



scottish  
consortium  
for learning  
disability

Building respect in the  
Scottish community

# National Learning Disability and Autistic Spectrum Disorder Dataset

## Version 4.2

July 2009

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## Document History

Version	Comments	Author
1.0	First version produced by the Social Care Data Standards Project 1.	Social Care Data Standards Project 1
2.0	Version produced following review by the eSAY team, project partners and the Social Care Data Standards Project 2 (SCDS2).	Karen Middleton
2.1	Revised version following review by eSAY project partners.	Karen Middleton
3.0	Version released for national consultation.	Karen Middleton
3.1	Version incorporating views from the national consultation. Released for further round of consultation.	Karen Middleton
3.1.1	Version released to stakeholders following the second round of national consultation.	Karen Middleton
4.0	First full national release.	Karen Middleton
4.01	<p>Revised version to bring core items into line with changes in the Generic Core Data Standards.</p> <p>Core items updated:            Person current gender, date of birth, first language, interpretation assistance, preferred communication method, accommodation type, household composition, tenure type, dwelling type and employment status.</p> <p>Non core items updated:            Area code, communicative understanding, lives with family carer, education and day opportunities.</p>	Karen Indoo
4.1	<p>Revised version following consultation. All generic core items fully compliant with the Social Care Data Standards Manual V2.0.</p> <p>Ethnic group has been modified to include only top level codes.</p> <p>Autistic Features replaced with Autism Assessment Status.</p> <p>Lives with family carer – code 02 changed to 00.</p> <p>Communicative Understanding has been updated.</p>	Karen Indoo

	<p>Interpretive assistance indicator, codes renumbered to reflect the generic core.</p> <p>Employment opportunities has been updated to reflect the same as you returns.</p> <p>Local area coordination, the codes have been renumbered to reflect standard recoding practice.</p> <p>Items that have been removed from the minimum national standards this version: legal status, accommodation status, personal life plan modification and review dates, assessment process and carer information.</p>	
4.2	Alignment checked with National Minimum Information Standards for all Adults in Scotland V 3.0. Updated to reference eCARE Multi-Agency Store Data Model V2.9 Link to eGIF standards on pp16 corrected.	Gary Johnston

## Change Requests

These standards are subject to the standard change control procedure for all social care data standards. Requests for changes to these standards should be made to the eSAY team in the first instance ([esay@scl.d.co.uk](mailto:esay@scl.d.co.uk)).

There are two types of change that can be made to a data standard:

A **material** change which affects the way that data is recorded – for example, where a new code value is added to a data item codeset, or the coverage of a descriptive term is expanded to include entities or processes which thus become new subjects of data recording.

A **presentational** change, where a standard is reworded or reshaped for clarification purposes, which doesn't materially affect the way that data is recorded.

Under the change control procedure, users will be made aware of changes prior to them coming into effect.

There are no material changes forecast before the next review date. The next review date for these standards is July 2010.

## Forecast Changes

The communicative understanding item is currently under development and will be included in the Scottish Social Care Data Standards Manual in due course. Changes

are likely to be to the wording of the definition, recording guidance or codes. Any changes made will not materially alter the standard as it exists in this version.

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# Section 1: Person Information

## Learning Disability

**Formal Name:** Learning Disability

**Common name:** N/A

**Main source of standard:** eSAY Project

**Definition:**

A learning disability is a significant lifelong condition which is present prior to the age of eighteen and which has a significant effect on a person's development. People with a learning disability will need more support than their peers to:

- understand new and/or complex information
- learn new skills and
- to lead independent lives

Learning disability does not include specific learning difficulties such as dyslexia.

**Format:** 2 characters

**Codes and values:**

Code	Value
00	None
01	Person has a learning disability
99	Not known

**Sub data items:** N/A

**Related data items:** N/A

**Further information:**

This item will record whether a person has a learning disability.

It will show the current number of people in Scotland, known to services that have a learning disability. This will assist with service planning and potentially with epidemiological research.

**Recording Guidance:**

Where a person has a learning disability and an autistic spectrum disorder (ASD), they should be recorded as having a learning disability under this item and an ASD under the "Autistic Spectrum Disorder" item. Where a person has an ASD but no associated learning disability, this should be recorded as none for this item.

**Relevant Datasets:** N/A

## Autistic Spectrum Disorder

**Formal Name:** Autistic Spectrum Disorder

**Common name:** ASD

**Main source of standard:** eSAY Project (codes adapted from ICD-10)

### Definition:

Autistic Spectrum Disorders are characterised by the “triad of impairments” which are:

- **Social interaction** – difficulty with social relationships, for example, appearing aloof and indifferent to other people.
- **Social communication** – difficulty with verbal and non-verbal communication, for example not fully understanding the meaning of common gestures, facial expressions or tone of voice.
- **Imagination** – difficulty in the development of interpersonal play and imagination, for example having a limited range of imaginative activities, possibly copied and pursued rigidly and repetitively.

**Format:** 2 characters

### Codes and values:

Code	Value	Explanatory notes
00	No ASD diagnosis	
01	Classical Autism	Defined by the presence of abnormal or impaired development in all three areas of the triad of impairments with onset occurring prior to three years of age, irrespective of when diagnosis was confirmed.
02	Asperger’s Syndrome	As with other types of autism, the same difficulties with social interaction and repetitive or rigid behaviours are present. There are however no significant delays in spoken or receptive language development or in cognitive development.
98	Other Autistic Spectrum Disorders	
99	Not known	

**Sub data items:** N/A

**Related data items:** N/A

### Further information:

This item will record whether a person has been diagnosed as having an autistic spectrum disorder.



It will show the current number of people in Scotland, known to services that have an autistic spectrum disorder (ASD). This will assist with service planning and potentially with epidemiological research.

**Recording Guidance:** Only record under this category where a person had received a formal medical diagnosis.

**Relevant datasets:** N/A

## Autism Assessment Status

**Formal name:** Autism Assessment Status

**Common name:** N/A

**Main source of standard:** eSAY Project

**Definition:** An indicator of whether a person has had or is waiting for an assessment to determine if they are on the autism spectrum.

**Format:** 2 characters

**Codes and values:**

Code	Value	Explanatory notes
01	Awaiting diagnosis	The person has had an assessment and is waiting for the results of this.
02	Awaiting assessment	The person is on the waiting list to receive and assessment.
03	Assessment not available locally	The person cannot be referred for an assessment because the service is not available locally or waiting lists are full.
04	Assessment not required	The person is not thought to be on the autism spectrum and therefore does not require an assessment.
05	Previous diagnosis	
98	Other	
99	Not known	

**Sub data items:** N/A

**Related data items:** Autistic Features

### Further information:

Current research suggests that the prevalence of autistic spectrum disorders (ASD) is considerably higher than the number of people who have been diagnosed as having an autistic spectrum disorder.

This item will help to show the potential number of people who may benefit from a formal diagnosis and specialist ASD services.

### Recording Guidance:

This item should be used to record where it is thought that a person may be on the autism spectrum.

**Relevant datasets:** N/A

## Area Code

**Formal Name:** Area Code

**Common name:** N/A

**Main source of standard:** Standard Names and Codes for administrative and electoral geographies in the UK (SNAC) from the Government Data Standards Catalogue

**Definition:** Code to identify the area from which the data originated.

**Format:** 7 characters (4 local authority + 3 NHS)

**Codes and values:**

### Local Authority Codes

Council Area Code	Council Area Name
00QA	Aberdeen City
00QB	Aberdeenshire
00QC	Angus
00QD	Argyll & Bute
00QE	Scottish Borders
00QF	Clackmannanshire
00QG	West Dunbartonshire
00QH	Dumfries & Galloway
00QJ	Dundee City
00QK	East Ayrshire
00QL	East Dunbartonshire
00QM	East Lothian
00QN	East Renfrewshire
00QP	City of Edinburgh
00QQ	Falkirk
00QR	Fife
00QS	Glasgow City
00QT	Highland
00QU	Inverclyde
00QW	Midlothian
00QX	Moray
00QY	North Ayrshire
00QZ	North Lanarkshire
00RA	Orkney Islands
00RB	Perth & Kinross
00RC	Renfrewshire
00RD	Shetland Islands
00RE	South Ayrshire
00RF	South Lanarkshire

Council Area Code	Council Area Name
00RG	Stirling
00RH	West Lothian
00RJ	Comhairle nan Eilean

#### Health Board Codes

Health Code	Health Board Name
SA9	Ayrshire and Arran
SB9	Borders
SF9	Fife
SG9	Greater Glasgow and Clyde
SH9	Highland
SL9	Lanarkshire
SN9	Grampian
SR9	Orkney
SS9	Lothian
ST9	Tayside
SV9	Forth Valley
SW9	Western Isles
SY9	Dumfries and Galloway
SZ9	Shetland

**Sub data items:** N/A

**Related data items:** N/A

**Further information:** This will allow data to be compared across different areas and between the local and national picture.

**Recording Guidance:** The Local Authority and Health Board codes should be combined to show the origin of the data.

**Relevant datasets:** N/A

## Person Current Gender

**Formal Name:** Person Current Gender

**Common Name:** Current Gender, Current sex

**Main source of standard:** Government Data Standards Catalogue

**Definition:** A statement by the individual about the gender they currently identify themselves to be. (i.e. self-assigned)

**Format:** 1 character

**Codes and values:**

Code	Value	Explanatory Notes
0	Not Known	
1	Male	
2	Female	
8	Other specific gender	The person has a clear idea of what their gender is, but it is neither discretely male nor female, e.g. 'intersex', 'transgender' or 'third gender'.
9	Not Specified	The person is unable to specify their current gender or does not have a clear idea of what their current gender is.

**Sub data items:** N/A

**Related data items:**

Person sex at birth

Note: this item is not included in these data standards, it can be found in the Social Care Data Standards Manual V2.0

**Further information:**

Since current gender is self assigned and can change, it should not be presumed by care professionals.

Where an individual is unable to provide the information on their current gender, it may be provided by a suitable delegate, but should be confirmed by the person themselves in due course.

In the majority of cases, the "Person Current Gender" and "Person Sex at Birth" will be the same.

If a patient/client is undergoing or has undergone gender reassignment, they may record "male" or "female" or "other specific gender" as they wish to indicate their perceived gender at that time.

**Recording Guidance:**

In some circumstances, it may be considered acceptable to populate the “Person Current Gender” field with the “Person Sex at Birth”, e.g. for young children. Otherwise, the default “0 = Not Known” should be used until confirmed by the individual.

**Relevant Datasets:**

Social Care Data Standards Manual V2.0  
eCARE Multi-Agency Store Data Model V2.9  
NCDDP  
Supporting People

## Person Birth Date

**Formal Name:** Person Birth Date

**Common Name:** Date of Birth

**Main Source of Standard:** Government Data Standards Catalogue

**Definition:** The date on which a person was born or is officially deemed to have been born, as recorded on the Birth Certificate.

**Format:** Stored as 10 Characters in (CCYY-MM-DD)  
Note: eSAY extracts only the CCYY part of the standard.

**Codes and values:** N/A

**Related data items:** N/A

**Sub data items:** Verification level

This is not included in these standards but can be found in the Social Care Data Standards Manual V2.0.

### **Further information:**

Government Data Standards Catalogue Verification

The Government Data Standards Catalogue recommends use of verification of date of birth, which is optional for social care users of the purposes of generic data standards. Link attached: <http://www.govtalk.gov.uk/gdsc/html/frames/default.htm>

### **Recording Guidance:**

A notional birth date may be recorded where an informant has reported an approximate age for a person whose actual date of birth is unknown. In local systems, this should be identified using verification level '0'.

Verification level 0 should be used for dates of birth that are either not formally verified or are a notional/approximate date.

### **Relevant Datasets:**

Social Care Data Standards Manual V2.0  
eCARE Multi-Agency Store Data Model V2.9  
NCDDP  
Supporting People

## Person Marital Status

**Formal Name:** Person Marital Status

**Common name:** Marital Status

**Main Source of Standard:** derived from the Government Data Standards Catalogue

**Definition:** An indicator to identify the legal marital status of a person.

Note: code L = "Living with partner" is an additional code and is not strictly a legal status. Where data were compared across care groups code L would be mapped back to the 'single' category.

**Format:** 1 character

**Codes and values:**

Code	Value
S	Single
M	Married/Civil Partner (see below)
D	Divorced/ dissolved Civil Partnership
W	Widowed/Surviving Civil Partner
N	Not Disclosed
P	Separated
L	Living with partner

**Sub data items:** If verification of the marital status is recorded, then the government eGIF standard recommendations should be used. Link attached:

<http://www.govtalk.gov.uk/gdsc/html/noframes/PersonMaritalStatus-2-0-Release.htm>

**Related data items:** N/A

### Further Information:

"The Civil Partnership Act 2004 creates civil partnership, a new form of legal relationship which may be formed by two persons of the same sex. Civil partnership is not marriage but a parallel relationship of similar seriousness and commitment which has been created in order to provide same sex couples with a means of having their relationship legally recognised, if they wish. It will confer on the couple the status of being each other's 'civil partner'. A civil partnership will be formed by going through a registration procedure similar to that for civil marriage.

It is the policy of both the Scottish Executive and the UK Government that civil partners should be subject to all the same legal rights and responsibilities as spouses, except in cases where there is an objective justification for the treatment to be different. Therefore, the Act either amends or enables the amendment of all existing legislation to ensure that civil partners are treated in the same way as spouses."

Scottish Executive – Justice Department – Civil Law Division (19 July 2005)



The Civil Partnership Act 2004 came into effect from the 5<sup>th</sup> December 2005 across the UK. In recognition of this, the GDSC and the Scottish Executive Data Standards Branch have decided to change the description of Marital Status code M from Married to **Married/Civil Partner**.

**Recording Guidance:** N/A

**Relevant Datasets:**

Social Care Data Standards Manual V2.0  
eCARE Multi-Agency Store Data Model V2.9  
NCDDP

## Ethnic Group

**Formal Name:** Ethnic Group

**Common Name:** N/A

**Main source of standard:** Scottish Census 2001

**Definition:** A statement made by the service user about their current ethnic group.

**Format:** Up to 6 characters (2+4)

**Codes and values:**

Code	Value	Sub Code
01	White	E004: Scottish E070: Other British E002: Irish E039: Other white
02	Mixed	E029: Other mixed
03	Asian, Asian Scottish or Asian British	E041: Indian E042: Pakistani E043: Bangladeshi E081: Chinese E059: Other Asian
04	Black, Black Scottish or Black British	E061: Caribbean E062: African E069: Other Black
05	Other ethnic background	E089: Any other group
97	Not disclosed	
99	Not known/information not provided	

**Sub data items:** N/A

**Related data items:** While it is recommended that patients/clients select the most appropriate general ethnic group category (e.g. White, Mixed etc), this should be supplemented locally by the provision of a free text box to allow the person to express their ethnic group in their own words. It is not recommended that a text box is used alone. This supplementary information can then be coded by the organisation, if required, using the specific ethnic group codes from the GRO(S).

**Further information:** There is a statutory, legal requirement for public authorities to collect data on ethnic group under the Race Relations (Amendment) Act 2000 in the interests of eliminating racial discrimination and promoting equality of opportunity and good race relations. Ethnic group and the other Ethnicity items (religion, first language and country of birth) may also be important for ensuring that appropriate, person-focussed, needs-related care services are delivered sensitively to individuals.

The ethnic group classification provided here is based on that used in the Scottish Census 2001, with the addition of “Not Disclosed” and “Not Known” options. There are two Ethnic Group components in order to fulfil the requirement for flexibility in recording and storing ethnic group data – a general category recorded with a 2 character code, and a specific category recorded with a 4 character code. A specific category can be associated with ANY of the general categories EXCEPT “Not Disclosed” and “Not Known”, for example:

01E004 = White Scottish

01E023 = White Asian

02E095 = Possible Mixed Kashmiri

03E081 – Asian British Chinese

04E062 = Black Scottish African

05E007 – Other Ethnic Background: Cypriot (part not stated)

The main list features the 5 general categories, plus “Not Disclosed” and “Not Known”. Within categories 01 (white), 03 (Asian, Asian Scottish or Asian British) and 04 (Black, Black Scottish or Black British), a number of significant specific categories are featured in line with the categories that appeared on the 2001 Scottish Census form.

The Scottish Executive in collaboration with GROS is revising the categorisation of Ethnic Group with its sights set on the 2011 census. ISD Scotland is involved in this work, and together with the Scottish Executive Data Standards Branch will ensure that this Ethnic Group data standard is updated in line with developments.

### **Recording Guidance:**

#### General:

Code 97 in the main list “Not Disclosed” means that the person has been asked what his/her ethnic group is, and has chosen not to disclose it.

Code 99 in the main list “Not Known” means the information is not available for a reason OTHER than non-disclosure.

### **Relevant Datasets:**

Social Care Data Standards Manual V2.0

eCARE Multi-Agency Store Data Model V2.9

NCDDP Supporting People

## Religion

**Formal Name:** Religion

**Common Name:** N/A

**Main source of standard:** Scottish Executive Data Standards Branch and Scottish Census 2001

**Definition:** A statement made by the service user about their current religious affiliation/Faith community.

**Format:** Up to 6 characters (2+4)

**Codes and values:**

Code	Value	Sub Code	Value
00	Atheist		
		R012	Atheist
		R003	Agnostic
		R121	None
01	Christian – Church of Scotland		
02	Christian – Roman Catholic		
03	Other Christian (specify) – see recording guidance		
		R137	Protestant
		R170	United Free Church of Scotland
		R083	Free Church of Scotland
		R014	Baptist
		R153	Scottish Episcopal Church
		R043	Church of England
		R109	Methodist
		R171	United Reformed Church
		R131	Pentecostal
		R148	Salvation Army
		Other	(refer to Religion Subsidiary Codes list)
04	Buddhist		
05	Hindu		
06	Muslim		
07	Jewish		
08	Sikh		
97	Not disclosed		
98	Any other religion (see Religion Subsidiary Codes list)		
99	Not Known		

**Sub data items:** N/A

**Related data items:** N/A

**Further Information:**

Research indicated that for many people, their identity is defined more by their religion than their nationality. The data recorded against this data item should be current religion as declared by the person and NOT the religion that he/she was brought up in.

The classification provided here is based on the Scottish Census 2001 classification with the addition of 'Not Disclosed' and 'Not Known' options.

**Recording Guidance:**

Where a person embraces aspects of more than one religion, record the person's MAIN current religion.

There is an option to record an individual's religion using only the 2 digit codes listed under codes and values. Where required, the subsidiary 4 character code can be added to 00, 03 or 98 making 6 characters. A full detailed code list for "None", "Any Other (specify)" is provided.

The "R" codes featured above under code 03 = "Other Christian (specify)" constitute the set of other Christian religions which occur commonly in Scotland, for convenience. Any other appropriate "R" code can also be associated with code 03.

**Relevant datasets:**

Social Care Data Standards Manual V2.0  
eCARE Multi-Agency Store Data Model V2.9  
NCDDP  
Supporting People

## Religion Subsidiary Codes

Code	Value	Code	Value
R001	African Methodist	R036	Christian Fellowship Church
R002	Agape	R037	Christian Scientist
R003	Agnostic	R038	Christian Spiritualist Church
R004	Amish	R039	Church
R005	Ancestor Worship	R040	Church in Wales
R006	Anglican	R041	Church of All Religion
R007	Animism	R042	Church of Christ
R008	Apostolistic Church	R043	Church of England
R009	Astaru	R044	Church of God
R010	Assemblies of God	R045	Church of God Prophecy
R011	Associate Synod	R046	Church of Harmony
R012	Athiest	R047	Church of Ireland
R013	Baha'i	R048	Church of Jesus Christ of Latter Day Saints (Mormons)
R014	Baptist	R049	Church of Prophecy
R015	Belfast Chinese Christian Church	R050	Church of Scotland
R016	Believe in God	R051	Church of the Living
R017	Bible Pattern Church	R052	Church of the Living God
R018	Brahama Kumari	R053	Church of the Nazarene
R019	Bretheren	R054	Church on the Way
R020	Brethren in Christ	R055	City Mission
R021	British Israelite	R056	Coleraine Christian Centre
R022	Buddhist	R057	Combined Methodist/Presbyterian Church
R023	Bulgarian Orthodox Church	R058	Confucianist
R024	Catholic Apostolic Church	R059	Congregational Church
R025	Celtic Christian	R060	Cooneyite
R026	Celtic Orthodox Church	R061	Coptic Orthodox Church
R027	Celtic Pagan	R062	Day Church of God
R028	Chapel	R063	Deist
R029	Charismatic	R064	Disciples of Christ
R030	Child of God	R065	Divine Lightmission
R031	Chinese Church	R066	Druidism
R032	Chinese Religions	R067	Druze
R033	Christadelphian	R068	Dutch Reformed Church
R034	Christian	R069	Eastern Orthodox Church
R035	Christian Fellowship	R070	Eckankar

<b>Code</b>	<b>Value</b>	<b>Code</b>	<b>Value</b>
R071	Ecumenical	R103	Jain
R072	Elim Church	R104	Jedi Knight
R073	Emmanuel Mission	R105	Jehova's Witness
R074	Episcopalian	R106	Jewish
R075	Evangelical	R107	Lutheran
R076	Evangelical Alliance	R108	Mennonite
R077	Evangelical Presbyterian Church	R109	Methodist
R078	Evangelical Union	R110	Methodist Church in Ireland
R079	Faith Mission	R111	Methodist Church in Wales
R080	Fellowship of Independent Evangelical Churches	R112	Metropolitan Church
R081	Four Square Gospel	R113	Monk
R082	Free Church of Love	R114	Moravian
R083	Free Church of Scotland	R115	Muslim (Islam)
R084	Free Evangelical Church	R116	Mysticism
R085	Free Methodist	R117	Native American Church
R086	Free Presbyterian	R118	New Age
R087	Free Presbyterian Church of Scotland	R119	Non Denominational
R088	Free Presbyterian Church of Ulster	R120	Nonconformist
R089	Free Thinker	R121	None
R090	Full Gospel Assembly	R122	Non-subscribing Presbyterian
R091	Greek Catholic	R123	Occult
R092	Greek Orthodox	R124	Orthodox Catholic Church
R093	Hare Krishna	R125	Orthodox Church
R094	Heathen	R126	Orthodox Presbyterian
R095	Hindu	R127	Other Religions
R096	House Church	R128	Own Belief System
R097	Humanist	R129	Pagan
R098	Independent	R130	Pantheism
R099	Independent Evangelist	R131	Pentecostal
R100	Independent Methodist	R132	Presbyterian
R101	Interdenominational	R133	Presbyterian Apostolic
R102	Internationalist	R134	Presbyterian Church in Ireland

<b>Code</b>	<b>Value</b>	<b>Code</b>	<b>Value</b>
R135	Presbyterian Church in Wales	R157	Seventh Day Adventist
R136	Presbyterian Secession Church	R158	Sikh
R137	Protestant	R159	Spiritualist
R138	Protestant (Mixed)	R160	Taoist
R139	Raja Yoga	R161	Theism
R140	Rastafarian	R162	Tin Tao
R141	Rationalist	R163	Ukranian Orthodox Church
R142	Realist	R164	Ukranian Orthodox Church
R143	Reformed	R165	Unification Church
R144	Reformed Presbyterian	R166	Unitarian
R145	Religious Society of Friends (Quakers)	R167	Unitarian-Universalist
R146	Roman Catholic	R168	United Brethren
R147	Russian Orthodox Church	R169	United Church of Canada
R148	Salvation Army	R170	United Free Church of Scotland
R149	Sant Mat	R171	United Reformed Church
R150	Santeri	R172	Universalist
R151	Satanism	R173	Unsectarian
R152	Scientology	R174	Vodun
R153	Scottish Episcopal Church	R175	Whitewell Metropolitan Tabernacle
R154	Scottish Presbyterian	R176	Wicca
R155	Secularist	R177	Zoroastrian
R156	Serbian Orthodox Church		



## Country of Birth

**Formal Name:** Country of Birth

**Common Name:** N/A

**Main Source of Standard:** Scottish Census 2001 and ISO 3166-1

**Definition:** The country where the individual was born.

**Format:** Up to 7 characters (2, 5 or 7)

Code	Value
01	Scotland
02	England
03	Wales
04	Northern Ireland
05	Republic of Ireland
97	Not disclosed
98	Elsewhere – Specify (from ISO-3166 country codes)
99	Not known/information not provided

**Sub data items:** N/A

**Related data items:** N/A

### Further Information:

A person's country of birth is a factual statement but should not be confused with the much more complex issue of nationality (e.g. not all persons born in Britain are 'British').

### ISO 3166

ISO 3166 is the International Standard for Country Codes consisting of three standards:

ISO 3166-1: 1997 Codes for the representation of names of countries and their subdivisions – Part 1: Country codes (this is the standard utilised by the Country of Birth standard)

ISO 3166-2: 1998 Codes for the representation of names of countries and their subdivisions – Part 2: Country subdivision code.

ISO 3166-3: 1999 Codes for the representation of names of countries and their subdivisions – Part 3: Codes for formerly used names of countries

These three related documents taken together make up ISO 3166. ISO 3166-1 is by far the most important of the three standards.

### Recording guidance:

The classification provided here is based on the Scottish Census 2001 classification with the addition of "Not Known". A full detailed code list for "Elsewhere" response is available, based on ISO 3166-1.

There are two ways to implement this standard depending on the detail appropriate to the environment in which the data will be used:

Record a person's country of birth using only the 2 digit codes in the main list under Codes and values.

Where more detail than '98 Elsewhere' is required, the Country of Birth Subsidiary Code should be added to '98' (see list below). The format will be 5 characters for the ISO 3166 3 character country codes, and 7 characters for the UK countries and islands not included in the main list (comprising 98 + ISO code "GBR" + 2 character GDSC UK Internal Code e.g. 98GBR05 for Isle of Man).

**Note:** The coding system for country of birth is currently being reviewed as UK level through the Cabinet Office e-GIF work. Anyone considering implementing this data standard in the year 2005 should contact the Data Standards team for advice.

**Relevant datasets:**

Social Care Data Standards Manual V2.0  
eCARE Multi-Agency Store Data Model V2.9  
NCDDP  
Supporting People

## Country of Birth Subsidiary Codes

**Note:** This list comprises the ISO 3 letter codes and some of the GDSC UK internal codes.

Code	Value	Code	Value
AFG	Afghanistan	BMU	Bermuda
ALB	Albania	BTN	Bhutan
DZA	Algeria	BOL	Bolivia
AND	Andorra	BIH	Bosnia and Herzegovina
AGO	Angola	BWA	Botswana
AIA	Anguilla	BRA	Brazil
ATG	Antigua and Barbuda	IOT	British Indian Ocean Territory
ARG	Argentina	VGB	British Virgin Islands
ARM	Armenia	BRN	Brunei
AUS	Australia	BGR	Bulgaria
AUT	Austria	BFA	Burkina Faso
AZE	Azerbaijan	BDI	Burundi
BHS	Bahamas	KHM	Cambodia
BHR	Bahrain	CMR	Cameroon
BGD	Bangladesh	CAN	Canada
BRB	Barbados	CPV	Cape Verde
BLR	Belarus	CYM	Cayman Islands
BEL	Belgium	CAF	Central African Republic
BLZ	Belize	GIN	Guinea
TCD	Chad	GNB	Guinea Bissau
GBR10	Channel Islands	GUY	Guyana
CHL	Chile	HTI	Haiti
CHN	China	HND	Honduras
COL	Columbia	HKG	Hong Kong
RUS	Commonwealth of (Russian) Independent States	HUN	Hungary
COM	Comoros	ISL	Iceland
COG	Congo	IND	India
COK	Cook Islands	IDN	Indonesia
CRI	Costa Rica	IRN	Iran
HRV	Croatia	IRQ	Iraq
CUB	Cuba	GBR05	Isle of Man
CYP	Cyprus	ISR	Israel
CZE	Czech Republic	ITA	Italy
COD	Democratic Republic of Congo	CIV	Ivory Coast
DNK	Denmark	JAM	Jamaica
DJI	Djibouti	JPN	Japan
DMA	Dominica	JOR	Jordan
DOM	Dominican Republic	KAZ	Kazakhstan
TLS	East Timor	KEN	Kenya
ECU	Ecuador	KIR	Kiribati
EGY	Egypt	PRK	Korean, Democratic People's Republic of

<b>Code</b>	<b>Value</b>	<b>Code</b>	<b>Value</b>
SLV	El Salvador	KOR	Korea, Republic of
GNQ	Equatorial Guinea	KWT	Kuwait
ERI	Eritrea	KGZ	Kyrgyzstan
EST	Estonia	LAO	Laos
ETH	Ethiopia	LVA	Latvia
FLK	Falkland Islands	LBN	Lebanon
FRO	Faroe Islands	LSO	Lesotho
FJI	Fiji	LBR	Liberia
FIN	Finland	LBY	Libya
FRA	France	LIE	Liechtenstein
GUF	French Guiana	LTU	Lithuania
PYF	French Polynesia	LUX	Luxembourg
FRA	French Southern Territories	MKD	Macedonia
GAB	Gabon	MDG	Madagascar
GMB	Gambia	MWI	Malawi
GEO	Georgia	MYS	Malaysia
DEU	Germany	MDV	Maldives
GHA	Ghana	MLI	Mali
GIB	Gibraltar	GRC	Greece
BEN	Benin	GRL	Greenland
GRD	Grenada	MUS	Mauritius
GLP	Guadeloupe	SYC	Seychelles
GTM	Guatemala	SLE	Sierra Leone
MEX	Mexico	SGP	Singapore
FSM	Micronesia (Federated States of)	SVK	Slovakia
MDA	Moldova	SVN	Slovenia
MCO	Monaco	SLB	Solomon Islands
MNG	Mongolia	SOM	Somalia
SCG	Montenegro	ZAF	South Africa
MSR	Montserrat	ESP	Spain
MAR	Morocco	LKA	Sri Lanka
MOZ	Mozambique	KNA	St Christopher (St Kitts) – Nevis
MMR	Myanmar	LCA	St Lucia
NAM	Namibia	VCT	St Vincent and the Grenadines
NRU	Naru	SHN	St Helena and Dependencies
NPL	Nepal	SDN	Sudan
ANT	Netherlands Antilles	SUR	Suriname
NLD	Netherlands	SWZ	Swaziland
NCL	New Caledonia	SWE	Sweden
NZL	New Zealand	CHE	Switzerland
NIC	Nicaragua	SYR	Syrian Arab Republic
NER	Niger	TWN	Taiwan
NGA	Nigeria	TJK	Tajikistan
NIU	Niue	TZA	Tanzania
NOR	Norway	THA	Thailand
PSE	Occupied Territories (Gaza and West Bank)	TGO	Togo
OMN	Oman	TON	Tonga

<b>Code</b>	<b>Value</b>	<b>Code</b>	<b>Value</b>
PAK	Pakistan	TTO	Trinidad and Tobago
PLW	Palau	TUN	Tunisia
PAN	Panama	TUR	Turkey
PNG	Papua New Guinea	TKM	Turkmenistan
PRY	Paraguay	TCA	Turks and Caicos Islands
PER	Peru	TUV	Tuvalu
PHL	Philippines	UGA	Uganda
PCN	Pitcairn Islands Group	UKR	Ukraine
POL	Poland	ARE	United Arab Emirates
PRT	Portugal	GBR	United Kingdom
PRI	Puerto Rico	USA	United States of America
QAT	Qatar	URY	Uruguay
IRL	Republic of Ireland	UZB	Uzbekistan
REU	Reunion	VAT	Vatican City State
ROU	Romania	VIR	US Virgin Islands
RUS	Russia	VUT	Vanuatu
RWA	Rawanda	VEN	Venezuela
SMR	San Marino	VNM	Vietnam
STP	Sao Tome Principe	WSM	Western Samoa
SAU	Saudi Arabia	YEM	Yemen
SEN	Senegal	YUG	Yugoslavia
SCG	Serbia	ZWE	Zimbabwe
ZAR	Zaire	ZMB	Zambia
MLT	Malta and Gozo	MHL	Marshall Islands
MTQ	Martinique	MRT	Mauritiana

Office of National Statistics geographical country codes (OGCC). These are provided as a supplement to the codes above.

<b>Code</b>	<b>Value</b>	<b>Code</b>	<b>Value</b>
900	At sea (not otherwise stated)	922	West Africa (not otherwise stated)
903	In the air (not otherwise stated)	924	Asia (not otherwise stated)
906	Elsewhere not stated	927	Europe (not otherwise stated)
906	Other (not otherwise stated)	931	Middle East (not otherwise stated)
920	East Africa (not otherwise stated)	934	South America (not otherwise stated)
921	North Africa (not otherwise stated)		

## First Language

**Formal Name:** First Language

**Common name:** N/A

**Main source of standard:** Derived from ISO 639-2

**Definition:** This is the first language that a person acquires in earliest childhood. It is usually, but not necessarily, the language spoken at home.

**Format:** Up to 6 characters

**Codes and values:**

**Note:** This short list is an extract from ISO 639-2 and reflects prevalent languages spoken in Scotland. Other languages can be recorded from the full ISO 639-2 list.

Code	Value	Sub Code	Value
ara	Arabic		
ben	Bengali		
chi	Chinese		
eng	English		
fre	French		
ger	German		
gla	Gaelic; Scottish Gaelic		
gre	Greek		
guj	Gujarati		
hin	Hindi		
ita	Italian		
nor	Norwegian		
pan	Panjabi; Punjabi		
per	Persian		
sgn	Sign Language	-GB	British Sign Language
spa	Spanish; Catalan		
tur	Turkish		
und	Undetermined (Not Known)		
Urd	Urdu		

**Sub data items:** N/A

**Related data items:** Preferred Language

**Further information:**

It is important that agencies establish clearly at the earliest opportunity whether there are likely to be any difficulties in communicating or understanding terms and/or service descriptions etc. (e.g. concepts such as 'special needs' which may not be clear even to native speakers are unlikely to be understood by those from other cultures).

**Recording guidance:**

The person's first language should be recorded wherever possible. The codes and values list provided is an extract from ISO 639-2 and reflects prevalent languages spoken in Scotland. Other languages, including other sign languages, should be recorded from the full ISO 639-2 list.

The primary purpose of ISO 639 is to classify WRITTEN language. Care professionals may need to know a person's first written language and/or first SPOKEN language, e.g. a person's written language may be Chinese, but their spoken language may be Cantonese or Mandarin. A method of recording spoken variants of a language will be developed in the near future. The Government Data Standards Catalogue codes for the Chinese dialects: Cantonese, Mandarin and Hakka have not been adopted due to code structure incompatibility.

Where detail about the specific sign language used is required, 'sgn' followed by the ISO 3166-1 2 character country code should be used e.g. 'sgn-GB'. ISO 3166 Country code GB has been used as part of the code for British Sign Language. See note under Country of Birth for further information.

**Relevant datasets:**

Social Care Data Standards Manual V2.0  
eCARE Multi-Agency Store Data Model V2.9  
NCDDP

## Interpretation Assistance Indicator

**Formal Name:** Interpretation Assistance Indicator

**Common name:** N/A

**Main source of standard:** Scottish Executive Data Standards Branch

**Definition:** Indication of requirement for assistance to communicate in English.

**Format:** 2 characters

**Codes and values:**

Code	Value	Explanatory Notes
00	No help needed	Fluent in English
01	Needs help only with complex language	Usually conversant in English.
02	Help needed at all times	Interpretation in Preferred Language or Preferred Communication Method required.
99	Not known	

**Sub data items:** N/A

**Related data items:** Preferred Language; Preferred Communication Method.

**Further information:** N/A

**Recording guidance:** N/A

**Relevant datasets:**

Social Care Data Standards Manual V2.0  
eCARE Multi-Agency Store Data Model V2.9  
NCDDP



## Communicative Understanding

**Common name:** N/A

**Main source of standard:** eSAY Project

**Definition:** The level of understanding a person has of verbal and non-verbal communication. Communication is a 2-way process, incorporating both understanding and expression. Communication includes interaction and language (spoken language as well as other formal systems like BSL or Blissymbols). Understanding typically develops in advance of expression, and underpins it. Understanding of communication can involve both verbal and non-verbal (process of sending and receiving wordless messages using body language, facial expression, intonation, symbols etc.) aspects together with an appreciation of the meaning of these signals in a complex, interactive setting.

**Format:** 2 characters

**Codes and values:**

Code	Value	Explanatory Notes
00	No noticeable reaction to surrounding events.	
01	Reacts to events at the time and concrete things which are physically present.	Reacts, perhaps inconsistently, to events happening at the time and concrete things that are physically present e.g. responds to particular positions or movement, style of interaction; level and type of noises/sounds/music.
02	Understands elements of meaning from non-verbal cues	Understands elements/aspects of what people are meaning e.g. through tone of voice, familiarity with routines and other situational clues - at a very simple level. Begins to share attention to people, places and objects.  e.g. understands that it is time to go out only when his or her coat is produced.
03	Understands basic verbal or non-verbal communication	Understands basic communication (verbal or non-verbal) assisted by routine and context. Requires phrases or short simple sentences with at most one information carrying word/sign. Use of keyword signs and/or pictures and/or symbols supports understanding.  e.g. follows basic instruction in familiar situations such as being asked to come over here or sit down, etc.

04	Understands simplistic verbal or non-verbal communication	Understands communication (verbal or non-verbal) assisted by routine and context. Requires simple sentences with at most two or three information carrying words/signs. Use of signs and/or pictures and/or symbols sometimes needed to support understanding.  e.g. follows instructions requiring understanding of 'do X then Y'.
05	Understands verbal and non-verbal communication in simplistic situations.	Understands verbal and non-verbal communication, including open questions (what, where, when). May have difficulty with what-if type questions or language used in a social sense appropriate to context. E.g. how would that make you feel?  e.g. difficulties with subtle and complex aspects such as irony and metaphor.
06	Comprehensive understanding of verbal and non-verbal communication.	Understands verbal and non-verbal communication, including subtle and complex aspects in a wide range of social contexts. The person has no communication support needs when using a language he or she is fluent in.
99	Not known	

**Related data items:** First Language, Preferred Language, Preferred Communication Method

**Further information:** This item records the level of understanding an individual has of communication (verbal and non-verbal). The information can be used locally, to help plan services around an individual's communication support needs, and nationally, to show the needs for training of staff and/or specialists to facilitate communication with people who use services.

**Recording guidance:** Communicative understanding develops throughout life and a lower level of understanding might be normal given the age of the person.

**Relevant datasets:** N/A

**Sub data items:** N/A

## Preferred Communication Method

**Formal Name:** Preferred Communication Method

**Common Name:** N/A

**Main source of standard:** Scottish Executive Data Standards Branch

**Definition:** The method of communication preferred by the person to make themselves understood.

**Format:** 3 characters

**Codes and values:**

Code	Value	Sub Code	Value
01	Verbal communication		
		A	Generally intelligible speech (i.e. person can be understood by all)
		B	Speech of limited intelligibility (i.e. only some of what person says can be understood by all, OR person can be understood only by people familiar with mode of speech)
		C	Other verbal communication (i.e. person uses grunts or other utterances to communicate)
02	Communication based on the alphabet		
		A	Finger spelling
		B	Deaf/blind manual alphabet
		C	Block
03	Communication based on sign language		
		A	British Sign Language (BSL)
		B	Visual Frame Signing/Close signing
		C	Hands on signing
		D	Makaton
		E	Sign Supported English
		F	Signed English
		G	Other Sign Language
04	Communication using text		
		A	Large print
		B	Braille and/or Moon
05	Communication using objects and symbols		

Code	Value	Sub Code	Value
		A	Objects of reference
		B	Blissymbols
		C	Rebus symbols
06	Communication based on body language and touch		
		A	Body language
		B	Tadoma
98	Other preferred communication method		
99	Preferred communication method not known		

**Sub data items:** N/A

**Related data items:** N/A

**Further information:**

Where a person does not rely on speech as their main method of making themselves understood, and/or understanding others, it is important to record the other methods of communication that may be used.

**Recording guidance:** N/A

**Relevant datasets:**

Social Care Data Standards Manual V2.0  
eCARE Multi-Agency Store Data Model V2.9  
NCDDP  
Supporting People

## Section 2: Housing

### Accommodation Type

**Formal Name:** Accommodation Type

**Common Name:** Accommodation

**Main source of standard:** Scottish Executive Data Standards Branch

**Definition:** The type of accommodation in which the service user is normally resident.

**Format:** Up to 6 characters

**Codes and values:**

Code	Value	Sub Code	Value
01	Homeless		
		HM01	Homelessness Type unspecified
		HM02	Rough sleepers
		HM03	Other roofless
		HM04	Squatting
		HM05	Emergency/temporary accommodation
		HM06	Women's refuges
		HM07	Bed and Breakfast
		HM08	Young people asked to leave
		HM09	Unable to secure entry
02	Mainstream		
		MA01	Unspecified
		MA02	No adaptations
		MA03	With adaptations
		MA04	Barrier Free Housing/Lifetime Homes
03	Special Housing		
		SP01	Unspecified
		SP02	Amenity Housing
		SP03	Wheelchair accessible housing
		SP04	Ambulant Disabled Housing
		SP05	Other specially adapted housing
04	Sheltered housing		
		SH01	Unspecified
		SH02	Extra Care Housing
		SH03	Very Sheltered Housing
		SH04	Integrated Very Sheltered Housing/Shared Housing Plus

Code	Value	Sub Code	Value
		SH05	Other Sheltered Housing
05	Supported accommodation		
		SU01	Unspecified
		SU02	Hostels
		SU03	Staffed Group Hostels
		SU04	Core and Cluster
		SU05	Foyers
		SU06	Supported Tenancies
		SU07	Supported landlady/resident caretaker schemes
		SU08	Specialist facilities
		SU09	Other Supported Accommodation
06	Specialist Rehabilitation Units		
		RU01	Unspecified
		RU02	Addiction Rehabilitation Units
		RU03	Mental Health Rehabilitation Facilities
07	Registered adult care homes See recording guidance		
		AC01	Unspecified
		AC02	Registered Care Homes (single status homes)
08	Registered child care accommodation		
		CC01	Unspecified
		CC02	Residential Homes for Children
		CC03	Residential Schools
		CC04	Secure Accommodation
09	NHS Facilities/hospitals		
		NH01	Unspecified
		NH02	Long Stay NHS Facility/Hospital – Learning Disability
		NH03	Long Stay NHS Facility/Hospital – General Psychiatry
		NH04	Long Stay NHS Facility/Hospital – Psychiatry of Old Age
		NH05	Long Stay NHS Facility/Hospital – Geriatric Medicine
10	Penal institutions		
		PE01	Unspecified
		PE02	Prison
		PE03	Young Offenders Institution
		PE04	Secure (forensic) locked psychiatry facility
11	Independent hospitals		
12	Independent hospices		
13	Mobile accommodation		
99	Not Known		

**Sub data items:** N/A

**Related data items:** N/A

**Further information:** N/A

**Recording guidance:**

Registered Adult Care Homes

Two further codes exist: AC03 – Nursing Homes and AC04 – Residential Care Homes. These are not featured in the Accommodation Type Codes in this standard as they would only ever be used for historical data prior to the re-designation of ‘Residential’ and ‘Nursing Homes’ as ‘Care Homes’. They appear in the ‘Supporting People’ data standard for Accommodation Type.

<http://www.scotland.gov.uk/Publications/2003/03/16940/21289>)

**Relevant Datasets:**

Social Care Data Standards Manual V2.0

eCARE Multi-Agency Store Data Model V2.9

NCDDP

Supporting People

## Housing Support

**Formal name:** Housing Support

**Common name:** N/A

**Main source of standard:** Social Care Data Standards Project 1

**Definition:** Support services available to the person at home from both on and off-site staff e.g. warden services, etc. These supports are tied to the accommodation in which the person lives.

**Format:** 2 characters

**Codes and values:**

Code	Value
00	None
01	Visiting support/floating support
02	Warden service (on-site)
03	Peripatetic warden service (off-site)
04	Alarm/On Call service
05	Day-time staff (on-site)
06	Sleep-in staff
07	Awake night staff
98	Other
99	Not known

**Sub data items:** N/A

**Related data items:** N/A

**Further information:** Provides a record of the supports a person is receiving in the home, and helps to facilitate future planning.

**Recording Guidance:** All items that apply should be recorded.

**Relevant Datasets:** N/A



## Household Composition

**Formal Name:** Household Composition

**Common Name:** N/A

**Main Source of Standard:** Scottish Executive Data Standards Branch

**Definition:** This item indicates the make-up and structure of the person's household.

A household comprises:

one person living alone

a group of people (not necessarily related) living at the same address with common housekeeping – that is, sharing part or all of the living accommodation and facilities, and/or at least one meal a day

two or more groups of people (not necessarily related) living at the same address with common housekeeping

**Format:** 3 alphanumeric, pick list

**Codes and values:**

Code	Sub code	Value	Explanatory notes
01		Single adult non-pensioner household	One adult of non-pensionable age living without any children.
02		Single parent household	One adult of non-pensionable age living with one or more children. "Parent" means biological or adoptive parent, or someone (e.g. an aunt or uncle) acting in the capacity of parent.
	A	With dependant children	"Dependant" means that the child depends of the parent financially, for food, shelter and warmth and for any other essential care.
	B	With non-dependant children	
	C	With dependant and non-dependant children.	
03		Single pensioner	One adult living alone, over the age of 60 (women) or 65 (men). Where there are children, the person can be a biological or adoptive parent, or acting in the capacity for parent (e.g. Grandfather).
	A	No children	Either never had children or they have moved out.
	B	With dependant children	"Dependant" means that the child depends of the parent financially, for food, shelter and warmth and for any other essential care.
	C	With non-dependant children	
	D	With dependant and non-dependant children	
04		Adult couple (non-	Two adults living together, neither

Code	Sub code	Value	Explanatory notes
		pensionable)	of pensionable age. Where there are children, the couple can be biological or adoptive parents, or acting in the capacity of parents (e.g. Aunt and uncle).
	A	No children	Either never had children or they have moved out.
	B	With dependant children	“Dependant” means that the child depends of the parent financially, for food, shelter and warmth and for any other essential care.
	C	With non-dependant children	
	D	With dependant and non-dependant children	
05		Adult couple (pensionable)	Two adults living together, one or both of pensionable age (60 for women, 65 for men). Where there are children, the couple can be biological or adoptive parents, or acting in the capacity of parents (e.g. Grandparents).
	A	No children	Either never had children or they have moved out.
	B	With dependant children	“Dependant” means that the child depends of the parent financially, for food, shelter and warmth and for any other essential care.
	C	With non-dependant children	
	D	With dependant and non-dependant children	
06		Adult household (related)	Two or more adults living together, related by blood or law but not married or cohabiting with each other as if they were married – for example, brother and sister living together.  Note: Married and cohabiting couples should be coded under 04 or 05 as appropriate.
07		Adult household (not related)	Two or more adults (not related) living together.
	A	Student household	2 or more full-time students living together.
	B	Other adult household	For example: 2 or more single working people 1 or more students living with 1 or more single working people.
08		Extended household	One couple or family living with other relatives and/or unrelated adults.
	A	No children	Either have never had any children, or they’ve moved out.

Code	Sub code	Value	Explanatory notes
	B	With dependant children	“Dependant” means that the child depends on adult household members financially, for food, shelter and warmth and for any other essential care.
	C	With non-dependant children	
	D	With dependant children and non-dependant children	
09		Group household	Two or more couples living together in the same household.
	A	No children	Either never had any children, or they’ve moved out.
	B	With dependant children	“Dependant” means that the child depends on adult household members financially, for food, shelter and warmth and for any essential care.
	C	With non-dependant children	
	D	With dependant and non-dependant children	
10		Other household with dependant children	Any household with dependant children which doesn’t fall under one of the above categories.
11		Other household without dependant children	Any household without dependant children which doesn’t fall under one of the above categories.
99		Not Known	

**Sub data items:** Start and End Dates

**Further information:**

This data item describes the general nature of the household to which the data subject belongs, together with a broad indication of its economic status (e.g. students, pensionable or non-pensionable adults) and inter-dependencies (e.g. whether there are dependant children). It does not indicate the relationship of the data subject to other household members. For example, in a household comprising a non-pensionable adult couple with dependant children, the item does not tell you whether the data subject is one of the adults or one of the children – it tells you simple that the data subject belongs to that type of household.

Information on the data subject’s relationship to other household members can be obtained by recording other household members in the “Associated Person” sub dataset which contains name, address, gender, date for birth, the role carried out in relation to the data subject and relationship to data subject. At least address and relationship to data subject would have to be recorded.

**Recording guidance:** N/A

**Relevant datasets:**

Social Care Data Standards Manual V2.0  
eCARE Multi-Agency Store Data Model V2.9

## Lives with family carer

**Formal name:** Lives with family carer

**Common name:** N/A

**Main source of standard:** eSAY Project

**Definition:** An indicator to show where a person is living with a family carer.

**Codes and values:**

Code	Sub code	Value	Explanatory notes
00		Person does not live with a family carer	
01		Person lives with a family carer	
	A	Parent	
	B	Sibling	
	C	Son/Daughter	It should be noted in this instance an individual's son or daughter may be a child or adult who is caring for a parent.
	D	Other relative	
99		Not Known	

**Sub data items:** N/A

**Related items:** N/A

**Further information:** Developing more independent accommodation options is a key element in "The same as you?" and "Supporting People" so this will be an important item for monitoring the implementation of national strategies.

**Recording guidance:** This item is intended to capture where people are living with a family member who is providing care, it should not be used where an individual lives in a family home by choice but care and support is not provided.

**Relevant datasets:** N/A

**Number of people with a Learning Disability living in the same accommodation**

**Formal name:** Number of people with a Learning Disability living in the same accommodation

**Common name:** N/A

**Main source of standard:** eSAY Project

**Definition:** This item records how many people with a learning disability are living in the same household. It includes the person who is the subject of the assessment.

**Format:** 2 characters

**Codes and values:**

Code	Value
01	One person with a learning disability in the household
02	2 – 4 people with a learning disability in the household
03	5 – 7 people with a learning disability in the household
04	7+ people with a learning disability in the household
99	Not Known

**Sub data items:** N/A

**Related items:** Household composition

**Further information:** Developing more independent accommodation options is a key element in “The same as you?” and “Supporting People” so this will be an important item for monitoring implementation of local and national strategies. Viewed in conjunction with the ‘Household composition’ item, this will give a picture of whether people are living in group living situations.

**Recording guidance:** N/A

**Relevant Datasets:** N/A

## Tenure Type

**Formal Name:** Tenure Type

**Common name:** N/A

**Main source of standard:** Scottish Executive Data Standards Branch

**Definition:** Indicates the basis on which an individual occupies the property in which they live.

**Format:** 3 characters

**Codes and values:**

Code	Value	Sub Code	Value
00	None (No tenure)		
01	Owned		
		A	Owned outright
		B	Owned mortgaged
		C	Part owned/part rent
02	Social rented		
		A	L.A. Rented – standard
		B	L.A. Rented – temporary
		C	Social Housing – temporary
		D	Social Housing – rented
03	Private accommodation arrangements		
04	Tied housing		
05	Institutional living		
98	Other		
99	Not Known		

**Sub data items:** N/A

**Related data items:** N/A

**Further information:** N/A

**Recording guidance:** For the purposes of Social Care data recording under categories 01 (Owned) and 02 (Social Rented), an established couple (i.e. Data subject plus spouse/civil partner or long-term partner) is treated as a single unit whether owning or renting is done by one of them or jointly, as in the following circumstances:

- the data subject owns or rents the property
- the data subject's spouse/civil partner or partner owns or rents the property
- the data subject owns or rents the property jointly with a spouse/civil partner or partner

A person living rent-free in someone else's private house (other than a spouse/civil partner or partner) would be coded 03 – "Private Accommodation Arrangements", not 00 – "No tenure".

**Relevant datasets:**

Social Care Data Standards Manual V2.0

eCARE Multi-Agency Store Data Model V2.9

Supporting People

## Dwelling Type

**Formal Name:** Dwelling Type

**Common name:** N/A

**Main source of standard:** Scottish Executive Data Standards Branch

**Definition:** Dwelling type is a description of the physical structure in which someone lives.

**Format:** 3 characters

**Codes and values:**

Code	Value	Code	Value
01	Detached house		
		A	Multi storey
		B	Single storey
02	Semi-detached house		
		A	Multi storey
		B	Single storey
03	Terraced house		
		A	Multi storey
		B	Single storey
04	Flat		
		A	Multi Storey – entrance on ground floor
		B	Multi Storey – entrance on upper floor (stairs only)
		C	Multi Storey – entrance on upper floor (lift access)
		D	Single Storey – entrance on ground floor
		E	Single Storey – entrance on upper floor (stairs only)
		F	Single Storey – entrance on upper floor (lift access)
05	Caravan/Travelling Trailer/PortaKabin/Tent		
		A	Static
		B	Mobile
06	Water borne craft		
98	Other		
99	Not Known		

**Sub data items:** N/A



**Related data items:** N/A

**Further information:**

Please note that the Controlled Vocabulary (codeset) for this item in the eCARE MAS Data Model V2.5 does not contain the code 98 – “Other”. The eCARE codeset will be brought into line with the data standard in this manual through routine change control procedures.

**Recording guidance:** N/A

**Relevant datasets:**

Social Care Data Standards Manual V2.0  
eCARE Multi-Agency Store Data Model V2.9  
NCDDP  
Supporting People

## Appropriateness of current accommodation

**Formal name:** Appropriateness of current accommodation

**Common name:** N/A

**Main source of standard:** eSAY Project

**Definition:** Assessor and patient/client view as to whether the current accommodation is appropriate for the persons needs.

**Format:** 3 characters

**Codes and values:**

Code	Sub code	Value
01		Current accommodation appropriate
02		Current accommodation not appropriate
	A	Due to design and layout of accommodation
	B	Due to interpersonal relationships with others sharing the same accommodation
	C	Location within the building creates access problems
	D	Geographical location is unsuitable (e.g. inadequate public transport, lack of local amenities, etc)
	E	Community Issues (e.g. problems with neighbours, noise issues, bullying/harassment)
	Z	Other
99		Not known

**Sub data items:** N/A

**Related data items:** N/A

**Further information:** Assists in ensuring that the person's living arrangements are suited to their needs, both current and future.

**Recording Guidance:** Code 02E should be recorded both when the issues originate from within the community and when they are from the client. e.g. This code applies in the instance where accommodation is not appropriate due to excessive noise from the community/neighbours and where the client is excessively noisy.

**Relevant datasets:** N/A

## Section 3: Current Services and Opportunities

### Current care and supports

**Formal name:** Current care and supports

**Common name:** N/A

**Main source of standard:** eSAY Project

**Definition:** List of all services and support the person is currently receiving.

**Codes and values:**

Code	Sub code	Value
00		None
01		General Practitioner
02		Community Learning Disability Nurse
03		Practice Nurse
04		Epilepsy Nurse
05		District Nurse
06		Speech and Language Therapist
07		Physiotherapist
08		Occupational Therapist
09		Complementary Therapist
10		Psychiatrist
11		Psychologist
12		Podiatrist
13		Dietician
14		Dentist
15		Optician
16		Social Worker
17		Social Care Worker
18		Local Area Coordinator
19		Independent Advocate
20		Adaptations to the home to improve accessibility e.g. Lifts, hoists, level access ramps etc.
21		Short breaks
	A	In the person's own home
	B	In another's home (including adult placements/shared care)
	C	In a day centre or other community facility
	D	In a care home
	E	In hospital or hospice accommodation
22		Home care supports e.g. help with cleaning, preparation of meals and other household chores.

Code	Sub code	Value
23		Creative Therapies
98		Other
99		Not known

**Sub data items:** N/A

**Related data items:** N/A

**Further information:** Generally considered as basic information for individualised records and important for 'data sharing' and in eCare environments.

The development of more flexible approaches to service provision is a major theme of the national framework in "The same as you?" and other national policies, so the recording of services provided and those that are identified as required to meet current and future needs will be a key component for monitoring local and national developments.

**Recording Guidance:** All relevant items should be recorded.

**Relevant datasets:** N/A

## Level of unpaid support

**Formal name:** Level of unpaid support

**Common name:** Natural support

**Main source of standard:** eSAY Project

**Definition:** Unpaid support, care and supervision provided without payment by a relative or friend to someone in need because of illness, disability or frailty. This item records that support (also referred to as 'natural support').

**Format:** 4 characters (2+2)

**Codes and values:**

Code	Value	Explanatory notes
00	None	
01	Immediate family	Parent, brother, sister or child.
02	Other Relative	Any relative who is not a parent, sibling or child.
03	Friend/neighbour	
04	Befriender	
05	Citizen advocate	
98	Other	
99	Not known	

**Sub data items:** Level of unpaid support: provision frequency

One of the codes below should be attached to each recorded provider of support.

Code	Value
00	None
01	1 – 9 hours per week
02	10 – 19 hours per week
03	20 – 29 hours per week
04	30 – 39 hours per week
05	40+ hours per week
99	Not known

**Related data items:** N/A

**Further information:** Could be seen as part of "Current care and supports", but is listed separately to reflect the importance of including information regarding unpaid care alongside more 'formal' service provision.

'Natural' networks form the foundation for people who require support in the community. It is important locally and nationally to be aware of the level and nature of

informal care and to ensure that formal services assist and strengthen the person's natural support.

**Recording Guidance:**

All relevant items should be recorded.

**Note:** Due to the potential of this item to cause offence if pursued too rigorously, it should be approached with sensitivity. It should be clear that only one of two broad bands applies and that this will be used to show the contribution that unpaid support makes. People are not being asked to formally account for the hours per week that they care for a person.

**Relevant datasets:** N/A

## Advocacy

**Formal name:** Advocacy

**Common name:** N/A

**Main source of standard:** eSAY Project

**Definition:**

This item records whether the person has advocacy support and if so, what type of advocacy the person uses.

Improving access to advocacy services is a key recommendation of “The same as you?” Through advocacy services, people who feel unable to speak up for themselves are supported to make their voices heard in order that they can play an active role in their community and help to shape future services.

**Format:** 3 characters

**Codes and values:**

Code	Sub code	Value	Explanatory notes
00		No advocate, advocate not required	The individual does not currently have an advocate and does not think that they require one.
01		No advocate, advocate required	The individual does not currently have an advocate but would like to have one.
02		Professional advocate	Usually a paid advocate who has received professional advocacy training, this person will be likely to be supporting several people at any given time. This advocacy relationship may be long or short term.
	A	Short term support	
	B	Long term support	
03		Citizen Advocate	An ordinary citizen who may not have had any formal training, this type of advocate is usually not paid for their work.
04		Self Advocacy	The individual is able to advocate for themselves and may be supported by a group. Viewpoints may be put forward individually or collectively.

05		Group/Collective Advocacy	The individual is involved in a group who support each other on common issues or who may campaign on some issues together.
99		Not known	

**Sub data items:** N/A

**Related items:** N/A

**Further information:** Recommendation 11 of “The same as you?” stated that the Scottish Executive was committed to promoting the development of independent advocacy for people with learning disabilities. This item will help to monitor the implementation of that policy.

This item will assist in service planning and development.

**Recording Guidance:** Where an individual makes use of more than one type of advocacy, record all that apply.

**Related datasets:** N/A



## Personal Life Plan

**Formal name:** Personal Life Plan

**Common name:** PLP, Person Centred Planning (PCP)

**Main source of standard:** eSAY Project

### Definition:

Personal Life Plans (PLP) can be called person centred plans (PCPs). PLP/PCP is a process for continual listening and learning, focused on what is important to someone now and for the future, and acting upon this in alliance with family and friends.

This listening and learning is used to understand a person's capacities and choices. PLP/PCP is a basis for problem solving and negotiation to mobilise the resources necessary to pursue the person's aspirations. These resources may be obtained from a person's personal network, from service agencies or from a range of non-specialist and non-service sources.

PLP/PCP are not - (1) The same as assessment and care planning  
(2) the same as reviews of service provision  
(3) a replacement for some other necessary forms of planning

**Format:** 2 characters

### Codes and values:

Code	Value
00	Not applicable
01	Yes
02	No
99	Not known

**Sub data items:** N/A

**Related data items:** N/A

**Further information:** "The same as you?" recommended that every person who wants one should have a personal life plan. This item will help to assess the extent to which this recommendation is being implemented both locally and nationally.

**Recording guidance:** N/A

**Relevant datasets:** N/A

## Education

**Formal name:** Education

**Common name:** N/A

**Main source of standard:** The Scottish Executive "The same as you?" annual returns 2006

**Definition:**

Courses and training the person is currently receiving. The number of days per week the person is attending for each course type should be recorded.

**Format:** 2 characters

**Codes and values:**

Code	Value
00	Not currently in education
01	0.5 day per week
02	1 day per week
03	1.5 days per week
04	2 days per week
05	2.5 days per week
06	3 days per week
07	3+ days per week
99	Not known

**Sub data items:** N/A

**Related data items:** Course Type

**Further information:** Improving access to education is a key element of "The same as you?" so this can be an important element in monitoring implementation of local and national strategies.

**Recording Guidance:** All education courses currently being attended should be accounted for here.

The time spent in education should be recorded to the nearest half day.

For example -

If someone visits a college 3 afternoons a week they should be entered under 1.5 Days

If someone visits a college 5 mornings a week they should be entered under 2.5 Days

If someone visits a college for 5 full days a week they should be entered under 3 Days +

**Relevant datasets:** N/A

## Course Type

**Formal name:** Course Type

**Common name:** N/A

**Main source of standard:** eSAY Project

**Definition:**

This item refers to all education courses a person is currently receiving. Courses should be divided into those specifically for people with LD or ASD and mixed courses. "Courses for people with LD or ASD" means that the course includes only people with learning disabilities and/or ASD, whilst mixed courses are open to all.

**Format:** 2 characters

**Codes and values:**

Code	Value	Explanatory notes
01	Mixed Course	A course which enrolls participants whether they have learning disabilities/ASD or not.
02	LD/ASD Specific Course	A course which only enrolls participants with learning disabilities/ASD.
98	Other	
99	Not known	

**Sub data items:** N/A

**Related data items:** Education

**Further information:** Improving access to education is a key element of "The same as you?" this item will help to show where people are being enabled to access mainstream and specialist opportunities.

**Recording Guidance:** Record course type for each course that a person is taking

**Relevant datasets:** N/A

## Employment Status

**Formal name:** Employment Status

**Common name:** N/A

**Main source of standard:** Derived from the National Clinical Dataset Development Program (NCDDP)

**Definition:** Indicates the person's economic position in the labour market in terms of whether he or she is currently employed in paid work, seeking employment or, either by choice or age or other restriction, not economically active.

**Format:** 3 characters

**Codes and values:**

Code	Value	Sub Code	Value
01	Regular paid employment	A	Full-time
		B	Part-time
02	Self employed	A	Full-time
		B	Part-time
03	Looking after home/family		
04	Engaged in voluntary work (unpaid)	A	Seeking paid employment
		B	Not seeking paid employment
05	Unemployed	A	Available/fit for work
		B	Not available/fit for work
06	Formal education (pupil or student)	A	Full-time
		B	Part-time
07	Retired	A	Career completion
		B	Medically retired
08	Not applicable		
09	Permanently sick/disabled		
10	Temporarily sick/disabled (self-employed only)		
11	Government training scheme		
12	Other reasons not working		
99	Not Known		

**Sub data items:** N/A

**Related data items:** Support in the workplace, this item would only apply where an individual is in employment.

Employment Opportunities, this item would only apply where an individual is in paid employment.

**Further information:** N/A

**Recording Guidance:** Record all applicable values.

**Relevant datasets:**

Social Care Data Standards Manual V2.0

eCARE Multi-Agency Store Data Model V2.9

NCDDP

Supporting People

# Support in the workplace

**Formal name:** Support in the workplace

**Common name:** N/A

**Main source of standard:** eSAY Project

**Definition:** This item covers the most common types of support that a person may receive in the workplace to show what supports people are getting to help them be effective in their jobs and to maximise the possibility of sustaining their employment.

**Format:** 2 characters

**Codes and values:**

Code	Value
00	None
01	Support from a job coach
02	Support from colleagues
98	Other
99	Not Known

**Sub data items:** N/A

**Related data items:** Employment Status and Employment Opportunities

**Further information:** N/A

**Recording guidance:** The main source of support that a person is receiving should be recorded.

**Relevant datasets:** N/A

## Employment Opportunities

**Formal name:** Employment Opportunities

**Common name:** N/A

**Main source of standard:** The Scottish Executive “The same as you?” annual returns 2006

**Definition:**

This item summarises the amount of time per week that the person currently spends in employment, whether paid or unpaid and whether that employment is an open or non-open opportunity.

**Format:** 2 characters

**Codes and values:**

Code	Sub Code	Value
00		Not currently in employment
01		Under 15 hours per week
	A	Open Employment Opportunity
	B	Non Open Employment Opportunity
02		16 – 30 hours per week
	A	Open Employment Opportunity
	B	Non Open Employment Opportunity
03		30+ hours per week
	A	Open Employment Opportunity
	B	Non Open Employment Opportunity
99		Not Known

**Sub data items:** N/A

**Related data items:** Employment Status and Support in the workplace

**Further information:**

*Non-open Employment*

Group of people all with learning disabilities work together;

All the people doing the work task are people with learning disabilities i.e. there are no people who do not have learning disabilities doing the work task;

The workplace has been set up specifically for people with learning disabilities;

People with learning disabilities get an allowance rather than a wage for the work they do;

Non-Open posts probably could not be put out to open job adverts.

*Open Employment (real jobs, inclusive employment)*

Workplace not specifically set up for people with learning disabilities;

People with learning disabilities are included in a staff group that has people who don't have learning disabilities;

People with learning disabilities get the **going rate for the job**. This may be the **national minimum wage** or above;  
People with learning disabilities may get support from a job coach or they may not;  
There is an open market demand for the service the person with learning disabilities provides or the manufactured goods the person produces;  
Open employment posts have/or could be put out to open job adverts.

**Recording guidance:** N/A

**Relevant datasets:** N/A



## Day Opportunities

**Formal Name:** Day Opportunities

**Common Name:** N/A

**Main source of standard:** The Scottish Executive “The same as you?” annual returns 2006

**Definition:**

Day opportunities including centre and non-centre based opportunities that the person is currently engaged in.

**Format:** 3 characters

**Codes and values:**

Code	Sub code	Value
00		Not currently in attendance
01		Attending a day centre 5 days per week
02		Attending a day centre less than 5 days per week with alternative day opportunities
	A	½ day per week alternative opportunities
	B	1 day per week alternative opportunities
	C	2 days per week alternative opportunities
	D	3 days per week alternative opportunities
	E	4 days per week alternative opportunities
	F	5 days per week alternative opportunities
03		Attending a day centre less than 5 days per week with no alternative day opportunities
04		Not attending a day centre but has alternative day opportunities
99		Not known

**Sub data items:** N/A

**Related data items:** N/A

**Further information:** Identified in “The same as you?” as an important aspect of the lives of people with learning disabilities.

**Recording Guidance:**

This item is about the numbers of adults with learning disabilities who are getting alternative day opportunities outside of day centres in line with the recommendations of “The same as you?”. It will show the numbers of adults with learning disabilities who go to a day centre five days a week compared to the numbers that attend a day centre for part of the week but for the other part of the week they get alternative day opportunities. Alternative day opportunities might include employment, lifelong learning, training, sport or leisure and recreation. This may include episodes where

the person drops in to a centre and then goes to a regular day opportunity outside the centre. Whatever predominates should be recorded here (for example, only one hour in a day centre does not count as a full day). Days when people remain at home should not be counted as alternative day opportunities.

**Relevant datasets:** N/A

## Training

**Formal Name:** Training

**Common Name:** N/A

**Main source of standard:** The Scottish Executive “The same as you?” annual returns 2006

**Definition:** This item covers the training that people are getting outside of further education colleges.

Training could be training for employment (most likely type) or any other training that adults with learning disabilities get. For example, this could be training that leads to an SVQ delivered in a workplace or other setting.

**Format:** 2 characters

**Codes and values:**

Code	Value
00	No current training opportunities
01	Training undertaken in the previous six months
99	Not Known

**Sub data items:** N/A

**Related data items:** N/A

**Further information:** Identified in “The same as you?” as an important aspect of the lives of people with learning disabilities, this item will show the number of people who are getting training that could lead to employment.

**Recording guidance:** N/A

**Relevant datasets:** N/A

## Local Area Coordination

**Formal name:** Local Area Coordination

**Common name:** N/A

**Main source of standard:** eSAY Project

**Definition:**

This item records whether the person has access to a local area coordinator and the use or desired use of that service.

Local area co-ordination provides a bridge that helps people to connect their aspirations and lives with support. It is a way of building and strengthening connections that will last. It supports people in identifying, accessing and making use of a range of supports, including informal supports.

Local area co-ordination was recommended by 'The same as you?' because it was seen as the best way to ensure that people with learning disabilities and their families would get the changes they were asking for.

**Format:** 3 characters

**Codes and values:**

Code	Sub code	Value
00		No local area coordinator service available
01		Individual does have a local area coordinator in their area and does use this service.
02		Individual does have a local area coordinator in their area and does not use this service.
	A	Service availability is constrained.
	B	Individual has indicated that they do not want to use this service.
99		Not known

**Sub data items:** N/A

**Related data items:** N/A

**Further information:** This item will record progress on the implementation of Recommendation 2 of “The same as you?” which recommended that local authorities and health boards should appoint local area coordinators.

**Recording guidance:** N/A

**Relevant datasets:** N/A

## Section 4: Health Information

### Health Needs

**Formal name:** Health Needs

**Common name:** N/A

**Main source of standard:** Adapted from Carenap/ Scottish Executive Data Standards Branch

**Definition:** Should include aspects of physical and mental health relevant to the person's care.

**Format:** 2 characters

**Codes and values:**

Code	Value	Explanatory notes
00	None	
01	Hearing impairment	A person would be regarded as having a hearing impairment if they require either adaptations to their environment and/or use of a hearing aid.
02	Visual impairment	A person should only be recorded as having a visual impairment where the impairment is not fully corrected by spectacles.
03	Physical disability	This category includes people affected by developmental impairments of motor functions.
05	Acquired brain injury	This category does not include those affected due to birth injuries, congenital abnormalities and progressive or degenerative diseases that affect the central nervous system.
06	Language, speech and communication needs	Included here are: developmental dysphasia or aphasia, and acquired aphasia with epilepsy. Not included are: specific learning difficulties, learning disability, sensory impairments and speech mechanism impairments.
07	SEBD (Social Emotional and Behavioural Difficulties)/ mental health problems	Medically diagnosed emotional, conduct or hyperkinetic disorders.  Emotional disorders include: anxiety, phobias, depression, obsessive-compulsive disorder and post-traumatic stress disorder.  Conduct disorders are characterised by a repetitive and persistent pattern of dissocial, aggressive conduct forming an enduring pattern of behaviour.

Code	Value	Explanatory notes
		Hyperkinetic disorder is a persistent pattern of inattention, hyperactivity and/or impulsivity. Includes Attention Deficit Hyperactivity Disorder.
08	Other social, emotional and behavioural difficulties	Social, emotional and behavioural difficulties with no diagnosed mental health problem. Includes: difficulties with social interaction, poor concentration and confrontational behaviour.
09	Other Mental health problems	Medically diagnosed mental health problems including: psychoses (e.g. schizophrenia, bi-polar disorder/manic depressive illness), eating disorders (e.g. anorexia nervosa, bulimia, and pica) and tic disorders. Instances of dementia should be recorded under this category.
10	Specific learning difficulties	Difficulties in reading, writing, spelling or manipulating numbers which are not a consequence of opportunity to learn and are not due to any form of acquired brain injury or illness. Includes: dyslexia and dyscalculia.
11	Addictive problems	
12	Dementia	
13	Epilepsy	
14	Swallowing/Nutritional Problems	Includes PEG feeding.
98	Other	
99	Not known	

**Sub data items:** N/A

**Related data items:** N/A

**Further information:** Allows staff involved in the person's care to make provisions for any additional health related support needs that the person has.

**Recording Guidance:** All items that apply should be recorded.

**Relevant datasets:** N/A

## Cause of learning disability

**Formal name:** Cause of learning disability

**Common name:** N/A

**Main source of standard:** adapted from ICD-10

**Definition:** The cause of a person's learning disability may be either pre-natal (before birth), peri-natal (at or during birth) or post-natal (after birth). The learning disability may occur at any point between conception and the age of eighteen. Causes can be genetic or environmental in origin.

For a large number of people with a learning disability, the cause will remain unknown.

**Format:** 3 characters

**Codes and values:**

Code	Sub code	Values
00		None
01		Congenital malformations, deformities and chromosomal abnormalities
	A	Down's Syndrome
	B	Fragile X Syndrome
	C	Neural Tube Defects
	D	Foetal Alcohol Syndrome
	E	Microcephaly
	F	Congenital hydrocephalus
	G	Prader-Willi Syndrome
	H	Rett Syndrome
	Z	Other chromosomal abnormality
02		Infectious and parasitic diseases
	A	Meningococcal meningitis
	B	Other Meningococcal infections
	C	Congenital syphilis
	D	Slow virus infection of the central nervous system
	Z	Other
03		Endocrine, nutritional and metabolic diseases
	A	Phenylketonuria
	B	Congenital iodine deficiency syndrome
	Z	Other
04		Conditions originating in the peri-natal period
	A	Complications of pregnancy
	B	Complications of labour/delivery
	C	Placenta praevia

Code	Sub code	Values
	D	Maternal infectious and parasitic diseases
	E	Congenital rubella syndrome
	F	Congenital toxoplasmosis
	G	Birth injury
	Z	Other
98		Other Causes
	A	Toxoplasmosis
	B	Rubella
	C	Accidental injury
	D	Non accidental injury
	E	Shaken baby syndrome
	F	Sensory deprivation
	Z	Other
99		Not known

**Sub data items:** N/A

**Related data items:** N/A

**Further information:** Knowing the cause of a person's learning disability can assist in developing care plans and treatment strategies to reduce the effects of the disability on the person.

Aggregate information on causes of learning disability would be useful for epidemiological studies and to assist in service development and planning.

**Recording Guidance:** Where an individual has an autistic spectrum disorder and does not have an associated learning disability code 00 – None should be recorded. Where a person does have a learning disability but the cause is not known, code 99 should be recorded.

**Relevant datasets:** N/A



## Support needed to access opportunities

**Formal name:** Support needed to access opportunities

**Common name:** N/A

**Main source of standard:** Adapted from Carenap

**Definition:** List of any additional support needed by the person to access services and life opportunities, e.g. accompaniment by a carer/friend, transport needs.

**Codes and values:**

Code	Value	Explanatory notes
00	None	
01	Communication	
02	Accompaniment by a friend/carer/relative/other	
03	Transport	This includes support to use public transport and the need for private transport.
98	Other	
99	Not known	

**Sub data items:** N/A

**Related data items:** N/A

**Further information:** Enables those involved in the person's care to ensure that they have adequate support to allow them to efficiently access services.

**Recording Guidance:** All items that apply should be selected.

**Relevant Datasets:** N/A

## Challenging Behaviour

**Formal name:** Challenging Behaviour

**Common name:** N/A

**Main source of standard:** eSAY Project

**Definition:**

Challenging behaviour could be described as those behaviours that occur to such intensity, frequency and duration that they are perceived to challenge the service/carer and also the person reaching their full potential. Challenging behaviour is a very broad and descriptive term, not a diagnosis.

The behaviour is persistent and pervasive. It is present across a range of personal and social situations, although may be more severe in certain identified settings. It results in a significant negative impact on the person's quality of life or the quality of life of others. This may be owing to restriction of his or her lifestyle, social opportunities, independence, community integration, service access or choices, or adaptive functioning.

**Format:** 3 characters

**Codes and values:**

Code	Sub code	Value	Explanatory notes
00		None	
01		Verbally aggressive behaviour	For example the person uses his or her voice in a violent or threatening manner. This may be impulsive or planned.
02		Physically aggressive behaviour	For example the person uses or threatens physical violence. This may be impulsive or planned, and occurs in the context of minimal or no provocation by others.  Severity may range from pushing, slapping, and physically intimidating, to punching, kicking, biting, pulling the hair of others and more serious physical assault.
03		Destructive behaviour	Examples range from the person damaging property, such as tearing paper and fabrics, smashing furniture and glass, to more serious property damage and fire setting. This may be impulsive or planned.
04		Self-injurious behaviour	Self injury, sufficient to cause tissue damage, such as bruising, scarring, tissue loss and dysfunction.  The behaviour may range from skin-

Code	Sub code	Value	Explanatory notes
			picking/scratching, hair pulling, face-tapping/slapping to biting hands, lips, and other body parts, rectal/genital-poking, eye-poking and head banging. The self-injurious behaviour is not a deliberate suicide attempt.
09		Pica	Includes strong cravings for non-food items. For example: dirt and clay, paint chips, plaster, chalk, cigarette ashes and other items not usually considered to be food. Some pica can be harmless if the items consumed are non-toxic, however, ingestion of non-food substances may require medical treatment and, in extreme cases, hospitalisation.
98		Other challenging behaviours	Specific challenging behaviours, not individually classified by name in the categories listed above, must have occurred on at least weekly occasions in the preceding 6-month period.
	A	Single specific behaviour	
	B	Multiple specific behaviour	
99		Not known	

**Sub data items:** N/A

**Related data items:** N/A

**Further information:** Specific needs with regard to challenging behaviour should be addressed in individual assessment and care planning but this item is suggested here as an 'alert' for staff involved with the person to the need, in some instances, to ensure additional support for the person.

Aggregate data may be used to indicate where there are training requirements for staff and carers.

**Recording Guidance:** Challenging behaviours should not be recorded here if they are the direct result of psychiatric disorders, drugs or the result of provocation.

**Relevant datasets:** N/A

## Risk Factors

**Formal name:** Risk factors

**Common name:** N/A

**Main source of standard:** adapted from Carenap/eSAY Project

**Definition:** Risk factors not identified elsewhere, including risks arising out of the actions and/or omissions of others.

**Format:** 3 characters

**Codes and values:**

Code	Sub code	Value	Explanatory notes
00		None	
01		Danger of harm from others	The person is at risk of being harmed by the actions of another person.
	A	Bullying/harassment	
	B	Financial	
	C	Sexual	
	D	Physical	
	E	Emotional	
	F	Neglect	
	Z	Other	
02		Danger of harm from self	Behaviours that could result in the person causing themselves harm, either planned or unplanned.
	A	Self neglect	
	B	Self-injurious behaviour, ranging from biting and scratching to suicidal behaviours.	
	C	Destructive behaviour, ranging from ripping paper and defacing property to fire setting and more serious destructive behaviours.	
	Z	Other	
03		Danger of harm to others	Behaviours that could result in the person causing harm to others, either planned or unplanned. This could be directed at carers, staff or

Code	Sub code	Value	Explanatory notes
			others.
	A	Physical aggression/assault	
	B	Sexual aggression/assault	
	C	Verbal aggression	
	D	Emotional harm	
	Z	Other	
04		Risk of offending	
05		Animal risks	
	A	Person is at risk from animals	
	B	Person is a risk to animals	
06		Substance Misuse	
98		Other	
99		Not Known	

**Sub data items:** N/A

**Relevant data items:** N/A

**Further information:** Assists staff involved in the person's care to be alert to any potential risks to the person from themselves or others to allow additional support to be provided where necessary.

As with the above, aggregate data may be used to assist in studies and with service planning and development.

**Recording Guidance:** All items that apply should be recorded.

**Relevant datasets:** N/A

## Section 5: Needs record

### Domains of need

**Formal name:** Domains of need

**Common Name:** N/A

**Main source of standard:** Social Care Data Standards Project 1

**Definition:**

The areas/aspects of a person's life where additional support may help to assist the person to achieve their potential and ambitions. The categories given are those which should be considered during the process of assessment or review.

The scope of an assessment should be related to its purpose. The level of information gathered and recorded should be consistent with the circumstances of the person being assessed.

**Format:** Up to 6 characters (2+2+2)

**Codes and values:**

Code	Value	Explanatory notes
01	Personal care	Support in relation to: Maintaining personal hygiene (including washing, bathing, using the toilet, grooming); dressing and undressing; foot-care; continence and other aspects of elimination.
02	Mobility	Support in relation to: Walking on level ground, steps and stairs, balance and falls, getting in and out of chair, getting in and out of bed.
03	Fine Motor skills	Support in relation to fine motor skills such as touching and holding.
04	Medical history	Support in relation to: Medical problems – either past or present and medication use and ability to self-medicate.
05	Health screening	Support in relation to: Making use of opportunities for screening (blood pressure monitoring, vaccination, cervical and breast screening, vision and hearing, thyroid etc.).
06	Health promotion	Support in relation to: Maintaining a healthy lifestyle (diet & nutrition, drinking and smoking, exercise, sexual activity etc).
07	Mental health and well-being	Support to in relation to: Mood; motivation; agitation; obsessive behaviour; overactive, aggressive and disruptive behaviour; hallucinations, delusions; depression; reactions to loss and emotional difficulties.
08	Cognition & dementia	Support in relation to: Orientation and memory, wandering and behaviour.

Code	Value	Explanatory notes
09	Senses: support in relation to sight	
10	Senses: support in relation to hearing	
11	Other sensory abnormalities	
12	Accommodation and physical environment	Support in relation to: Appropriateness of accommodation and heating; access to local facilities and services; transport.
13	Housecare	Support in relation to: Preparing meals and snacks; using cooking implements and appliances; shopping; cleaning (external and internal); gardening; pet care; collecting pension/repeat prescriptions; maintenance and repair to appliances; maintaining the safety & security of the home.
14	External environment	Support in relation to: Access to local facilities and services; transport.
15	Communication	Support in relation to: Speech, language and understanding.
16	Personal relationships	Support in relation to: Developing and maintaining family and social contacts; isolation/loneliness; informal support networks and caring arrangements.
17	Safety	Support in relation to: Abuse and neglect; other aspects of personal safety (including bullying and discrimination); public safety.
18	Substance misuse	Support in relation to: Managing use of alcohol, drugs (including prescription drugs) and other substances; addressing precipitating factors leading to use of substance; addressing the difficulties as a result of use of substance.
19	Offending behaviour	Support in relation to diversion from offending
20	Spiritual, religious and cultural	Support in relation to: Requirements for worship or other religious observation; special dietary needs; specific arrangements for care provision (e.g. gender of carer); ethnic issues.
21	Management and level of finances	Support in relation to: Capacity to manage income/budget; source of income; level of income; income maximisation; managing debt; paying rent and bills.
22	Education	Support in relation to: Literacy and numeracy; schooling & further education.
23	Employment	Support in relation to: vocational training; volunteering; employment; life skills.
24	Recreation	Support in relation to: Accessing and participating in mainstream leisure and social events.
25	Carers needs	Support in relation to: Stress and potential for breakdown in caring relationships; practical assistance; accessing respite

Code	Value	Explanatory notes
		and other support; preparation for independent living for the person being cared for.
26	Housing needs	Support in relation to: Accommodation at risk; help to settle in to new accommodation; accessing appropriate housing; accommodation in a poor state of repair or needs adaptation; the target of harassment.
27	Eating and drinking	Support in relation to: eating and drinking problems, e.g. prompting, assistance, special equipment, positioning or PEG feeding.
28	Support with decision making	Support in relation to making key decisions.
29	Physical Wellbeing	Support in relation to: pain control; oral and dental health; skin care/tissue viability; sleeping patterns.
30	Sleep Disorders	
31	Support with medication	
98	Other	
99	Not Known	

**Sub data items:** Need Status and Level of Support required

Need Status

Code	Value
00	No need in this area
01	Need met
02	Need unmet
99	Not known

Level of Support Required

Code	Value	Explanatory notes
01	Fully independent	
02	Minimum assistance	
03	Regular prompting/supervision	
04	Some Support Required	At least one to one support required with the person able to make some contribution.
05	Full support required	At least one to one support with the person totally dependent and unable to make a contribution.
99	Not Known	

**Related data items:** N/A



**Further information:** Scottish Executive guidance on Single Shared Assessment recommends the use of a minimum set of 'components/domains of need' for older people. We have slightly extended the original list to reflect additional domains relating to 'participation' and 'inclusion' that may be particularly relevant to people with learning disabilities and/or ASD.

In conjunction with associated data items this item provides basic planning and service development information at aggregate level and (if deemed appropriate and if terminology can be agreed) for information sharing between agencies and to assist continuity in the flow of information through the transitions in a person's life.

**Recording Guidance:** Record all that apply. For each of these, the need status should be recorded and the level of support required.

**Relevant datasets:** N/A

## Reason for unmet need

**Formal name:** Reason for unmet need

**Common name:** N/A

**Main source of standard:** Social Care Data Standards Project 1

**Definition:** A high level description of the factor(s) that prevent a person's support needs from being met adequately.

**Format:** 2 characters

**Codes and values:**

Code	Value	Explanatory notes
01	Support is not available locally	The person has to go inappropriate distance to receive support (e.g. specialist placements that require the person to be resident away from family/friends or to spend an excessive amount of their time travelling to receive services). Or he/she has to accept inappropriate support because appropriate services cannot be accessed sufficiently close to home.
02	Support is inappropriate	Support is available locally but is not appropriate to the person's individual circumstances (e.g. age inappropriate services, physical inaccessibility of buildings, services insufficiently sensitive to ethnicity, communication issues etc.)
03	Support/Service shortages	Appropriate support/services are available locally but have these waiting lists and/or cannot provide the volume of support that the person requires.
04	Support/service availability constrained	Appropriate support is available locally but is not available at the times that the person requires it (e.g. evenings, overnight or at weekends) or is not available in the setting that the person requires (e.g. lack of community/home based support)
05	Financial constraints	The agency responsible for purchasing or arranging support/services cannot afford to do so or cannot afford the volume of support that the person needs.
06	Other local service provision reasons	Other reasons associated with the way that resources are allocated and services delivered locally
07	Assistance Refused	The person refused the service/support offered.
98	Other reasons	Wider social and/or cultural factors (e.g. public attitudes, environmental design issues)
99	Not known	

**Sub data items:** N/A

**Related data items:** N/A

**Further information:** In individualised records this data item provides a concise statement of why a person's support requirements remain unmet.

Aggregate data contributes to an overall picture of unmet need, resourcing 'bottlenecks' and indicators to assist service planning, development and redesign.

Coded data linked to textual information provides a framework for further qualitative analysis.

**Recording Guidance:** More than one reason may be selected.

**Relevant datasets:** N/A

## Section 6: Finance

### List of benefits currently being received

**Formal name:** List of benefits currently being received

**Common name:** N/A

**Main source of standard:** Adapted from Carenap

**Definition:** State and private benefits currently being received by the person.

**Format:** 2 characters

**Codes and values:**

Code	Value
00	None
01	Direct payments
02	Income Support
03	Jobseeker's Allowance
04	Housing benefit
05	Council Tax benefit
06	Disability Living Allowance (mobility)
07	Disability Living Allowance (care)
08	Attendance allowance
09	State pension
10	Private pension
11	Invalid Carer Allowance
12	Incapacity Benefit
13	Severe Disablement Allowance
14	Child Benefit
15	Disabled Persons Tax Credit
16	Working Family Tax Credit
17	Independent Living Fund
18	Education Maintenance Allowance
98	Other
99	Not known

**Sub data items:** N/A

**Related data items:** N/A

**Further information:** Enables staff to advise on benefits that may be available that the person is currently not receiving.

**Recording Guidance:** All items that apply should be recorded.

**Relevant datasets:** N/A

## Direct Payments

**Formal name:** Direct payments

**Common name:** N/A

**Main source of standard:** eSAY Project

**Definition:** This item records whether people are being offered direct payments. “The same as you?” recommended that everyone with a learning disability should have access to direct payments to pay for services if they wish to have these.

**Format:** 2 characters

**Codes and values:**

Code	Value
01	Person has been offered direct payments and has applied
02	Person has been offered direct payments and has refused these
03	Person has not been offered direct payments
99	Not known

**Sub data items:** N/A

**Related data items:** N/A

**Further information:** This item will monitor the implementation of the policy commitment to offer direct payments to those who wish to have them.

**Recording guidance:** N/A

**Relevant datasets:** N/A