Information and Guidance for Guardianship under the Mental Health Act 1983, SSDA702

Collection period
1 April 2015 - 31 March 2016

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Introduction
The Guardianship under the Mental Health Act 1983, SSDA702 is a mandatory collection and was first approved by the Strategic Information Group for Adult Social Care (SIGASC) under the reference number SSDA702. SIGASC has now been superseded by the Adult Social Care Data and Outcomes Board (ASC-DOB).

Background
As part of the Consultation on Adult Social Care Data Developments, the Zero Based Review (ZBR) considered the requirements for the future of the adult social care collections, including a national safeguarding return. A safeguarding group was convened to consider the existing Abuse of Vulnerable Adults, Deprivation of Liberty Safeguards and SSDA702 Guardianship under the Mental Health Act 1983 returns and made proposals for changes to national collections from 2013/14 onwards.

In the summer of 2012, the consultation on the proposals was set out to the public and it was proposed that the Safeguarding Adults return, Deprivation of Liberty Safeguards and SSDA702 Guardianship would all be collected by the social care collections team at the Health and Social Care Information Centre (HSCIC), rather than being split between social care and mental health. These can now all be found as part of the social care suite of collections at http://www.hscic.gov.uk/socialcarecollections2016.

General Description
These tables relate to those patients subject to Guardianship under Section 7 or 37 of the Mental Health Act. The purpose of Guardianship is to enable patients to receive care in the community where it cannot be provided without the use of compulsory powers. It provides a framework, as part of the overall care and treatment plan, for working with a patient to achieve as independent a life as possible.

The information obtained from the collection is used to assess the impact of on-going mental health policy, and is intended to provide Local Authorities with the information to make informed decisions and improvements within this area.
Purpose of document
This document is intended for use by staff of Councils with Adult Social Services responsibilities (CASSR) and partner organisations, as it provides the information required to populate Guardianship under the Mental Health Act 1983, SSDA702 for submission to the HSCIC. Keep this guidance document at hand when completing the return.
**Important information**

Data will be collected by the HSCIC through OMNIBUS, which is an online survey tool.

Please note the tables and information requested in this document are required for reporting on a national basis. It does not preclude CASSRs collecting additional data at a local level, where required.

**Notes for completion**

The return covers the period 1st April 2015 to 31st March 2016.

**Quality Assurance** – use to provide details of the quality assurance and audit arrangements you have in place for the data used in the Guardianship return. This will help improve our knowledge about data collection and operational issues that may affect the quality/accuracy of the submitted data, in line with UK Statistics Authority recommendations.

**Table 1: Guardianship Cases Open as of 31st March 2015** – will be pre-populated depending on your last year’s submission, and show the cases that were open as at 31st March 2015. Please update the Date Case Closed field (column F) for any of the listed cases where the case was closed in the period 1st April 2015 to 31st March 2016.

**Table 2: New Guardianship Cases Opened Between 1st April 2015 and 31st March 2016** - use to record new cases only.

Include all cases where your Local Authority is responsible for accepting or approving the Guardianship application or order; that is, where the guardian is:

- your Local Authority,
- such other person approved by a local social services authority

**Table 3: Historical Guardianship cases** – use to record any historical case opened before 1st April 2015 which is not listed in Table 1 and that you have previously not told us about or need to amend details for.

**Support for CASSRs**

Support is available for council colleagues with any further queries or issues. Please contact us using the below details.

For general queries: email: enquiries@hscic.gov.uk, Tel: 0300 303 5678
For Guardianship queries: email: hscicguardianship@hscic.gov.uk
For data submission (Omnibus) queries: email: Data.collections@hscic.gov.uk
Quality Assurance

Following a review by the UK Statistics Authority, the statistics published in Guardianship are designated as National Statistics. To maintain this designation, the HSCIC has to meet certain requirements. One of the current requirements is for the HSCIC to demonstrate its awareness of the risks that are posed by the data sources to the quality of Guardianship.

In order to meet this requirement we would be grateful if you would use the text area to provide details of the quality assurance and audit arrangements you have in place for the data used in the Guardianship return. This may cover areas such as how the data is gathered, stored, managed, shared, reused, identified and extracted or how risks to the data are identified e.g. how misuse, data loss or irretrievability are managed.

This will help improve our knowledge about data collection and operational issues that may affect the quality/accuracy of the submitted data, in line with UK Statistics Authority recommendations.

The UK Statistics authority report can be viewed here:
(Assessment report number 295)
Table 1: Guardianship Cases Open as of 31st March 2015

(Existing cases which are current at the start of the reporting period)

Included on this return (Table 1) are all those cases which appeared on the previous year’s return from your Local Authority, and were not closed during the period covered by that return. These are pre-populated but may need amendment.

The only column which is open for you to update is:

Column F - Date case closed

If the case has closed during the period 1st April 2015 to 31st March 2016, enter the date on which it closed. If the exact date is not known, please give an estimate of the date from the records available to you.

(If you wish to amend any other information please contact Data.collections@hscic.gov.uk)

Please record closure dates only for cases that have been closed and not renewed. If a case is reviewed and renewed, this is a continuation of the same case; the reference number and commencement date should remain the same, and no closure date should be recorded.

If you are receiving validation errors for column F where the field is not blank please ensure that you are entering dates in the correct format, for example 5th May 2015 would be entered as 05/05/2015.
# Table 2: New Guardianship Cases Opened Between 1st April 2015 and 31st March 2016

*(Cases commencing during the collection period)*

Please pay particular attention to the notes relating to columns A and F (Reference Number and Date Case Closed). Incorrect recording of these items can impact on reporting of lengths of cases and also on the number of new, continuing and closed cases.

On the blank table, record details of any cases which commenced during the collection period. Where a case has opened in a preceding year and has not been included in a previous return or an amendment to a historical case is needed then this should now be added to Table 3 rather than including in Table 2 as in previous years.

If you had no new cases please do the following:

1. Enter ‘99999’ in to column A, Reference Number
2. Delete ‘dd/mm/yyyy’ from column B, Date Case Commenced
3. Select ‘7’ from column C, Section of the Act
4. Select ‘M’ from column D, Sex (M/F)
5. Leave column E, Relationship of guardian to the client blank
6. Delete ‘dd/mm/yyyy’ from column F, Date case closed

## Column A - Reference Number
Enter a unique number which you can use to identify the case; number in sequence continuing from the last number used. Do not re-use reference numbers of closed cases.

*The unique reference number should remain the same for the entire duration of the case. If the case is renewed it retains the same reference number.*

## Column B - Date Case Commenced
Enter the date on which the case commenced. If the exact date is not known, enter 1st of the month and the year. Dates should be in the format of dd/mm/yyyy, for example 5th May 2015 would be entered as 05/05/2015.

## Column C - Section of the Act
Enter the section of the Mental Health Act 1983 under which the Guardianship order was made; this should be 7 or 37. Please select the relevant section from the drop down list. Do not enter other sections of the Act in this column.

## Column D - Sex (M/F)
Enter M for Male, F for Female. Please select the relevant sex from the drop down list.
Column E - Relationship of guardian to the client
Specify the relationship of the guardian to the client, e.g. spouse, parent, child. If guardianship has been conferred on the local authority, leave column E blank.

Column F - Date case closed
If the case has closed during the period 1st April 2015 to 31st March 2016, enter the date on which it closed. If the exact date is not known, please give an estimate of the date from the records available to you.

Please record closure dates only for cases that have been closed and not renewed. If a case is reviewed and renewed, this is a continuation of the same case; the reference number and commencement date should remain the same, and no closure date should be recorded.
Table 3: Historical Guardianship cases
(Cases commencing prior to the collection period)

Please pay particular attention to the notes relating to columns A and F (Reference Number and Date Case Closed). Incorrect recording of these items can impact on reporting of lengths of cases and also on the number of new, continuing and closed cases.

On the blank table, record details of any case which commenced before 1st April 2015 which is not listed in Table 1 and you have previously not told us about or need to amend details for.

If you had no historical cases please do the following:
1. Enter ‘99999’ in to column A, Reference Number
2. Delete ‘dd/mm/yyyy’ from column B, Date Case Commenced
3. Select ‘7’ from column C, Section of the Act
4. Select ‘M’ from column D, Sex (M/F)
5. Leave column E, Relationship of guardian to the client blank
6. Delete ‘dd/mm/yyyy’ from column F, Date case closed

Column A - Reference Number
Enter a unique number which you can use to identify the case; number in sequence continuing from the last number used. Do not re-use reference numbers of closed cases.

The unique reference number should remain the same for the entire duration of the case. If the case is renewed it retains the same reference number.

Column B - Date Case Commenced
Enter the date on which the case commenced. If the exact date is not known, enter 1st of the month and the year. Dates should be in the format of dd/mm/yyyy, for example 05/05/2015 would be entered as 05/05/2015.

Column C - Section of the Act
Enter the section of the Mental Health Act 1983 under which the Guardianship order was made; this should be 7 or 37. Please select the relevant section from the drop down list. Do not enter other sections of the Act in this column.

Column D - Sex (M/F)
Enter M for Male, F for Female. Please select the relevant sex from the drop down list.

Column E - Relationship of guardian to the client
Specify the relationship of the guardian to the client, e.g. spouse, parent, child. If guardianship has been conferred on the local authority, leave column E blank.
Column F - Date case closed

If the case has closed during the period 1st April 2015 to 31st March 2016, enter the date on which it closed. If the exact date is not known, please give an estimate of the date from the records available to you.

*Please record closure dates only for cases that have been closed and not renewed. If a case is reviewed and renewed, this is a continuation of the same case; the reference number and commencement date should remain the same, and no closure date should be recorded.*

Column G – Reason for adding/amending this historical case

This is a mandatory text field to advise the reason for the amendment being made to an old case that has previously been reported or the reason why the case was not included in the appropriate reporting year.

Revisions

Revisions to historical data are allowed within the collection. For Table 1 only the Date Case Closed field (column F) is available for you to update. Should you wish to revise any other field please email Data.collections@hscic.gov.uk to advise of your revision and the reason why the revision is being made.

A new table has been added to the return to collect information about historical cases (Table 3). Where a case has opened in a preceding year and has not been included in a previous return or an amendment to a historical case is needed then this should now be added to Table 3 rather than including in Table 2 as in previous years. The case may have closed in a previous period, in this period or may still be open. If the case is now closed, please ensure the correct closed date is entered, even if this was before the start of the current collection period. If the exact date is not known, please give an estimate of the date from the records available to you. A text box is included for you to advise the reason for the amendment to historical data.

Validations

*If you are receiving validation errors for column F where the field is not blank please ensure that you are entering dates in the correct format, for example 5th May 2015 would be entered as 05/05/2015.*