



SCOTTISH EXECUTIVE

Generic Core Data Standards

Scottish Social Care Data Standards Manual

Version 2.0

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- Ongoing dataset and data standards development work
- Feedback to the joint 'Generic Data Standards' consultation with NCDDP
- Feedback to the eSay National Learning Disability and Autistic Spectrum Disorder Dataset consultation

Changes Forecast

Changes arising from the consultation conducted by the Cabinet Office on Country Code and Language in the eGIF Government Data Standards Catalogue (GDSC).

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Section 1: Overview and Background

Introduction to the manual

The data standards in this manual have been developed by the **Scottish Executive Data Standards Branch** (formerly the **Scottish Social Care Data Standards Project**) and cover:

- the collection, storage and use of information relating to social care services delivered to the people of Scotland on a single-agency basis by statutory, voluntary and private agencies and organisations.
- the collection, storage and sharing of consented information by local public sector agency partnerships throughout Scotland.

Under Joint Future initiatives, public sector agencies in Scotland such as social care, health, housing and education are being encouraged to deliver care and services on a joined-up basis, supported by high-quality, shareable information about people, their care needs and the services they require. A number of local social care/health partnerships have taken this agenda forward under the eCare Programme funded by the Modernising Government Fund (MGF). Other local partnerships and joined-up working initiatives are also being developed outwith the eCare sphere. Using these data standards will maximise the commonality of recorded data thereby increasing its shareability and potential usefulness, as well as promoting a common language for describing aspects of assessment, care planning and service delivery.

There is no restriction on agencies, organisations and local partnerships collecting data other than that for which standards are given here which is relevant to their local area/processes. **Furthermore, local partnerships may also sub-divide standard data item categories into further data detail**, provided that the sub-divisions aggregate back up into the standard categories.

These data standards are designed to maximise the quality, consistency and shareability of information which is used:

LOCALLY (either on a single-agency or a joined-up basis):-

- for assessing the needs of and providing care and services to individuals
- for planning and managing care and services at a corporate level

NATIONALLY:-

- for comparison and benchmarking purposes
- for monitoring policy objectives and planning services
- for describing, analysing and evaluating social care service provision
- by the Accounts Commission/Audit Scotland to support performance reporting and public accountability

Using the data standards

The data standards are designed to:

- form the basis of a specification for Multi-Agency Data Stores in Scotland containing consented shareable information
- be implemented in existing and emerging client-based Social Care IT Systems in Scotland.
- be implemented in existing and emerging national clinical information systems in Scotland, where applicable

Scottish Executive Data Standards Branch

The Social Care Data Standards Project Phase 1 (SCDS1), funded by Phase 1 of the Scottish Executive Modernising Government Fund (MGF1), was set up by the Scottish Executive, the Association of Directors of Social Work (ADSW), the Convention of Scottish Local Authorities (CoSLA) and Audit Scotland. Its remit was to improve the quality and consistency of national and local social care information by producing data definitions and standards for use by Local Authorities and voluntary/private social care providers in Scotland. The project ran from June 2001 to December 2002 and produced definitions and data standards for a range of care and subject areas, plus other discussion, guidance and evaluatory papers and information notes.

The second phase of the project (SCDS2) was launched in January 2004 and was intended to run until December 2005. The project's original aim was to build on the progress made in the MGF1 project, applying the lessons learned from it. In addition, the emphasis of SCDS2 has been to develop data standards as an integral part of the eCare Programme, with the eCare projects providing a practical context for data standards development and an effective implementation method. While eCare has been a major priority, the project has also continued to support the wider joint future agenda and contribute to joined-up social care information strategy development.

From March 2005 the work of the SCDS Project was mainstreamed into the new Scottish Executive Data Standards and eCare Division.

Information on the work of SCDS1 and SCDS2, including publications, is available at: <http://www.scds.org.uk>.

How the standards have been developed

a) eCare

SCDS2 in collaboration with the eCare Programme Team and Atos Origin (eCare Technical integration partner) has defined some of the datasets required for information sharing between eCare partners to support the processes of assessment and care management. This work forms a major data content component of the **eCare Multi-Agency Stores (MAS)** through which partners will share consented information, and the **Extensible eCare Activity Recording Tool (eCART)** which can be used by individual partners to record shareable information about their day-to-day activities in delivering care and services.

The shared information datasets developed by SCDS2 are:

- 1) Generic Core & Supplementary Information
- 2) Children's High-level Assessment
- 3) Integrated Children's Services Record
- 4) Processes, Events and Status Episodes
- 5) Warnings Flags
- 6) Unstructured data/document metadata

This version of the manual (version 2.0) contains the data items and data standards relating to the Generic Core & Supplementary Information dataset (now referred to simply as **Generic Core Information**).

The Data Standards Branch recommends that the datasets and codesets being developed for the MAS Data Model Version 2.5 and eCART should be used for the collection, storing and sharing of consented information by ALL local public sector agency partnerships throughout Scotland. This will maximise the commonality of recorded data thereby increasing its shareability and potential usefulness, as well as promoting a common language for describing aspects of assessment, care planning and service delivery.

b) National Clinical Dataset Development Programme

In addition to the eCare work described above, the National Clinical Dataset Development Programme (NCDDP) run by NHSScotland's Information Services (ISD) is formulating data standards to support interoperable national clinical datasets, initially focusing on the clinical priority areas of Cancer, Diabetes, Mental Health, Coronary Heart Disease, Stroke and Child Health. These datasets will underpin:

- the Integrated Care Record (ICR) which will make available electronically appropriate clinical information to health care professionals for direct patient care purposes
- the electronic integration of clinical information, facilitating appropriate sharing and communication of information, particularly for the care of patients with chronic disease

The NCDDP's Generic Data Standards are for person ID, demographic, administrative, social context, health and lifestyle data items which are common across all the clinical datasets. **SCDS2 has worked closely with NCDDP to ensure that the data items which are common to both projects have common data standards.** Thus data items in this manual which also appear in NCDDP clinical datasets are flagged in the "Relevant datasets" section of each item.

Updating the manual

It is essential that this manual remains a useful reference tool for the accurate and consistent recording and use of social care data and information. The manual will be expanded to incorporate further data standards as they are finalised, and all revisions to data standards will be promptly reflected in updates to the manual. A "track changes" facility will be introduced enabling users to identify exactly what changes have been made in revising data standards. 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 re-worded or re-shaped for clarification purposes, which doesn't materially affect the way that data is recorded.

It is particularly crucial that users are made aware of material changes to data standards and the dates on which they come into effect.

Further details about change control and updating processes is available from www.scds.org.uk.

Acknowledgements

The Data Standards Branch would like to extend its sincere thanks to everyone who has contributed and added value to the formulation of the data standards in this manual, in particular the input from respondents to the various consultation exercises and local eCare projects.

Section 2: Summary of Data Standards

Data Item Tabular Summary

Person Identification and Characteristics

Data Item	Sub Data Item	Description	Example	Field Length	Format	Page
Structured Name	Person Title	e.g. Mr, Mrs, Miss, Ms, Dr, Rev, Sir, Lady, Lord, Dame etc.	Mrs	35	Text	20
	Person Family Name		Gibson	35	Text	21
	Person Given Name		Joan	35	Text	23
	Person Preferred Forename (if different)	The forename by which a person prefers to be called if different from first forename.	-	35	Text	24
	Person Given Name 2/ Second Forename/		Hazel	35	Text	23
	Other Forename(s)/ Person Given Name 3		-	35	Text	23
	Person Initials	Used to record a person's initials.	J H G	35	Text	25
	Person Name Suffix	The "letters after the person's name", eg. OBE, MBE, MBCS, BSc, GM, JP, FRS etc	MSc	35	Text	26
	Person Name Status	eg. registered name, married name, maiden name.	Married name	2	Pick list	27
	Name Element Position	Indicates the position each name word holds within the entirety of the record; particularly relevant for people from Asian communities where naming conventions may differ from the British norm.	1 = Title 2 = 1st f' name 3 = 2nd f' name 4 = surname 5 = suffix	2	Number	28
	Start Date	The start and end dates for the period during which name status and person name are valid. Dates should be attached to name status and to all recorded names.	Married name start date = wedding date	10	Date	29
End Date	Maiden name end date = wedding date		10	Date	30	
Unstructured Name	Person Full Name	This alternative to recording structured name involves the whole name being recorded as a single character string with no separately identified elements.	Mrs Joan Hazel Gibson MSc	70	Text	32
	Person Requested Name	The name (or names) by which the person wishes to be called which differs from one or more of the values in Title, Given Name(s), Family Name and Name Suffix fields.	-	70	Text	33
Person Birth Date	Person Birth Date	Age and age bands can be derived.	CCYY-MM-DD	10	Date	34
	Person Birth Date Verification	Level 0 (not verified); Levels 1 & 2	Level 2	2	Pick list	34
Person Death Date	Person Death Date		-	10	Date	36
	Person Death Date Verification	Level 0 (not verified); Levels 1, 2 & 3	-	2	Pick list	36
Person Identification	Unique Person Identifier	A number which can be used as a common reference number across information systems to identify an individual or an individual's records.		Variable - max 50 characters	Variable	38
	CHI number	The Community Health Index is a population register used for healthcare purposes in which each person is uniquely identified by the CHI number.		10	Structured	39
	NI number	A reference number that is issued to a person by the DWP/HMRC for participants in the National Insurance Scheme.		9	Structured (GDSC)	40

Data Item	Sub Data Item	Description	Example	Field Length	Format	Page
Gender/Sex	Person Sex at Birth	Sex at birth and current gender are not necessarily the same.	Female	1	Pick list	41
	Person Current Gender		Female	1	Pick list	42
Sexual Orientation		An orientation towards persons of the same sex, the opposite sex, or both sexes.	Bisexual	2	Pick list	43
Marital Status	Person Marital Status	An indicator to identify the legal marital status of a person.	Married	1	Pick list	45
	Marital Status Verification		Level 3	2	Pick list	45
Ethnicity	Ethnic Group (Self Assigned)	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 all the other Ethnicity items are also important for ensuring that appropriate, person-focused, needs-related care services are delivered sensitively to individuals.	White Irish	up to 6 (2 + 4)	Pick list	47
	Religion		None	up to 6 (2 + 4)	Pick list	52
	Country of Birth		Republic of Ireland	up to 7	Pick list	57
	First Language		English	up to 6	Pick list	61
	Interpretation assistance indicator		None required	2	Pick list	63
Preferred language		A person's language of preference may differ from their identified first language.	English	up to 6	Pick list	64
Address	Address (BS7666) or	Addresses conforming with BS7666 will be stored in and retrieved from an electronic gazetteer			Gazetteer	66
	UK Postal Address	Alternatively, address can be recorded in up to 5 lines of unstructured text (minimum 2 lines).		5x35	Text	68
	Postcode			8	Ref File	69
	UK Daytime Telephone Number	One or both of these numbers may be a mobile number.		35	Character string	70
	UK Evening Telephone Number			35	Character string	70
	Telephone Number Type	The specific type of telephone number (eg. home, mobile work etc).		2	Pick list	71
	Internet E-Mail Address		joan.gibson@hotmail.com	255	Text	72
	Address Type	Relates to the nature and status of the address, eg. normal domicile address, alternative contact address.	Normal domicile address	2	Pick list	73
	Lives Alone	Yes/No	No	up to 3	Yes/No	74
GP	Person Title		Dr	35	Text	20
	Person Family Name		Linklater	35	Text	21
	Person Given Name		Peter	35	Text	23
	Person Preferred Forename (if different)	The forename by which a person prefers to be called if different from first forename.	Pete	35	Text	24
	Second Forename/Given name/Personal Name		James	35	Text	23
	Other Forename(s)		-	35	Text	23
	Person Name Suffix	The "letters after the person's name", eg. OBE, MBE, MBCS, BSc, GM, JP, FRS etc	MD	35	Text	26
	Person Name Status	eg. registered name, married name, maiden name.	Registered Name	2	Pick list	27
	Name Element Position	Indicates the position each name word holds within the entirety of the record; particularly relevant for people from Asian communities where naming conventions may differ from the British norm.	1 = Title 2 = 1 st f' name 3 = 2 nd f' name 4 = surname 5 = suffix	2	Number	28
	Start Date	The start and end dates for the period during which name status and person name are valid. Dates should be attached to name status and to all recorded names.	Registered Name start date = Date of Birth	10	Date	29
	End Date			10	Date	30

Data Item	Sub Data Item	Description	Example	Field Length	Format	Page
	Person Full Name	This alternative to recording structured name involves the whole name being recorded as a single character string with no separately identified elements.	Dr Pete Linklater MD	70	Text	32
	GP General Medical Council number	This is the personal identification number issued to each doctor by the General Medical Council (GMC).	3867549 (right justified)	8	Reference file	75
Registered GP Practice	Address (BS7666) or				Gazetteer	66
	UK Postal Address			5x35	Text	68
	UK Telephone Number			35	Character string	70
	Telephone Number Type			2	Pick list	71
	GP Practice Code	Each GP practice in Scotland is identified by a unique GP practice code.	70234 (right justified)	6	Reference file	76

Associated People and Professionals

a) Associated Person

Data Item	Sub Data Item	Description	Example	Field Length	Format	Page
Person Role		Associated people are the people who have a significant involvement or relationship with the person (e.g. main carer, next of kin, keyholder, emergency contact etc). The particular involvement(s)/relationship(s) of each associated person is(are) indicated by the "Person Role" data item. Data should be entered for all people significantly associated with the subject, including members of his/her household.	Key holder	3	Pick list	78
Structured Name	Person Title	e.g. Mr, Mrs, Miss, Ms, Dr, Rev, Sir, Lady, Lord, Dame etc.	Mrs	35	Text	20
	Person Family Name		O'Reilly	35	Text	21
	Person Given Name		Christine	35	Text	23
	Person Preferred Forename (if different)	The forename by which a person prefers to be called if different from first forename.	Chrissie	35	Text	24
	Person Given Name 2/ Second Forename/ Personal Name		-	35	Text	23
	Other Forename(s)/ Person Given Name 3		-	35	Text	23
	Person Name Suffix	The "letters after the person's name", eg. OBE, MBE, MBCS, BSc, GM, JP, FRS etc	-	35	Text	26
	Person Name Status	eg. registered name, married name, maiden name.	Married name	2	Pick list	27
	Name Element Position	Indicates the position each name word holds within the entirety of the record; particularly relevant for people from Asian communities where naming conventions may differ from the British norm.	1 = Title 2 = 1st f' name 3 = surname	2	Number	28
	Start Date	The start and end dates for the period during which name status and person name are valid. Dates should be attached to name status and to all recorded names.	Surname start date = wedding date	10	Date	29
End Date		Maiden name end date = wedding date	10	Date	30	

Data Item	Sub Data Item	Description	Example	Field Length	Format	Page
Unstructured Name	Person Full Name	This alternative to recording structured name involves the whole name being recorded as a single character string with no separately identified elements.	Mrs Chrissie O'Reilly	70	Text	32
Address	Address (BS7666) or				Gazetteer	66
	UK Postal Address			5x35	Text	68
	UK Daytime Telephone Number			35	Character string	70
	UK Evening Telephone Number			35	Character string	70
	Telephone Number Type			2	Pick list	71
Current Gender/Sex	Person Current Gender		Female	1	Pick list	42
Person Birth Date			CCYY-MM-DD	10	Date	34
Relationship to Client/Patient	Relationship to Client/Patient	The relationship of an Associated Person to the data subject.	Parent	3	Pick list	80
	Relationship Verification	Level 0 (not verified); Levels 1, 2, 3 & 4	Level 1	2	Pick list	81
Dependency flag		Indicates whether the associated person is dependent upon the data subject.	No	Up to 3	Yes/No	80

b) Associated Professional

Data Item	Sub Data Item	Description	Example	Field Length	Format	Page
Professional Person Role		Professionals are the people who are already involved with the person in a professional capacity. (e.g. Social Worker, OT etc). The particular role(s) carried out by each professional is (are) indicated by the "Professional Person Role" data item. Data for as many professionals as required can be entered.	Social Worker	35	Text	84
Structured Name	Person Title	e.g. Mr, Mrs, Miss, Ms, Dr, Rev, Sir, Lady, Lord, Dame etc.	Ms	35	Text	20
	Person Family Name		McAteer	35	Text	21
	Person Given Name		Gill	35	Text	23
	Person Preferred Forename (if different)	The forename by which a person prefers to be called if different from first forename.	-	35	Text	24
	Person Given Name 2/ Second Forename/ Personal Name		-	35	Text	23
	Other Forename(s)/ Person Given Name 3		-	35	Text	23
	Person Name Suffix	The "letters after the person's name", eg. OBE, MBE, MBCS, BSc, GM, JP, FRS etc	-	35	Text	26
	Person Name Status	eg. registered name, married name, maiden name.	Married name	2	Pick list	27
	Name Element Position	Indicates the position each name word holds within the entirety of the record; particularly relevant for people from Asian communities where naming conventions may differ from the British norm.	1 = Title 2 = 1st f' name 3 = surname	2	Number	28
	Start Date	The start and end dates for the period during which name status and person name are valid. Dates should be attached to name status and to all recorded names.		10	Date	29
End Date			10	Date	30	

Data Item	Sub Data Item	Description	Example	Field Length	Format	Page
Unstructured Name	Person Full Name	This alternative to recording structured name involves the whole name being recorded as a single character string with no separately identified elements.	Ms Gill McAteer	70	Text	32
Employing Agency			City of Edinburgh Social Work Department	255	Text	85
Professional Contact Address	Address (BS7666) or UK Postal Address			5x35	Gazetteer Text	66 68
	UK Daytime Telephone Number			35	Character string	70
	UK Evening Telephone Number			35	Character string	70
	Telephone Number Type			2	Pick list	71
	Internet E-Mail Address		gill.mcateer@edinburgh.gov.uk	255	Text	72

Social, economic and physical situation

Data Item	Sub Data Item	Description	Example	Field Length	Format	Page
Accommodation type		The type of accommodation in which the service user is normally resident.	Mainstream housing	up to 6	Pick list	86
Dwelling Type		A description of the physical structure in which someone lives.	Flat	3	Pick list	88
Tenure Type		Indicates the basis on which an individual occupies the property in which they live.	Owned	3	Pick list	90
Landlord Details	Person Title	e.g. Mr, Mrs, Miss, Ms, Dr, Rev, Sir, Lady, Lord, Dame etc.	Mr	35	Text	20
	Person Family Name		Thomson	35	Text	21
	Person Given Name		Gordon	35	Text	23
	Person Preferred Forename (if different)	The forename by which a person prefers to be called if different from first forename.	-	35	Text	24
	Person Given Name 2/ Second Forename/ Personal Name		-	35	Text	23
	Other Forename(s)/ Person Given Name 3		-	35	Text	23
	Person Name Suffix	The "letters after the person's name", eg. OBE, MBE, MBCS, BSc, GM, JP, FRS etc	-	35	Text	26
	Person Name Status	eg. registered name, married name, maiden name.	Person requested name	2	Pick list	27
	Name Element Position	Indicates the position each name word holds within the entirety of the record; particularly relevant for people from Asian communities where naming conventions may differ from the British norm.	1 = Title 2 = 1 st f' name 3 = surname	2	Number	28
	Start Date	The start and end dates for the period during which name status and person name are valid. Dates should be attached to name status and to all recorded names.		10	Date	29
	End Date			10	Date	30
	Person Full Name	This alternative to recording structured name involves the whole name being recorded as a single character string with no separately identified elements.	Mr Gordon Thomson	70	Text	32
	Organisation name			255	Text	93

Data Item	Sub Data Item	Description	Example	Field Length	Format	Page
	Address (BS7666) or				Gazetteer	66
	UK Postal address			5x35	Text	68
	UK Telephone Number			35	Character string	70
	Telephone Number Type			2	Pick list	71
Employment Status		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.	Self-employed	3	Pick list	94
Household Composition		A household comprises one person living alone, or one or more groups 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.	Adult couple (non-pensionable) – no children	3	Pick list	96

Basic Needs

Data Item	Sub Data Item	Description	Example	Field Length	Format	Page
Person Representative Required		An adult who represents or communicates on behalf of the person.	No	Up to 3	Yes/No	98
Preferred Communication Method		The method of communication preferred by the person to make themselves understood.	Generally intelligible speech	3	Pick list	99
Impairment			Visual impairment	2	Pick list	101

Background Information

Data Item	Sub Data Item	Description	Example	Field Length	Format	Page
Crucial background information		This covers any factors (other than are indicated by other data items in this dataset), which it is vital to know about in the early, pre-assessment stages of dealing with the person, including relevant medical factors and cultural issues.	Recent suicide attempt		Free text	103

Data item format description

Each item in the manual has the following headings:

Heading	Description	Example
Formal name	This is the full formal name of the item.	Person Marital Status
Common name	This is any name(s) by which the item is commonly known (if different from formal name), and/or any synonym(s) for the item.	Marital Status
Main source of standard	This indicates the organisation or agency which owns the standard, and/or from which it has been sourced.	Government Data Standards Catalogue (GDSC)
Definition	This is the formal semantic description of the item.	An indicator to identify the legal marital status of a person.
Format	This indicates the field length and character composition of the codes or values recorded under the item.	1 alpha character
Codes and values	This is the set of recordable codes and the data item categories that they represent (variable data items only).	S = Single M = Married/Civil Partner D = Divorced/dissolved Civil Partnership W = Widowed/Surviving Civil Partner N = Not disclosed/ Not Known P = Separated
Related data items:	Any other data item(s) which relate to the item or which contextualize or give further detail about the item (eg start and end dates).	GDSC marital status verification (only for codes M, D, W & P)
Further information	Any further information about the nature and/or use of the data item.	This item indicates the <u>legal</u> marital status of a person and, as such, does not provide a value for "Co-habiting".
Recording guidance	Guidance that aids the recording of consistently accurate data.	Only one code to be recorded.
Relevant datasets (see below)	Any national-level datasets in which the data item features.	1. MAS Data Model Version 2.5 2. NCDDP Generic Core Data Standards 3. eSAY Learning Disability & ASD Dataset (Version 4.0)

NB: Any item in this manual which appears in the Supporting People dataset has been labelled as such under "Relevant datasets". Please note, however, that the standards for these items in the Supporting People dataset may differ from those featured in this manual due to the data standards development and refinement work that has taken place in the 3 years since the Supporting People dataset was finalised.

Sources of data standards

- If a data standard has been lifted “as is” from a particular source (e.g. Dept of Health, Scottish Census, Government Data Standards Catalogue), the source (and ownership) quoted is that source.
- If a data standard is the result of modifying a standard from another source involving only a change of style or rewording (ie the material meaning of the original standard is not altered), the source (and ownership) quoted is that source.
- If a data standard is the result of modifying a standard from another source to the extent that the material meaning of the original standard has been altered (i.e. the modification goes further than just style or rewording), the source and ownership quoted is EITHER the Scottish Executive Data Standards Branch (SEDSB) OR “derived from” the original source, depending on the extent to which the original standard has been modified.
- If a data standard is a distillation of two or more standards from other sources, the source and ownership quoted is usually the SEDSB, but may also include some mention of the other sources.

From March 2005, the work of the Scottish Social Care Data Standards Project (SCDS1 and 2) was mainstreamed into the new **Scottish Executive Data Standards Branch** which forms part of the new **Scottish Executive Data Standards and eCare Division**.

Recording “None”, “Other”, “Not disclosed” and “Not known”

The positive recording approach is recommended for all social care data recording, whether for single agency or multi-agency sharing purposes. This means that some meaningful value should always be recorded for every appropriate data item in relation to a client or patient – in other words, no appropriate data field should be left blank.

In line with this, the following convention is recommended to cater for those instances where the “true” data value for a certain data item is:

None – ie. not applicable

Other – ie. not covered by any of the specific given categories

Not disclosed – ie. the person has been asked but chooses not to disclose the information

Not known – ie. not available to be recorded for one of a variety of reasons (other than non-disclosure).

The convention applies only to data items with selectable code lists, not items where a single value is to be entered such as a date, telephone number, postcode etc.

Code	Value	Notes
0 or 00	None	None is a <u>positively</u> recorded response eg. “Person has no Impairment” , “Person needs no interpretation assistance”. This code value is relevant only for certain data items.
1 or 01	<i>value 1</i>	
2 or 02	<i>value 2</i>	
3 or 03	<i>value 3 etc</i>	
7 or 97	Not Disclosed	The person has been asked but chooses not to disclose the information
8 or 98	Other	The true value to be recorded is not covered by any of the specific given categories.
9 or 99	Not Known	Not known for ONE of the following reasons: 1. The person has not been asked 2. The person has been asked but doesn’t know, or is unable to answer 3. The person has provided the information but it’s not available to the data recorder 4. It is not known whether or not the person has been asked 5. It is not considered appropriate to ask the person at this time (eg. because he/she is too unwell).

The above codes and values can be built flexibly into data item codesets as required for data recording purposes by social care and health agencies.

Note that this convention does not apply to certain data codesets which have been lifted directly from other authoritative sources (eg. Government Data Standards Catalogue (GDSC)), for example:

Marital Status (GDSC): Not disclosed = code N

Gender (GDSC): Not known = code 0

Also note that single character codes (0, 1, 2 etc.) will be used only where the number of positive categories in the list will never reach 7. Normally two character codes (00, 01, 02 etc.) are used.

Guidance on the inclusion of codes 97, 98 and 99 in data item codesets

It is recommended that code 97 (Not disclosed) is included in the codesets for Ethnic Group, Religion, Country of Birth and Sexual Orientation. These data items record potentially sensitive personal information which people have a right to withhold if they so desire.

If the data standards are to be used to support a background vehicle for reflecting the full set of possible responses to a given request for information (e.g. an eCare Multi-Agency Data Store (MAS)), agencies may wish to include all three codes in all data item codesets. If, on the other hand, the data standards are to be used to support coal-face data recording (eg. face-to-face requests for information from a patient or client), agencies may wish to exclude code 97 (Not disclosed) and possibly code 98 (Other) from data item codesets, as appropriate.

In the SCDS2 data standards for single social care agency data and eCare multi-agency data sharing purposes featured in this manual:

- Most data items typically have codes 98 and 99 already built into the codeset
- Code 97 (Not disclosed) is normally used only for data items of a potentially sensitive nature (eg. ethnic group, religion). This is in the interests of promoting an information culture in social care where people are free to withhold potentially sensitive personal data, but there is an expectation that positive answers to other data items will normally be provided.

The ISD Scotland National Clinical Dataset Development Programme (NCDDP) will decide which codes are to be built into data items for use in health agency datasets.

Section 3: Person Identification and Characteristics

Formal name: **STRUCTURED NAME**

Common Name: N/A

Main source of standard: Government Data Standards Catalogue

Definition: An ordered sequence of person name elements such as title, forename(s) and family name.

Format: See Structured Name table

Codes and values: N/A

Related data items: See Structured Name table and Unstructured Name standard

Structured Name Table

Formal name	Common name	Description	Format
Person Title	Title	e.g. Mr, Mrs, Miss, Ms, Dr, Rev, Sir, Lady, Lord, Dame, etc	35 characters
Person Family Name	Family name/ Surname		35 characters
Previous Person Family Name	Previous Family name/ Surname	This is an NCDDP only item, and is included to cater for situations where it is not possible to attach an accurate end date to a "Person Family Name".	35 characters
Person Given Name	Forename/Given name/Personal name		35 characters
Preferred Forename (if different)		The forename by which a person prefers to be called if different from first forename.	35 characters
Person Given Name (2)	Second Forename/Given name/Personal name		35 characters
Person Given Name (3+)	Other Forename(s)		35 characters
Person Initials	Initials	The first letters of some or all given names.	35 characters
Person Name Suffix	Name Suffix	The "letters after the person's name", e.g. OBE, MBE, MBCS, BSc, GM, JP, FRS etc.	35 characters
Person Name Status	Name Status	e.g. registered name, married name, maiden name.	2 characters
Name Element Position	Element Position	Indicates the position each name word holds within the entirety of the record; particularly relevant for people from Asian communities where naming conventions may differ from the British norm.	2 characters
Preferred Name		Indicates that an instance of Name (Structured or Unstructured) is preferred by the individual.	2 characters
Start Date		The start and end dates for the period during which name status and person name are valid. Dates should be attached to name status and to all recorded names.	10 characters (CCYY-MM-DD)
End Date			10 characters (CCYY-MM-DD)

Further information: This item is made up of a cluster of sub-data items.

Recording guidance:

The **structured name** approach breaks names down into specific elements, with start and end dates for each one, and facilitates electronic inter-agency sharing and exchange of name information. There are also start and end dates associated with name status so that data users can track changes to name status (e.g. when a name is changed by deed poll, when name changes through marriage or divorce etc. Name Element position is helpful in identifying particular name elements within the entire word string (e.g. family name in Asian names does not necessarily come at the end – Asian names can be presented in different sequences according to the person being addressed).

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

Supporting People (certain elements only)

Formal Name: Person Title

Common Name: Title

Main source of standard: Government Data Standards Catalogue.

Definition: Standard form of address used to precede a person's name

Format: 35 characters

Codes and values:

Examples include:

Mr
Mrs
Miss
Ms
Dr
Rev
Sir
Lady
Lord
Dame

Sub data items:

Name Element Position
Start and End dates

Related data items: See Structured Name table

Further information:

The title of a person is a series of characters representing the way of addressing a person. It may imply a combination of gender and marital status: e.g. Mr, Mrs, and Miss. It may reflect social or professional status: e.g. Dr; Rev; Lady, Lt.Col.

SMR Main Definitions and Codes Manual April 2002

Recording guidance:

The full range of generally recognised titles is permitted. The Government data standards catalogue recommends that if any of the given values are used, the value input must conform exactly to the given format, e.g. "Mr" is uppercase **M**, lower case **r** and no full stop. (The value "Miss" has been added to the Government Data Standard Catalogue values for this standard.)

An appropriate list of values for a drop-down list can be agreed for local system implementations, providing they conform to the above format. Additional titles can be added as required.

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP

Formal Name: Person Family Name

Common Name: Surname, Family Name

Main source of standard: Government Data Standards Catalogue

Definition: That part of a person's name which is used to describe family, clan, tribal group, or marital association.

Format: 35 characters

Codes and values: N/A

Sub data items:

Name Element Position
Start and End dates

Related data items: See Structured Name table

Further information:

The surname of a person represents that part of the name of a person indicating the family group of which the person is part.

It should be noted that in Western culture this is normally the latter part of the name of a person. However, this is not necessarily true of all cultures and may give rise to some problems in the representation of the name. This is resolved by including the item Name element position in the structured name indicating the order of the name elements.

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP
Supporting People

Formal Name: **Previous Person Family Name**

Common Name: Previous Surname, Previous Family Name

Main source of standard: derived from Government Data Standards Catalogue

Definition: That part of a person's name used to describe family, clan, tribal group, or marital association, and by which a person was previously known.

Format: 35 characters

Codes and values: N/A

Sub data items:
Start and End dates

Related data items: See Structured Name table

Further information:

The surname of a person represents that part of the name of a person indicating the family group of which the person is or has been part.

It should be noted that in Western culture this is normally the latter part of the name of a person. However, this is not necessarily true of all cultures and may give rise to some problems in the representation of the name. This is resolved by including the item Name element position in the structured name indicating the order of the name elements.

Recording guidance:

The Previous Person Family Name may be derived from the Person Family Name entries through the use of start and end dates.

Relevant datasets:

NCDDP
Not in eCare MAS

Formal Name: Person Given Name

Common Name: Forename, Given Name, Personal Name

Main source of standard: Government Data Standards Catalogue

Definition: The forename or given name of a person.

Format: 35 characters

Codes and values: N/A

Sub data items:

Name Element Position

Start and End dates

Related data items: See Structured Name table

Further information: The first forename of a person represents that part of the name of a person which, after the surname, is the principal identifier of a person.

Recording guidance:

A person can have multiple occurrences of a given name, the order of which is identified by the sub data item 'Name Element Position'.

Where the person's preferred forename is not the first forename, the related data item 'Preferred Forename' should be used to indicate this.

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

Supporting People (First and Second Forenames only)

Formal Name: Person Preferred Forename

Common Name: Preferred Forename, known as (Forename)

Main source of standard: Scottish Executive Data Standards Branch

Definition: The forename by which a person prefers to be called if different from first forename.

Format: 35 characters, free text

Codes and values: N/A

Sub data items:
Start and End dates

Related data items: See Structured Name table

Further information:

The preferred forename of a person represents the forename by which a person prefers to be known. This may be the first forename, another forename, or any other name, e.g. Elizabeth Mary Smith may prefer to be known as either Elizabeth, Mary or Betty.

SMR Main Definitions and Codes Manual April 2002

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP

Formal Name: Person Initials

Common Name: Initials

Main source of standard: Government Data Standards Catalogue

Definition: A person's initials.

Format: 35 characters free text with a space between each initial.

Codes and values: N/A

Sub data items:

Start and End dates

Further information: N/A

Recording guidance:

This can be used to record a person's full set of initials or used in conjunction with and in addition to a Person Given Name. The general practice of central departments is to record the first Given Name in full and then use initials for other Given Names.

Government Data Standards Catalogue

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

Formal Name: Person Name Suffix

Common Name: Name suffix

Main source of standard: Government Data Standards Catalogue

Definition: A textual suffix that may be added to the end of a person's name, for example, OBE, MBE, BSc, JP, GM.

Format: 35 characters

Codes and values: N/A

Sub data items: Start and End dates

Related data items: See Structured Name table

Further information:

The association memberships of a person are represented by the initial letters of associations, professional bodies or other organisations of which the person is a member.

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP

Formal Name: Person Name Status

Common Name: Name Status

Main source of standard: Scottish Executive Data Standards Branch (from I&DeA naming standard)

Definition: Person Name status identifies whether the name is the name the person was registered with at birth, or has been subsequently changed by preference, customary use, marriage, or deed poll.

Format: 2 characters

Codes and values:

Code	Value	Explanatory Notes
01	Registered name	Registered name refers to the name officially registered on the birth certificate.
02	Alternative name	Alternative name is a name adopted by the person him/herself but not legally changed, or name by which a person is customarily known, (where this name is always or mostly used or is relevant to the recording purpose). Includes: aliases, also known as (aka), preferred names, nick names, pen names, stage names.
03	Married name	Married name is the name adopted at marriage.
04	Maiden name	Maiden name is the name before it is changed through marriage or cohabitation.
05	Name changed by deed poll	Name changed by deed poll is the name as legally changed to by deed poll.
06	Electoral registration name	Electoral registration name is the name on the electoral register where this differs from any of the above.
99	Not known	

Sub data items:

Start and End dates

Related data items:

See Structured Name table

Person Full Name (Unstructured)

Person Requested Name (Unstructured)

Further information:

'Person Name Status' applies at the level of an entire structured or unstructured name.

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

Supporting People

Formal Name: **Name Element Position**

Common Name: Element Position

Main source of standard: Scottish Executive Data Standards Branch

Definition: Indicates the position each name word holds within the entirety of the record; particularly relevant for people from Asian communities where naming conventions may differ from the British norm.

Format: up to 2 digits

Codes and values: N/A

Related data items: See Structured Name table

Further information:

A person's name has several components (elements). A set of component parts is defined to be used as a minimum standard for data interchange. An extended set of component parts is also defined to allow a system to hold more data on the person's name and also to allow the person to be addressed in his preferred name format. This is particularly useful for correct addressing of persons who are not of Western culture.

Examples of use of Name Element Position

Example 1:

Name element position	Registered name	Example
1	Person Title	Mr
2	Person Given name	Abdullah
3	Person Family name	Singh
4	Person Given name	Muhammed
5	Person Given name	Iqbal

Example 2:

Name element position	Registered name	Example
1	Person Title	Dr
2	Person Given name	Brian
3	Person Given name	Geoffrey
4	Person Family name	Rutherford

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP

Formal Name: Start Date

Common Name(s): N/A

Main source of standard: Government Data Standards Catalogue

Definition: A start date denotes the date on which a process or period of validity commences.

Format: Stored in standard date format (CCYY-MM-DD) which can be presented in a variety of user-friendly ways.

Codes and values: N/A

Related data items: End Date; Structured/Unstructured Person Name; Person Name Status

Further information: N/A

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

Supporting People

Formal Name: End Date

Common Name(s): N/A

Main source of standard: Government Data Standards Catalogue

Definition: An end date denotes the date on which a process or period of validity terminates.

Format: Stored in standard date format (CCYY-MM-DD) which can be presented in a variety of user-friendly ways.

Codes and values: N/A

Related data items: Start Date; Structured/Unstructured Person Name; Person Name Status

Further information: N/A

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

Supporting People

Formal name: **UNSTRUCTURED NAME**

Common Name: N/A

Main source of standard: Scottish Executive Data Standards Branch (from I&DeA naming standard)

Definition: A single unstructured concatenation of some or all of the elements that make up a person's full name.

Format: 70 characters

Codes and values: N/A

Related data items: Start and End date

Unstructured Name Table

Formal name	Common name	Description	Format
Person Full Name	Full Name	The full name of a person. This is an unstructured concatenation of some or all of the Person Title, Person Given Name, Person Family Name, Person Initials and Person Name Suffix elements, or other elements that make up a person's full name.	70 characters
Person Requested Name	Requested Name, Calling Name	The name a person wishes to use which is different from the values in Title, Given Name(s), Family Name and Name Suffix fields.	70 characters
Start Date		The start and end dates for the period during which name status and person name are valid. Dates should be attached to name status and to all recorded names.	10 characters (CCYY-MM-DD)
End Date			10 characters (CCYY-MM-DD)

Further information: The following two items (Person Full Name and Person Requested Name) are specific examples of unstructured names.

Recording guidance:

Structured name recording should **always** be the preferred option. Name should only be recorded in an unstructured fashion when it is the only means of recording the name.

The **unstructured name** approach records the name in a single unstructured concatenation of some or all of the elements that make up a person's full name. It may be appropriate as an alternative to structured name recording where:

- Care provider IT systems cannot handle structured name recording
- The person recording the data does not know which of the name words is the family name and which are forenames

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP

Formal Name: **Person Full Name (Unstructured)**

Common Name: Full Name

Main source of standard: Government Data Standards Catalogue

Definition: The full name of a person. This is an unstructured concatenation of some or all of the Person Title, Person Given Name, Person Family Name, Person Initials and Person Name Suffix elements, or other elements that make up a person's full name.

Format: 70 characters

Codes and values: N/A

Sub data items:

Person Name Status

Preferred Name

Start and End dates

Related data items:

Person Requested Name (Unstructured)

Further information:

Person Full Name should only be used where the structured name format cannot be used.

Recording guidance: Government Data Standards Catalogue requirements:

1. Each element of the name must be separated by a space.
2. Consecutive spaces are not allowed.

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

Formal Name: **Person Requested Name (Unstructured)**

Common Name: Requested Name, Calling Name

Main source of standard: Government Data Standards Catalogue

Definition: The name a person wishes to use which is different from the values in Title, Given Name(s), Family Name and Name Suffix fields.

Format: 70 characters

Codes and values: N/A

Sub data items:

Person Name Status

Preferred Name

Start and End dates

Related data items:

Person Full name (Unstructured)

Further information:

The Requested Name field should be used where a person asks to be addressed in a particular way, or where a name which is longer than that allowed for within a particular package shall be abbreviated in a way other than that arising by default, for example:

- The Warden of St Anne's Rest Home
- An elderly person prefers to be called "Mrs Smith"

Recording guidance:

Government Data Standards Catalogue requirements:

1. Each element of the name must be separated by a space.
2. Consecutive spaces are not allowed.

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

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 (CCYY-MM-DD)

Codes and values: N/A

Related data items: N/A

Sub data items:

Verification level:

Code	Value	Description
00	Level 0	Not Verified
01	Level 1	One or more of the following Secondary certificates: Certificate of Baptism. Marriage Certificate National Health Service Medical Card Child's Certificate of Vaccination Child's Health Record Card A certificate of Service in HM Forces or other employment under the Crown or in the Mercantile Marine. A certificate of membership of a Trade Union Friendly Society or any cards or papers relating to membership of an Approved Society or Unemployment Insurance Apprenticeship indentures. Early certificate or testimonial from employer. Aliens registration card, certificate of naturalisation, Home Office travel document or a passport. Life insurance policy. Certificate of confirmation. School certificate or report. A birthday book or old family record. Family Bible containing a record of birth.
02	Level 2	One of the following: Full birth certificate. Birth certificate short form. Certificate of registry showing given names and family name. GRO copy. Adoption Order issued by the High Court, County Court or Juvenile Court. Certificate of adoption issued by the GRO. Foreign birth certificate issued by registration authority of the foreign country.

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. 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.

If Birth Verification Type is level 1 or 2, then the Person Birth Date cannot be amended.

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

The National Learning Disability and Autistic Spectrum Disorder Dataset (year of birth only)

Supporting People

Formal Name: Person Death Date

Common Name: Date of death

Main source of standard: Government Data Standards Catalogue

Definition: The date on which a person died or is officially deemed to have died, as recorded on the Death Certificate.

Format: Stored as 10 characters (CCYY-MM-DD)

Codes and values: N/A

Related data items: N/A

Sub data items: Verification level

Government Data Standards Catalogue Verification

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

Code	Value	Description
00	Level 0	Not Verified / Interim Death certificate.
01	Level 1	One of the following: Notification from Hospital Police Statement
02	Level 2	One of the following: Documented Coroners Verdict Presumption of death by a court of Law in England, Scotland or Wales.
03	Level 3	One of the following: Death Certificate BD8 Notification from General Registrars Office (system or clerical). Certificate of Registry showing given names and family name. GRO copy. Notification of death issued by Forces Department of the Ministry of Defence (MOD). Notification of death issued by the Registrar General of the Shipping and Seamen (Mercantile Marine).

Further information:

Interim Death Certificates. There is a distinction between an interim death certificate and a death certificate showing the cause of death. The Registrar's Office confirmed that all death certificates show a cause of death except where a case is referred to the Coroner for the cause of death to be determined. In these cases an interim death certificate is issued. An interim death certificate is issued as a courtesy to the relatives/ friends of the deceased. It has no legal standing and is not deemed as verification of a cause/ date of death.

Recording guidance:

Interim Death Certificates should be identified using verification level '0'.

If Death Verification Type is level 1, 2 or 3, then the Person Death Date cannot be amended.

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

Formal Name: **Unique Person Identifier**

Common Name: (Person) ID Number, UPI

Main source of standard: Scottish Executive Data Standards Branch

Definition: A number which can be used as a common reference number across information systems to identify an individual or an individual's records.

Format: Variable – max 50 characters

Codes and values: N/A

Related data items: N/A

Further information:

A person may currently have more than one of these identifiers. This data item refers to identifiers used in local authority and health settings e.g. social care, education, NHS.

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP

Formal Name: CHI Number

Common Name: N/A

Main source of standard: Scottish Executive Health Department

Definition: The Community Health Index (CHI) is a population register, which is used in Scotland for health care purposes. The CHI number uniquely identifies a person on the index.

Format: 10 characters

Codes and values: N/A

Related data items: N/A

Further information:

The Community Health Index (CHI) is a computer based population index whose main function at present is to support primary care services. CHI contains details of all Scottish residents registered with a General Practitioner and was originally envisaged and implemented as a population-based index to help assess the success of immunisation and screening programmes. It is therefore closely integrated with systems for child health, cervical cytology and breast screening call and recall ... It is intended that this number, the Scottish equivalent of the new NHS number in England and Wales, should become the Unique Patient Identifier throughout the NHS in Scotland.

From Designed to Care - Scottish Office

The CHI number is a unique numeric identifier, allocated to each patient on first registration with the system. The CHI number is a 10-character code consisting of the 6-digit date of birth (DDMMYY), two digits, a 9th digit which is always even for females and odd for males and an arithmetical check digit.

ISD, Information Services, NHS National Services Scotland

The CHI number should always be used to identify a patient. However, Health record identifiers, such as hospital numbers in Patient Administration Systems (PAS), may be used locally, in conjunction with the CHI number or in the absence of the CHI number, to track patients and their records.

Although there may be no number when a patient presents for treatment, there must be an allocation at some point in the episode of care as CHI is mandatory on all clinical communications.

Non-Scottish patients and other temporary residents can have a CHI number allocated if required but it is envisaged that future development may allow the identifying number used in other UK countries to be used in Scotland.

Recording guidance: N/A

Relevant datasets: eCare Multi-Agency Store Data Model v 2.5 August 2005, NCDDP

Formal Name: **National Insurance Number**

Common Name: NI Number

Main source of standard: Department for Work and Pensions and HM Revenue & Customs (HMRC – formerly the Inland Revenue)

Definition: A reference number that is issued to a person by the Department of Work and Pensions/HMRC for participants in the National Insurance Scheme.

Format: 9 Characters

Codes and values: N/A

Related data items: N/A

Further information: N/A

Recording guidance:

- 1) Must be 9 characters.
- 2) First 2 characters must be alpha.
- 3) Next 6 characters must be numeric.
- 4) Final character can be A, B, C, D or space.
- 5) First character must not be D,F,I,Q,U or V
- 6) Second characters must not be D, F, I, O, Q, U or V.
- 7) First 2 characters must not be combinations of GB, NK, TN or ZZ (the term combinations covers both GB and BG etc.)

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

Formal Name: Person Sex at Birth

Common Name: Sex at Birth

Main source of standard: derived from the nearest equivalent Government Data Standards Catalogue standard 'Person Gender at Registration'

Definition: This is a factual statement, as far as is known, about the phenotypic (biological) sex of the person at birth.

Format: 1 character

Codes and values:

Code	Value	Explanatory Notes
0	Not Known	
1	Male	
2	Female	
9	Not specified/Indeterminate	Where it has not been possible to determine if the person is male or female at birth, e.g. intersex / hermaphrodite.

Related data items: Person Current Gender

Further information:

A person's sex has clinical implications, both in terms of the individual's health and the health care provided to them.

In the majority of cases, the phenotypic (biological) sex and genotypic sex are the same and the phenotypic sex is usually easily determined. In a small number of cases, accurate determination of genotype may be required.

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP

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	The person has a clear idea of what their gender is, but it is neither discretely male nor female, e.g. 'intersex', 'transgender', '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.

Related data items:

Person Sex at Birth

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 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", "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 from "Person Sex at Birth", e.g. for young children. Otherwise, the default "0 = Not known" should be used until the information can be confirmed by the individual.

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

The National Learning Disability and Autistic Spectrum Disorder Dataset Supporting People

Formal Name: **Sexual Orientation**

Common Name: N/A

Main source of standard: Scottish Executive Data Standards Branch and NCDDP

Definition: An [individual's] orientation towards persons of the same sex (this covers gay men and lesbians); the opposite sex (this covers heterosexual men and women); or both sexes (this covers bisexual men and women). This should be self assigned.
From Employment Equality Sexual Orientation Regulation (2003)

Format: 2 characters

Codes and values:

Code	Value
01	Heterosexual
02	Gay man
03	Lesbian
04	Bisexual
05	Not certain
97	Not disclosed
98	Other
99	Not known

Related data items: N/A

Further information:

This item is intended to provide information that might assist in ensuring that minority groups are not disadvantaged or marginalised in their access to and receipt of care services.

This data item has been designed for the purpose of recording sexual orientation in adults. The Inclusion Project, funded by the Scottish Executive has been gathering evidence and undertaking research into discrimination faced by Lesbian, Gay, Bisexual & Transgender (LGBT) people, and the impact on their emotional and physical health. Further information can be obtained from their website www.lgbthealthscotland.org.uk

Organisations are sometimes tempted to avoid monitoring on the grounds of sexual orientation for the reasons that it is too sensitive or seen to be a 'private matter'. Whilst historically this may be understandable, a lack of monitoring now risks a reinforcement of stigma and invisibility and a failure to address or even attempt to recognise the real issues facing LGBT people. That said, whilst it is increasingly the right route to follow, embarking upon monitoring on the basis of sexual orientation is not a step that should be taken lightly and it must be understood that developing effective monitoring in this area will be a cumulative process. To embark upon it under-prepared, with inadequate systems and safeguards or with questionable motivation could result in significant anxiety and discontent for those people from whom data is to be gathered. Stating explicitly why this information is required and considering safe and acceptable ways of asking this question are extremely important.

Recording guidance:

It is important that this is recorded by a relevant care professional under strictest confidentiality and in an appropriate place, emphasising that this is for the purpose of ensuring the provision of appropriate health care and equity.

Diversity training should ensure safe and acceptable ways of asking this question.

Staff who collect this information should make no assumptions about the sexual orientation of the patient/ client

- It should not be assumed that patient/clients with children are heterosexual
- Patient/clients should assign themselves irrespective of known or apparent sexual behaviour

Users may wish to augment code 98 – “Other” with a free text field for recording a data subject’s preferred description of their sexual orientation, e.g. asexual.

When implementing systems, consider ordering codes 01-05 alphabetically to indicate equal value placed on responses.

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP

Formal Name: Person Marital Status

Common Name: Marital Status

Main source of standard: derived from Government Data Standards Catalogue

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

Format: 1 character

Codes and values:

Code	Value
S	Single
M	Married/Civil Partner (<i>see below</i>)
D	Divorced/ dissolved Civil Partnership
W	Widowed/ Surviving Civil Partner
N	Not disclosed
P	Separated

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 comes into effect from the 5th 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:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

The National Learning Disability and Autistic Spectrum Disorder Dataset

Formal Name: **Ethnic Group (Self Assigned)**

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	Sub-code	Value
01	White	E004 Scottish E070 Other British E002 Irish Any other White background – specify
02	Mixed	Any Mixed background – specify
03	Asian, Asian Scottish or Asian British	E041 Indian E042 Pakistani E043 Bangladeshi E081 Chinese Any other Asian background – specify
04	Black, Black Scottish or Black British	E061 Caribbean E062 African Any other Black background – specify
05	Other Ethnic Background	Any other ethnic background – specify
97	Not disclosed	
99	Not known	

Note: See the list of specific categories at the end of this standard for recording “specify” detail.

Related data items: While it is recommended that patients/clients select the most appropriate general ethnic group category (eg White, Mixed etc), this should be supplemented 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 GRO(S) (see **Further information** below).

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-focused, 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 fulfill 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 and 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.

All of the general categories include an “Any other” or “Any Mixed” option which involves using an entry from the list of specific categories to reflect a person’s ethnic group. (See Recording Guidance).

The codelist of specific Ethnic Group categories was originally formulated in advance of the 2001 Census jointly by the three UK Census Offices: the General Register Office for Scotland (GROS), the Office for National Statistics (ONS) (for England and Wales), and the Northern Ireland Statistics and Research Agency (NISRA). GROS is the department of the devolved Scottish Administration responsible for carrying out periodic censuses of Scotland's population. ONS took the lead in devising the categories of ethnicity that should be included in the codelist, consulting key users such as the Home Office and certain Local Authorities.

Since the census took place, the specific category codelist has been enhanced through development work by GROS based on people’s responses to the ethnicity question in the Scottish Census 2001. The list used here is this enhanced list, plus an entry for “Other British” (E070).

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.

For Social Care:

It is recommended that full (general + specific) code detail is recorded in all cases EXCEPT for “Not disclosed” (code 97) and “Not known (code 99). Data collection should start by asking the person to choose a general ethnic group category from the main list and either declare it to the data collector or write it on a self-completion form. This can be achieved in a number of ways:

1) The person chooses an ethnic group category from the main list OTHER than one of the “Other – please specify” values. This provides the full code detail in one pass – for example, Asian Bangladeshi = **03E043**.

2) The person chooses one of the five “Other – please specify” values from the main list. More detail is then required in order for a specific code to be assigned. This can be done in one of three ways:

a) the person declares or writes down his/her specific ethnic group, which the data collector then codes from the list of specific codes. For example, the person chooses “Other Black – specify” from the main list and writes down “North African” on a self-completion form. This is then coded: 04 (Black, Black Scottish or Black British) + E082 (North African) = **04E082**

b) the person is given the full list of specific codes and values from which he/she is asked to choose one. This method avoids the use of free text, but in view of the fact that the person would have to work through a list of nearly 100 values to find one which best reflects his/her ethnic group, it is recommended that this method is used only where absolutely necessary.

c) the person wishes to express his/her ethnic group simply at the level of “Other” within one of the five general categories, and does not wish to declare any further detail. The data collector should then append the appropriate “filler” code from the specific codelist, as follows:

- E039 – Other White
- E029 – Other Mixed
- E059 – Other Asian
- E069 – Other Black
- E089 – Any Other Group

For example, the person declares that he/she has a Mixed ethnic background and does not wish to specify further detail. This would be coded: 02 (Mixed) + E029 (Other Mixed) = **02E029**.

For NHS Information Systems:

There are 3 recommended ways of implementing this standard depending on the level of detail required:

- 1) Use the codes and values as given in the main list, with the following codes for the “Any other” and “Any Mixed” values.

- E039 – Any other White background
- E029 – Any Mixed background
- E059 – Any other Asian background
- E069 – Any other Black background
- E089 – Any Other ethnic background

- 2) Refer to the full Ethnic Group Specific Codes list (below) to create a more comprehensive drop down list for the “Other “ values as appropriate to the ethnic group constitution of the population to be covered by a particular system.
- 3) The person selects the most appropriate high level ethnic group (e.g. "01 - White"), which can then be supplemented by the provision of a free text box to allow the person to express their ethnic group in their own words (e.g. " Cornish"). This supplementary information can subsequently be coded by the organisation, if required, using the Ethnic Group Specific Codes list from GRO(S) ("E006" is the specific code for Cornish). It is not recommended that a text box be used alone.

Ethnic Group Specific Codes

Code	Value	Code	Value
E001	British	E051	British Asian
E002	Irish	E052	Possible Mixed Nigerian
E003	English	E053	Possible Mixed Other Black
E004	Scottish	E054	Possible Mixed Chinese
E005	Welsh	E055	Possible Mixed Arab or Middle Eastern
E006	Cornish	E056	Possible Mixed Other
E007	Cypriot (Part Not Stated)	E057	Caribbean Asian
E008	Greek	E058	Part Asian (Other Part Unknown)
E009	Greek Cypriot	E059	Other Asian
E010	Turkish	E060	Ulster Scot
E011	Turkish Cypriot	E061	Caribbean
E012	Italian	E062	African
E013	Irish Traveller	E063	Somali
E014	Traveller	E064	Mixed Black
E015	Gypsy/Romany	E065	Nigerian
E016	Polish	E066	Black British
E017	Commonwealth of (Russian) Independent States	E067	Part Caribbean (Other Part Unknown)
E018	Kosovan	E068	Part African (Other Part Unknown)
E019	Albanian	E069	Other Black
E020	Baltic States	E070	Other British
E021	...and Black Caribbean	E071	Buddhist
E022	...and Black African	E072	Hindu
E023	...and Asian	E073	Jewish
E024	Black and Asian	E074	Muslim
E025	Black and Chinese	E075	Sikh
E026	Black and White	E076	Arab
E027	Chinese and White	E077	Kurdish
E028	Asian and Chinese	E078	Moroccan
E029	Other Mixed	E079	Israeli
E030	Latin American	E080	Part Chinese (Other Part Unknown)
E031	Bosnian	E081	Chinese
E032	Croatian	E082	North African
E033	Serbian	E083	Other Middle Eastern
E034	Other Former Yugoslavia	E084	Vietnamese
E035	South American	E085	Japanese
E036	Other Mixed White	E086	Filipino
E037	Other European	E087	Malaysian
E038	Northern Irish	E088	Iranian
E039	Other White	E089	Any Other Group
E040	Mixed Irish/Other White	E090	Multi-Ethnic Islands
E041	Indian	E091	Possible Mixed Indian
E042	Pakistani	E092	Possible Mixed Pakistani
E043	Bangladeshi	E093	Possible Mixed Bangladeshi
E044	Mixed Asian	E094	Possible Mixed Punjabi
E045	Punjabi	E095	Possible Mixed Kashmiri
E046	Kashmiri	E096	Possible Mixed Other Asian
E047	East African Asian	E097	Possible Mixed Caribbean
E048	Sri Lankan	E098	Possible Mixed African
E049	Tamil	E099	Possible Mixed Somali
E050	Sinhalese		

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

The National Learning Disability and Autistic Spectrum Disorder Dataset
Supporting People

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, Agnostic or no religious affiliation	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)		
99	Not known		

Related data items: N/A

Further information:

Research indicates 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 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)" and "Other Christian (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:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

The National Learning Disability and Autistic Spectrum Disorder Dataset
Supporting People

Religion Subsidiary Codes

Note: This list includes the standard “main” codes.

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

Code	Value	Code	Value
R063	Deist	R097	Humanist
R064	Disciples of Christ	R098	Independent
R065	Divine Lightmission	R099	Independent Evangelist
R066	Druidism	R100	Independent Methodist
R067	Druze	R101	Interdenominational
R068	Dutch Reformed Church	R102	Internationalist
R069	Eastern Orthodox Church	R103	Jain
R070	Eckankar	R104	Jedi Knight
R071	Ecumenical	R105	Jehovah's Witness
R072	Elim Church	R106	Jewish
R073	Emmanuel Mission	R107	Lutheran
R074	Episcopalian	R108	Mennonite
R075	Evangelical	R109	Methodist
R076	Evangelical Alliance	R110	Methodist Church in Ireland
R077	Evangelical Presbyterian Church	R111	Methodist Church in Wales
R078	Evangelical Union	R112	Metropolitan Church
R079	Faith Mission	R113	Monk
R080	Fellowship of Independent Evangelical Churches	R114	Moravian
R081	Four Square Gospel	R115	Muslim (Islam)
R082	Free Church of Love	R116	Mysticism
R083	Free Church of Scotland	R117	Native American Church
R084	Free Evangelical Church	R118	New Age
R085	Free Methodist	R119	Non Denominational
R086	Free Presbyterian	R120	Nonconformist
R087	Free Presbyterian Church of Scotland	R121	None
R088	Free Presbyterian Church of Ulster	R122	Non-subscribing Presbyterian
R089	Free Thinker	R123	Occult
R090	Full Gospel Assembly	R124	Orthodox Catholic Church
R091	Greek Catholic	R125	Orthodox Church
R092	Greek Orthodox	R126	Orthodox Presbyterian
R093	Hare Krishna	R127	Other Religions
R094	Heathen	R128	Own Belief System
R095	Hindu	R129	Pagan
R096	House Church	R130	Pantheism

Code	Value	Code	Value
R131	Pentecostal	R164	Ukrainian Catholic
R132	Presbyterian	R165	Unification Church
R133	Presbyterian Apostolic	R166	Unitarian
R134	Presbyterian Church in Ireland	R167	Unitarian-Universalist
R135	Presbyterian Church in Wales	R168	United Brethren
R136	Presbyterian Secession Church	R169	United Church of Canada
R137	Protestant	R170	United Free Church of Scotland
R138	Protestant (Mixed)	R171	United Reformed Church
R139	Raja Yoga	R172	Universalist
R140	Rastafarian	R173	Unsectarian
R141	Rationalist	R174	Vodun
R142	Realist	R175	Whitewell Metropolitan Tabernacle
R143	Reformed	R176	Wicca
R144	Reformed Presbyterian	R177	Zoroastrian
R145	Religious Society of Friends (Quakers)		
R146	Roman Catholic		
R147	Russian Orthodox Church		
R148	Salvation Army		
R149	Sant Mat		
R150	Santeri		
R151	Satanism		
R152	Scientology		
R153	Scottish Episcopal Church		
R154	Scottish Presbyterian		
R155	Secularist		
R156	Serbian Orthodox Church		
R157	Seventh Day Adventist		
R158	Sikh		
R159	Spiritualist		
R160	Taoist		
R161	Theism		
R162	Tin Tao		
R163	Ukrainian Orthodox Church		

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)

Codes and values:

Code	Value
01	Scotland
02	England
03	Wales
04	Northern Ireland
05	Republic of Ireland
97	Not Disclosed
98	Elsewhere
99	Not Known

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 (eg. 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 utilized 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" responses 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:

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

2. 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 at 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:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

The National Learning Disability and Autistic Spectrum Disorder Dataset

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
TCO	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	Korea, Democratic People's Republic of
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

Code	Value	Code	Value
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	Nauru	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
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	Rwanda	VEN	Venezuela
SMR	San Marino	VNM	Vietnam
STP	Sao Tome and 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	Mauritania		

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

Code	Value	Code	Value
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)		

Formal Name: First Language

Common Name: N/A

Main source of standard: Derived from ISO 639-2

Definition: This is the 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; Castilian		
tur	Turkish		
und	Undetermined (Not Known)		
urd	Urdu		

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 the 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:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

The National Learning Disability and Autistic Spectrum Disorder Dataset

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	Need 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	

Related data items: Preferred Language; Preferred Communication Method

Further information: N/A

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

The National Learning Disability and Autistic Spectrum Disorder Dataset

Formal Name: Preferred Language

Common Name: N/A

Main source of standard: Derived from ISO 639-2

Definition: This data item is defined as the person's language of preference and may differ from first language. It is required for effective communication with the person.

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; Castilian		
tur	Turkish		
und	Undetermined (Not Known)		
urd	Urdu		

Related Data Items: First Language, Interpretation Assistance Indicator

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 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 preferred written language and/ or preferred SPOKEN language, e.g. a person's preferred written language may be Chinese, but their preferred spoken language may be Cantonese or Mandarin. **A method of recording the 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:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

Supporting People

Formal Name: Address (BS7666)

Common Name: Structured Address

Main source of standard: Government Data Standards Catalogue

Definition: A collection of data describing the addressing of locations.

Format: Address (BS7666) - see Government Data Standards website
<http://www.govtalk.gov.uk/gdsc/html/noframes/BS7666Address-1-1-Release.htm>

Codes and values: N/A

Sub data items:

Address Type	
Code	Value
00	None
01	Normal domicile (home) address
02	Alternative contact address
03	Non-domicile address
04	Invoiced address
05	Employer's address
06	Temporary domicile address
07	Professional contact address
08	No fixed abode

Related data items: N/A

Further information:

- 1) It is recommended that the BS7666 Address should be populated using a BS7666 compatible address system or the Corporate Address Gazetteers developed by the DNA-Scotland Programme.
- 2) The flat reference (eg 2F3 - 2nd floor, Flat 3) should always be included where applicable.
- 3) The address should be recorded as 'No fixed abode' or 'Address unknown' where this is the case.
- 4) It is recommended that at least the Normal domicile address is recorded. If the patient/client has more than one address then the patient/client should select one address to be recorded as the Normal Domicile address. Students may use either their home address or term time address as their normal domicile.

- 5) Postcode is included in Address (BS7666) (GDSC) but there is also a separate Postcode standard, the data for which can be sourced from a BS7666-compliant gazetteer.
- 6) The UK Postal Address alone may be recorded, in which case the separate Postcode standard for recording Postcode should be used.

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

Supporting People

Formal Name: **UK Postal Address**

Common Name: Unstructured Address, Simple Address

Main source of standard: Government Data Standards Catalogue

Definition: The address of a postal delivery point. This is usually a building and usually comprises a name/number, street, town and county/state/province and sometimes country. This is not the preferred e-GIF standard.

Format: Max. 35 chars per address line. Minimum 2 lines, no maximum although a de facto standard of 5 lines exists for presentation purposes.

Codes and values: N/A

Sub data items:

Address Type	
Code	Value
00	None
01	Normal domicile (home) address
02	Alternative contact address
03	Non-domicile address
04	Invoiced address
05	Employer's address
06	Temporary domicile address
07	Professional contact address
08	No fixed abode

Related data items: N/A

Further information:

- 1) The flat reference (e.g. 2F3 - 2nd floor, Flat 3) should always be included where applicable.
- 2) The address should be recorded as 'No fixed abode' or 'Address unknown' where this is the case.
- 3) It is recommended that at least the Normal domicile address is recorded. If the patient/client has more than one address then the patient/ client should select one address to be recorded as the Normal Domicile address. Students may use either their home address or term time address as their normal domicile.
- 4) This format should be used to record international addresses until the Government Data Standards Catalogue International Address data item is defined.

Recording guidance: N/A

Relevant datasets: eCare Multi-Agency Store Data Model v 2.5 August 2005 (Simple Address), NCDDP (UK Postal Address)

Formal Name: Postcode

Common Name: N/A

Main source of standard: Government Data Standards Catalogue

Definition: The code allocated by the Post Office to identify a group of postal delivery points.

Format: Max 8 characters

Codes and values: N/A

Related data items: Address (BS7666); UK Postal Address

Further information:

- 1) Postcode is included in Address (BS7666) (GDSC) but there is also a separate Postcode standard, the data for which can be sourced from a BS7666-compliant gazetteer.
- 2) The UK Postal Address alone may be recorded, in which case the separate Postcode standard for recording Postcode should be used.
- 3) A postcode has two component parts. Part one of the postcode is known as the outcode, and part two is known as the incode.

Outcode

The outcode identifies the postal area and the postal district. The postal area is represented by 1 or 2 alpha characters and the postal district is represented by 1 or 2 digits. Therefore, part 1 contains 2, 3 or 4 characters.

Incode

The incode is 3 characters. The postcode sector is represented by the outcode plus the first digit of the incode. The complete postcode represents the postman's walk.

ISD SMR Definitions and Codes Manual, 6th Update, April 2002

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP

Formal Name: **UK Telephone number**

Common Name: Telephone number

Main source of standard: Government Data Standards Catalogue

Definition: A number, including any exchange or location code, at which a person or organisation can be contacted in the UK by telephonic means.

Format: Max 35 characters

Codes and values: N/A

Related data items: N/A

Sub data items:

Telephone Number Type	
Code	Value
01	Home
02	Mobile
03	Work
04	Fax
05	Textphone

NB. Also see separate standard for Telephone Number Type

Further information:

- 1) MAS Data Model V 2.5 features **UK Daytime Telephone number** and **UK Evening Telephone number**.
- 2) Care needs to be exercised to avoid the inappropriate sharing of telephone number e.g. where a number is ex-directory.
- 3) The complete telephone number should always be transferred for international operation and clarity as to which country (in this case UK) the number belongs e.g. +447710287657. Note no leading zero after country code. (Government Data Standards Catalogue)

Recording guidance:

Telephone number could be a repeating field in order to store as many numbers as are required or may be useful.

Telephone number type - A telephone number type should be recorded for each recorded UK Telephone Number. It describes the specific type of telephone number at which a person or organisation can be contacted in the UK by telephonic means.

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP

Formal Name: Telephone number type

Common Name: N/A

Main source of standard: Government Data Standards Catalogue

Definition: A telephone number type should be recorded for each recorded UK Telephone Number. It describes the specific type of telephone number at which a person or organisation can be contacted in the UK by telephonic means.

Format: 2 characters

Codes and values:

Code	Value
01	Home
02	Mobile
03	Work
04	Fax
05	Textphone

Related data items: UK Telephone Number

Further information: N/A

Recording guidance:

Telephone number type could be a repeating field in order to store as many number types as are required or may be useful.

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP

Formal Name: **Internet e-Mail Address**

Common Name: e-Mail address

Main source of standard: Government Data Standards Catalogue

Definition: The string of characters that identifies an addressee's post box on the Internet.

Format: 255 characters

Codes and values: N/A

Related data items:

e-Mail address type: (NCDDP only):

Code	Value
01	Preferred
02	Alternative

Further information:

From IETF RFC2822: An E-Mail address is a specific Internet identifier that contains a locally interpreted string followed by the at-sign character ("@", ASCII value 64) followed by an Internet domain. The locally interpreted string is either a quoted-string or a dot-atom. Comments and enfolding white space SHOULD NOT be used around the "@" in the E-Mail address. (i.e. no space characters either side of the @ character). The domain portion identifies the point to which the mail is delivered. The local-part portion is a domain dependent string. In addresses, it is simply interpreted on the particular host as a name of a particular mailbox.

Government Data Standards Catalogue

For example:

fredbloggs@hotmail.com

hector.mcsporranscotland.gsi.gov.uk

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

Formal Name: Address Type

Common Name(s): N/A

Main source of standard: Scottish Executive Data Standards Branch

Definition: Relates to the nature and status of the address provided by the person.

Format: 2 numeric, picklist

Codes and values:

Code	Value
00	None
01	Normal domicile (home) address
02	Alternative contact address
03	Non-domicile address
04	Invoiced address
05	Employer's address
06	Temporary domicile address
07	Professional contact address
08	No fixed abode

Related data items: Address (BS7666); UK Postal Address, Start and End Dates

Further information: N/A

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP

Formal Name: Lives Alone

Common Name(s): N/A

Main source of standard: Scottish Executive Data Standards Branch

Definition: An indicator to identify whether the patient/client is the sole member of the household.

Format: up to 3 characters, alphanumeric

Codes and values:

One of two methods can be used, an unstructured approach such as:

Yes, No, N/K

OR a structured approach:

Code	Value
00	No
01	Yes
99	Not Known

Related data items: N/A

Further information: N/A

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

The National Learning Disability and Autistic Spectrum Disorder Dataset

Formal Name: **GP General Medical Council Number**

Common Name: GP GMC number

Main source of standard: ISD SMR Definitions and Codes Manual

Definition: The GMC (General Medical Council) number is the personal identification number issued to each doctor in the UK by the General Medical Council, including GPs.

Format: 8 numeric

Codes and Values: N/A

Related data items: GP structured name **or** unstructured name. GP Role is under development by NCDDP.

Further information:

The GMC/GDC number is the personal identification number issued to each doctor/dentist by the General Medical Council/General Dental Council.

Scottish Morbidity Record – NHS Information Services

Patients are no longer registered with an individual GP, but with a practice. However 'registered GP' is still required for historical reasons, and it will be important to identify the registered practice of a patient, especially where they are being seen by another practice e.g. whilst on holiday.

Recording guidance:

May be stored as GMC number and displayed as GP name.

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP

Formal Name: **Registered GP Practice Code**

Common Name: Registered GP Practice

Main source of standard: ISD SMR Definitions and Codes Manual

Definition: General Medical Practitioners provide general medical services to the population either in partnership with other GMPs or on a single handed basis. The term GP practice covers both partnerships and single handed practices. Each GP practice in Scotland is identified by a unique GP practice code. The practice code is a four digit code plus a check digit with ranges of codes allocated to each Health Board.

Scottish Morbidity Record – NHS Information Services

Format: 6 numeric

Codes and values: N/A

Related data items: Address (BS7666 or simple), postcode and phone number (which may be retrieved from GP Practice Database using GP Practice code).

Further information:

It should be noted that patients are no longer registered with an individual GP, but with a practice.

In NHS Scotland, the practice code is a four-digit code plus a check digit with ranges of codes allocated to each Health Board. ISD maintains a GP Practice code reference file which contains up to date details of address, postcode, telephone number for each GP Practice in Scotland.

In England and Wales the field is 6 digits, therefore to accommodate cross border patient flows, this should be taken into account.

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

Section 4: Associated People and Professionals

Formal name: **ASSOCIATED PERSON**

Common name: N/A

Main source of standard: Scottish Executive Data Standards Branch

Definition: Associated people are the people who have a significant involvement or relationship with the person (e.g. main carer, next of kin, key holder, emergency contact etc). This includes professionals who are not involved in the care of the client/patient (e.g. accountant, lawyer).

Format: N/A

Codes and values: N/A

Related data items:

Person role; Structured **or** Unstructured Name; Address; Telephone Number; Current Gender (Sex), Birth Date; Relationship to Client/Patient.

Further information:

Where an associated person's age is of relevance to the client/patient's care e.g. where the associated person is a child or an elderly person, it is recommended that their date of birth be recorded. The full or precise birth date may not be required e.g. the birth year may suffice. Where necessary a derived age may be calculated.

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP

Formal Name: Person Role

Common Name: N/A

Main source of standard: Scottish Executive Data Standards Branch

Definition: Associated people are the people who have a significant involvement or relationship with the person (e.g. main carer, next of kin, keyholder, emergency contact etc). The particular involvement(s)/relationship(s) of each associated person is(are) indicated by the "Person Role" data item. Data should be entered for all people significantly associated with the person, including all members of the person's household.

Format: 3 character alphanumeric, pick list

Codes and Values:

Code	Sub-code	Value	Definition
00		No role	The person does not carry out any particular role for the data subject.
01		Carer	
	A	Main carer	The main carer of the data subject.
	B	Secondary carer	Any carer of the data subject other than the main carer.
02		Key holder	
	A	Main key holder	A person holding keys which allow admittance to the data subject's normal place of residence, and who would usually be the first to be contacted by anyone requiring legitimate admittance.
	B	Additional key holder	Any person holding keys which allow admittance to the data subject's normal place of residence, other than the main keyholder.
03		Appointed representative	
	A	Advocate	A person who can communicate on behalf of a data subject who has difficulty in doing so, to ensure that their opinions, wishes and needs are taken into account. An advocate cannot make decisions on behalf of the person for whom they speak.
	B	Proxy	A person with the power to take decisions or act on behalf of a data subject who does not have the capacity to do so for him/herself. The power may have been granted by the incapable person when they still had the power to do so, as in Continuing Power of Attorney or Welfare Power of Attorney, or the proxy may have been appointed by the courts as a financial Guardian or a Welfare Guardian under the Adults with Incapacity Act 2000. A person with mental health problems subject to a statutory order may appoint a 'named person' as their proxy.
04		Emergency contact	A person who may be contacted in the event of an accident, emergency or crisis befalling the data subject.

Code	Sub-code	Value	Definition
05		Person with parental responsibility	<p>Parental responsibility involves:</p> <ul style="list-style-type: none"> • safeguarding and promoting the child's health, development and welfare; • providing direction and guidance; • acting as the child's legal representative; • if the child is not living with the parent, maintaining personal relations and direct contact with the child on a regular basis <p>A person with parental responsibility, in order to enable him to fulfil his parental responsibilities, has the right:</p> <ul style="list-style-type: none"> • to have the child living with him or otherwise to regulate the child's residence; • to control, direct or guide the child's upbringing <p>Parental responsibilities are held automatically by the following:</p> <ul style="list-style-type: none"> • a mother • a father if married to the mother at the time of the child's conception or subsequently • an unmarried father who by agreement with the mother has been registered in the Books of Council and Session as the child's father • a guardian who is a person appointed by a parent to act in the parent's place in the event of his or her death
06		Relevant person	<p>The term "relevant person" is used for the purposes of legal proceedings, particularly children's hearings, and includes:</p> <ul style="list-style-type: none"> • any person who has parental responsibilities under Part 1 of the Children (Scotland) Act 1995 • any other adult with parental responsibilities and rights • any person who appears to be a person who ordinarily has charge of, or control over, the child other than by reason only of his or her employment • following the outcome of a case in the Court of Session, foster parents who have looked after a child for a period of approximately seven months or longer
07		Next-of-kin	<p>The next of kin should be nominated by the person (patient/client). Where no nomination has been made, a next of kin default can be identified, which is likely to be the person most closely related to the patient/client.</p>
98		Other role	Any other role not covered by the above categories.
99		Not known	

Sub data items:

Start and End Dates

Further information:

'Other role' can refer to an associated person involved in a professional (but not a care professional) capacity such as the person's lawyer, business partner, etc.

For household members who do not carry out any particular role in relation to the data subject, record "Person role" code 00 = "No Role".

Recording guidance:

All relevant roles should be recorded for each associated person.

Relevant datasets: eCare Multi-Agency Store Data Model v 2.5 August 2005 and NCDDP

Formal Name: **Relationship to Client/Patient**

Common Name: N/A

Main source of standard: derived from Government Data Standards Catalogue

Definition: The relationship of an Associated Person to the Client/Patient.

Format: 3 character alphanumeric, pick list

Codes and Values:

Code	Sub-code	Value	Definition
01		Spouse/Civil Partner	EITHER: A person of the opposite sex who is legally married to the data subject, OR A person with whom the data subject has a committed same-sex relationship which has been granted legal recognition as a civil partnership (<i>see Further Information</i>).
02			Code 02 is currently inactive. Civil Partner should be recorded using code 01.
03		Partner	A person who has a relationship with the data subject having the characteristics of a marriage, but is not legally married to the data subject. Includes cohabiters; excludes civil partners.
04		Polygamous partner	A person who is accepted as another spouse/civil partner of the data subject under the law of another country.
05		Parent	
	A	Biological parent	A person who gave birth to or fathered the data subject.
	B	Foster parent	A person approved by a Local Authority to look after the data subject in the capacity of parent.
	C	Step parent	A person who is married to or the partner of the person with parental responsibility over the data subject.
	D	Adoptive parent	A person who has legally adopted the data subject.
06		Guardian	A person appointed by a parent to act in the parent's place in the event of his or her death.
07		Child	A person under the age of 18 over whom the data subject exercises appropriate parental responsibility as per the Children (Scotland) Act 1995.
08		Sibling	A person who has at least one common parent with the data subject.
09		Other blood relative	A blood relative other than biological parent, sibling or child (eg. Cousin, grandparent).
10		Relative-in-law	A person related to the data subject by ties of marriage, other than spouse and civil partner.
98		Other relationship not otherwise specified	
99		Not known	

Sub data items:

1) Start and End Dates

2) Dependency flag (Y/N). See definition below under Further Information.

3) Relationship Verification

00	Level 0
01	Level 1
02	Level 2
03	Level 3
04	Level 4

The verification levels as defined by the GDSC are:

If Value is Spouse/Civil Partner:

Level 0 – Not Verified

Level 1 – One or more of the following:

- Sworn Affidavit.
- Passport.

Level 2 – Documented confirmation of Marriage by Validity of Marriage Unit

Level 3 – One of the following:

- British marriage certificate.
- Certificate of registry showing given names and family names.
- GRO copy.
- Foreign marriage certificate (under religious or national law of the country).

If Value is Parent:

Level 0 – Not Verified.

Level 1 – CH1000 (notification that child benefit is in payment to this person).

Level 2 – Report from Social Worker or other recognised Professional.

Level 3 – one of the following:

- Full Birth Certificate.
- Adoption Certificate.
- Birth Certificate after Adoption.

Level 4 – positive DNA Test result

If Value is Guardian:

Level 0 – Not Verified.

Level 1 – CH1000 (notification that child benefit is in payment to this person).

Level 2 – Report from social worker or other recognised professional confirming relationship if child to guardian.

Level 3 – Original Order of Appointment

If Value is Polygamous Partner:

Level 0 – Not Verified.

Level 1 – Sworn affidavit with details of marriage.

Level 2 – Statutory marriage certificate (from country permitting polygamy) bearing the seal or stamp of the issuing authority, the date of issue and the fee paid.

Comment: A 'Polygamous Partner' is defined as a person who is accepted as another spouse/civil partner under the law of another country. In the UK, a person with polygamous partners can only have one of them accepted as a spouse/civil partner.

Further information:

1) The GDSC item 'Person Relationship Type' is under review.

2) Legislation on Civil Partnerships will be introduced by the Scottish Executive from the 5th December 2005 following the agreement of the Scottish Parliament to the inclusion of Scottish provisions in the UK Government's Civil Partnership Act. The purpose of the Act is to enable committed same-sex couples to obtain legal recognition of their relationship by forming a civil partnership.

3) Definition of dependency:

A person is dependent on the data subject if he/she depends on him/her financially, for food, shelter and warmth and for any other essential care.

Recording guidance:

1) Record only one relationship for each associated person, and set the dependency flag to yes or no as appropriate.

2) Careful thought MUST be given to whether recording "Adoptive parent" (code 04D) is appropriate and acceptable to the data subject.

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP

Formal name: **ASSOCIATED PROFESSIONAL**

Common name: Associated Care Professional, Care Professional

Main source of standard: Scottish Executive Data Standards Branch

Definition: Associated professionals are those individuals who are already involved with the person in a professional capacity e.g. Consultant, Social Worker, Occupational Therapist etc.

Format: N/A

Codes and values: N/A

Related data items:

Professional role; Structured or Unstructured Name, Employing Agency; Professional Contact Address; E-mail Address; UK Telephone Number; Telephone Number Type

Further information:

An Associated Professional may be a care professional of ANY kind; the term is NOT a synonym for Allied Health Professional.

Involvement includes contacts in relation to a particular episode of care.

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP

Formal Name: **Professional Person role**

Common Name: N/A

Main source of standard: Scottish Executive Data Standards Branch

Definition: Professionals are those individuals who are already involved with the person in a professional capacity (e.g. Consultant, Social Worker, Occupational Therapist etc). The particular role(s) carried out by each professional is (are) indicated by the "Professional Person Role" data item.

Format: 35 characters free text

Codes and Values: Each local partnership is free to augment the free text facility by defining their own role code list suitable for local use.

Related data items: N/A

Further information:

This item indicates the role(s) carried out by the people who are involved with the person in a professional capacity, recorded as free text. It is important to note the distinction between a professional's designation within an agency (i.e. job role – e.g. Social Worker, District Nurse) and their role with regard to a particular client (e.g. Key Worker, Lead Assessor).

Recording guidance:

Data for as many professionals as required can be entered.

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP

Formal Name: Employing Agency

Common Name: N/A

Main source of standard: Scottish Executive Data Standards Branch, derived from GDSC "Organisation Name"

Definition: The name of the Agency which employs the associated professional. This is either the name by which the organisation wishes to be known, or the official name given to the organisation.

Format: 255 characters free text

Codes and values: N/A

Related data items: N/A

Further information: N/A

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP

Section 5: Social, economic and physical situation

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 (2 + 4)

Codes and Values: See list on following page.

Related data items: N/A

Further information:

1) Please note that in the Controlled Vocabulary (codeset) for this item in the eCare MAS Data Model V 2.5, the value of code 11 is "Independent Hospitals and Clinics". The eCare codeset will be brought into line with the data standard in this manual through routine change control procedures.

2) Detailed definitions for each of the data items featuring in the subcategories under the main codes are available from Supporting People documentation at <http://www.scotland.gov.uk/Topics/Housing/Housing/supportpeople/intro>

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.

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

The National Learning Disability and Autistic Spectrum Disorder Dataset
Supporting People

Accommodation Type Codes

Code	Value	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 & 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
		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 <i>See Recording Guidance.</i>	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 psychiatric facility.
11	Independent Hospitals		
12	Independent Hospices		
13	Mobile Accommodation		
99	Not Known		

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	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		

Related data items: N/A

Further information:

Please note that the Controlled Vocabulary (codeset) for this item in the eCare MAS Data Model V 2.5 does not contain 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:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

The National Learning Disability and Autistic Spectrum Disorder Dataset
Supporting People

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	Code	Value
00	None (No Tenure)		
01	Owned (single or joint ownership)	A	Owned Outright
		B	Owned Mortgaged
		C	Part Owned/Part Rented
02	Social Rented	A	LA Rented – Standard
		B	LA 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		

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 (ie. Data subject plus spouse/civil partner or long-term partner) is treated as a single unit whether the 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:

eCare Multi-Agency Store Data Model v 2.5 August 2005

The National Learning Disability and Autistic Spectrum Disorder Dataset

Supporting People

Formal name: **LANDLORD DETAILS**

Common name: N/A

Main source of standard: Scottish Executive Data Standards Branch

Definition: Details of the landlord, which can be an individual or an organisation.

Related data items:

Structured or Unstructured name; Organisation name (if applicable); Address (BS7666 or UK Postal Address); UK Telephone number; Telephone number type

Further information: N/A

Recording guidance:

- If an individual, record name (structured or unstructured) and contact details.
- If an organisation, record organisation name and contact details.

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

Formal Name: Organisation name (for Landlord)

Common Name: N/A

Main source of standard: Scottish Executive Data Standards Branch

Definition: The name of the organisation which acts in the capacity of landlord for a client/ patient. This is either the name by which the organisation wishes to be known, or the official name given to the organisation.

Format: 255 characters free text

Codes and values: N/A

Related data items: N/A

Further information: N/A

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

Formal Name: **Employment Status**

Common Name: N/A

Main source of standard: National Clinical Dataset Development Programme (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	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: Start and End dates

Further information:

In the eCare MAS Data Model V 2.5, Employment status is regarded as a Status Episode, not a Generic Core data item. Also, the eCare Data Model uses the following Controlled Vocabulary:

Code	Value	Code	Value
01	Regular Paid Employment – Full-time		
02	Regular Paid Employment – Part-Time		
03	Self Employed		
04	Looking after home/family		
05	Engaged in Voluntary Work (unpaid)	A	Seeking paid employment
		B	Not seeking paid employment
06	Unemployed – available/fit for work		
07	Unemployed – not available/fit for work		
08	Full-time education (pupil or student)		
09	Retired	A	Career completion
		B	Medically retired
10	Not applicable		
11	Permanently sick/disabled		
12	Temporarily sick/disabled (self-employed only)		
13	Government Training Scheme		
14	Other reasons not working		
99	Not Known		

The eCare codeset will be brought into line with the data standard in this manual through routine change control procedures.

Recording guidance:

Record all applicable values.

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

The National Learning Disability and Autistic Spectrum Disorder Dataset (as per eCare CV)

Supporting People (as per eCare CV)

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	Definition
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 (eg. An aunt or uncle) acting in the capacity of parent.
	A	With dependant children	"Dependant" means that the child depends on 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 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 of parent (eg. Grandfather).
	A	No children	Either never had any children, or they've moved out.
	B	With dependant children	"Dependant" means that the child depends on the person 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-pensionable)	Two adults living together, neither of pensionable age. Where there are children, the couple can be biological or adoptive parents, or acting in the capacity of parents (eg. Aunt and uncle).
	A	No children	Either never had any children, or they've moved out.
	B	With dependant children	"Dependant" means that the child depends on the couple 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 (eg. Grandparents).
	A	No children	Either never had any children, or they've moved out.
	B	With dependant children	"Dependant" means that the child depends on the couple financially, for food, shelter and warmth and for any other essential care.
	C	With non-dependant children	
	D	With dependant and non-dependant children	

Code	Sub-code	Value	Definition
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: <ul style="list-style-type: none"> • 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 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 other essential care.
	C	With non-dependant children	
	D	With dependant and non-dependant children	
09		Group household	Two or more couples or families 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 other 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 (eg. students, pensionable or non-pensionable adults) and inter-dependencies (eg. whether there are dependant children). It does not indicate exactly where the data subject is placed within the household, nor does it 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 simply 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 of 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:

eCare Multi-Agency Store Data Model v 2.5 August 2005
The National Learning Disability and Autistic Spectrum Disorder Dataset

Section 6: Basic Needs

Formal Name: **Person Representative Required**

Common Name: N/A

Main source of standard: Scottish Executive Data Standards Branch

Definition: An adult who represents or communicates on behalf of the client/patient and who is required to ensure that the client/patient's views, wishes and needs are appropriately communicated and taken into account.

Format: up to 3 characters, alphanumeric

Codes and values:

One of two methods can be used, an unstructured approach such as:

Yes, No, N/K

OR a structured approach:

Code	Value
00	No
01	Yes
99	Not Known

Related data items: N/A

Further information: N/A

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

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	Code	Value
01	Verbal communication	A	Generally intelligible speech (ie. Person can be understood by all)
		B	Speech of limited intelligibility (ie. Only some of what person says can be understood by all, OR person can be understood only by people familiar with the mode of speech)
		C	Other verbal communication (ie. 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	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		

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:

eCare Multi-Agency Store Data Model v 2.5 August 2005

NCDDP

The National Learning Disability and Autistic Spectrum Disorder Dataset Supporting People

Formal Name: Impairment

Common Name: N/A

Main source of standard: Scottish Executive Data Standards Branch, International Classification of Functioning, Disability and Health

Definition: This data item identifies whether the person has any impairment, which may affect the ability of professionals to communicate with the person, or may impact on the assessment process or the delivery of services.

Format: 2 characters

Codes and Values:

Code	Value
00	None
01	Specific learning difficulties
02	Hearing impairment
03	Language and communication disorder
04	Physical or motor impairment
05	Visual Impairment
06	Cognitive impairment
07	Combined sight and hearing loss (see further information)
98	Other impairment
99	Not known

Related data items: N/A

Further information:

1) A cognitive impairment (06) can be either acquired (e.g. head injury) or internally developed (e.g. dementia).

2) **Definition of “Combined Sight & Hearing Loss”** (also known as: Deafblindness, Dual Sensory Loss)

Persons can be regarded as having combined sight and hearing loss (deafblindness) if they have a severe degree of combined visual and auditory impairment resulting in problems of communication, access to information and mobility. There are many routes to deafblindness which can occur at different stages of people’s lives, as follows:

- both of the impairments resulting in deafblindness have been present from birth. A person who is deafblind from birth is likely to have other problems such as a Learning Disability, physical disability etc.

OR

- only one of the impairments has been present from birth and the second impairment develops later in life (eg. certain forms of Usher Syndrome).

OR

- neither impairment has been present from birth; they both develop later in life.

It could be that both impairments are severe, but one severe impairment accompanied by a second partial or moderate impairment will also constitute deafblindness in cases where difficulties are compounded by the combination of impairments – for example, where the moderately impaired sense has been relied on previously to compensate for the loss or absence of the severely impaired sense.

Example A: a person who is profoundly deaf and partially sighted from birth.

Example B: a person who is blind from birth, whose hearing eventually deteriorates to the point where difficulties are compounded.

Example C: a person whose sight and hearing deteriorate over a period of time as part of the ageing process, where the later impairment is only moderate at the point when compounding difficulties are experienced.

The terms people might use to describe themselves are:

- deaf with a visual problem
- blind with a hearing problem
- partially sighted, partially deaf
- having Usher Syndrome
- deafblind
- dual impaired
- dual sensory impaired
- hard of hearing with sight loss
- a hearing aid user with a sight problem
- blind and hard of hearing

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005
NCDDP

Section 7: Background Information

Formal Name: Crucial background information

Common Name: N/A

Main source of standard: Scottish Executive Data Standards Branch

Definition: This covers any factors (other than are indicated by other data items in these data standards) which it is vital to know about in the early, pre-assessment stages of dealing with the person, including relevant medical factors and cultural issues.

Format: Free text

Codes and values: N/A

Related data items: N/A

Further information: N/A

Recording guidance: N/A

Relevant datasets:

eCare Multi-Agency Store Data Model v 2.5 August 2005

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