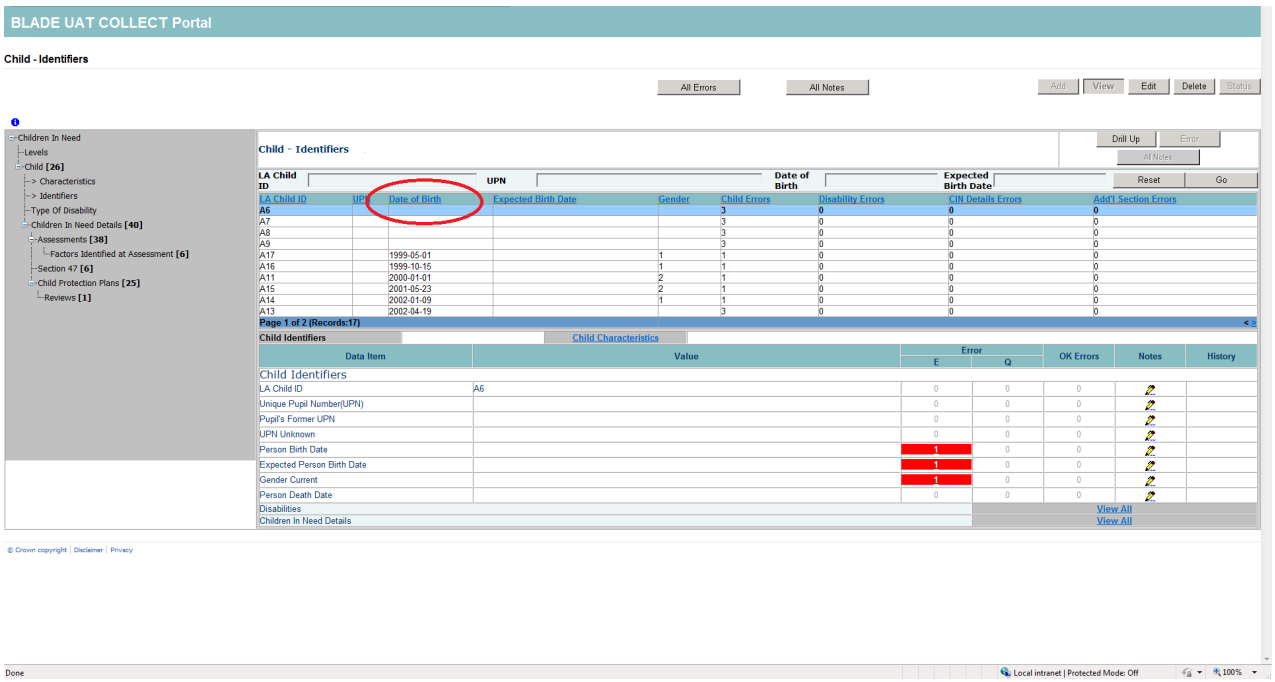
This page also contains a series of links to pages showing different categories of child level data, eg disabilities details. These can be accessed by clicking on the blue ‘view all’

hyperlinks. You can return to the previous screen (‘Children In Need details’) by clicking the ‘Drill up’ link.



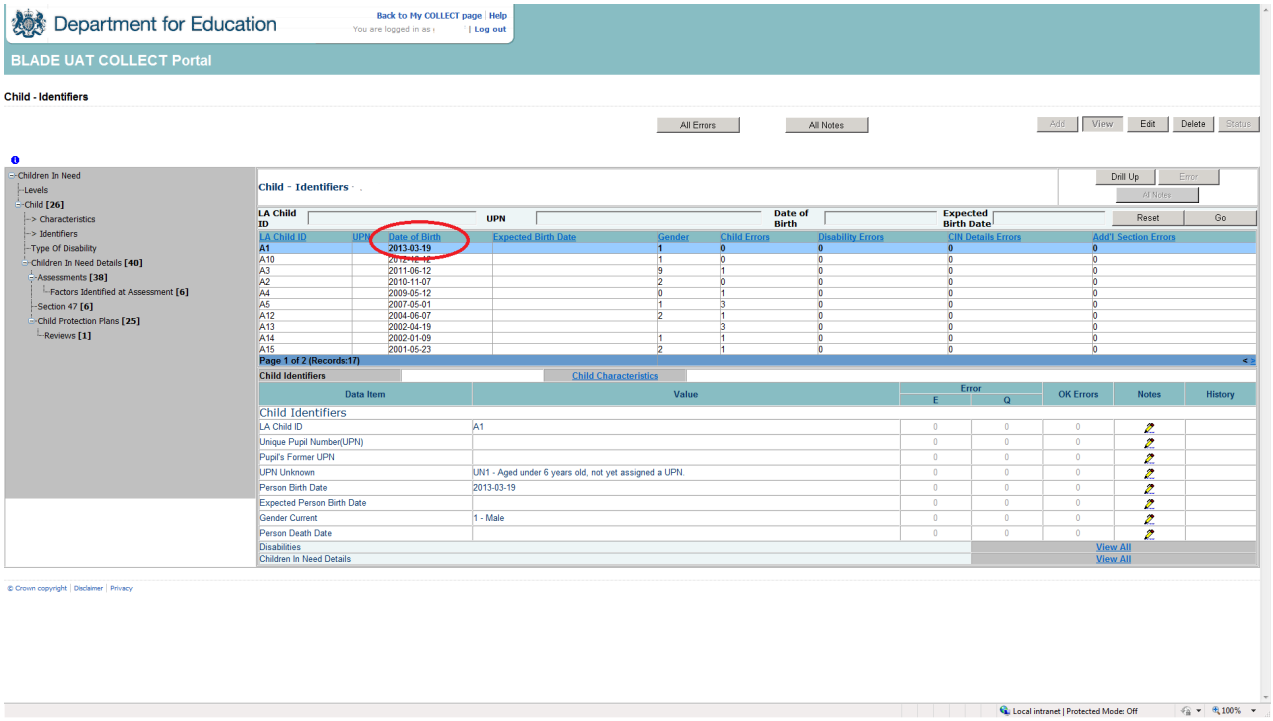
Record list

Clicking on one of the blue column headers, eg ‘Date of Birth’ will list all the records in date of birth order. The record list can be sorted in ascending or descending order by clicking once or twice on the header of any of the columns.

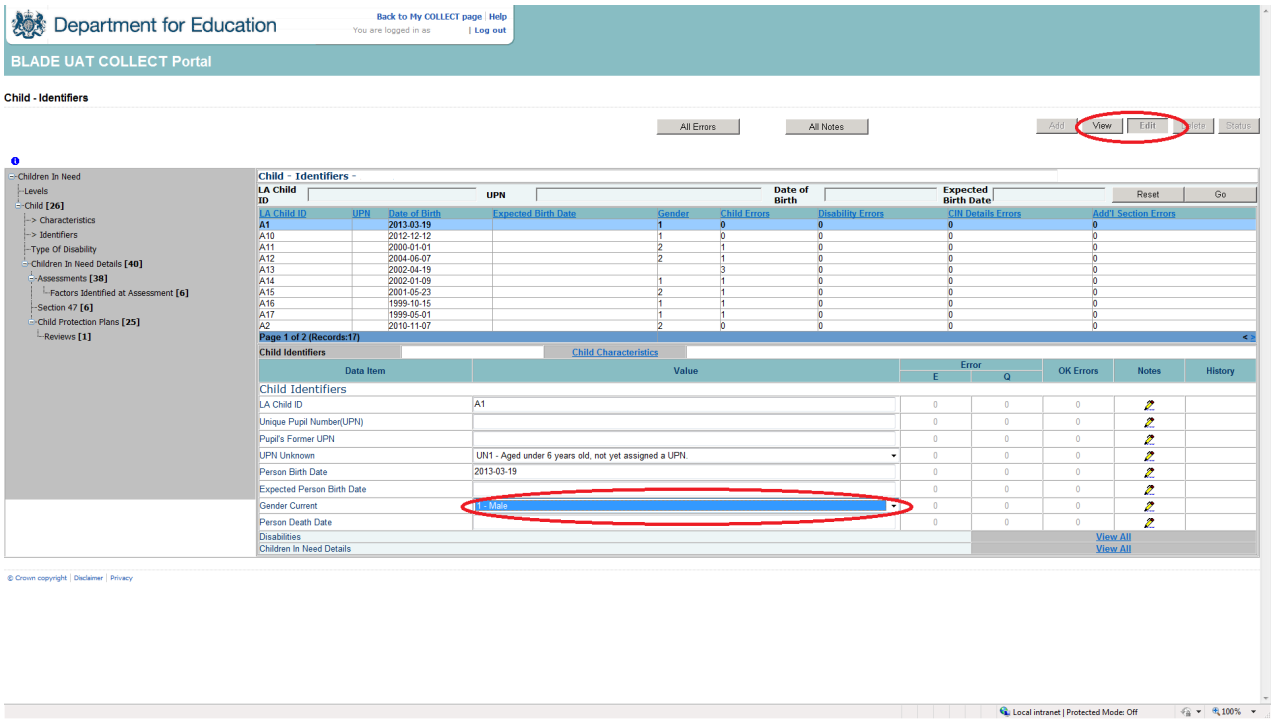


The lower part of the screen will show the record details of the record highlighted in the top half of the screen.

You can sort the record set by ‘Child ID’, ‘UPN’, ‘DOB’ or ‘Expected Date of Birth’ by clicking on the relevant column in the ‘Record List’ section.



Editing within the data return



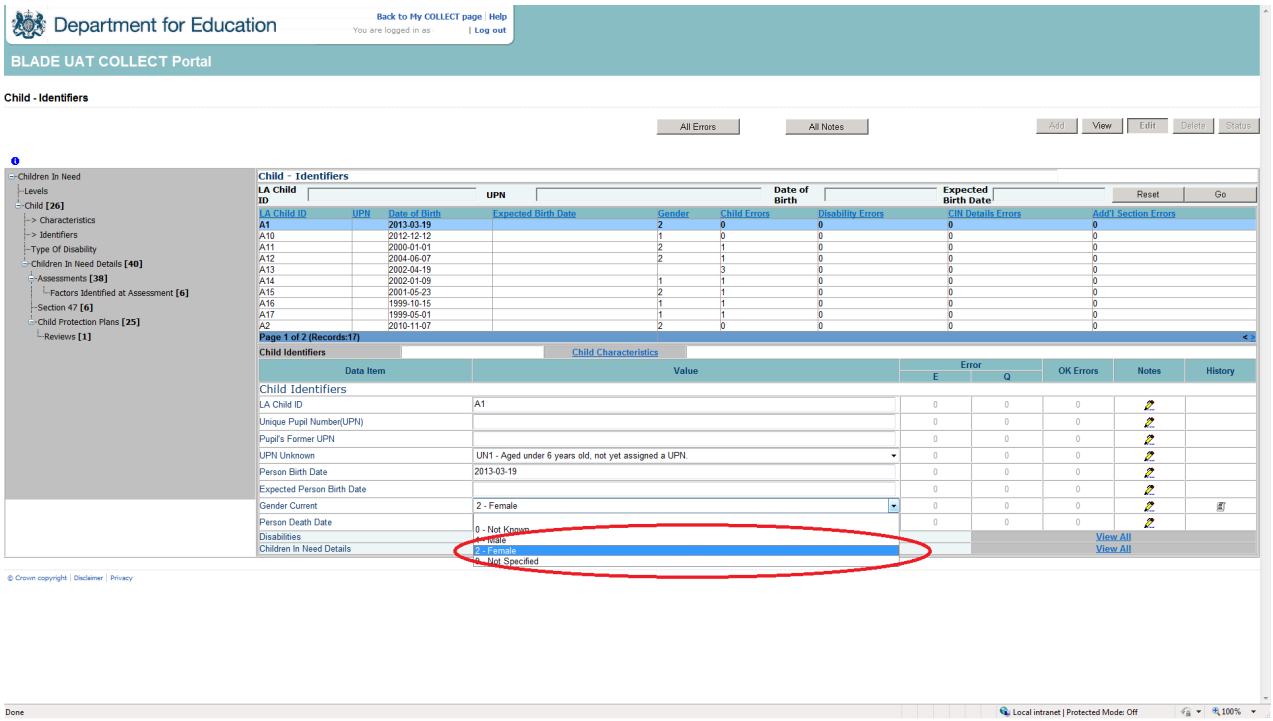
The default view when a screen is displayed is the ‘View’ mode. To edit the details click on the ‘Edit’ button. The details for the child will now be available to edit.

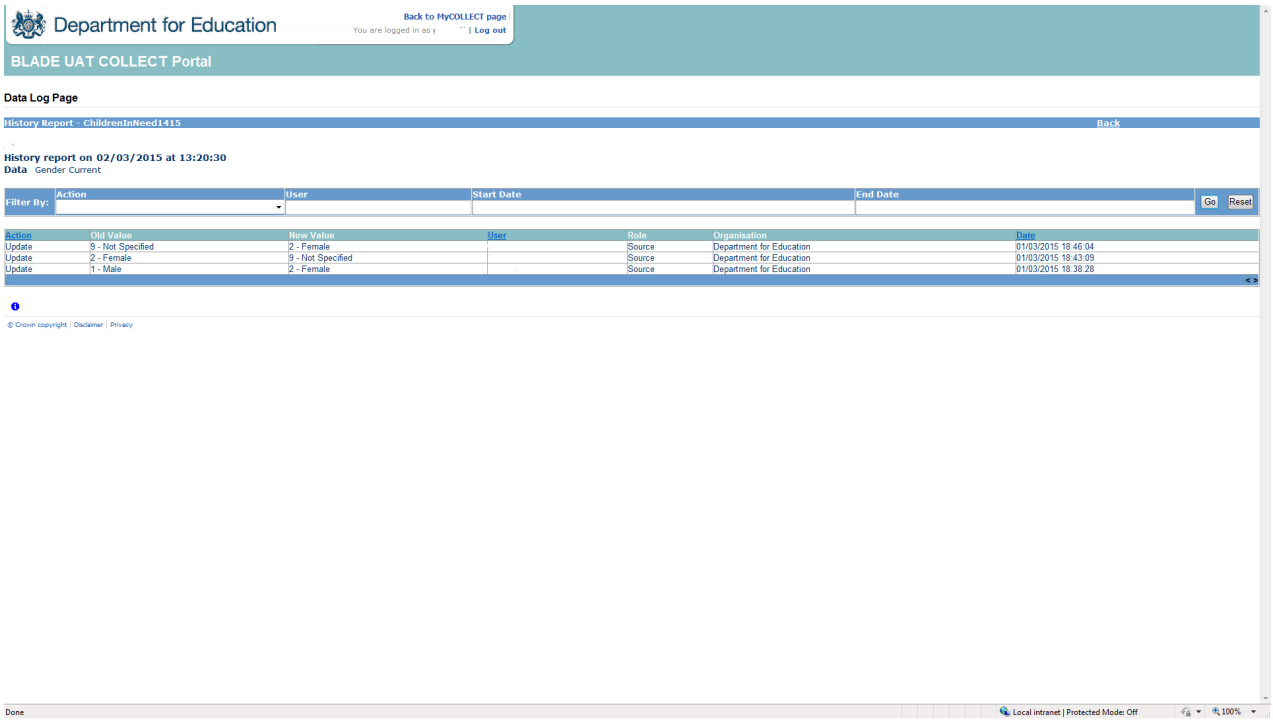
Click on the ‘Gender Current’ cell in the ‘Value’ column and a drop down list of selectable values will be displayed.

Selecting ‘Female’ from the list will display the selected value and the details will be saved. If data is entered rather than selected from a list, navigating to another field or hitting the return/enter key will save the data.

Editing existing information will create a ‘history record’ for the item that has been changed or added.

By selecting ‘Gender Current’ from the list, the selected value will be displayed and the details will be saved. If data is entered rather than selected from a list, navigating to another field or hitting the return/enter key will save the data.





Changed items are identified by an icon displayed in the ‘History’ column.

Click on the ‘History’ icon for the ‘Gender Current’ item that has just been amended. Details of all changes made to the item are displayed (1 row per change), including the name of the ‘user’ who made the change.

Errors

When a data return has been uploaded a number of validation checks are run against the data in that return. All errors and queries are highlighted in red against the relevant data item. There are different levels of errors, ‘Return Level’ and ‘Data Item Level’.

A return can legitimately contain data that raises a query but is perfectly acceptable. For example a child’s date of birth is outside of the expected range. Such errors can be okayed by the department if a return level note is provided explaining that the data alongside the query is correct.

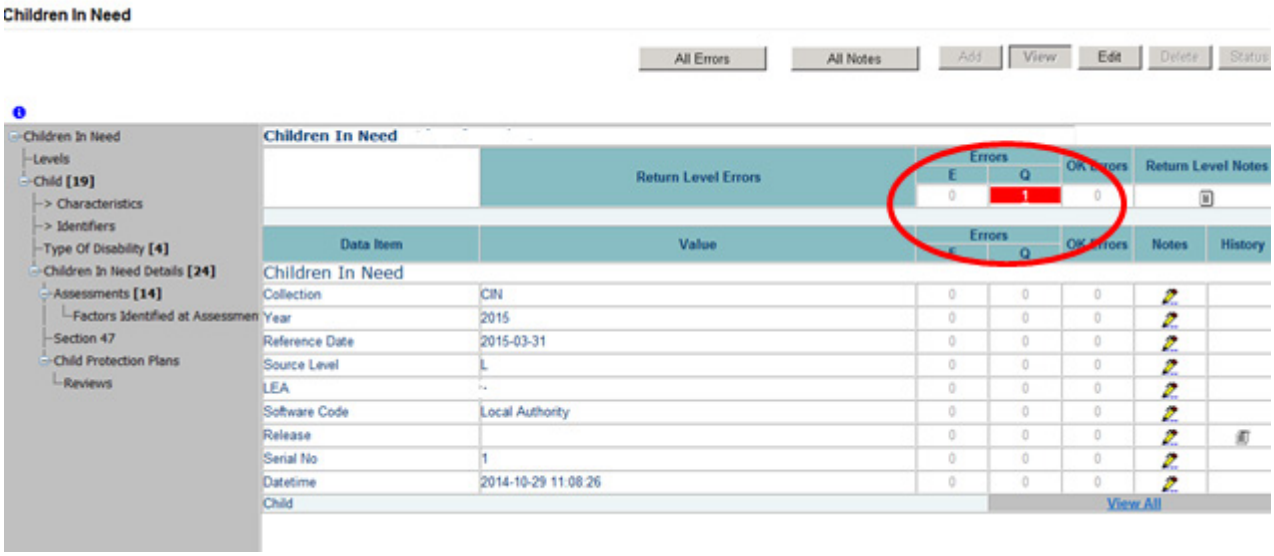
Total return errors

The breakdown of errors for a return is shown in the ‘Return Status’ section of the main screen.

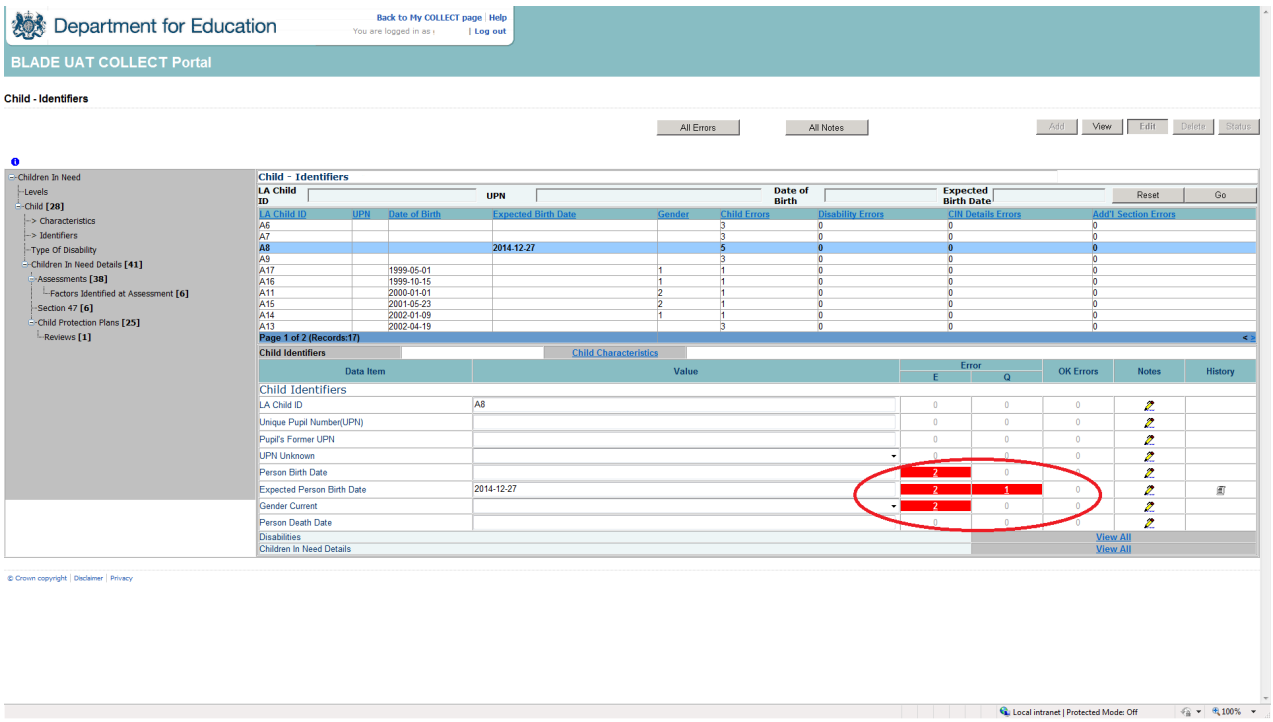
Return level errors

Return level errors relate to a validation rule that applies to the data return as a whole rather than an individual data item within the return, eg ‘Please Check: Less than 8 disability codes have been used in your return’.

Return level errors are displayed and are accessible from the ‘Header Information’ screen.

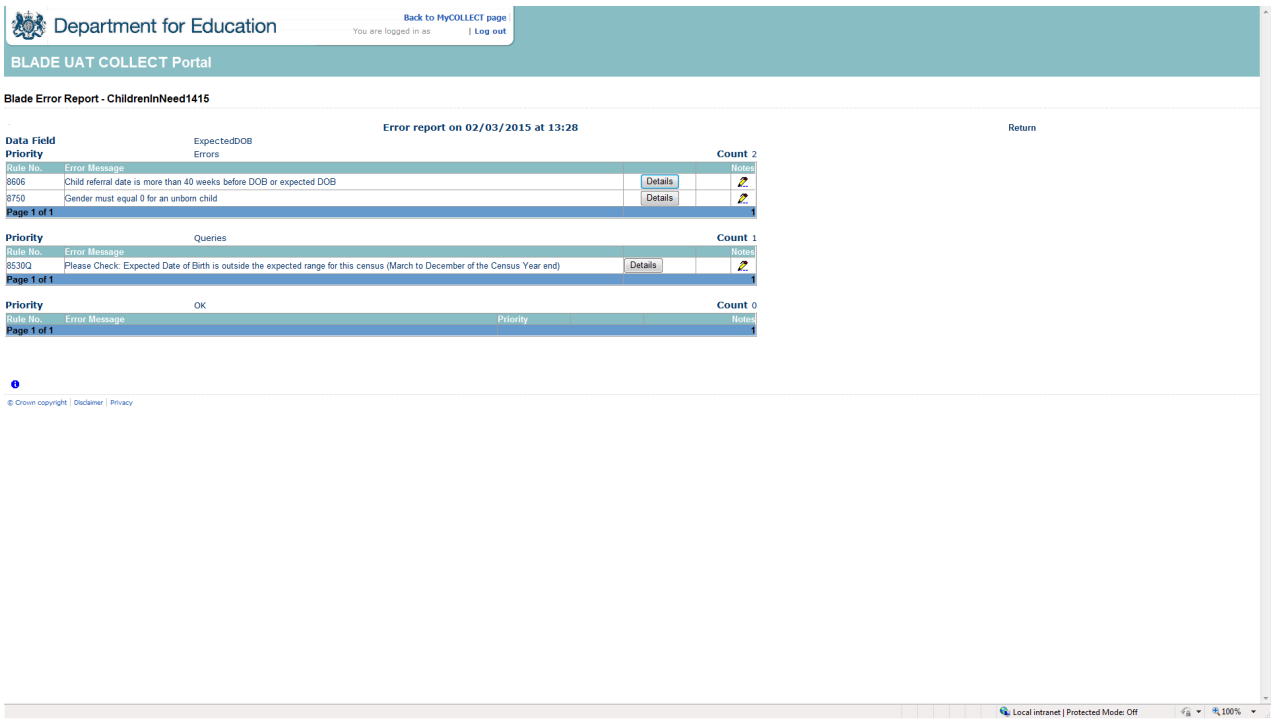


Data item level errors and queries

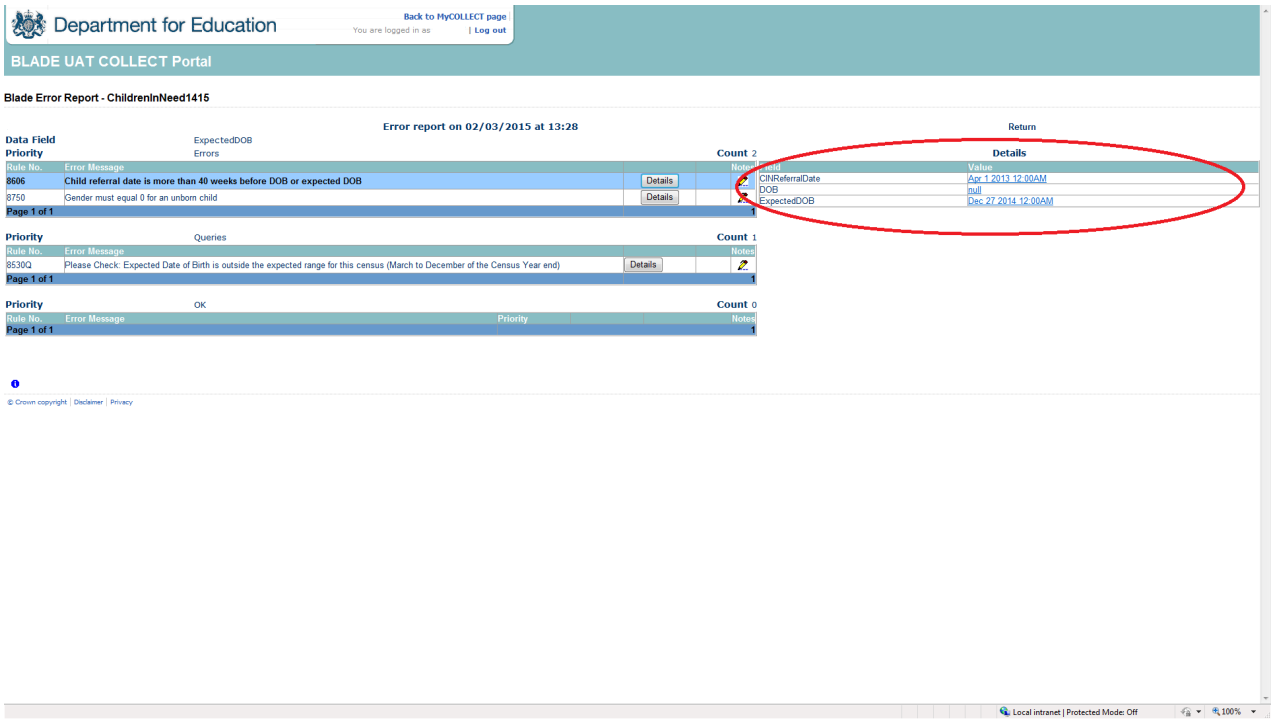


Data item errors are highlighted against the item to which they relate. All data items that are part of a failed validation rule will contain an error marker, not only the item containing the potentially invalid value. An example is the rule that checks for a person's date of birth. If the date of birth is not present, the system looks for an expected date of birth and checks it against the referral date. If the 'Child referral date' is more than 40 weeks before 'DOB' or 'expected DOB', both items would be flagged if that validation failed, even though it is probably only one data item that is incorrect (in this case the 'expected DOB').

In this example, click on the red box in the row for 'Expected Persons date of birth'. An error report will be displayed showing all errors and queries associated with that data item.



The report shows that ‘Child referral date is more than 40 weeks before DOB or expected DOB’. To see all the data items that are possibly affected by this validation click on the ‘Details’ button next to the error message.

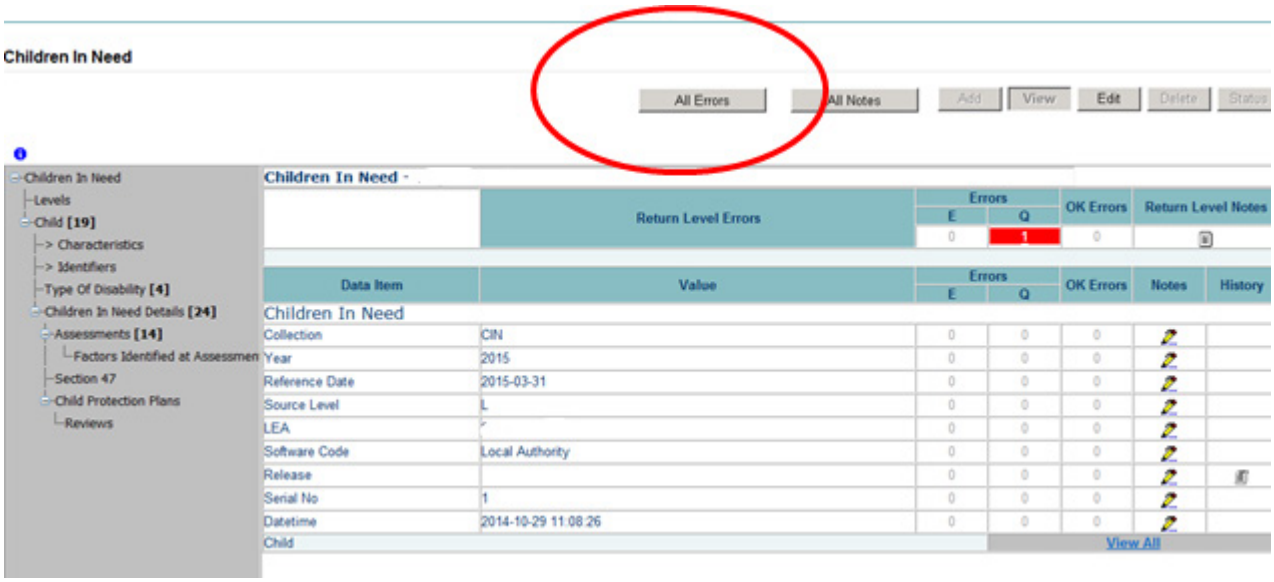


Correcting errors

Identify which of the fields contains the incorrect value and return to the screen that contains it by clicking on the ‘field value’ in the details section. Change the mode of the form to ‘Edit’ and then click on the data item that needs to be changed.

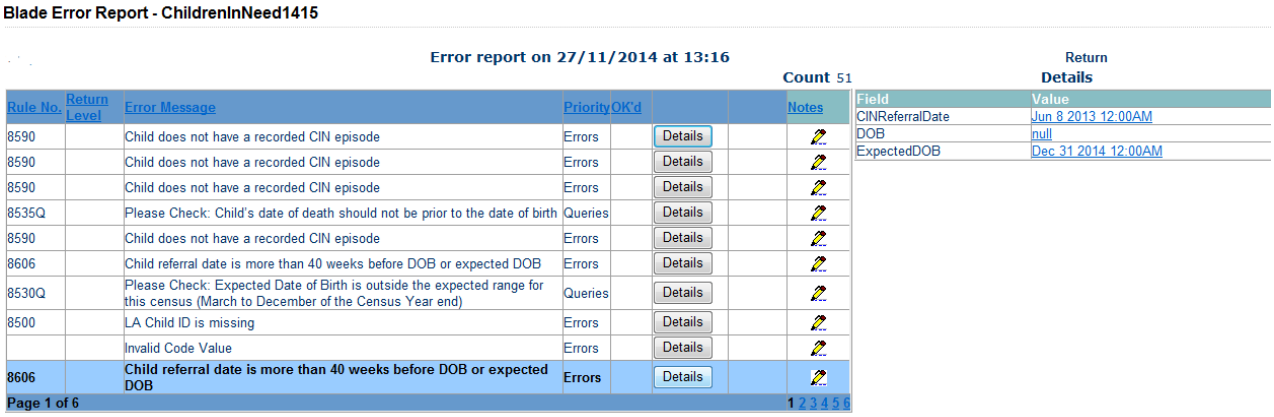
Viewing errors and queries

To view all errors and queries on the return click on the ‘All Errors’ button.



This will show you a list of all queries and errors. You can see the error number, message and may also click on ‘details’ to see data that is not passing the validation.

You can click on the underlined data values to the left of the screen to be taken to that field in the return.



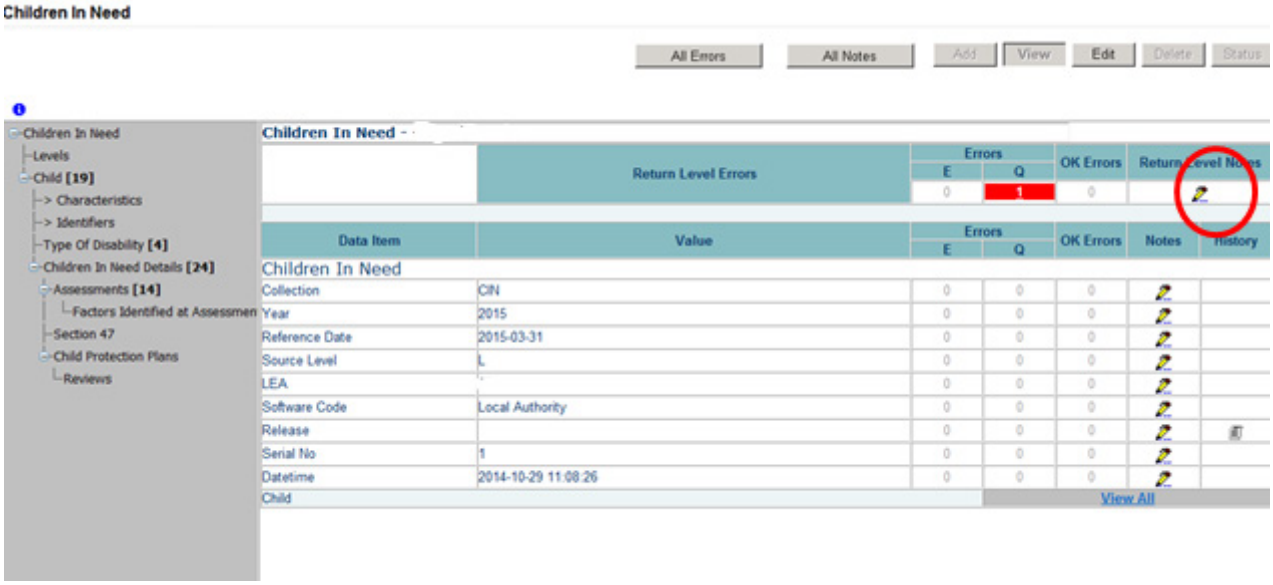
If you want to change the data you can select the ‘Edit’ mode using the button. Please see the section regarding editing data in this user guide.

Providing clarification and supplementary information

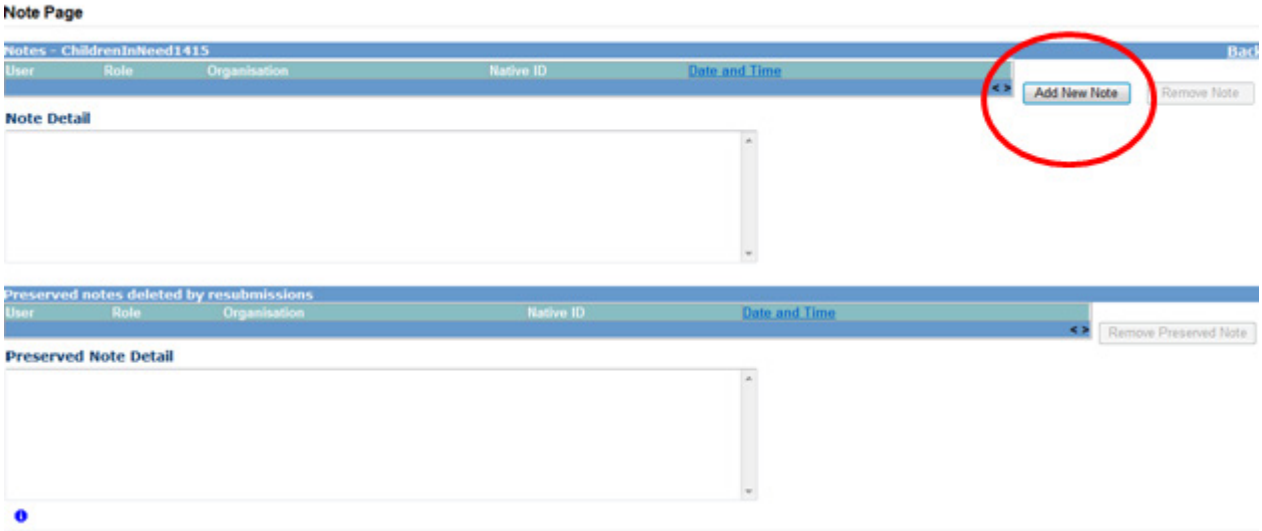
In some instances it may be useful to add explanatory information about a data value, it is essential that a note is added when an item has an associated query against it.

There are several levels where you can add ‘Notes’; return level, field level, error level and in all errors against the query. All ‘Notes’ should be in the return level section on the front page of the data return to avoid being deleted should you need to re-upload the data return.

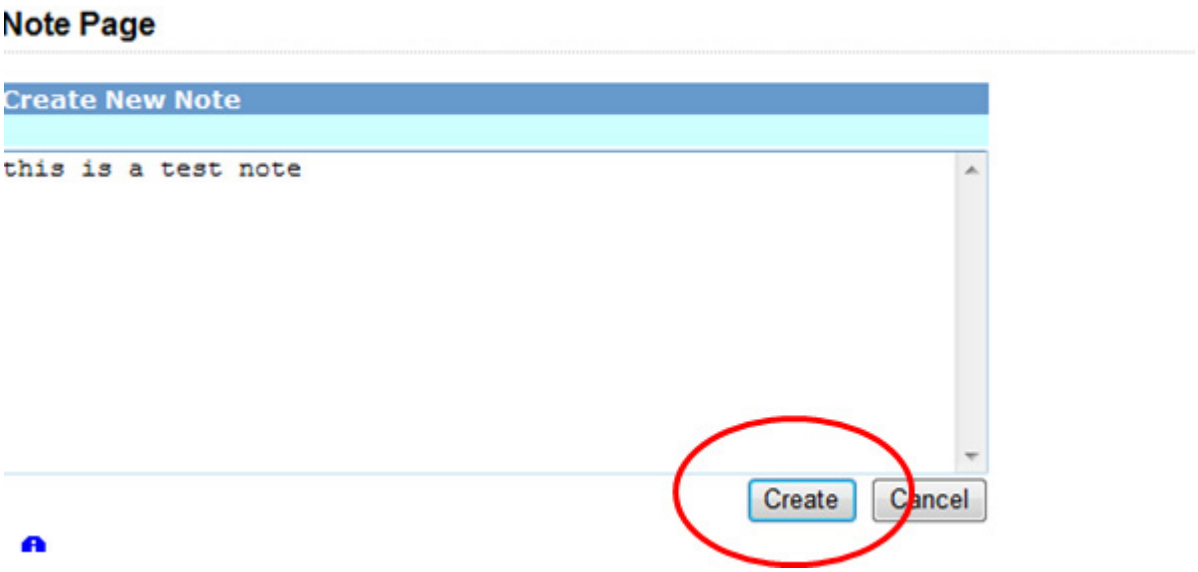
To add a return level note click on the pencil icon in the return level notes section.



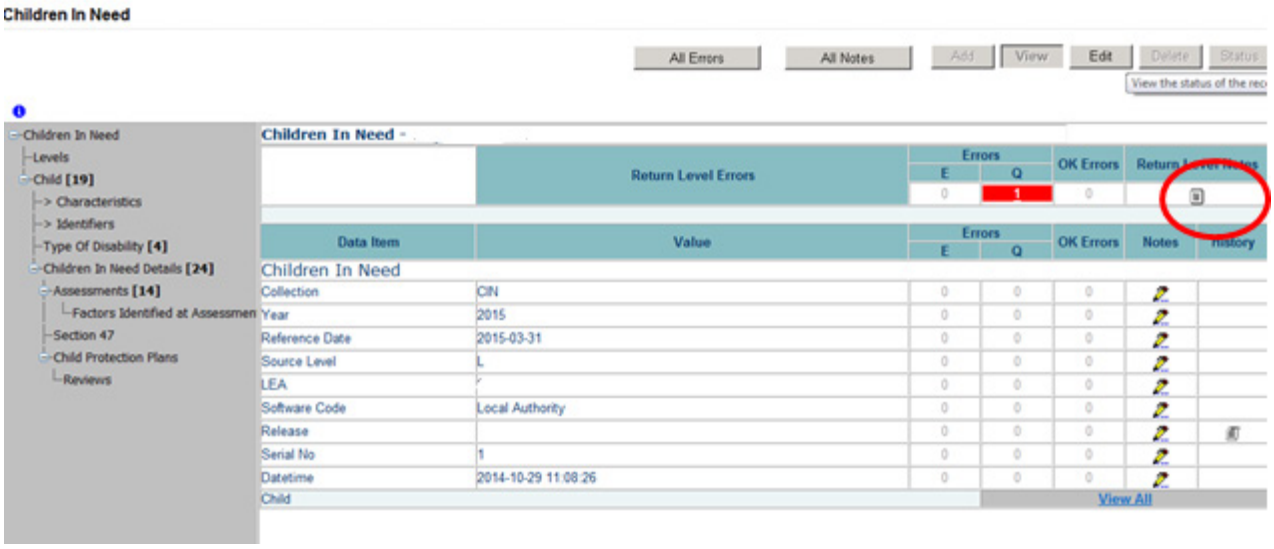
Click on the ‘Add new note’ button and enter the note required. Once you have completed the note click on the ‘create note’ button.



The ‘User’, ‘Role’, ‘Date and Time’ and ‘note details’ are recorded and can be viewed by either the local authority or the department. Any data item can have a note attached and multiple notes can be added, each with its own details.



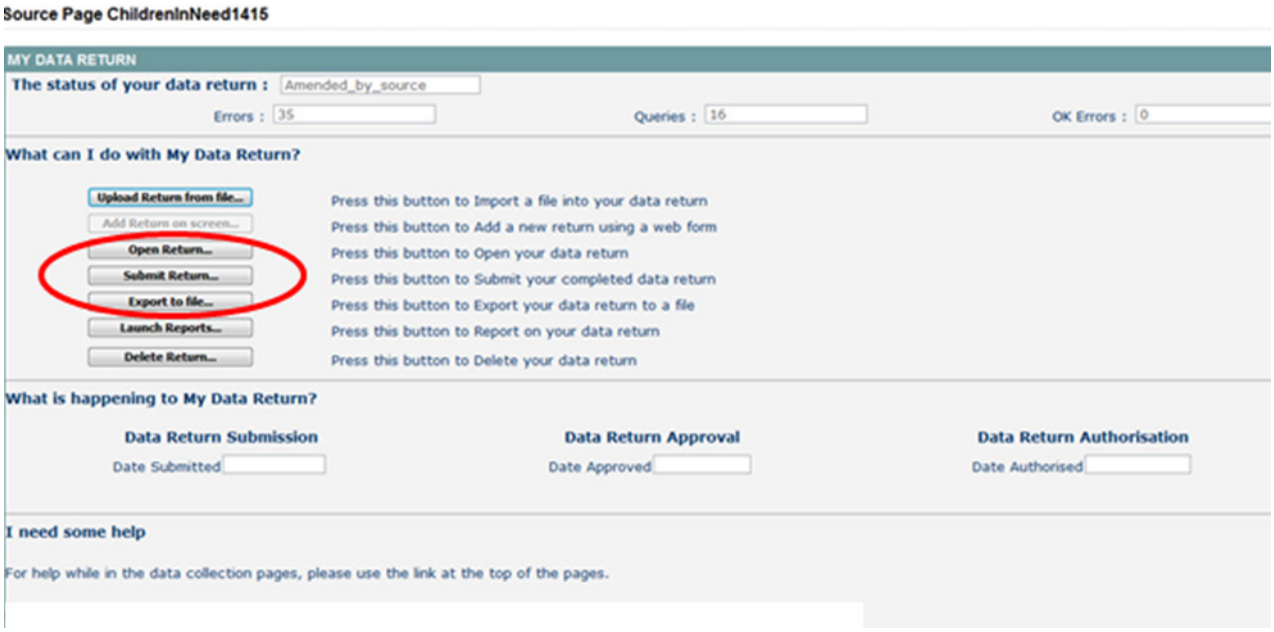
The pencil icon will then change to a ‘notepad’ icon showing that a note has been added.



It can be useful to make notes at return level to explain recurring issues, for example, where there are records which have the same reason eg ‘please check: Assessment started more than 45 working days before the end of the census year, however, there is no Assessment end date’. If a ‘return level note’ is added and the user resubmits the file, these notes will be preserved.

If a new version of the data is loaded, all ‘Notes’ (excluding ‘return level notes’ and ‘History’) are deleted, together with the loaded data before the new data is loaded.

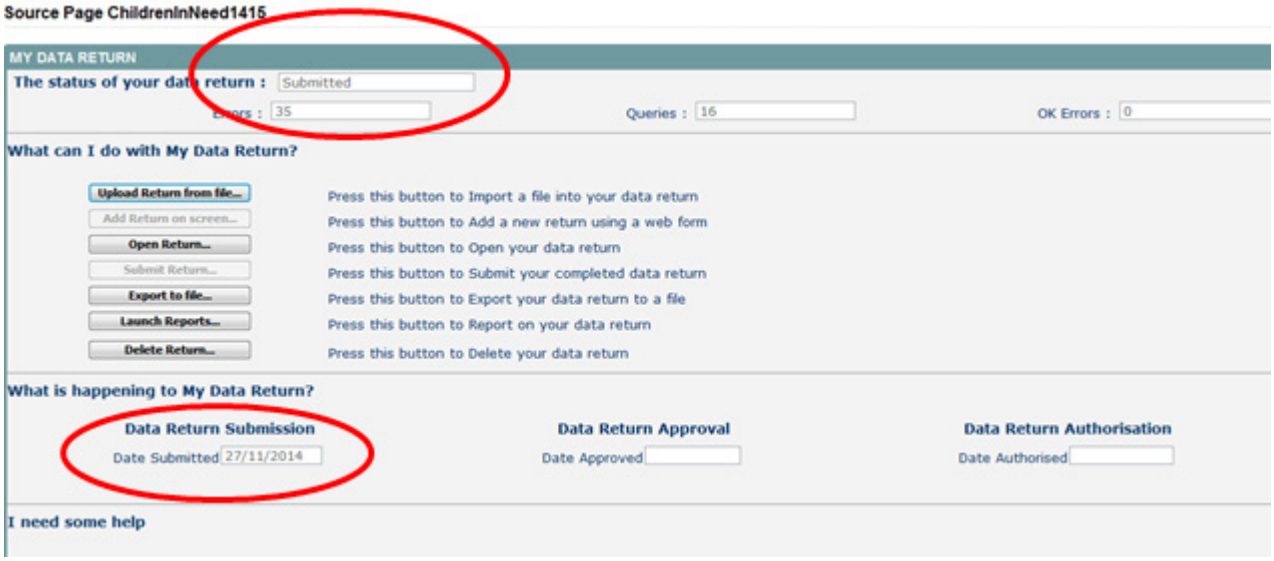
Submitting your return



Once the local authority 'user' is happy for their return to be submitted for the department to access it, the procedure is very straightforward. Select 'Submit Return'.

You will be asked to confirm this function.

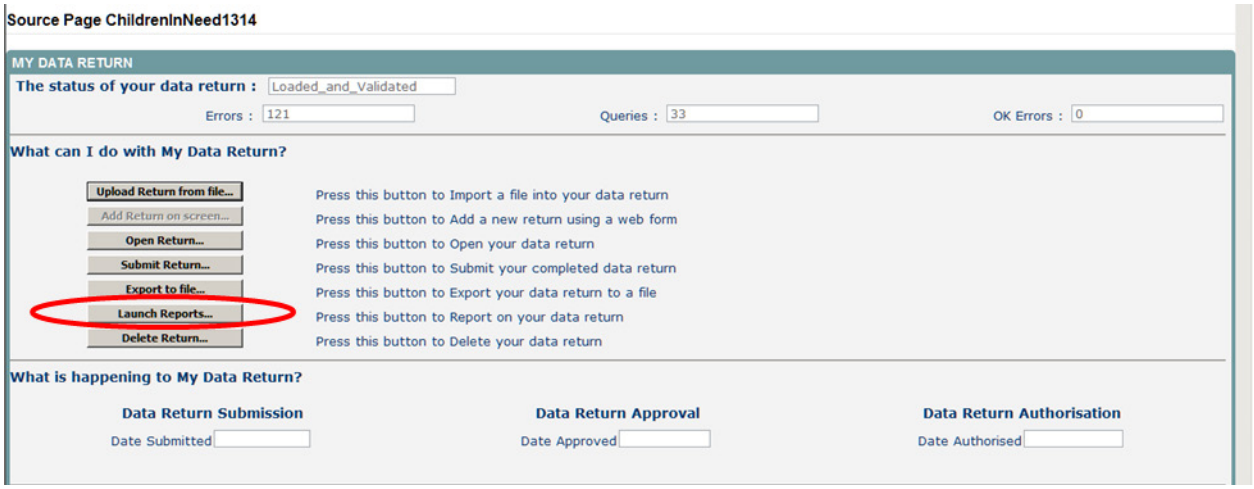
Once you have submitted the button will be greyed out, the box 'The status of your data return' will show as 'Submitted' and the date will appear in the data submitted box in the 'what is happening to my data return' section of the screen.



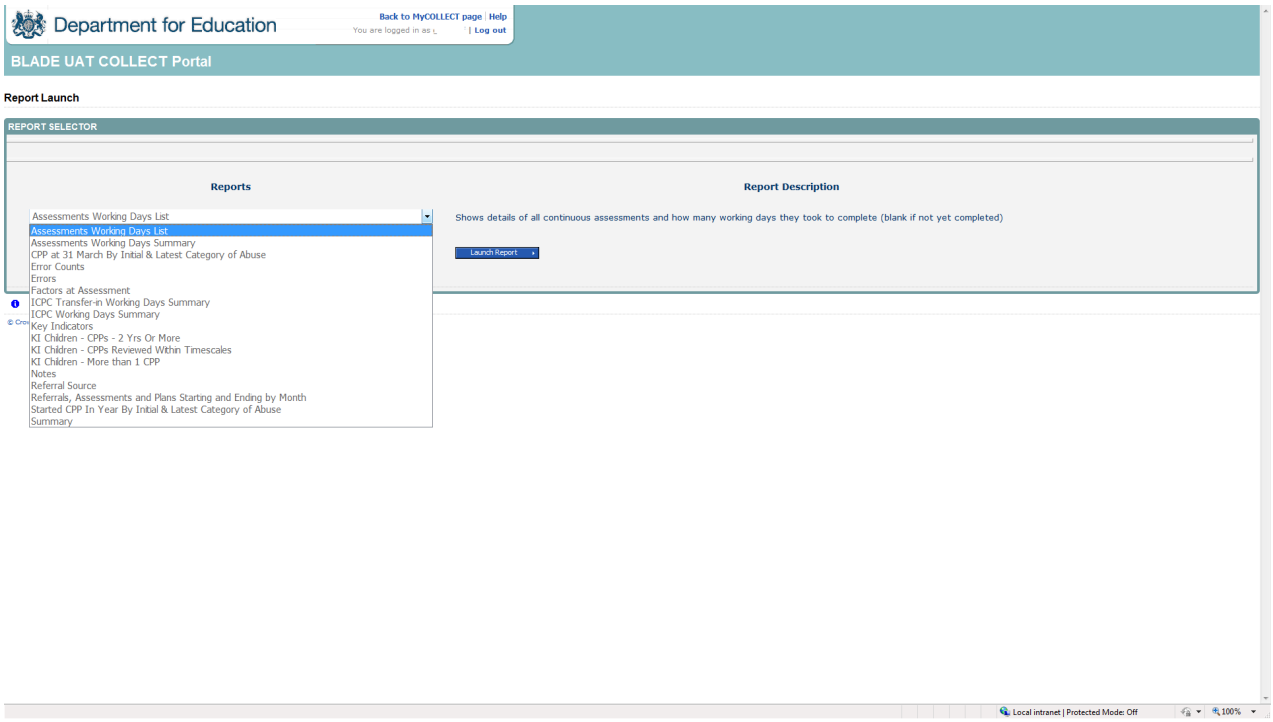
The department will then review the data return and may come back to you with queries. Once the department are happy with the data return it will be ‘Authorised’. Once this has been completed the ‘Authorisation’ date will appear.

Reports

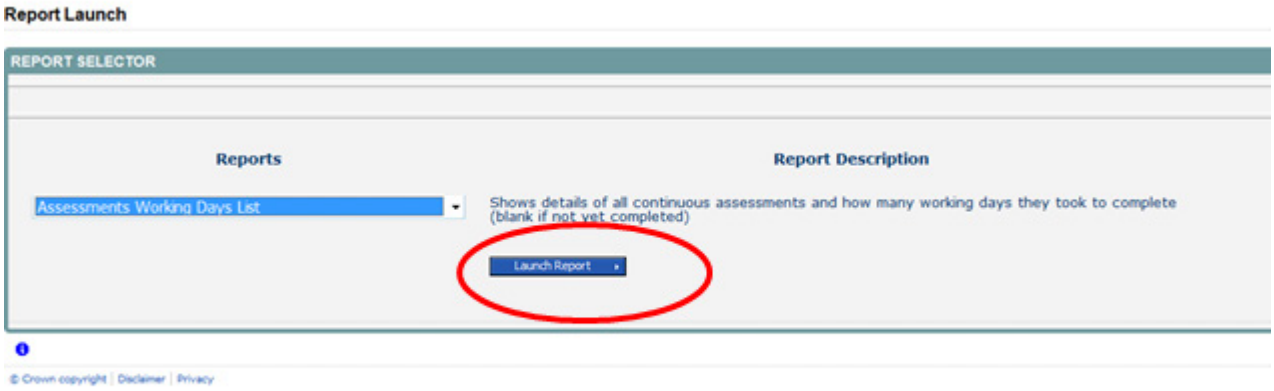
There are a number of reports available which can be run at any time once data has been loaded for your local authority. These can be accessed by selecting ‘Launch Reports’ on the COLLECT Portal screen.



Selecting ‘Launch Reports’ gives you the ‘Report’ page which displays a drop down list of any reports which are available.



To select a report click on the one you want and then click the ‘Launch Report’ button.

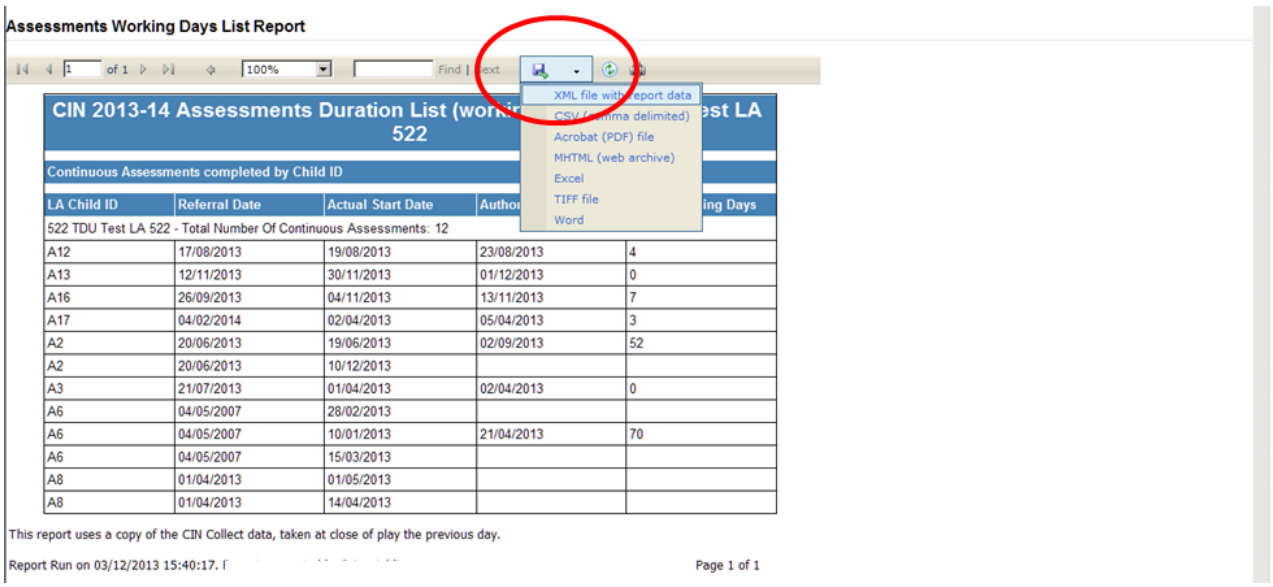


This triggers the ‘Reports’ parameters screen.

Clicking on the ‘Launch Report’ button will trigger the report being run against all the data loaded for your local authority and the report being displayed on screen, together with who requested the report and when.

The reports are run against a copy of the data as at close of play the previous day. **If any data has been edited, deleted, inserted or reloaded since the data was copied, the report will not match the live data.**

You then have the option to print the report or export in various formats by using the drop down box ‘Select a Format’ and then selecting ‘Export’.



Assessments Working Days List Report

1 of 1 100% Find | Next

XML file with report data
CSV (comma delimited)
Acrobat (PDF) file
MHTML (web archive)
Excel
TIFF file
Word

CIN 2013-14 Assessments Duration List (working days) - Test LA 522

Continuous Assessments completed by Child ID

LA Child ID	Referral Date	Actual Start Date	Authorised Date	Working Days
522 TDU Test LA 522 - Total Number Of Continuous Assessments: 12				
A12	17/08/2013	19/08/2013	23/08/2013	4
A13	12/11/2013	30/11/2013	01/12/2013	0
A16	26/09/2013	04/11/2013	13/11/2013	7
A17	04/02/2014	02/04/2013	05/04/2013	3
A2	20/06/2013	19/06/2013	02/09/2013	52
A2	20/06/2013	10/12/2013		
A3	21/07/2013	01/04/2013	02/04/2013	0
A6	04/05/2007	28/02/2013		
A6	04/05/2007	10/01/2013	21/04/2013	70
A6	04/05/2007	15/03/2013		
A8	01/04/2013	01/05/2013		
A8	01/04/2013	14/04/2013		

This report uses a copy of the CIN Collect data, taken at close of play the previous day.

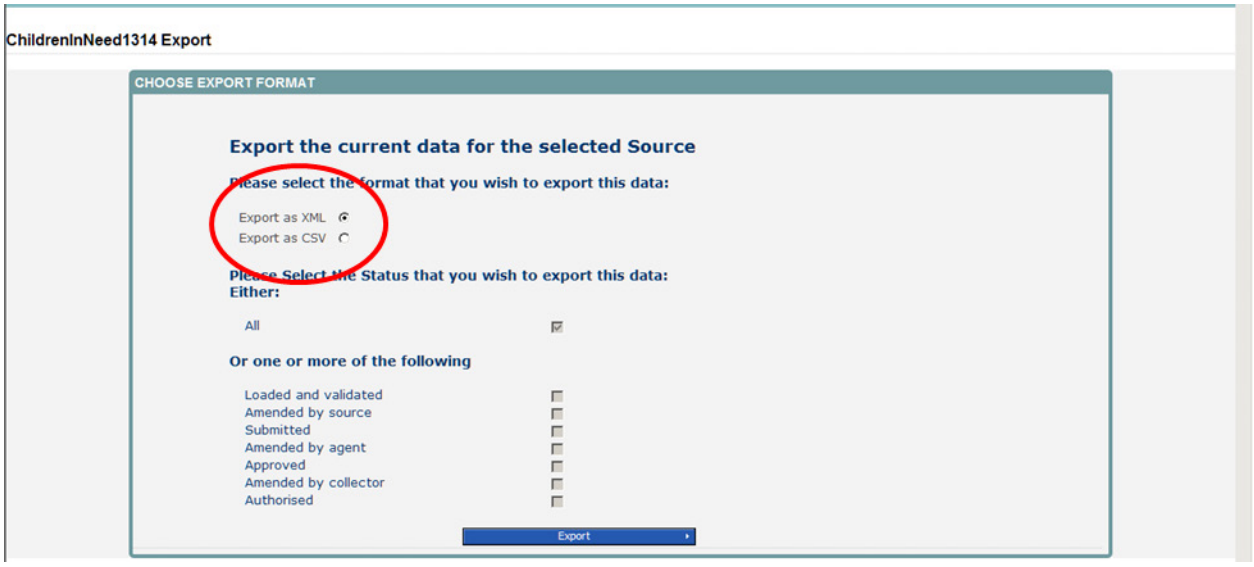
Report Run on 03/12/2013 15:40:17.

Page 1 of 1

For further information on the COLLECT reports please see the report specifications document.

Exporting data

COLLECT provides options to export data returns in CSV or XML format. Exporting data can be performed by clicking on the ‘Export…’ button. This then displays the output options of either CSV or XML.



Exporting as XML will generate a zip file containing the export XML data. Exporting as CSV generates a zip file containing CSV files that relates to how data is stored within COLLECT, ie 1 file per table in the database.

Help

For all queries regarding COLLECT or the children in need census in general please contact the Data Collections Helpdesk via a data collection service request form which can be found here.

Department
for Education

© Crown copyright 2016

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/version/3
email psi@nationalarchives.gsi.gov.uk
write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

About this publication:

enquiries https://www.education.gov.uk/form/data-collection-request-form
download www.gov.uk/government/publications

Reference: DFE-00006-2016

Follow us on Twitter:
@educationgovuk

Like us on Facebook:
facebook.com/educationgovuk