



Department  
for Education

# **Children in need (CIN) census 2014 to 2015**

**COLLECT user guide**

**March 2015**

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## 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. 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 being a website there are no installation issues.

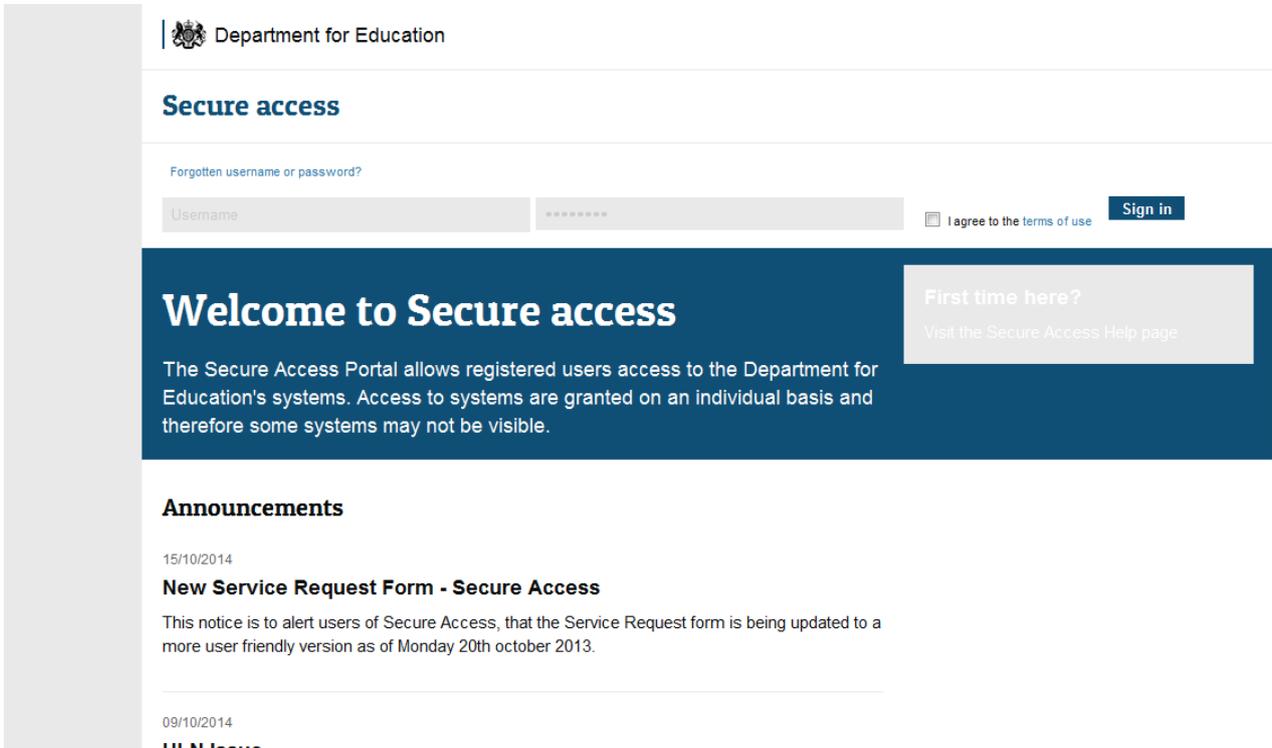
This document is designed to guide local authority users through the various aspects of COLLECT as related to the children in need census data return from initial submission, data validation and final approval by DfE.

The department now collects data from a wide range of users; 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'.

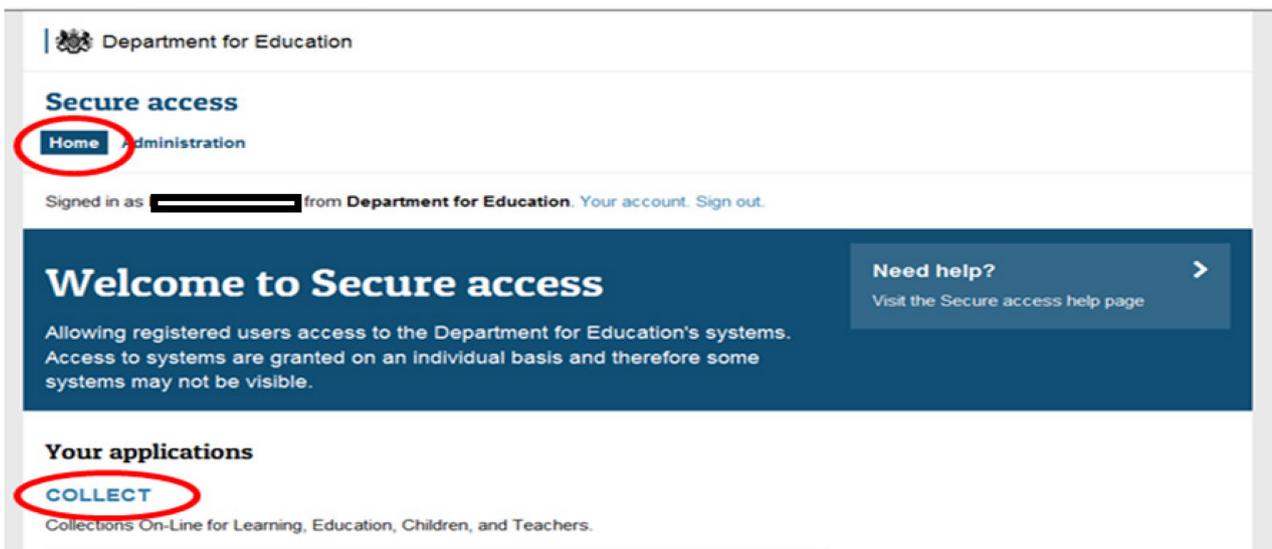
Some screen shots refer to 2013 however the process is the same for all 2014 census data return collections.

# Secure Access (SA) and the COLLECT Portal

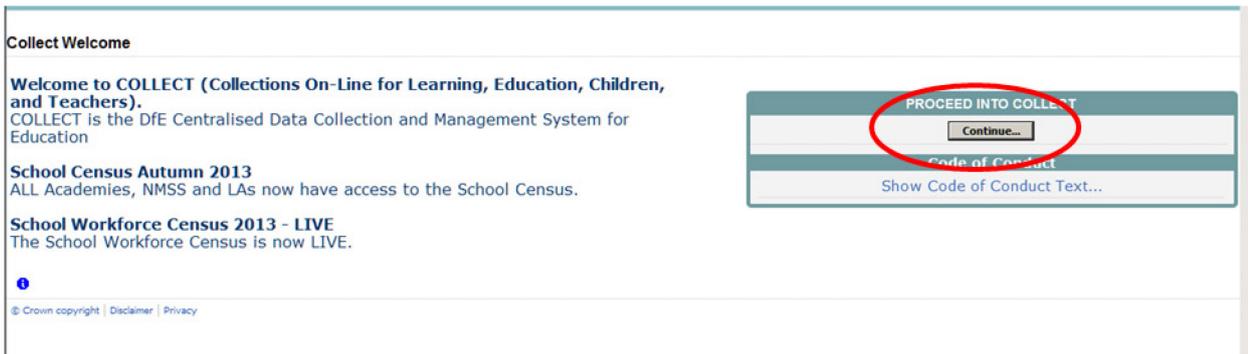
The familiarisation blade is now part of the live blade. To login to Secure Access if you don't have a Secure Access account fill in a service request form which can be found [here](#).



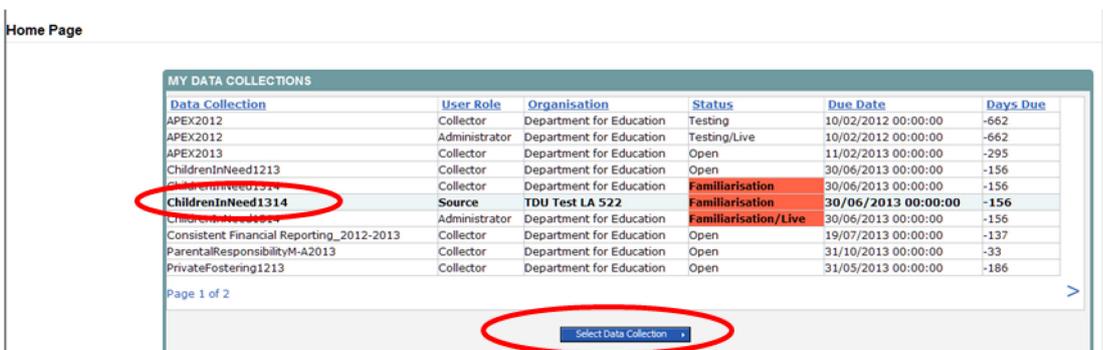
Once you have logged in you will see the link for COLLECT, click on this link.



Click the continue button.



To continue, the 'source' user (local authority) will 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 and then click on the 'Select Data Collection' button.



If you are bounced back 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.



## Local authority 'Source page' screen

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

## My data return

This area shows the status of the return, the number of errors, queries and ok errors.

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 (LA)';
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 LA 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 too much 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.

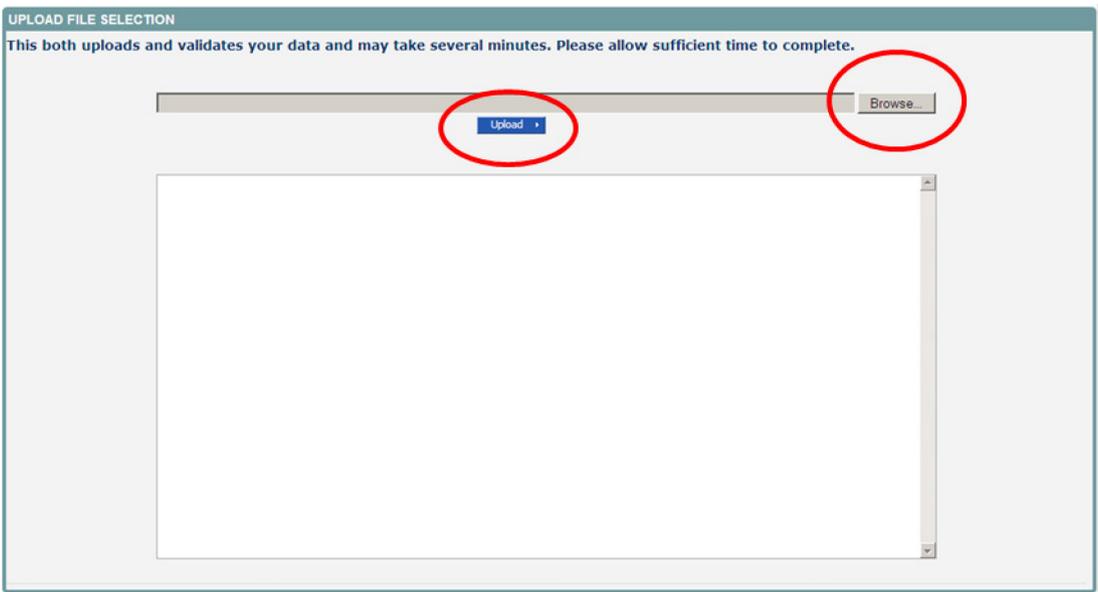
### **Delete return**

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.**



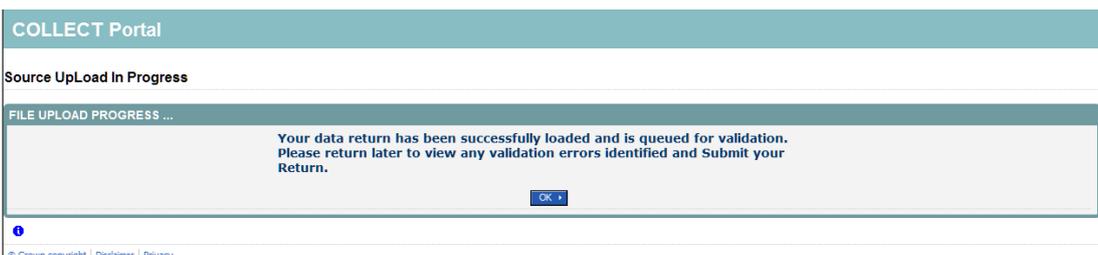
If data is already loaded you will be asked if you want to overwrite it. Answering no will stop the data load, answering yes will delete the existing data and load the new data.

If the XML file is in the wrong format or contains the wrong type of data, e. g. a number 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 can 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\_progeess' and then 'Loaded' when it is finished.

# Viewing the data return

## Opening the return

Open the return by clicking on the 'Open Return' button.

Source Page ChildrenInNeed1415

The screenshot shows the 'MY DATA RETURN' interface. At the top, it displays 'The status of your data return : Amended\_by\_source' and 'Errors : 35', 'Queries : 16', and 'OK Errors : 0'. Below this, a section titled 'What can I do with My Data Return?' contains several buttons: 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...', 'Export to file...', 'Launch Reports...', and 'Delete Return...'. The 'Open Return...' button is circled in red. Below this section, there are three columns for 'Data Return Submission', 'Data Return Approval', and 'Data Return Authorisation', each with a 'Date' field. At the bottom, there is a link 'I need some help'.

Children In Need

The screenshot shows the 'Children In Need - City of London' data return interface. At the top, there are buttons for 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'. Below this, there is a table with columns for 'Data Item', 'Value', 'Errors', 'OK Errors', 'Notes', and 'History'. The 'Errors' column has a red cell with the number '1'. The table contains the following data:

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	CIN	0	0	0		
Year	2015	0	0	0		
Reference Date	2015-03-31	0	0	0		
Source Level	L	0	0	0		
LEA	201 - CITY OF LONDON	0	0	0		
Software Code	Local Authority	0	0	0		
Release		0	0	0		
Serial No	1	0	0	0		
Datetime	2014-10-29 11:08:26	0	0	0		
Child						<a href="#">View All</a>

## Screen functionality

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

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 earlier 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 sunken button with light border = active mode;

Black text on button and highlighted border = available mode;

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

## Filter bars

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.

LA Child ID	<input type="text"/>	UPN	<input type="text"/>	Date of Birth	<input type="text"/>	Expected Birth Date	<input type="text"/>	Reset	Go
-------------	----------------------	-----	----------------------	---------------	----------------------	---------------------	----------------------	-------	----

## 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.

Children In Need

All Errors All Notes Add View Edit Delete Status

Children In Need - City of London

		Errors		OK Errors	Return Level Notes
		E	Q		
Return Level Errors		0	1	0	

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Children In Need						
Collection	CIN	0	0	0		
Year	2015	0	0	0		
Reference Date	2015-03-31	0	0	0		
Source Level	L	0	0	0		
LEA	201 - CITY OF LONDON	0	0	0		
Software Code	Local Authority	0	0	0		
Release		0	0	0		
Serial No	1	0	0	0		
Datetime	2014-10-29 11:08:25	0	0	0		
Child						<a href="#">View All</a>

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.

Children In Need

All Errors All Notes Add View Edit Delete Status

Children In Need - Durham

		Errors		OK Errors	Return Level Notes
		E	Q		
Return Level Errors		1	2	0	

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Children In Need						
Collection	CIN	0	0	0		
Year	2015	0	0	0		
Reference Date	2015-03-31	0	0	0		
Source Level	L	0	0	0		
LEA	840 - DURHAM	0	0	0		
Software Code	Local Authority	0	0	0		
Release		0	0	0		
Serial No	1	0	0	0		
Datetime	2014-11-25 14:57:37	0	0	0		
Child						<a href="#">View All</a>

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 the other children just click on the child to highlight and the corresponding child details data will be displayed. 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, e. g. 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.

Department for Education  
Back to My COLLECT page | Help  
You are logged in as | Log out

BLADE UAT COLLECT Portal

Child - Identifiers

All Errors All Notes Add View Edit Delete Status

Children In Need  
Levels  
Child [26]  
Characteristics  
Identifiers  
Type Of Disability  
Children In Need Details [40]  
Assessments [38]  
Factors Identified at Assessment [6]  
Section 47 [6]  
Child Protection Plans [25]  
Reviews [1]

Child - Identifiers - Barnet

Drill Up Error  
Notes  
Reset Go

LA Child ID	UPN	Date of Birth	Expected Birth Date	Gender	Child Errors	Disability Errors	CIN Details Errors	Add'l Section Errors
A1		2013-03-19		1	0	0	0	0
A10		2012-12-12		1	0	0	0	0
A11		2000-01-01		2	1	0	0	0
A12		2004-06-07		2	1	0	0	0
A13		2002-04-19		1	3	0	0	0
A14		2002-01-09		1	1	0	0	0
A15		2001-05-23		2	1	0	0	0
A16		1999-10-15		1	1	0	0	0
A17		1999-05-01		1	1	0	0	0
A2		2010-11-07		2	0	0	0	0

Page 1 of 2 (Records:17)

Data Item	Value	Error		OK Errors	Notes	History
		E	Q			
Child Identifiers						
LA Child ID	A1	0	0	0		
Unique Pupil Number(UPN)		0	0	0		
Pupil's Former UPN		0	0	0		
UPN Unknown	UN1 - Aged under 6 years old, not yet assigned a UPN.	0	0	0		
Person Birth Date	2013-03-19	0	0	0		
Expected Person Birth Date		0	0	0		
Gender Current	1 - Male	0	0	0		
Person Death Date		0	0	0		
Disabilities		0	0	0		
Children In Need Details					View All	View All

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Done Local intranet | Protected Mode Off 100%

## Record list

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

Department for Education  
Back to My COLLECT page | Help  
You are logged in as gmcraiff | Log out

BLADE UAT COLLECT Portal

Child - Identifiers

All Errors All Notes Add View Edit Delete Status

Children In Need  
Levels  
Child [26]  
Characteristics  
Identifiers  
Type Of Disability  
Children In Need Details [40]  
Assessments [38]  
Factors Identified at Assessment [6]  
Section 47 [6]  
Child Protection Plans [25]  
Reviews [1]

Child - Identifiers - Barnet

Drill Up Error  
Notes  
Reset Go

LA Child ID	UPN	Date of Birth	Expected Birth Date	Gender	Child Errors	Disability Errors	CIN Details Errors	Add'l Section Errors
A6				3	0	0	0	0
A7				3	0	0	0	0
A8				3	0	0	0	0
A9				3	0	0	0	0
A17		1999-05-01		1	1	0	0	0
A16		1999-10-15		1	1	0	0	0
A11		2000-01-01		2	1	0	0	0
A15		2001-05-23		2	1	0	0	0
A14		2002-01-09		1	1	0	0	0
A13		2002-04-19		1	3	0	0	0

Page 1 of 2 (Records:17)

Data Item	Value	Error		OK Errors	Notes	History
		E	Q			
Child Identifiers						
LA Child ID	A6	0	0	0		
Unique Pupil Number(UPN)		0	0	0		
Pupil's Former UPN		0	0	0		
UPN Unknown		0	0	0		
Person Birth Date		1	0	0		
Expected Person Birth Date		1	0	0		
Gender Current		1	0	0		
Person Death Date		0	0	0		
Disabilities		0	0	0		
Children In Need Details					View All	View All

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Done Local intranet | Protected Mode Off 100%

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.

The screenshot shows the 'Child - Identifiers' section of the BLADE UAT COLLECT Portal. At the top, there is a navigation bar with 'Department for Education', 'Back to My COLLECT page | Help', and 'You are logged in as | Log out'. Below this is the 'BLADE UAT COLLECT Portal' header. The main content area is titled 'Child - Identifiers' and includes buttons for 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'. A sidebar on the left lists various categories like 'Children In Need', 'Child [26]', 'Characteristics', 'Identifiers', 'Type Of Disability', 'Children In Need Details [40]', 'Assessments [38]', 'Factors Identified at Assessment [6]', 'Section 47 [6]', 'Child Protection Plans [25]', and 'Reviews [1]'. The main table, 'Child - Identifiers - Barnet', has columns for 'LA Child ID', 'UPN', 'Date of Birth', 'Expected Birth Date', 'Gender', 'Child Errors', 'Disability Errors', 'Expected Birth Date', 'Child Details Errors', and 'Add'l Section Errors'. A red circle highlights the 'Date of Birth' column header. Below the table, a detailed view for child A1 is shown, with a red circle around the 'Gender Current' field, which is set to '1 - Male'. The bottom of the page includes a footer with '© Crown copyright | Disclaimer | Privacy' and 'Local intranet | Protected Mode Off'.

## Editing within the data return

This screenshot is similar to the previous one, showing the 'Child - Identifiers' section. The 'Edit' button in the top right corner is highlighted with a red circle. The main table is the same, but the detailed view for child A1 is expanded. The 'Gender Current' field is highlighted with a red oval, showing a dropdown menu with '1 - Male' selected. The bottom of the page includes the same footer as the previous screenshot.

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 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.

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

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.

The screenshot shows the BLADE UAT COLLECT Portal interface. At the top, there is a header for the Department for Education and the BLADE UAT COLLECT Portal. Below this, there is a navigation menu on the left and a main content area. The main content area displays a table titled 'Child - Identifiers - Barnet'. The table has columns for LA Child ID, UPN, Date of Birth, Expected Birth Date, Gender, Child Errors, Disability Errors, Expected Birth Date, Add'l Section Errors, and Add'l Section Errors. Below the table, there is a 'Child Identifiers' section with a table of data items and their values. The 'Gender Current' row is highlighted, and a dropdown menu is open, showing options: '0 - Not Known', '1 - Male', and '2 - Female'. The '2 - Female' option is selected and circled in red. The interface also includes buttons for 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'.

LA Child ID	UPN	Date of Birth	Expected Birth Date	Gender	Child Errors	Disability Errors	Expected Birth Date	Add'l Section Errors	Add'l Section Errors
A1		2013-03-19		2	0	0	0	0	0
A10		2012-12-12		1	0	0	0	0	0
A11		2009-01-31		2	1	0	0	0	0
A12		2004-06-07		2	1	0	0	0	0
A13		2002-04-19		1	3	0	0	0	0
A14		2002-01-09		1	1	0	0	0	0
A15		2001-06-23		2	1	0	0	0	0
A16		1999-10-15		1	1	0	0	0	0
A17		1999-05-01		1	1	0	0	0	0
A2		2010-11-07		2	0	0	0	0	0

Data Item	Value	Error	OK Errors	Notes	History
LA Child ID	A1	0	0	0	
Unique Pupil Number(UPN)		0	0	0	
Pupil's Former UPN		0	0	0	
UPN Unknown	UN1 - Aged under 6 years old, not yet assigned a UPN.	0	0	0	
Person Birth Date	2013-03-19	0	0	0	
Expected Person Birth Date		0	0	0	
Gender Current	2 - Female	0	0	0	
Person Death Date	0 - Not Known	0	0	0	
Disabilities	0 - None				
Children In Need Details	0 - Not Specified				

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

Department for Education Back to MyCOLLECT page  
You are logged in as [User] | Log out

**BLADE UAT COLLECT Portal**

**Data Log Page**

History Report - ChildrenInNeed1415 Back

**Barnet**  
History report on 02/03/2015 at 13:20:30  
Data Gender Current

Filter By:	Action	User	Start Date	End Date	Go	Reset
	Update	9 - Not Specified	2 - Female	Gale McNiff	Source	Department for Education
	Update	2 - Female	9 - Not Specified	Gale McNiff	Source	Department for Education
	Update	1 - Male	2 - Female	Gale McNiff	Source	Department for Education

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Local intranet | Protected Mode: Off | 100%

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 and 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.

## 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.

Children In Need

All Errors   All Notes   Add   View   Edit   Delete   Status

**Children In Need - City of London**

Return Level Errors		Errors			Return Level Notes
		E	Q	OK Errors	
		0	1	0	

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
<b>Children In Need</b>						
Collection	CIN	0	0	0		
Year	2015	0	0	0		
Reference Date	2015-03-31	0	0	0		
Source Level	L	0	0	0		
LEA	201 - CITY OF LONDON	0	0	0		
Software Code	Local Authority	0	0	0		
Release		0	0	0		
Serial No	1	0	0	0		
Datetime	2014-10-29 11:08:26	0	0	0		
Child						<a href="#">View All</a>

# Data item level errors and queries

Department for Education Back to My COLLECT page | Help  
You are logged in as | Log out

BLADE UAT COLLECT Portal

Child - Identifiers All Errors All Notes Add View Edit Delete Status

**Child - Identifiers - Barnet**

LA Child ID	UPN	Date of Birth	Expected Birth Date	Gender	Child Errors	Disability Errors	CIN Details Errors	Adut Section Errors
A6					3	0	0	0
A7					3	0	0	0
<b>A8</b>			<b>2014-12-27</b>		<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>
A9					3	0	0	0
A17	1999-05-01			1	1	0	0	0
A16	1999-10-15			1	1	0	0	0
A11	2000-01-01			2	1	0	0	0
A15	2001-05-23			2	1	0	0	0
A14	2002-01-09			1	1	0	0	0
A13	2002-04-19			1	3	0	0	0

Page 1 of 2 (Records:17)

Data Item	Value	Error		OK Errors	Notes	History
		E	Q			
<b>Child Identifiers</b>						
LA Child ID	A8	0	0	0		
Unique Pupil Number(UPN)		0	0	0		
Pupil's Former UPN		0	0	0		
UPN Unknown		0	0	0		
Person Birth Date		2	0	0		
Expected Person Birth Date	2014-12-27	2	1	0		
Gender Current		2	0	0		
Person Death Date		0	0	0		

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Local intranet | Protected Mode Off | 100%

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. For example the rule that checks for a person's date of birth. If this is not present it 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'.

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.

Department for Education Back to MyCOLLECT page  
You are logged in as | Log out

**BLADE UAT COLLECT Portal**

**Blade Error Report - ChildrenInNeed1415**

Barnet Error report on 02/03/2015 at 13:28 Return

Data Field	ExpectedDOB	Errors	Count
Priority			2
Rule No.	Error Message	Notes	
8606	Child referral date is more than 40 weeks before DOB or expected DOB	<a href="#">Details</a>	1
8750	Gender must equal 0 for an unborn child	<a href="#">Details</a>	1
Page 1 of 1			
Priority	Queries		1
Rule No.	Error Message	Notes	
8530Q	Please Check: Expected Date of Birth is outside the expected range for this census (March to December of the Census Year end)	<a href="#">Details</a>	1
Page 1 of 1			
Priority	OK		0
Rule No.	Error Message	Priority	Notes
Page 1 of 1			

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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.

Department for Education Back to MyCOLLECT page  
You are logged in as | Log out

**BLADE UAT COLLECT Portal**

**Blade Error Report - ChildrenInNeed1415**

Barnet Error report on 02/03/2015 at 13:28 Return

Data Field	ExpectedDOB	Errors	Count	Details								
Priority			2									
Rule No.	Error Message	Notes										
8606	Child referral date is more than 40 weeks before DOB or expected DOB	<a href="#">Details</a>	1	<table border="1"> <thead> <tr> <th>Field</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>CHReferralDate</td> <td>Apr 1 2013 12:00AM</td> </tr> <tr> <td>DOB</td> <td>Jul</td> </tr> <tr> <td>ExpectedDOB</td> <td>Dec 27 2014 12:00AM</td> </tr> </tbody> </table>	Field	Value	CHReferralDate	Apr 1 2013 12:00AM	DOB	Jul	ExpectedDOB	Dec 27 2014 12:00AM
Field	Value											
CHReferralDate	Apr 1 2013 12:00AM											
DOB	Jul											
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Page 1 of 1												
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Page 1 of 1												
Priority	OK		0									
Rule No.	Error Message	Priority	Notes									
Page 1 of 1												

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## 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.

**Children In Need - City of London**

Return Level Errors		Errors		OK Errors	Return Level Notes
		E	Q		
		0	1	0	

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	CIN	0	0	0		
Year	2015	0	0	0		
Reference Date	2015-03-31	0	0	0		
Source Level	L	0	0	0		
LEA	201 - CITY OF LONDON	0	0	0		
Software Code	Local Authority	0	0	0		
Release		0	0	0		
Serial No	1	0	0	0		
Datetime	2014-10-29 11:08:26	0	0	0		
Child						<a href="#">View All</a>

This will show you a list of all queries and errors. You can see the error number, message and also click on 'details' to see what data 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.

### Blade Error Report - ChildrenInNeed1415

City of London Error report on 27/11/2014 at 13:16

Rule No.	Return Level	Error Message	Priority	OK'd	Notes	Field	Value
8590		Child does not have a recorded CIN episode	Errors		<a href="#">Details</a>	CINReferralDate	<a href="#">Jun 8 2013 12:00AM</a>
8590		Child does not have a recorded CIN episode	Errors		<a href="#">Details</a>	DOB	<a href="#">null</a>
8590		Child does not have a recorded CIN episode	Errors		<a href="#">Details</a>	ExpectedDOB	<a href="#">Dec 31 2014 12:00AM</a>
8535Q		Please Check: Child's date of death should not be prior to the date of birth	Queries		<a href="#">Details</a>		
8590		Child does not have a recorded CIN episode	Errors		<a href="#">Details</a>		
8606		Child referral date is more than 40 weeks before DOB or expected DOB	Errors		<a href="#">Details</a>		
8530Q		Please Check: Expected Date of Birth is outside the expected range for this census (March to December of the Census Year end)	Queries		<a href="#">Details</a>		
8500		LA Child ID is missing	Errors		<a href="#">Details</a>		
		Invalid Code Value	Errors		<a href="#">Details</a>		
8606		<b>Child referral date is more than 40 weeks before DOB or expected DOB</b>	Errors		<a href="#">Details</a>		

Page 1 of 6 1 2 3 4 5 6

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, in particular 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 pen icon in the return level notes section.

Children In Need

All Errors All Notes Add View Edit Delete Status

Children In Need - City of London

Data Item	Value	Errors		OK Errors	Return Level Notes	
		E	Q		Notes	History
Collection	CIN	0	0	0		
Year	2015	0	0	0		
Reference Date	2015-03-31	0	0	0		
Source Level	L	0	0	0		
LEA	201 - CITY OF LONDON	0	0	0		
Software Code	Local Authority	0	0	0		
Release		0	0	0		
Serial No	1	0	0	0		
Datetime	2014-10-29 11:08:26	0	0	0		
Child						

View All

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

Note Page

Notes - ChildrenInNeed1415

User	Role	Organisation	Native ID	Date and Time	
------	------	--------------	-----------	---------------	--

Note Detail

Preserved notes deleted by resubmissions

User	Role	Organisation	Native ID	Date and Time	
------	------	--------------	-----------	---------------	--

Preserved Note Detail

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.

In addition to making a note against an individual data item or an error or query, it is possible to make a 'Return Level Note' using the icon to the right of 'Return Level errors'.

## Note Page

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

Children In Need

All Errors All Notes Add View Edit Delete Status View the status of the record

Children In Need - City of London		Errors		OK Errors	Return Level Notes
	Return Level Errors	E	Q		
		0	1	0	

Data Item	Value	Errors			Notes	History
		E	Q	OK Errors		
Children In Need						
Collection	CIN	0	0	0		
Year	2015	0	0	0		
Reference Date	2015-03-31	0	0	0		
Source Level	L	0	0	0		
LEA	201 - CITY OF LONDON	0	0	0		
Software Code	Local Authority	0	0	0		
Release		0	0	0		
Serial No	1	0	0	0		
Datetime	2014-10-29 11:08:26	0	0	0		
Child						<a href="#">View All</a>

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 'The Assessment Internal Review Date' is a weekend. 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

Source Page ChildrenInNeed1415

MY DATA RETURN

The status of your data return :

Errors :  Queries :  OK Errors :

What can I do with My Data Return?

- Press this button to Import a file into your data return
- Press this button to Add a new return using a web form
- Press this button to Open your data return
- Press this button to Submit your completed data return
- Press this button to Export your data return to a file
- Press this button to Report on your data return
- Press this button to Delete your data return

What is happening to My Data Return?

<b>Data Return Submission</b> Date Submitted: <input type="text"/>	<b>Data Return Approval</b> Date Approved: <input type="text"/>	<b>Data Return Authorisation</b> Date Authorised: <input type="text"/>
---	--	---

I need some help

For help while in the data collection pages, please use the link at the top of the pages.

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

You will be asked to confirm this function.

**Submit Return Confirmation**

**Are you sure you wish to submit this Data Return?**

Once you have submitted the button will be greyed out and 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.

Source Page ChildrenInNeed1415

MY DATA RETURN

The status of your data return :

Errors :  Queries :  OK Errors :

What can I do with My Data Return?

- Press this button to Import a file into your data return
- Press this button to Add a new return using a web form
- Press this button to Open your data return
- Press this button to Submit your completed data return
- Press this button to Export your data return to a file
- Press this button to Report on your data return
- Press this button to Delete your data return

What is happening to My Data Return?

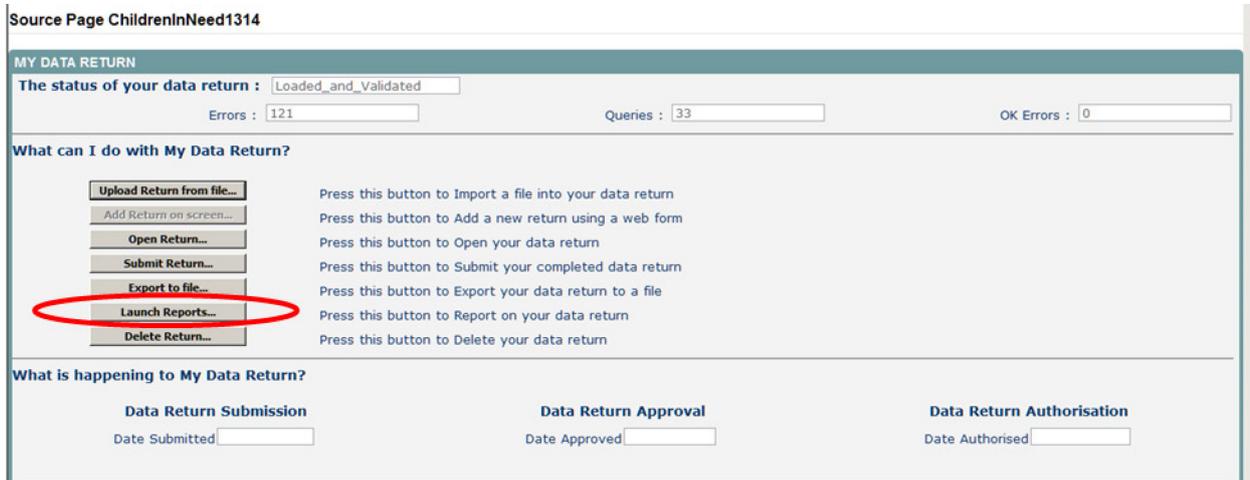
<b>Data Return Submission</b> Date Submitted: <input type="text" value="27/11/2014"/>	<b>Data Return Approval</b> Date Approved: <input type="text"/>	<b>Data Return Authorisation</b> Date Authorised: <input type="text"/>
--	--	---

I need some help

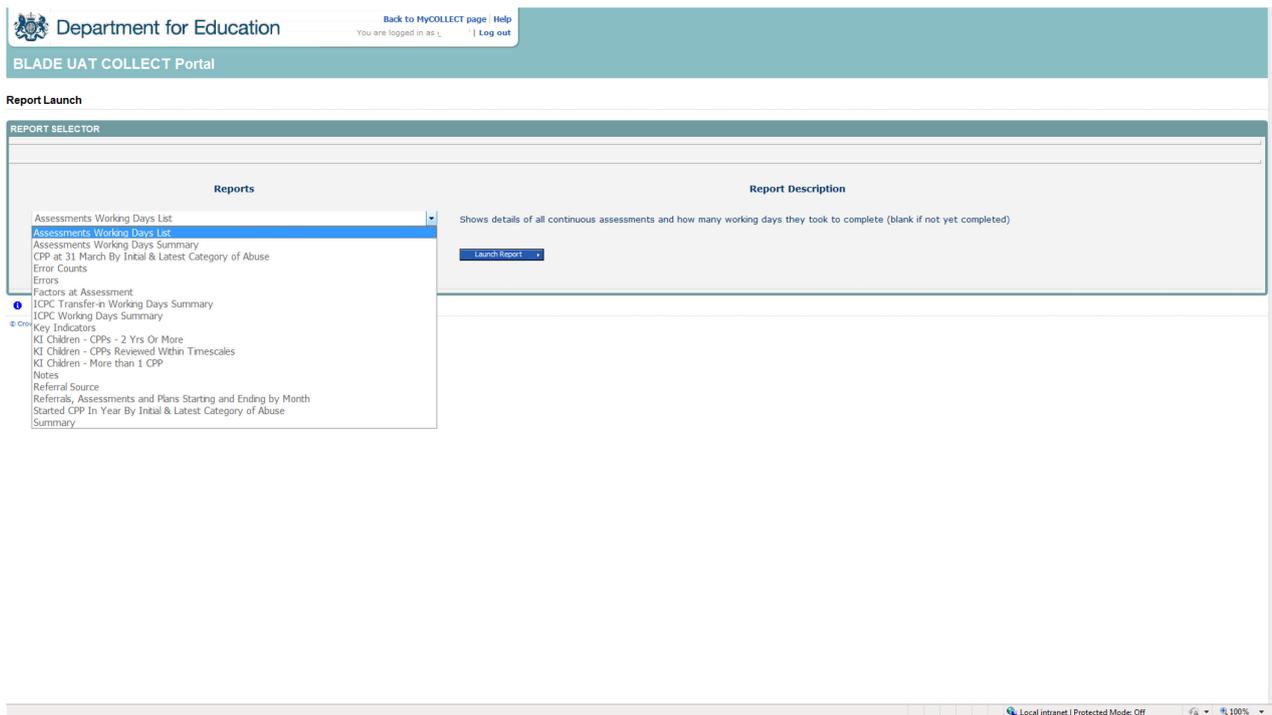
The department will then review the data return and may come back to you with queries. Once the department are happy with the data return it will be 'Authorised'. Once this has been completed the subsequent date will appear.

# 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.

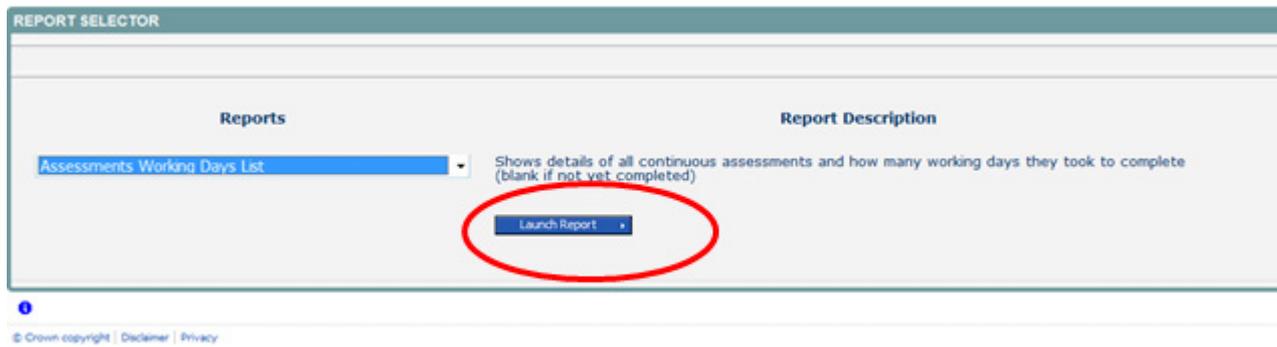


Selecting 'Launch Reports' gives you the 'Report' page with a drop down list of any reports which are available.



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

## Report Launch



This triggers the 'Reports' parameters screen. For most reports this will only have the 'Launch Report' button as local authority can only retrieve data for their own local authority.



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

of 1 100% Find | ext

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

Continuous Assessments completed by Child ID

522 TDU Test LA 522 - Total Number Of Continuous Assessments: 12

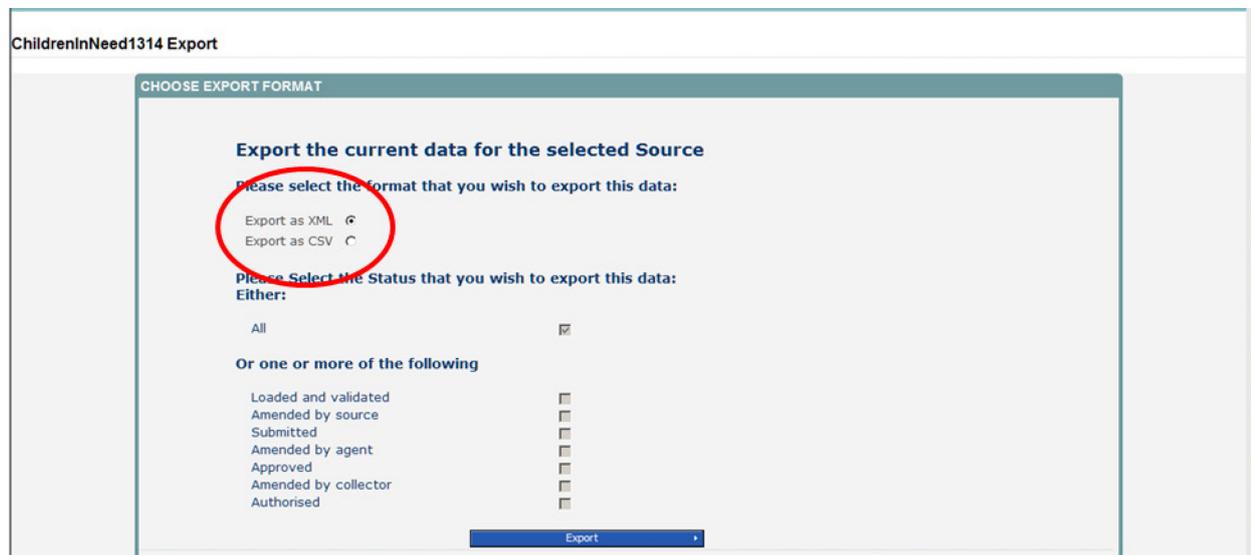
LA Child ID	Referral Date	Actual Start Date	Author	Working Days
A12	17/08/2013	19/08/2013	23/08/2013	4
A13	12/11/2013	30/11/2013	01/12/2013	0
A16	26/09/2013	04/11/2013	13/11/2013	7
A17	04/02/2014	02/04/2013	05/04/2013	3
A2	20/06/2013	19/06/2013	02/09/2013	52
A2	20/06/2013	10/12/2013		
A3	21/07/2013	01/04/2013	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

## 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.



The screenshot shows a dialog box titled "ChildrenInNeed1314 Export" with a sub-header "CHOOSE EXPORT FORMAT". The main heading is "Export the current data for the selected Source". Below this, it asks to "Please select the format that you wish to export this data:" with two radio button options: "Export as XML" (which is selected and circled in red) and "Export as CSV". The next section asks to "Please Select the Status that you wish to export this data: Either:" with a list of status options and checkboxes:

Status	Checked
All	<input checked="" type="checkbox"/>
Loaded and validated	<input type="checkbox"/>
Amended by source	<input type="checkbox"/>
Submitted	<input type="checkbox"/>
Amended by agent	<input type="checkbox"/>
Approved	<input type="checkbox"/>
Amended by collector	<input type="checkbox"/>
Authorised	<input type="checkbox"/>

At the bottom of the dialog is an "Export" button.

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, i.e. 1 file per table in the database.

## Help

For all queries regarding COLLECT or children in need in general please contact the Data Collections Helpdesk via a service request form which can be found [here](#).



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email [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk)

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enquiries <https://www.education.gov.uk/form/data-collection-request-form>

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