Children in need census 2018 to 2019

COLLECT report specifications

October 2018

Contents

Version history

Version	Comments	Date
1.0	Baseline version	September 2017
1.1	Factor 8A removed form the factors at assessment table	May 2018
1.2	Additional report specification added for a 'continuity report'	September 2018

General notes for users of the children in need COLLECT (collections online for learning, education, children and teachers) reports

1. The reports will be available to the Collector (DfE) and the local authority contacts with COLLECT access. DfE contacts will be able to access the reports for any local authority. Local authorities will only be able to access their own.

2. Reports can be run from the launch reports option within the children in need COLLECT blade.

3. The reports will not be live on any given day but will reflect the position from COLLECT on the previous working day.

4. All reports will be exportable in the following formats: xml, csv, tiff, pdf, web archive and MS Excel.

1. Assessments working days list

1.1 Report description

The report allows identification of the length of time an assessment has taken to complete. The report will show a table listing the local authority child id and the number of working days from the start of the assessment to the end of the assessment.

1.2 Definitions

The number of working days can be calculated by subtracting the assessment start date from the assessment authorisation date and then subtracting any bank holidays and local authority non-working days.

If a start date and authorisation date fall on the same day, the number of working days will be zero. If a start date is after an authorisation date, the number of working days will be a negative figure.

From 2012 to 2013 onwards actual start dates were collected. When an assessment starts on a weekend or a non-working day (for example a bank holiday) local authorities should return that date. The examples below demonstrate how the number of working days taken to complete the assessment will be calculated:

'AssessmentActualStartDate' 03-06-2018

'AssessmentAuthorisationDate' 22-06-2018

The duration of this assessment would be calculated as 14 working days. As the assessment started on a Sunday, we move forward to the next working day which is Monday 4th and count this as day zero. We then count the working days between which means the authorisation date is working day number 14.

'AssessmentActualStartDate' 03-04-2018

'AssessmentAuthorisationDate' 07-04-2018

The duration of this assessment would be calculated as 4 working days. The assessment started on a Tuesday and finished on a Saturday. However, as the Saturday is not a working day, we would count the assessment as ending on the next working day (Monday 9th), therefore taking 4 working days.

1.3 Report criteria

This report reflects the situation at the previous day.

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria. The child may appear more than once if they have more than one completed assessment throughout the year. The children will be ordered by local authority child id.
Row totals	An extra row will be included at the bottom of the table and in the first column a count of the number of records within the report will appear.
Columns	The following column headings apply: 'LAChildID' – the local authority child id; Referral date – referral date of the child; 'Actual start date – date the assessment started; 'Authorisation date – date the assessment was authorised; No. of working days – the number of working days.
Column totals	No column totals required.

2. Assessments working days summary

2.1 Report description

The report provides a summary of the assessments identified in the 'Assessment working day's list' report banded by the number of working days taken to complete. The report will produce a table with the following bandings:

0 working days
1-5 working days
6-10 working days
11-15 working days
16-20 working days
21-25 working days
26-30 working days
31-35 working days
36-40 working days
41-45 working days
46-50 working days
51-55 working days
56-60 working days
61-65 working days
66-70 working days
71 or more working days
No start or no end date
Total number of assessment records

2.1 Report criteria

This report reflects the position at the previous day.

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria. The child may appear more than once if they have more than one completed assessment throughout the year. The children will be ordered by local authority child id.
Row totals	An extra row will be included at the bottom of the table and in the first column a count of the number of records within the report will appear.

Section	Criteria
Columns	The following column headings apply: Assessments: time completed in – time it takes for the assessments to be undertaken using the above bandings as a list; Number of assessments – a count of the number of assessments which fall into the working day banding.
Column totals	No column totals required.

3. CPP at 31 March by initial and latest category of abuse

3.1 Report description

The report allows identification of the breakdown of children who were the subject of a child protection plan at 31 March 2019, by initial and latest category of abuse. The report will display a table showing the number of children who fall into each category of abuse.

3.2 Definitions

Children subject of a plan at 31 March, by initial category of abuse

Output	Selection criteria
Number of children who were the subject of a child protection plan at 31 March 2019, whose initial category of abuse was neglect	Count of CPP records where CPP Start date is <= 31/03/2019 and CPP end date is >= 01/04/2019 or missing, and Initial Category of Abuse = NEG
Number of children who were the subject of a child protection plan at 31 March 2019, whose initial category of abuse was physical abuse	Count of CPP records where CPP Start date is <= 31/03/2019 and CPP end date is >= 01/04/2019 or missing, and Initial Category of Abuse = PHY
Number of children who were the subject of a child protection plan at 31 March 2019, whose initial category of abuse was sexual abuse	Count of CPP records where CPP Start date is <= 31/03/2019 and CPP end date is >= 01/04/2019 or missing, and Initial Category of Abuse = SAB
Number of children who were the subject of a child protection plan at 31 March 2019, whose initial category of abuse was emotional abuse	Count of CPP records where CPP Start date is <= 31/03/2019 and CPP end date is >= 01/04/2019 or missing, and Initial Category of Abuse = EMO
Number of children who were the subject of a child protection plan at 31 March 2019, whose initial category of abuse was multiple/not recommended	Count of CPP records where CPP Start date is <= 31/03/2019 and CPP end date is >= 01/04/2019 or missing, and Initial Category of Abuse = MUL
Number of children who were the subject of a child protection plan at 31 March 2019, whose initial category of abuse was invalid or missing	Count of CPP records where CPP Start date is <= 31/03/2019 and CPP end date is >= 01/04/2019 or missing, and Initial Category of Abuse not equal to NEG, PHY, SAB, EMO or MUL, or missing
Total number of children who were the subject of a child protection plan at 31 March 2019	Count of CPP records where CPP Start date is <= 31/03/2019 and CPP end date is >= 01/04/2019 or missing

Children subject of a plan at 31 March, by latest category of abuse

Output	Selection criteria
Number of children who were the subject of a child protection plan at 31 March 2019, whose latest category of abuse was neglect	Count of CPP records where CPP Start date is <= 31/03/2019 and CPP end date is >= 01/04/2019 or missing, and Latest Category of Abuse = NEG
Number of children who were the subject of a child protection plan at 31 March 2019, whose latest category of abuse was physical abuse	Count of CPP records where CPP Start date is <= 31/03/2019 and CPP end date is >= 01/04/2019 or missing, and Latest Category of Abuse = PHY
Number of children who were the subject of a child protection plan at 31 March 2019, whose latest category of abuse was sexual abuse	Count of CPP records where CPP Start date is <= 31/03/2019 and CPP end date is >= 01/04/2019 or missing, and Latest Category of Abuse = SAB
Number of children who were the subject of a child protection plan at 31 March 2019, whose latest category of abuse was emotional abuse	Count of CPP records where CPP Start date is <= 31/03/2019 and CPP end date is >= 01/04/2019 or missing, and Latest Category of Abuse = EMO
Number of children who were the subject of a child protection plan at 31 March 2019, whose latest category of abuse was multiple/not recommended	Count of CPP records where CPP Start date is <= 31/03/2019 and CPP end date is >= 01/04/2019 or missing, and Latest Category of Abuse = MUL
Number of children who were the subject of a child protection plan at 31 March 2019, whose latest category of abuse was invalid or missing	Count of CPP records where CPP Start date is <= 31/03/2019 and CPP end date is >= 01/04/2019 or missing, and Latest Category of Abuse not equal to NEG, PHY, SAB, EMO or MUL, or missing
Total number of children who were the subject of a child protection plan at 31 March 2019	Count of CPP records where CPP Start date is <= 31/03/2019 and CPP end date is >= 01/04/2019 or missing

3.3 Report criteria

This report reflects the position at the previous day.

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria.
Row totals	An extra row will be included at the bottom of the table.
Columns	The following column headings apply: Initial category of abuse – the initial category of abuse the child was recorded under; Latest category of abuse – the current category of abuse the child is recorded under.
Column totals	No column totals required.

4. Error counts

4.1 Report description

The report will sum the errors by error number for the local authority.

4.2 Report criteria

This report reflects the current position.

Section	Criteria
Rows	An occurrence of a record will be added here each time a record meets the selection criteria. Errors will be listed in order of occurrence (highest first).
Columns	The following column headings apply: Occurrences – how many times the error occurs; Validation rule number – states the validation code as listed in the technical specification; Error message – displays the error message.

5. Error report

5.1 Report description

The report will list all the individual errors for the local authority.

5.2 Report criteria

This report reflects the current position.

Section	Criteria
Rows	An occurrence of a record will be added here each time a record meets the selection criteria. Errors will be listed in order of validation rule number (lowest first).
Columns	The following column headings apply: 'LA Number' – the local authority number; 'UPN' – the unique pupil number of the child; 'LA Child ID' – the local authority child id; 'DOB' – the date of birth of the child; 'Expected DOB' – the expected date of birth of the child (if unborn); Referral date – date the child was referred; Error/query – if it is an error or a query; Error okayed – if it is an ok error; Validation rule no. – the associated validation rule number; Error message – what the error message is; Record name – data module that the error/query is associated with; Data item name – specific data item that the error/query relates to; Data item value – value of the data item that the error/query relates to.

6. Factors at assessment

6.1 Report description

The report provides a summary of factors identified at the end of completed assessments. As local authorities can chose more than one factor for the same assessment, the total will sum to greater than the number of completed assessments in the year.

6.2 Definitions

Output	Selection criteria
1A alcohol misuse: child	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 1A
1B alcohol misuse: parent/carer	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 1B
1C alcohol misuse: another person	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 1C
2A drug misuse: child	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 2A
2B drug misuse: parent/carer	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 2B
2C drug misuse: another person	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 2C
3A domestic violence: child subject	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 3A
3B domestic violence: parent/carer subject	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 3B

Output	Selection criteria
3C domestic violence: another person subject	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 3C
4A mental health: child	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 4A
4B mental health: parent/carer	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 4B
4C mental health: another person	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 4C
5A learning disability: child	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 5A
5B learning disability: parent/carer	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 5B
5C learning disability: another person	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 5C
6A physical disability or illness: child	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 6A
6B physical disability or illness: parent/carer	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 6B
6C physical disability or illness: another person	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 6C
7A young carer	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 7A

Output	Selection criteria
8B privately fostered: overseas children who intend to return	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 8B
8C privately fostered: overseas children who intend to stay	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 8C
8D privately fostered: UK children in educational placements	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 8D
8E privately fostered: UK children making alternative family arrangements	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 8E
8F privately fostered: other	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 8F
9A UASC	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 9A
10A missing	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 10A
11A child sexual exploitation	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 11A
12A trafficking	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 12A
13A gangs	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 13A
14A socially unacceptable behaviour	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 14A

Output	Selection criteria
15A self-harm	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 15A
16A abuse or neglect – neglect	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 16A
17A abuse or neglect – emotional abuse	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 17A
18A abuse or neglect – physical abuse	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 18A
19A abuse or neglect – sexual abuse	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 19A
20 other	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 20
21 no factors identified	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 21
22A Female genital mutilation (FGM)	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 22A
23A Abuse linked to faith or belief	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors = 23A
Missing/invalid code	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019 and Assessment Factors is missing or invalid
Total number of completed assessments	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019

6.3 Report criteria

This report reflects the position at the previous day.

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria. The child may appear more than once if they have more than one assessment in the year.
Row totals	An extra row will be included at the bottom of the table and in the first column a count of the number of records within the report will appear.
Columns	The following column headings apply: Factors identified at the end of assessment - the factors identified at the end of an assessment; Number of completed assessments – the number of completed assessments where the factor was identified.
Column totals	No column totals required.

7. Transfer-in ICPC working days summary

7.1 Report description

The report provides a summary for the total number of transfer-in initial child protection conferences (ICPCs) in the year, the time taken from the referral date to the date of the initial child protection conference (on the 'CIN details module') banded by the number of working days. Restrict to only 'CIN details records' where the date of the initial child protection conference is in the census year and is not missing.

The report will produce a table with the following bandings:

Date of ICPC before referral date
0-10 working days
11-15 working days
16-20 working days
21+ working days
No referral date
Total episodes subject to a transfer-in ICPC in the year

7.2 Definitions

The number of working days can be calculated by subtracting the referral date from the date of the ICPC (on the 'CIN details module') and then subtracting any bank holidays and local authority non-working days.

If an ICPC starts on the same day as the child is referred, the number of working days will be zero. If the ICPC starts before the referral date, the number of working days will be a negative figure.

The examples below demonstrate how the number of working days taken from referral to transfer-in ICPC will be calculated:

'ReferralDate' 03-06-2018

'DateOfInitialCPC' ('CIN details module') 22-06-2018

The duration of this assessment would be calculated as 14 working days. As the assessment started on a Sunday, we move forward to the next working day which is Monday 4th and count this as day zero. We then count the working days between which means the authorisation date is working day number 14.

'S47ActualStartDate' 03-04-2018

'DateOfInitialCPC' ('CINDetailsModule') 07-04-2018

The duration of this assessment would be calculated as 4 working days. The assessment started on a Tuesday and finished on a Saturday. However, as the Saturday is not a working day, we would count the assessment as ending on the next working day (Monday 9th), therefore taking 4 working days.

7.3 Report criteria

This report reflects the position at the previous day.

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria. The child may appear more than once if they have more than one transfer-in initial child protection conference (ICPC) throughout the year.
Row totals	An extra row will be included at the bottom of the table and in the first column a count of the number of records within the report will appear.
Columns	The following column headings apply: Time from referral to date of transfer-in 'ICPC' – time from the referral to the initial child protection conferences (ICPC) transfer-in under which the above bandings will be listed; Number of transfer-in ICPCs – a count of the number of transfer-in initial child protection conferences (ICPCs) which fall into the working day banding.
Column totals	No column totals required.

8. ICPC working days summary

8.1 Report description

The report provides a summary for the total number of initial child protection conferences (ICPCs) in the year, the time taken from section 47 (S47) actual start date to the date of the ICPC, banded by the number of working days. Restrict to only S47 records where the date of initial child protection conference is in the census year and is not missing.

The report will produce a table with the following bandings:

Date of ICPC before S47 actual start date
0-10 working days
11-15 working days
16-20 working days
21+ working days
No S47 start date
Total episodes subject to an ICPC in the year

8.2 Definitions

The number of working days can be calculated by subtracting the S47 actual start date from the date of ICPC and then subtracting any bank holidays and local authority non-working days.

If a S47 enquiry starts on the same day as the ICPC, the number of working days will be zero. If an ICPC starts before the S47 enquiry, the number of working days will be a negative figure.

Actual start dates have been collected from 2012 to 2013. When a S47 enquiry starts on a weekend or a non-working day (for example a bank holiday) local authorities should return that date. The examples below demonstrate how the number of working days will be calculated from S47 start date to date of ICPC:

'S47ActualStartDate' 03-06-2018

'DateOfInitialCPC' 22-06-2018

The duration of this assessment would be calculated as 14 working days. As the assessment started on a Sunday, we move forward to the next working day which is Monday (04-06-2018) and count this as day zero. We then count the working days between which means the authorisation date is working day number 14.

'S47ActualStartDate' 03-04-2018

'DateOfInitialCPC' 07-04-2018

The duration of this assessment would be calculated as 4 working days. The assessment started on a Tuesday and finished on a Saturday. However, as the Saturday is not a working day, we would count the assessment as ending on the next working day (Monday 9th), therefore taking 4 working days.

8.3 Report criteria

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria. The child may appear more than once if they have more than one initial child protection conference throughout the year.
Row totals	An extra row will be included at the bottom of the table and in the first column a count of the number of records within the report will appear.
Columns	The following column headings apply: Time from S47 start date to date of ICPC - time from the section 47 start date to the initial child protection conferences (ICPC) under which the above bandings will be listed; Number of ICPCs – a count of the number of ICPCs which fall into the working day banding.
Column totals	No column totals required.

9. Key indicators

9.1 Report description

The report provides a summary of the three child protection plan key indicators and will display the numerator, denominator and percentage value for each of the indicators.

9.2 Definitions

Please see the relevant definitions for each of the separate key indicator reports by clicking on the links below:

1. [Child protection plans lasting two years or more](#)

2. [Child protection cases which were reviewed within required timescales](#)

3. [Children becoming the subject of a child protection plan for a second or subsequent time](#)

All key indicators are displayed as a percentage which is calculated as follows:

$$\frac{Numerator}{Denominator} \times 100$$

9.3 Report criteria

This report reflects the position at the previous day.

Section	Criteria
Rows	The following row headings apply: 1) Name of the key indicator – child protection plans lasting two years or more; Numerator - number of CPPs ceasing after 2 or more years; Denominator – total number of CPPs ceasing in the year; % ratio – the percentage calculated from the numerator and the denominator. 2) Name of the key indicator – children becoming the subject of a child protection plan for a second or subsequent time; Numerator – number of children becoming subject of a plan for a second or subsequent time; Denominator – total number of children becoming subject of a plan in the year; % ratio – the percentage calculated from the numerator and the denominator. 3) Name of the key indicator – child protection cases which were reviewed within required timescales; Numerator – number of CPPs open > 3 months reviewed within timescales; Denominator – total number of CPPs continuously open for at least 3 months in the year; % ratio - the percentage calculated from the numerator and the denominator.
Columns	A record will be added here each time a record meets the selection criteria for 1, 2 or 3.

10. 'KI Children – CPP – 2 Years or more'

10.1 Report description

The report allows the identification of both the total and the individual children who have been the subject of a child protection plan which lasted two years or more. It will run in two parts:

1. The denominator which will count the number of children who were the subject of a child protection plan which ended during the year.

2. The numerator which will count the number of children who were the subject of a plan continuously for 2 years or longer (more than 729 days).

10.2 Definitions

Output	Selection criteria
A count of the number of child protection plans coming to an end in the year (denominator)	For any Child Protection Plan with a Child Protection Plan End Date >= CIN Census Start Date (01/04/2018) and <= CIN Reference Date (31/03/2019) add 1 to the denominator
A count of the plans identified in the denominator which have durations of 730 days or more (numerator)	For each plan found in the denominator, calculate the length of the plan. Subtract the Child Protection Plan Start Date from the Child Protection Plan End Date and convert the result to days. If the result is >= 730 (days) it is considered to have been open for 2 or more years and 1 should be added to the numerator count.

10.3 Report criteria

This report reflects the position at the previous day.

Section	Criteria
Rows	A record will be added to the report each time a record meets the selection criteria. The children in the report will be ordered by local authority child id.
Row totals	An extra row will be included at the bottom of the table and in the first column a count of the number of records within the report will appear.

Section	Criteria
Columns	The following data items should be included for each child where it is provided: 'LA No'. – the local authority number; 'LA child id' – the local authority child id; 'UPN' – the unique pupil number; 'DOB' – the child's date of birth; 'Expected DOB' – the child's expected date of birth; Gender – the child's gender; Child protection plan start date - start date of the child protection plan (CPP); Child protection plan end date – end date of the child protection plan (CPP). Referral date – date child referred.
Column totals	No column totals required.

11. 'KI Children' – CPPs reviewed within timescales

11.1 Report description

The report allows identification of the total number and individual children who were the subject of a child protection plan which was reviewed within the required timescales. The report will run in two parts:

1. The denominator which will count the number of children with an open child protection plan at the 31 March 2019 which had been open for at least 3 months.

2. The numerator which will count, of the denominator, the number of children whose case had been reviewed, so that:

- the first review of the year was held within 6 months, day 183 or earlier, of the last review in the previous year (or within 3 months, day 91 or earlier of the start of the child protection plan, if there was no review the previous year);

- the maximum gap between reviews during the year was 6 months; and

- a review was held within 6 months, day 183 or earlier, of the end of the year.

11.2 Definitions

Output	Selection criteria
The number of children with an open child protection plan at the 31 March 2019 which had been open for at least 3 months (denominator)	Each child should only have 1 open CPP so for each unique LA Child ID where the following conditions are met add 1 to the denominator count: - Child Protection Plan End Date is NULL - CIN Reference Date (31/03/2019) - 91 days >= Child Protection Plan Start Date NB if the CPP Start Date is NULL the record should not be included in the count.
The number of child protection plans which were reviewed within timescales (numerator)	For each open CPP identified above with a unique LA Child ID all 3 of the following conditions must be met before the numerator is incremented: 1. Review within 6 months of a review in the previous financial year or within 3 months of the start date if there is no previous year review. Either

Output	Selection criteria
	If there is a Review record with CPP Review Date < CIN Census Start Date (01-04-2018) add 183 (days) to CPP Review Date (this calculates 6 monthly interval by which the next review should have been held). Search the Review records for one with a CPP Review Date >= CIN Census Start Date (01-04-2018) and <= calculated date.
	Or
	If there isn't a Review record with CPP Review Date < CIN Census Start date (01-04-2018) add 91 (days) to the Child Protection Plan Start Date (namely a review within 3 months of the start date). Search Review records for one with a CPP Review Date >= CPP Start Date and <= calculated date.
	If neither condition is met ignore the CPP record and do not increment the count.
	and
	2. Review within the last 6 months of current financial year
	Where either one of the conditions above has been met subtract 183 (days) from CIN Reference date (31-03-2019) and search the Review records for a CPP Review Date >= calculated date and <= CIN Reference Date. If the condition isn't met ignore CPP record and do not increment count.
	and
	3. The maximum gap between reviews during the year is 6 months
	If the conditions above have been met and there is more than one Review record with a CPP Review Date >= CIN Census Start Date (01-04-2018) and <= CIN Reference Date check that the gap between sequential CPP Review Dates is <= 183 days (6 months), if it is increment the count. If the

Output	Selection criteria
	gap is >= 184 ignore the CPP record and do not increment the count.
	(NB. By this stage if there is only one Review record with a CPP Review Date in the year then it must valid to have passed tests 1 and 2 to increment the count).
	Notes
	The calculation of duration should be based on the number of days which will be consistent for leap years and non-leap years.

11.3 Report criteria

This report reflects the situation at the previous day.

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria. The children will be ordered by local authority child id.
Row totals	An extra row will be included at the bottom of the table and in the first column a count of the number of records within the report will appear.
Columns	The following column headings apply where provided: 'LA no' – the local authority number; 'LA child id' – the local authority child id; 'UPN' – the child's unique pupil number' 'DOB' – the child's date of birth; 'Expected DOB' - the child's expected date of birth (if unborn); Gender – the child's gender; Child protection plan start date' – date the child protection plan (CPP) started; 'Child protection plan end date – date the child protection plan (CPP) ended; Referral Date – date the child was referred; Number of previous plans – the number of child protection plans (CPPs) the child has been the subject of in the past.
Column totals	No column totals required.

12. 'KI Children – More than one CPP'

12.1 Report description

The report allows identification of the total number and individual children who were the subject of a child protection plan for a second or subsequent time. The report will run in two parts:

1. The denominator which counts the number of children who were made the subject of a child protection plan at any time during the year ending 31 March 2019.

2. The numerator which counts, of the denominator, the number of children who had previously been the subject of a child protection plan regardless of how long ago.

12.2 Definitions

Output	Selection criteria
The total number of children who become the subject of a child protection plan in the year (denominator)	For each child protection plan with a CPP Start Date >= CIN Census Start Date (01/04/2018) and <= CIN Reference Date (31/03/2019) add 1 to the denominator total
The number of re-registrations (numerator)	For each CPP identified above check for re-registration. A re-registration is where a second (or third) child protection plan has been opened after one has been closed. A re-registration is where Number of Previous CPPs on the CPP record is > 0; in these cases the numerator should be incremented by 1. If there is only one CPP, for example Number of Previous CPPs = 0 it will be a new registration.

12.3 Report criteria

This report reflects the position at the previous day.

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria. The child may appear more than once if they have more than one child protection plan (CPP) throughout the year. The children will be ordered by local authority child id.

Section	Criteria
Row totals	An extra row will be included at the bottom of the table and in the first column a count of the number of records within the report will appear.
Columns	The following column headings apply where provided: 'LA no' – the local authority number; 'LA child id' – the local authority child id; 'UPN' – the child's unique pupil number; 'DOB' – the child's date of birth' 'Expected DOB' - the child's expected date of birth (if unborn)' Gender – the child's gender' Child protection plan start date – the date the child protection plan (CPP) started; Child protection plan end date – the date the child protection plan (CPP) ended; Referral date – the date the child was referred; Number of previous plans – the number of child protection plans (CPPs) the child has been the subject of in the past.
Column totals	No column totals required.

13. Notes

13.1 Report description

This report allows local authorities to view all notes associated with their children in need 2018 to 2019 collection. If a record has a note recorded against it, it will be reported.

13.2 Report criteria

This report reflects the position at the previous day.

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria.
Columns	The following column headings apply: Note level User – the notes author; Organisation name – the organisation that made the note; 'Native ID' – the local authority number; Date and time note created – the date and time that the note was created; Field name – the field name the note is associated with; 'Error no – the error number; Notes – the notes that are written.

14. Referral source

14.1 Report description

The report provides a summary of the number of new referrals from 1 April 2018 onwards by the source of the referral.

14.2 Definitions

Output	Selection criteria
1A individual – family member/relative/carer	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 1A
1B individual – acquaintance	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 1B
1C individual – self	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 1C
1D individual – other	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 1D
2A schools	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 2A
2B education services	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 2B
3A health services –GP (General Practitioner)	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 3A
3B health services – health visitor	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 3B
3C health services – school nurse	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 3C
3D health services – other primary health services	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 3D
3E health services – A&E (accident and emergency)	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 3E

Output	Selection criteria
3F health services – other	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 3F
4 housing	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 4
5A Local authority services – social care	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 5A
5B Local authority services – other internal	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 5B
5C Local authority services – external	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 5C
6 police	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 6
7 other legal agency	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 7
8 other	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 8
9 anonymous	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 9
10 unknown	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource = 10
Missing/invalid code	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019 and ReferralSource is missing or invalid.
Total number of referrals	Count of records where ReferralDate >=01/04/2018 and <=31/03/2019

14.3 Report criteria

This report reflects the position at previous day.

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria. The child may appear more than once if they have more than one referral in the year.
Row totals	An extra row will be included at the bottom of the table and in the first column a count of the number of records within the report will appear.
Columns	The following column headings apply: Source of referral – the source of where the referral originated; Number of referrals – the number of referrals the child has had.
Column totals	No column totals required.

15. Referrals, assessments and plans starting and ending by month

15.1 Report description

The report allows identification of the number of:

- referrals received;
- assessments starting and ending;
- section 47 enquires starting;
- initial child protection conferences (ICPCs)starting;
- child protection plans (CPPs) starting and ending;
- child protection plan (CPP) reviews starting;
- episodes closing;

in each month of the census year.

15.2 Definitions

Output	Selection criteria
Number of referrals received in each month of the census year	Count of episodes where referral date >= 01/04/2018 and referral date <= 31/03/2019, and relevant month of referral date is selected
Number of assessments starting in each month of the census year	Count of assessment records where Assessment Actual Start Date is >= 01/04/2018 and <=31/03/2019, and relevant month of Assessment Actual Start Date is selected
Number of assessments ending in each month of the census year	Count of assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019, and relevant month of Assessment Actual Start Date is selected
Number of section 47 (S47) enquiries starting in each month of the census year	Count of section 47 records where Section 47 Actual Start Date is >= 01/04/2018 and <= 31/03/2019 and not equal to missing, and relevant month of Section 47 Actual Start Date is selected
Number of initial child protection conferences starting in each month of the census year (from S47 module only)	Count of section 47 records where date of ICPC in the Section 47 module is >= 01/04/2018 and <= 31/03/2019 and not equal to missing, and relevant month of date of ICPC is selected

Output	Selection criteria
Number of transfer-in initial child protection conferences (ICPCs) starting in each month of the census year (from 'CIN details module' only)	Count of CIN details records where date of ICPC is >= 01/04/2018 and <= 31/03/2019 and not equal to missing, and relevant month of date of ICPC is selected
Number of child protection plans (CPPs) starting in each month of the census year	Count of CPP records where CPP start date is >= 01/04/2018 and <=31/03/2019, and relevant month of CPP start date is selected
Number of child protection plans (CPPs) ending in each month of the census year	Count of CPP records where CPP end date is >= 01/04/2018 and <= 31/03/2019, and relevant month of CPP end date is selected
Number of child protection plan (CPP) reviews starting in each month of the census year	Count Review records where CPP Review Date >=01/04/2018 and <=31/03/2019, and relevant month of CPP Review Date is selected
Number of episodes closing in each month of the census year	Count of episodes where CIN Closure Date >= 01/04/2018 and <=31/03/2019, and relevant month of CIN Closure Date is selected

15.3 Report criteria

This report reflects the position at previous day.

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria.
Row totals	No row totals required.
Columns	Column headings will be the months of the census year, starting with April and ending with March.
Column totals	An extra column required at the end to total the months.

16. 'Started CPP in year – category of abuse'

16.1 Report description

The report allows identification of the breakdown of children who became the subject of a child protection plan (CPP) during 2018 to 2019, by initial and latest category of abuse. The report will display a table showing the number of children who fall into each category of abuse.

16.2 Definitions

Children who became the subject of a CPP, by initial category of abuse

Output	Selection criteria
Number of children who became the subject of a child protection plan (CPP) during 2018 to 2019, whose initial category of abuse was neglect	Count of CPP records where CPP start date is >= 01/04/2018 and <=31/03/2019, and Initial Category of Abuse = NEG
Number of children who became the subject of a child protection plan (CPP) during 2018 to 2019, whose initial category of abuse was physical abuse	Count of CPP records where CPP start date is >= 01/04/2018 and <=31/03/2019, and Initial Category of Abuse = PHY
Number of children who became the subject of a child protection plan (CPP) during 2018 to 2019, whose initial category of abuse was sexual abuse	Count of CPP records where CPP start date is >= 01/04/2018 and <=31/03/2019, and Initial Category of Abuse = SAB
Number of children who became the subject of a child protection plan (CPP) during 2018 to 2019, whose initial category of abuse was emotional abuse	Count of CPP records where CPP start date is >= 01/04/2018 and <=31/03/2019, and Initial Category of Abuse = EMO
Number of children who became the subject of a child protection plan (CPP) during 2018 to 2019, whose initial category of abuse was multiple/not recommended	Count of CPP records where CPP start date is >= 01/04/2018 and <=31/03/2019, and Initial Category of Abuse = MUL
Number of children who became the subject of a child protection plan (CPP) during 2018 to 2019, whose initial category of abuse was invalid or missing	Count of CPP records where CPP start date is >= 01/04/2018 and <=31/03/2019, and Initial Category of Abuse not equal to NEG, PHY, SAB, EMO or MUL, or missing

Output	Selection criteria
Total number of children who became the subject of a child protection plan (CPP) during 2018 to 2019	Count of CPP records where CPP start date is >= 01/04/2018 and <=31/03/2019

Children subject of a plan at 31 March, by latest category of abuse

Output	Selection criteria
Number of children who became the subject of a child protection plan (CPP) during 2018 to 2019, whose latest category of abuse was neglect	Count of CPP records where CPP start date is >= 01/04/2018 and <=31/03/2019, and Latest Category of Abuse = NEG
Number of children who became the subject of a child protection plan (CPP) during 2018 to 2019, whose latest category of abuse was physical abuse	Count of CPP records where CPP start date is >= 01/04/2018 and <=31/03/2019, and Latest Category of Abuse = PHY
Number of children who became the subject of a child protection plan (CPP) during 2018 to 2019, whose latest category of abuse was sexual abuse	Count of CPP records where CPP start date is >= 01/04/2018 and <=31/03/2019, and Latest Category of Abuse = SAB
Number of children who became the subject of a child protection plan (CPP) during 2018 to 2019, whose latest category of abuse was emotional abuse	Count of CPP records where CPP start date is >= 01/04/2018 and <=31/03/2019, and Latest Category of Abuse = EMO
Number of children who became the subject of a child protection plan (CPP) during 2018 to 2019, whose latest category of abuse was multiple/not recommended	Count of CPP records where CPP start date is >= 01/04/2018 and <=31/03/2019, and Latest Category of Abuse = MUL
Number of children who became the subject of a child protection plan (CPP) during 2018 to 2019, whose latest category of abuse was invalid or missing	Count of CPP records where CPP start date is >= 01/04/2018 and <=31/03/2019, and Latest Category of Abuse not equal to NEG, PHY, SAB, EMO or MUL, or missing
Total number of children who became the subject of a child protection plan (CPP) during 2018 to 2019	Count of CPP records where CPP start date is >= 01/04/2018 and <=31/03/2019

16.3 Report criteria

This report reflects the position at the previous day.

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria.
Row totals	An extra row will be included at the bottom of the table.
Columns	The following column headings apply: Initial category of abuse – the initial category of abuse; Latest category of abuse – the latest category of abuse.
Column totals	No column totals required.

17. Summary

17.1 Report description

The report will show key totals and counts from the children in need collection for your local authority.

17.2 Definitions

Output	Selection criteria
Children	
Total number of child records loaded	Count of LAChildIDs in the module
Number of male	Count of records where gender = 1
Number of female	Count of records where gender = 2
Total number of unborn/unknown gender children	Count of records where gender = 0
Total number of indeterminate gender	Count of records where gender = 9
Number of children recorded with one or more disability	Count of records where disability is not equal to none or missing. Each child should be counted only once
Number of white ethnicity	Count of records where ethnicity = WBRI, WIRI, WIRT, WOTH or WROM
Number of Asian ethnicity	Count of records where ethnicity = AIND or APKN or ABAN or AOTH
Number of Black ethnicity	Count of records where ethnicity = BCRB or BAFR or BOTH
Number of mixed ethnicity	Count of records where ethnicity = MWBC or MWBA or MWAS or MOTH
Number of other ethnicity	Count of records where ethnicity = CHNE or OOTH
Missing/refused/not recorded ethnicity	Count of records where ethnicity = missing or REFU or NOBT or null
Episodes: If a child has more than one episode or assessment recorded that meets the criteria then each should be counted	
Number of referrals in year	Count of episodes where referral date >= 01/04/2018 and referral date <= 31/03/2019

Output	Selection criteria
Number of referrals in the year resulting in no further action	Count episodes where (referral date >= 01/04/2018 and referral date <= 31/03/2019) and referral NFA = 1
Number of episodes open at 31/3	Count of child IDs where referral date <= 31/03/2019 and referral NFA = 0 and CIN Closure date = missing or >= 01/04/2019
Number of episodes closing in the year	Count episodes where CIN closure date >=01/04/2018 and <=31/03/2019
Number of assessments completed	Count of Assessment records where Assessment Authorisation Date is >= 01/04/2018 and <= 31/03/2019
Section 47s (S47s) initiated	Count of Section 47 records where Section 47 Actual Start Date is >= 01/04/2018 and <= 31/03/2019 and not equal to missing
Number of initial child protection conferences (ICPCs) (excluding transfer in conferences)	Count of Section 47 records where date of ICPC in the Section 47 module is >= 01/04/2018 and <= 31/03/2019 and not equal to missing
Number of transfer in initial child protection conferences (ICPCs) recorded	Count of CIN details records where date of ICPC is >= 01/04/2018 and <= 31/03/2019 and not equal to missing (Date of ICPC in CIN details module not S47 module)
Child protection plans (CPPs)	
Number of child protection plans (CPPs) started in the year	Count of CPP records where CPP start date is >= 01/04/2018 and <=31/03/2019
Number of child protection plans (CPPs) ended in the year	Count of CPP records where CPP end date is >= 1/04/2018 and <= 31/03/2019
Number of child protection plans (CPPs) open at 31/3	Count of CPP records where CPP Start date is <= 31/03/2019 and CPP end date is >= 01/04/2019 or missing

17.3 Report criteria

This report reflects the position at the previous day.

Section	Criteria
Rows	The following row headings apply: 1) Children Subtitles Total number of child records loaded Number of male Number of female Total number of unborn/unknown gender children Total number of indeterminate gender Number with one or more disability Number of white ethnicity Number of Asian ethnicity Number of Black ethnicity Number of mixed ethnicity Number of other ethnicity Missing/refused/not recorded ethnicity 2) Episodes Subtitles Number of referrals in year Number of referrals in the year resulting in no further action Numbers of episodes open at 31/03 Number of episodes closing in the year Number of assessments completed Section 47s (S47's) initiated Number of initial child protection conferences (excluding transfer-in conferences) Number of transfer in initial child protection conferences recorded 3) Child protection plans (CPPs) Subtitles Number of child protection plans started in year Number of child protection plans ended in year Number open at 31/03
Columns	A record will be added here each time a record meets the selection criteria.

18. Submission Continuity Report

18.1 Report description

The report allows identification of episodes of need which have not been returned in your current submission, but would be expected to be returned given their 'in need' status at the count date of the preceding year. It will also identify records that are submitted in the current year and have a referral date either, or on, the 31 March of the preceding year but did not appear in the previous year's submission.

18.2 Definitions

Epiosode of need at 31st March in the previous year	An episode of need that was open and 'in need' at the end of the previous year, this will be identified from the previous years collection where the child in question was in need at the31st March in the previous collection year.
Episode of need that doesn't appear in the current collection but was classified as a child in need at 31st March in the previous collection.	An episode that is missing from the current return is defined as a combination of 'LA', 'LAChildID' and 'ReferralDate' that appears in the previous collection as a child in need at 31st March, but does not appear in the return for the current year.
Episode of need that appears in the current collection as in need at 31 March in the previous year, but wasn't included as a child in need at 31 March in the previous collection.	An episode that is missing from the previous year's return is defined as a combination of 'LA', 'LAChildID' and 'ReferralDate' that has a 'ReferralDate' before, or on, 2018-03-31 but the record wasn't included in the collection last year.

18.3 Report criteria

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria. The records will be ordered by 'LAChildID' and 'ReferralDate' (ascending).
Row totals	An extra row will be included at the bottom of the table and in the first column a count of the number of records within the report will appear.
Columns	The following column headings apply: LA child ID – the local authority child ID Referral date – referral date of child

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