Private fostering return 2014 to 2015

COLLECT guide for local authorities

March 2015

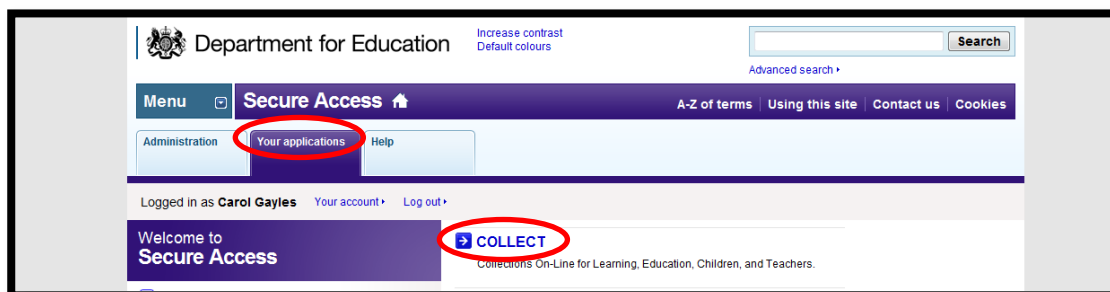# Contents

COLLECT and Secure Access

Access to the private fostering COLLECT blade is now through the department's Secure Access System (SA).
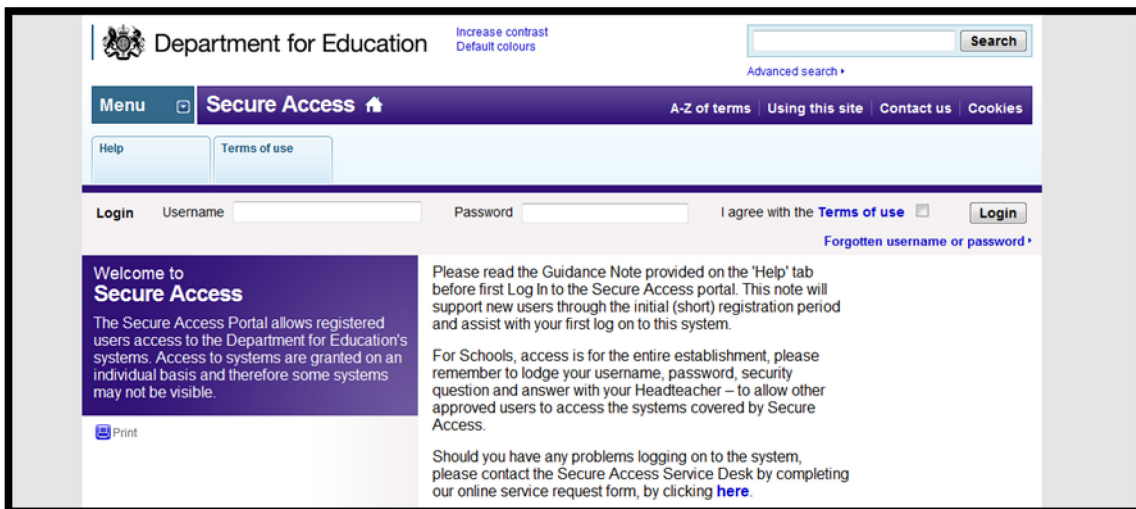
If you are a new user and require access to COLLECT, you will need to contact your local authority approver.

Full Secure Access guidance is published on the Secure Access Website.

Once successfully registered, open the 'Your applications' tab to access COLLECT, as highlighted in the screenshot above.

Please note some screen shots may refer to the 2013 to2014 collection however the process is the same for the 2014 to 2015 collection.

On the 'COLLECT Portal' page click on 'Continue'.

Highlight 'Private Fostering 1415' and click on 'Select Data Collection'.

This will take you to the main 'Source Page' which provides a summary of the latest position with respect to the selected data collection.

COLLECT Portal

Source Page PrivateFostering1314

MY DATA RETURN

The status of your data return : No_Data

Errors : 0   Queries : 0   OK Errors : 0

What can I do with My Data Return?

Upload Return from file...	Press this button to Import a file into your data return
Add Return on screen...	Press this button to Add a new return using a web form
Open Return...	Press this button to Open your data return
Submit Return...	Press this button to Submit your completed data return
Export to file...	Press this button to Export your data return to a file
Launch Reports...	Press this button to Report on your data return
Delete Return...	Press this button to Delete your data return

What is happening to My Data Return?

| Data Return Submission | Data Return Approval | Data Return Authorisation |
| Date Submitted | Date Approved | Date Authorised |

Statuses can be:

No_Data   Data hasn't been loaded

Loaded   Data loaded but not submitted

Submitted   Data loaded and submitted

Authorised   Data loaded, submitted by local authority and authorised by DFE

Amended_by_source   Data amended by local authority

Rejected   Data load rejected – due to invalid format and/or contents

Amended_by_collector Data amended by DFE

An explanation of the function keys are:

Add return on screen

Once this has been pressed the form will appear on the next screen.

Open return

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

Submit return

This option is greyed out until data is loaded and is used to submit the data to the DFE – this should only be done when the data is complete and clean. Once the local authority submits the return control then passes to the DFE for data verification.

Export to file

This option is greyed out until data is loaded and is used to export the loaded data either as a single XML file or as a CSV File.

Launch reports

There are no reports associated with private fostering returns.

Delete return

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

Adding a return on screen

To add a return for a local authority, the user must click the 'Add Return on Screen' button.

The next screen to appear is the private fostering web form.

Add new record ?			Save		Cancel		

Private Fostering 1314 – Darlington

| | Section One - Numbers of Children | Section Two - Breakdown by Age and Place of Birth | |

Section One - Numbers of Children

	Data Item	Value	Errors E	Errors Q	OK Errors	Notes	History
			Return Level Notes			✏	
Data for the year to 31 March 2014							
1	Local Authority Code:		0	0	0	✏	
2	Number of notifications of new private fostering arrangements received during the year in accordance with Regulation 3(1) and Regulation 5(1) of the Children (Private Arrangements for Fostering) Regulations 2005:		0	0	0	✏	
3	Number of cases where action was taken in accordance with the requirements of Regulation 4(1) and Regulation 7(1) of the Children (Private Arrangements for Fostering) Regulations 2005 for carrying out visits:		0	0	0	✏	
4	Of those in question 3, the number of cases where this action was taken within 7 working days of receipt of notification of the private fostering arrangement:		0	0	0	✏	
5	Number of new arrangements that began during the year:		0	0	0	✏	
6	The number of private fostering arrangements that began ON or AFTER 01/04/2013 where visits were made at intervals of not more than six weeks:		0	0	0	✏	
7	The number of private fostering arrangements that began BEFORE 01/04/2013 that were continuing on 1 April 2013		0	0	0	✏	
8	The number of private fostering arrangements that began BEFORE 01/04/2013 continuing on 1 April 2013 where scheduled visits in the year were completed in the required timescale		0	0	0	✏	
9	Number of private fostering arrangements that ended during the year:		0	0	0	✏	
Data as at 31 March 2014							
10	Number of children under private fostering agreements:		0	0	0	✏	

There are two sections of the form, the user must complete section one and save this data, this will then allow the user to move on to complete section two.

Completing section one

Click on 'Save', the local authority code is then automatically pre-populated in Question 1 as highlighted above.

Click on Edit, this will then allow the user to add data values in questions 2-10.

Please Note: Once data has been saved in section one, the COLLECT system recognises errors that have occurred. The number of errors shall reduce once section two has been completed. All users please make sure data is completed on section two before looking at 'All Errors'

Completing section two

After saving the data in section one a number of errors will appear. In order to navigate to section two, please use the following steps:

Please click section two - highlighted in blue and circled below.
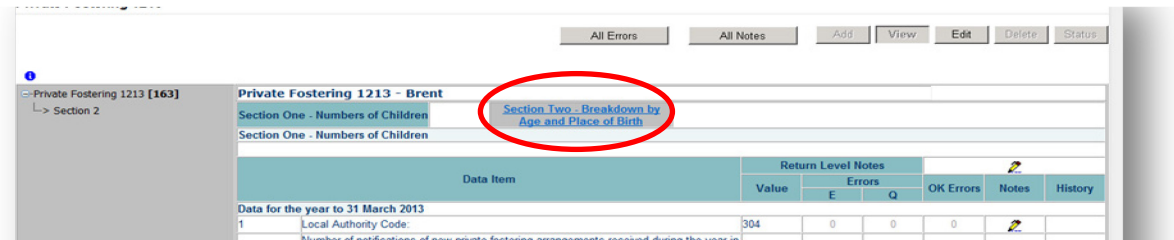
Once the user has clicked on the link, the section two page will appear (shown below). Before a user can input any values onto the form they must click the 'Edit' button. The user will then be able to add data to section two.

Please Note: When a value is added onto section two, the COLLECT system automatically saves the data. Therefore, the user will not need to save data as there is no 'Save' button available on this section of the form.

Error correction

As stated previously, please complete section two before starting error correction.

To view the errors within a return you can either click on the 'All Errors' button, or on the relevant error field highlighted in red.

Once the user has clicked the 'All Errors' button they will be taken to the blade error report. A user can view details of a particular error, by clicking on the 'Details' button.

Please note, for the 2014 to 2015 PF1 collection, we will be operating 'Clean Data Submit' in COLLECT (as was for the 2013 to 2014 collection). This means local authorities will not be able to submit their return with outstanding errors. Returns must be error-free before they can be submitted in COLLECT. Queries will not be affected by this change.

Navigating to an error

Once the user has clicked the 'Details' button they will see the details appear on the right hand side of the screen, as shown below.

The user can then navigate to an error by clicking the 'Value' of an error on the right hand side of the screen (which is 'null' in the case below).

Once the user has clicked this 'Value', they will then be taken to the section where that error is occurring.

Error messages

Below is a comprehensive list of all errors that may appear once a user has completed data onto the private fostering return.

| Validation Number	Calculation / Additional info	Validation Message Displayed
SECTION ONE		
1450	Item 2 is the number of notifications of new private fostering arrangements received during the year in accordance with Regulation 3(1) and Regulation 5(1) of the Children (Private Arrangements for Fostering) Regulations 2005 Item 3 is the number of cases (i.e. notifications) where action was taken in accordance with the requirements of Regulation 4(1) and Regulation 7(1) of the Children (Private Arrangements for Fostering) Regulations 2005 for carrying out visits *If item 3 < 0.9 * item 2 then the following warning should appear:*	Please Check: Number of children where action was taken in accordance with the requirements for carrying out visits is less than 90% of the number of notifications
1451	Item 3 should be less than or equal to Item 2	Item 3 should be less than or equal to Item 2
1452	Item 4 is the number of cases where this action was taken within 7 working days of receipt of notification of the private fostering arrangement *Item 4 should be less than or equal to Item 3*	Item 4 should be less than or equal to Item 3
1453	*If item 4 < 0.7 * item 3 then the following warning should appear:*	Please Check: Number of cases where required action was taken within 7 working days is less than 70%
1454	Item 5 is the number of new private fostering arrangements that began during the year Item 6 is the number of new private fostering arrangements that began on or	Item 6 should be an integer and should be <= Item 5.

Validation Number	Calculation / Additional info	Validation Message Displayed
	after 1 April 2014 where visits were made at intervals of not more than six weeks *Item 6 should be an integer and should be less than or equal to item 5.*	
1455	*If item 6 < 0.70 * Item 5 then the following warning should appear:*	Please Check: Number of arrangements where visits were made at intervals of not more than six weeks is less than 70%
1456	Item 8 is the number of private fostering arrangements that began before 1 April 2014 where visits were made at intervals of not more than twelve weeks *Item 8 should be an integer and should be less than or equal to item 7*	Item 8 should be an integer and should be <= Item 7.
1457	*If item 8 <0.70* Item 7 then the following warning should appear:*	Please Check: Number of arrangements where visits were made at intervals of not more than twelve weeks is less than 70%
1459	All boxes should be greater than or equal to zero. – applies to all items in section one	This item should be greater than or equal to zero.
n/a	All items are mandatory *(set all fields as mandatory)*	Item is mandatory
SECTION TWO		
1460	For 1: A = B+C+D+E+F+G+H+I+J	For row 1, column A must equal columns B+C+D+E+F+G+H+I+J
1461	For 2: A = B+C+D+E+F+G+H+I+J	For row 2, column A must equal columns B+C+D+E+F+G+H+I+J
1462	For 3: A = B+C+D+E+F+G+H+I+J	For row 3, column A must equal columns B+C+D+E+F+G+H+I+J
1463	For 4: A = B+C+D+E+F+G+H+I+J	For row 4, column A must equal columns B+C+D+E+F+G+H+I+J
1464	For 5: A = B+C+D+E+F+G+H+I+J	For row 5, column A must equal columns B+C+D+E+F+G+H+I+J
1465	For 6: A = B+C+D+E+F+G+H+I+J	For row 6, column A must equal columns B+C+D+E+F+G+H+I+J
1466	For A: 1+2+3+4+5 = 6	For column A, row 6 must equal rows 1+2+3+4+5
1467	For B: 1+2+3+4+5 = 6	For column B, row 6 must equal rows 1+2+3+4+5
1468	For C: 1+2+3+4+5 = 6	For column C, row 6 must equal rows 1+2+3+4+5

Validation Number	Calculation / Additional info	Validation Message Displayed
1469	For D: 1+2+3+4+5 = 6	For column D, row 6 must equal rows 1+2+3+4+5
1470	For E: 1+2+3+4+5 = 6	For column E, row 6 must equal rows 1+2+3+4+5
1471	For F: 1+2+3+4+5 = 6	For column F, row 6 must equal rows 1+2+3+4+5
1472	For G: 1+2+3+4+5 = 6	For column G, row 6 must equal rows 1+2+3+4+5
1473	For H: 1+2+3+4+5 = 6	For column H, row 6 must equal rows 1+2+3+4+5
1474	For I: 1+2+3+4+5 = 6	For column I, row 6 must equal rows 1+2+3+4+5
1475	For J: 1+2+3+4+5 = 6	For column J, row 6 must equal rows 1+2+3+4+5
1476	For A: Row 6 must = Item 5	Column A, row 6 must equal item 5 in section 1
1459	All boxes should be greater than or equal to zero. – applies to all boxes in section two	This item should be greater than or equal to zero.
n/a	All items are mandatory *(set all fields as mandatory)*	Item is mandatory

Annotating a return
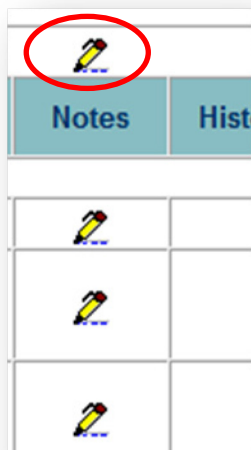
A user can add notes against data items. This is done by selecting the note icon (pencil), as shown above.
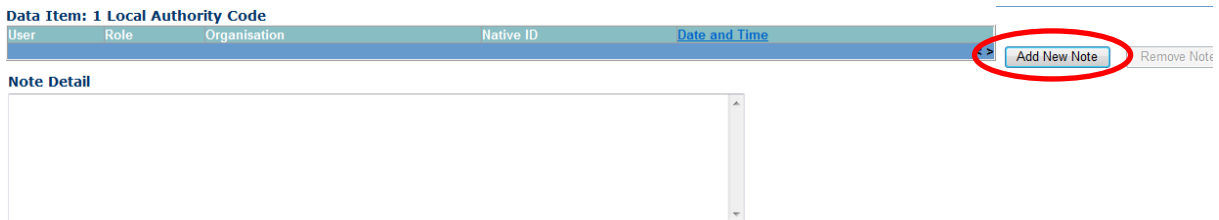
The user will then be taken to the notes page, as shown above. To add a note to a query please click the 'Add New Note' button and explain reasons as to why the query cannot be rectified.
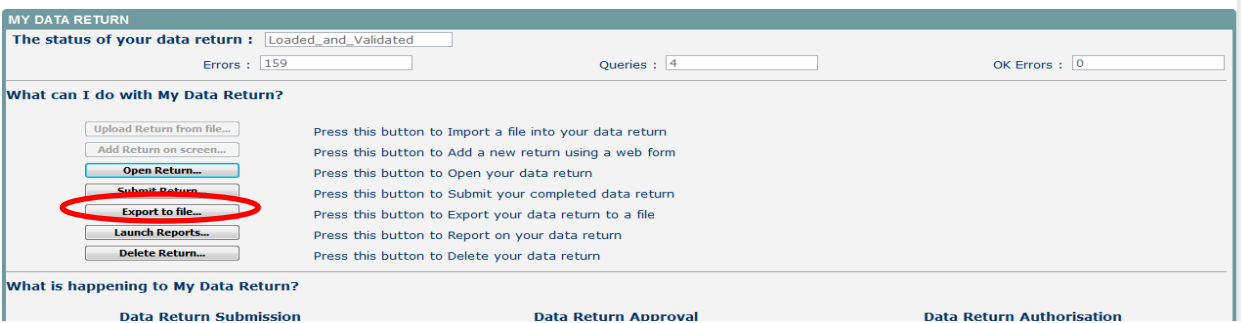
Submitting a return

Once the local authority user is happy for their return to be submitted for DFE access they will need to return back to their COLLECT page.


And select the 'Submit Return' button.

Exporting data

COLLECT provides options to export data returns in CSV or XML format. Exporting data can be performed by clicking on the 'Export to file' 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 relate to how data is stored within COLLECT.
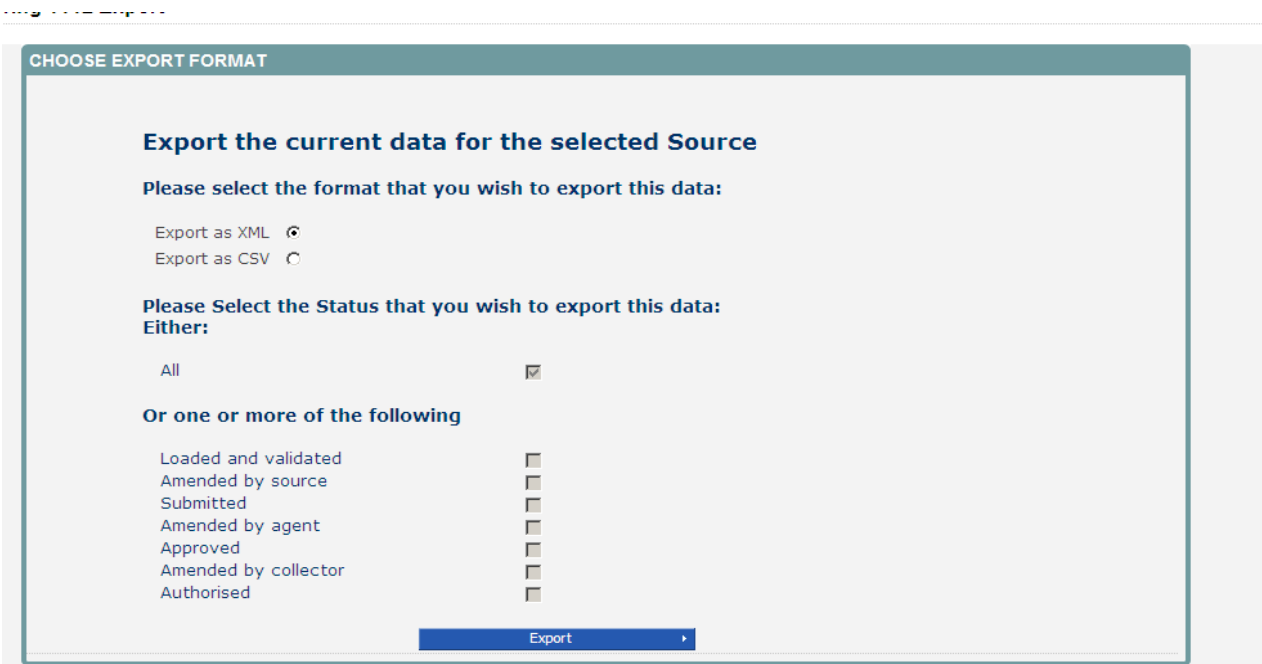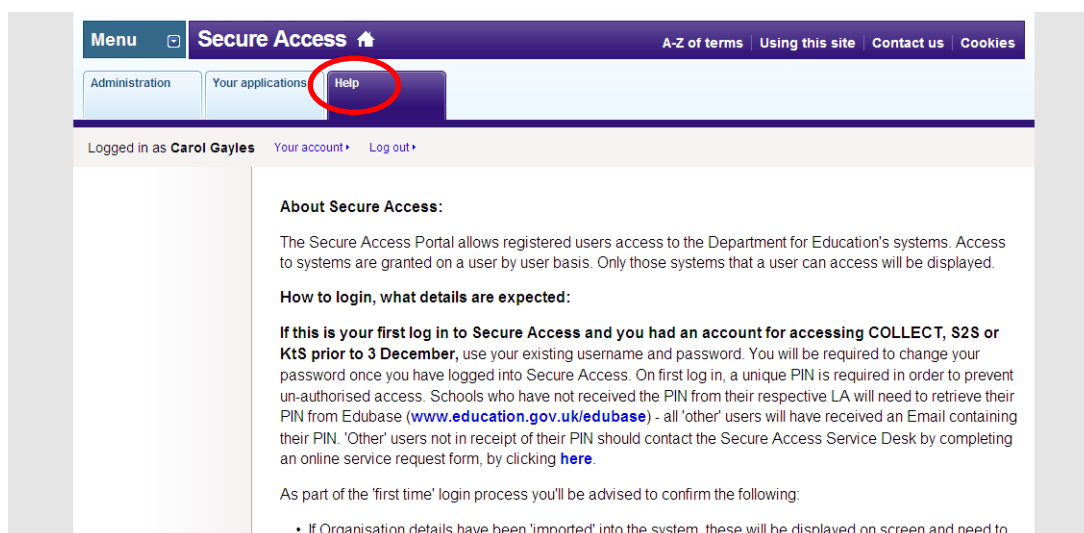
Help

COLLECT issues and private fostering queries

If you are experiencing problems with COLLECT or have a private fostering data collection query, please submit a service request form to the Education Data Division Helpdesk.

Secure Access issues

If you are having problems logging into Secure Access, please refer to the 'Help' section on Secure Access. If you are still unable to resolve your issue, please submit a service request to the SA Service desk.

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