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Background information

Under Section 29 of the National Assistance Act 1948 local authorities are required to compile and maintain classified registers of “persons who are blind, deaf or dumb and other persons who are substantially and permanently handicapped by illness, injury or congenital deformity”. Local Authority Circular (93)\(^1\) provided further guidance to local authorities on registration practice and the collection of statistics for each of the following groups:

- Blind
- Partially sighted
- Deaf with speech
- Deaf without speech
- Hard of hearing
- General classes (those whose primary handicap is neither visual nor auditory).

This return, SSDA902, is concerned with the registration of people who are blind and partially sighted. Collected on a triennial basis, the return was last collected for 2010-11; the National Statistics report based on the data collected can be found at: www.hscic.gov.uk/pubs/blindpartiallysighted11.

Information on the numbers of people registered as deaf or hard of hearing was last collected for the year to 31 March 2010. Following consultation with stakeholders, the collection was then discontinued. The final National Statistics report relating to the numbers of deaf and hard of hearing registrations is available at: www.hscic.gov.uk/pubs/regdeaf10.

Information on general classes of disability was last collected for the year to 31 March 1993 and published as “Registers of people with physical disabilities (General Classes)” in February 1994. The collection of this information was discontinued as registrations were found to be an inaccurate reflection of the actual number of people with disabilities. Statistics on physical disability are now collected by the Office for Disability Issues, part of the Department for Work and Pensions, and are available at: http://odi.dwp.gov.uk/disability-statistics-and-research/disability-facts-and-figures.php.

Contact information

Any staff completing this return who require advice regarding SSDA902 or who have an issue relating to the content and coverage of the return are invited to contact the Disability Registers helpdesk at the Health and Social Care Information Centre (HSCIC) by email to: disabilities@hscic.gov.uk.

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\(^1\) Available at: http://webarchive.nationalarchives.gov.uk/+/www.dh.gov.uk/en/Publicationsandstatistics/Lettersandcirculars/LocalAuthorityCirculars/AllLocalAuthority/DH_4004121.
# SSDA902 pro forma for 2013-14

## Table 1

<table>
<thead>
<tr>
<th>Return Ref: Table 1</th>
<th>Return Title: Blind/severely sight impaired persons and partial sight/sight impaired persons – Numbers on the register and new registrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age:</td>
<td>Blind/severely sight impaired persons registered at 31/03/2014</td>
</tr>
<tr>
<td>0 – 4</td>
<td></td>
</tr>
<tr>
<td>5 – 17</td>
<td></td>
</tr>
<tr>
<td>18 – 49</td>
<td></td>
</tr>
<tr>
<td>50 – 64</td>
<td></td>
</tr>
<tr>
<td>65 – 74</td>
<td></td>
</tr>
<tr>
<td>75 and over</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>Return Ref: Table 2</td>
<td>Return Title: Registered blind/severely sight impaired persons who have an additional disability – by age</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Period:</td>
<td>31 March 2014</td>
</tr>
<tr>
<td><strong>Additional disability:</strong></td>
<td>0 – 4</td>
</tr>
<tr>
<td>People who are deaf with speech</td>
<td></td>
</tr>
<tr>
<td>People who are deaf without speech</td>
<td></td>
</tr>
<tr>
<td>People who are hard of hearing</td>
<td></td>
</tr>
<tr>
<td>People with physical disabilities</td>
<td></td>
</tr>
<tr>
<td>People with mental health problems</td>
<td></td>
</tr>
<tr>
<td>People with learning disabilities</td>
<td></td>
</tr>
<tr>
<td>All persons with additional disability – Total</td>
<td></td>
</tr>
<tr>
<td>Additional disability:</td>
<td>0 – 4</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>People who are deaf with speech</td>
<td></td>
</tr>
<tr>
<td>People who are deaf without speech</td>
<td></td>
</tr>
<tr>
<td>People who are hard of hearing</td>
<td></td>
</tr>
<tr>
<td>People with physical disabilities</td>
<td></td>
</tr>
<tr>
<td>People with mental health problems</td>
<td></td>
</tr>
<tr>
<td>People with learning disabilities</td>
<td></td>
</tr>
<tr>
<td>All persons with additional disability - Total</td>
<td></td>
</tr>
</tbody>
</table>
General guidance for completing the return

- When completing your return, please use zeros where indicating NO activity.
- Please only leave cells blank if data are NOT available.
- All blank cells will be treated as data not available.

Form SSDA902 relates specifically to the "Registers of the Blind and Partially Sighted" maintained by LA Social Services Departments and seeks information on the numbers of people registered as either blind or partially sighted, by age ranges. The statutory definition for "Blind" can be found below, along with the equivalent definition for partial sight.

### Blind:
Those who are so blind as to be unable to perform any work for which eyesight is essential.

### Partial Sight:
Those who are substantially and permanently disabled by defective vision caused by congenital defect, illness or injury.

Only registered blind/severely sight impaired or partial sight/sight impaired persons normally resident in the area should be entered on this return. This includes persons normally resident in but living outside the area (e.g. in residential homes or hospitals or employed in workshops for the blind, etc.) and for whom the local authority is making provision by arrangements under either Section 21 or Section 29 of the National Assistance Act 1948.

### Table 1

If a person has registered as partially sighted during the course of the year and then registers as blind (or vice versa) then they should only appear in either column 1 or column 3 but not both. The appropriate column will be the one applying to the most recent registration in the year i.e. the status as at 31 March 2014. However, they should appear in both columns 2 and 4 as they were new registrations in both categories during the year.

If a person who was registered in one category before the start of the year (1 April 2013) registers in another category during 2013-14, they should only appear in the columns relating to the most recent category.

New registrations should not include additions or changes to the register as a result of re-certification or transfers from other areas.

For new registrations, their age at 31 March 2014 should be entered. However, if the council only holds information on the age at the time of registration then this can be entered instead.
Tables 2 and 3

When completing tables 2 and 3 there should be no double counting. A client may only be entered in one row of the appropriate table. In the case of a single additional disability the choice is straightforward.

In the case of multiple disabilities, it is suggested that, additional disabilities including deaf/hard of hearing are prioritised over mental health/learning/physical disabilities.

If, for example, a client was blind/severely sight impaired with additional disabilities, they would be counted in table 2. If the additional disabilities of this client were ‘mental health problems’ and ‘deaf with speech’, they would go into the row relating to ‘deaf with speech’.

If the multiple disabilities do not include any kind of hearing loss, people should then be allocated to their primary client group as would be recorded within the RAP return wherever possible. This should be a professional decision based on the client’s circumstances, not solely an administrative categorisation for the purposes of allocation to a particular specialist team. In some Councils with Adult Social Services Responsibilities (CASSRs) each client has an overarching client classification, but may receive a different classification for a specific assessment. In these circumstances use the overarching client type for the return.

Deafblind registration

Statutory guidance under Section 7 of the Local Authority Social Services Act 1970 has been issued to CASSRs. This is in response to concerns highlighted by the Department of Health’s consultation exercise which looked at the social care services for deafblind people. Under the guidance, authorities will be asked to take specific action aimed at improving services for deafblind people.

Councils have been asked to:

- Identify, make contact with and keep a record of deafblind people in their catchment area
- Ensure that assessments of deaf blind people are carried out by a specifically trained person/team equipped to assess the needs of a deafblind person
- Ensure that appropriate services are provided to deafblind people
- Ensure that they are able to access specifically trained one-to-one support workers for those people they assess as requiring one.

Provide information about services in formats and methods that are accessible to all deafblind people.
Definitions of data required

Client groups
In cases of doubt, client groups should be the same as those used for the Referrals, Assessments and Packages of Care (RAP) return e.g. dementia will be classified as mentally ill, physical disability includes frailty.

Definitions

- **People with mental health problems**
  Only those suffering from mental illness within the terms of the Mental Health Act 1983, subsequently amended in the Mental Health Act 2007, including those in hospital.

- **People with learning disabilities**
  Only those persons defined in the Mental Health Act 1983, subsequently amended in the Mental Health Act 2007, who suffer from a state of arrested or incomplete development of the mind which includes significant impairment of intelligence and social functioning.

- **People with physical disabilities**
  Only those blind persons suffering from defects of a permanent and substantial character, e.g. a person suffering from paralysis, or crippling diseases, etc.

- **People who are deaf without speech**
  Those who have no useful hearing and whose normal method of communication is by signs, finger spelling or writing.

- **People who are deaf with speech**
  Those who (even with a hearing aid) have little or no useful hearing but whose normal method of communication is by speech and lip-reading.

- **Hard of hearing people**
  Those who (with or without a hearing aid) have some useful hearing and whose normal method of communication is by speech, listening and lip-reading.

**Age**
A person’s age is calculated according to the standard definition used in other social care statistical collections:
A person’s age is recorded as their age on the 31 March 2014 or at date of death, if death is before 31 March 2014.
Data quality assurance (validation checks)

Validation checks in Omnibus
The Omnibus system performs two types of validations on submitted data in this return. The first are internal validation checks which check that total values provided are consistent with data provided within component cells within the return. The second type of validations test that the figures provided fall within an expected range based on data supplied in the previous 2010-11 return.

Table 1
- The figure entered in the ‘Total’ row should be equal to the sum of the corresponding rows above. In instances where this is not the case you will be requested to provide additional information (4 validations).
- It is expected that figures entered in the ‘Total’ row should be within 20 per cent of the figures submitted for the previous 2010-11 return. In instances where this is not the case you will be requested to provide additional information (4 validations).

Table 2
- The figures entered in the ‘Total’ column should be equal to the sum of corresponding columns. In instances where this is not the case you will be requested to provide additional information (6 validations).
- The figures entered in the ‘All persons with additional disability – Total’ row should be equal to the sum of the corresponding rows above (5 validations).
- It is expected that the figure entered in the ‘All persons with additional disability – Total’ row in the ‘Total’ column should be within 20 per cent of the figure submitted for the previous 2010-11 return. In instances where this is not the case you will be requested to provide additional information (1 validation).

Table 3
- The figures entered in the ‘Total’ column should be equal to the sum of corresponding columns. In instances where this is not the case you will be requested to provide additional information (6 validations).
- The figure entered in the ‘All persons with additional disability – Total’ row should be equal to the sum of the corresponding rows above (5 validations).
- It is expected that the figure entered in the ‘All persons with additional disability – Total’ row in the ‘Total’ column should be within 20 per cent of the figure submitted for the previous 2010-11 return. In instances where this is not the case you will be requested to provide additional information (1 validation).

Validation checks post-submission
Following extraction from the Omnibus system, the HSCIC will check if there are any instances where any data items that require entry have been left blank and the provider will be contacted in order to provide these. Additionally, any breach reasons provided will be reviewed for their appropriateness and queried where additional information is needed.
Guidance for using the Omnibus Survey System

This return will be collected via the HSCIC Omnibus Survey System, and should be submitted to the HSCIC no later than Thursday 15 May 2014.

Guidance on using Omnibus can be found on the HSCIC website at:

www.hscic.gov.uk/omnibussurvey.

Should you have any technical queries about using Omnibus please contact the HSCIC via e-mail to surveyteam@hscic.gov.uk.

Should you require a password reset or if you have any queries regarding the content of the SSDA902 return please contact the HSCIC via email to disabilities@hscic.gov.uk.

Upon your first log-in to the Omnibus Survey System you will be asked to provide the following information:

- Contact name
- Email address
- Telephone number.

When completing your return, please ensure you use zeros to indicate no activity. Only leave blank if data are not available. All blank cells will be treated as data not available.
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This publication may be requested in large print or other formats.

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