



PREVENT1

Data Monitoring Specification

For the monitoring of the impact of housing options work

Version 6

Updated 26 March 2014

Housing Access and Scottish Welfare Fund Statistics

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1. Introduction

This data specification contains the core questions to be used in the monitoring of housing options work by local authorities.

It includes the acceptable methods and media for sending the data, the overall format of the data file, and rules governing when to send data. Definitions and validation checks on each variable are also provided.

This document is intended to be a working document and will be updated periodically as required. The revisions log below provides the record of the nature and timing of these updates.

2. Revisions Log

6 April 2013 Draft Version 1	Draft specification for discussion on 15 th April 2013 .
17 April 2013 Version 2	Data specification as agreed at the Homelessness Statistics User Group Meeting on 15 th April 2013.
15 August 2013 Version 3	<p>Question 15 – Primary Reason for approach clarified to be a single response question.</p> <p>Correction of which questions are in each submission stage. This has been corrected as follows:</p> <ul style="list-style-type: none">• Stage 1: Activity Stage.<ul style="list-style-type: none">○ This covers questions 1 to 23:• Stage 2: Outcome Stage<ul style="list-style-type: none">○ This covers questions 1 to 23 plus 24 to 26. <p>Question 5 has been clarified to be mandatory.</p> <p>Question 12 (ELIGIBLE) has been made voluntary following input from one local authority.</p>
5 February 2014 Version 4	<p>The following text has been amended on page 8 for consistency with the xml sample data and the XSD schema.</p> <p>Each separate approach is wrapped in the XML tag APPROACH_FORM_DETAILS APPLICATION_FORM_DETAILS.</p>
13 March 2014 Version 5	<p>The XSD Schema has been altered so that Stage 1 data can be submitted with the Stage 2 data (Q24 to Q26) left blank. As before, when submitting data for cases where both stage 1 and stage 2 has been completed, questions 1 to 26 should be completed in line with this data specification.</p> <p>Validations clarified for Q24, Q25 and Q26. Once the case is closed, all of Q24, Q25 and Q26 must be completed.</p>

25 March 2014
Version 6

The following changes have been made to the data specification:

- The values of Uniqueld in the XSD schema now end with a lowercase x (and not a lowercase h as previously stated). This change is to do with login privileges on the ProcXed system. Please see the [XSD schema](#) and [sample data](#) for an example.
- The values of LACODE and Uniqueld have been extended in the schema to allow for the voluntary submission of PREVENT1 data by RSLs. **These changes do not affect local authorities.** RSLs wishing to submit PREVENT1 data should [read this document](#).
- In [Question 2](#), the unique approach reference (APPROACH_REF) must be unique within each local authority.
- In [Question 16](#), (REASON_OTHER), this question is now voluntary in all cases and no longer dependent on the response given in Question 15 (REASON).
- In [Question 17](#) (VULN_DETAIL), this question has now been changed from mandatory to voluntary. Not all cases will have a vulnerability and so data providers need the option to leave this question blank. It should be completed only where there is a vulnerability in the household.
- In [Question 19](#), (ACTIVITY_OTHER), this question is now voluntary in all cases and no longer dependent on the response given in Question 18 (ACTIVITY).
- In [Question 23](#), (ACTIVITY_BYOTHER), this question is now voluntary in all cases and no longer dependent on the response given in Question 22 (ACTIVITY_BY).

3. File Format and Sample Data

Data should be sent in XML format. An XML schema for this data set is attached below. It has been validated using the validator at:

<http://www.w3.org/2001/03/webdata/xsv>

The XSD schema and sample data will be produced by the end of May 2013 and will be available at:

<http://www.scotland.gov.uk/Topics/Statistics/15257/1529/prevent1>

4. File Transmission

At the end of each quarter – 31 March , 30 June, 30 Sept and 31 December – or as soon as practicable afterwards, local authorities should submit an XML file of their data to the Scottish Government.

Data transmission will be via the Scottish Government's ProcXed data system. Further information will be provided in time for LAs to upload their data.

5. Rules for Sending Cases

Cases should be submitted in batches four times a year. Each batch should include cases for which one or more of the following stages has been completed:

- Stage 1: Activity Stage.
 - This covers questions 1 to 23:
- Stage 2: Outcome Stage
 - This covers questions 1 to 23 plus 24 to 26.

Specification of the PREVENT1 Variables and Validations

This section describes each of the variables to be exported, the possible responses to the questions to which they relate, the values associated with the responses and any validation checks required.

1. Local Authority Code

XML TAG: LACODE

Description

Identifying code for the Council.

Format

Numeric, three digits.

Validation

Mandatory and must be one of the values below.

LA	Response
Aberdeen City	100
Aberdeenshire	110
Angus	120
Argyll & Bute	130
Clackmannanshire	150
Dumfries & Galloway	170
Dundee City	180
East Ayrshire	190
East Dunbartonshire	200
East Lothian	210
East Renfrewshire	220
Edinburgh	230
Eilean Siar	235
Falkirk	240
Fife	250
Glasgow City	260
Highland	270
Inverclyde	280
Midlothian	290
Moray	300
North Ayrshire	310
North Lanarkshire	320
Orkney	330
Perth & Kinross	340
Renfrewshire	350
Scottish Borders	355
Shetland	360
South Ayrshire	370
South Lanarkshire	380
Stirling	390
West Dunbartonshire	395
West Lothian	400

The following variables are completed for each application.

Each separate approach is wrapped in the XML tag ~~APPROACH_FORM_DETAILS~~
APPLICATION_FORM_DETAILS.

2. Unique Approach Reference

XML TAG: APPROACH_REF

Description

The council's own unique identifying reference for the approach.

Format

Alphanumeric, 14 characters maximum

Validation

Mandatory.

APPROACH_REF must be unique within each local authority.

3. Date of Approach

XML TAG: APPROACH_DATE

Description

Date of application.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required. However, if the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

For more information, please see the DateTime data type as specified at:

http://www.w3schools.com/Schema/schema_dtypes_date.asp

Validation

Mandatory.

4. Approach Reference of most recent of any associated prevention approaches

XML TAG: PREV_APPROACH

Description

The council's own unique identifying reference for the most recent of any associated prevention approaches.

Format

Alphanumeric, 14 characters maximum

Validation

Mandatory if this household has previously made an approach to the Council.
The previous approach must be closed and have an outcome.

5. As a result of this housing options/ prevention approach to the local authority, has a homelessness application been made?

XML TAG: LINKTOHL1

Description

A flag to indicate whether a homelessness application has been made to the local authority following this housing options/ prevention approach. The homelessness application may run concurrently with the housing options approach.

Format

Numeric

Responses

No	0
Yes	1

This question is mandatory.

6. The application reference of the HL1 application.

XML TAG: APPREF

Description

The council's own unique identifying reference for the HL1 application.

Format

Alphanumeric, 14 characters maximum

Validation

Mandatory if the response to Q5 is 1 or the response to Q25 (OUTCOME) is 99.

The following information is asked of each person inside the applicant household.

The information for each person is wrapped inside a <PEOPLE> tag.

e.g.

```
<PEOPLE>  
  <DOB></DOB>  
  <GENDER></GENDER>  
  <NINO></NINO>  
  <RELATIONSHIP></RELATIONSHIP>  
  <ETHNICITY></ ETHNICITY >  
</PEOPLE>
```

7. Date of Birth

XML TAG: DOB

PARENT XML TAG: PEOPLE

Description

Date of birth.

Format

YYYY-MM-DD

This field is specified in the following form "YYYY-MM-DD " where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day

Note: All components are required!

For more information, please see the Date data type as specified at:

http://www.w3schools.com/Schema/schema_dtypes_date.asp

Validation

Mandatory for each person in the household.

If the household contains an unborn child, then the expected due date must be provided.

8. Gender

XML TAG: GENDER

PARENT XML TAG: PEOPLE

Description

Person's gender.

Format

Numeric, one digit.

Validation

Mandatory for each person in the household.

Can be missing only for unborn children.

Responses

Male 1

Female 2

Missing Only if the date of birth for this person is after the application date.

9. National Insurance Number

XML TAG: NINO

PARENT XML TAG: PEOPLE

Description

Person's National Insurance Number.

National Insurance numbers will be encrypted at the point of upload. These are collected to allow for linkages with the HL1 dataset and the Scottish Welfare Fund.

Format

Alphanumeric, either NK or 9 characters coded in the form XY123456Z

Validation

Mandatory for each person over the age of 16 in the household.

The REGEX which this field is validated against is:

```
NK|([ABCEGHJKLMNPRSTWXYZ][ABCEGHJKLMNPRSTWXYZ][0-9]{6}[A-D])
```

10. Relationship to Main Applicant

XML TAG: RELATIONSHIP

PARENT XML TAG: PEOPLE

Description

Relationship to the main applicant.

Format

Numeric, two digits.

Validation

Mandatory for each person in the household.

One and only one person in the household must be marked as the main applicant.

Responses

Main Applicant	0
Husband or wife	1
Cohabiting partner	2
Legally recognised civil partner	3
Son or daughter (including adopted)	4
Step son or step daughter	5
Foster child	6
Son-in-law or daughter-in-law	7
Parent (including adopted)	8
Step parent	9
Foster parent	10
Parent-in-law	11
Brother or sister (including adopted)	12
Half brother or sister	13
Foster brother or sister	14
Step brother or sister	15
Brother-in-law or sister-in-law	16
Grand parent	17
Grand child	18
Other relative	19
Unrelated	20

11. What is the person's ethnicity?

XML TAG: ETHNICITY

PARENT XML TAG: PEOPLE

Description

Ethnicity of the person given in questions 7 to 10 applicant.

Format

Numeric, two digits.

Validation

Mandatory if RELATIONSHIP is 0 or 1,2 or 3.

May be answered for other household members if desired, otherwise it can be left blank.

Responses

White Scottish	1
Other British	2
Irish	3
Gypsy / Traveller	17
Polish	18
Other white ethnic group	4
Mixed or multiple ethnic group	13
Pakistani, Pakistani Scottish or Pakistani British	9
Indian, Indian Scottish or Indian British	8
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	10
Chinese, Chinese Scottish or Chinese British	11
Other Asian, Asian Scottish or Asian British	12
African, African Scottish or African British	5
Other African	19
Caribbean, Caribbean Scottish or Caribbean British	6
Black, Black Scottish or Black British	20
Other Caribbean or Black	7
Arab, Arab Scottish or Arab British	21
Other ethnic group	14
Not Known	15
Refused	16

12. Is the household eligible for assistance?

XML TAG: ELIGIBLE

Description

Eligibility of the household.

Format

Numeric, one digit.

Validation

Optional.

They are British citizens or nationals of one of the EEA countries, pre EU expansion in 2004, or Switzerland	1
They are nationals of one of the A8 countries (which joined the EU in 2004) or other countries to have joined the EU since	2
They are not nationals of one of the above countries, but are lawfully present in the UK (e.g. because they have been granted refugee status or leave to remain) and meet the criteria for eligibility	3
Not eligible for assistance	4

13. Property type of current or last settled address

XML TAG: PROPERTY

Description

The type of property of current or last settled address.

Settled accommodation is defined as a dwelling in which resident for at least 6 months.

Format

Numeric, two digits.

Validation

Mandatory.

Own property - LA tenancy	1
Own property - RSL tenancy	2
Own property - private rented tenancy	3
Own property - tenancy secured through employment / tied house	4
Own property - owning / buying	5
Parental / family home / relatives	6
Friends / partners	7
Armed services accommodation	8
Prison	9
Hospital	10
Children's residential accommodation (looked after by the local authority)	11
Supported accommodation	12
Hostel (unsupported)	13
Bed & Breakfast	14
Caravan / mobile home	15
Long-term roofless	16
Long-term "sofa-surfing"	17
Other	18
Not known / refused	19
Own property - Shared ownership / Shared equity / LCHO	20
Lodger	21
Shared Property – Private Rented Sector	22
Shared Property – Local authority	23
Shared Property - RSL	24
<i>("Own property" includes property owned / rented with a partner or friends, irrespective of whether they are part of the household applying, but not when staying in a property at a partner's or friend's invitation)</i>	

14. Postcode of current address or last settled address

XML TAG: POSTCODE

Description

Postcode of the main applicant's current address or last settled address.

Settled accommodation is defined as a dwelling in which resident for at least 6 months.

Format

Alphanumeric, seven characters maximum.

Validation

Mandatory.

Responses

A valid postcode matching the following regular expression.

(GIR 0AA)|(((([A-Z][0-9][0-9]?)|((([A-Z][A-HJ-Y][0-9][0-9]?)|((([A-Z][0-9][A-Z])|([A-Z][A-HJ-Y][0-9]?[A-Z]))) [0-9][A-Z]{2})

or

Response	Code
Not Known	NK
No fixed abode	NFA
Not UK	NOTUK

15. Primary Reason for Approach

XML TAG: REASON

Description

Main reason for this housing options approach.

Format

Numeric, two digits.

Validation

Mandatory.

Responses

<i>Reasons accommodation is no longer available</i>	
Termination of tenancy / mortgage due to rent arrears / default on payments	1
Other action by landlord resulting in the termination of the tenancy	2
Applicant terminated secure accommodation	3
Loss of service / tied accommodation	4
Discharge from prison / hospital / care / other institution	5
Emergency (fire, flood, storm, closing order from Environmental Health etc.)	6
Forced division and sale of matrimonial home	7
Other reason for loss of accommodation	8
<i>Reasons for having to leave accommodation / household</i>	
Dispute within household: violent or abusive	9
Dispute within household / relationship breakdown: non-violent	10
Fleeing non-domestic violence	11
Harassment	12
Overcrowding	13
Asked to leave	14
Other reason for leaving accommodation / household	15
<i>Reason property may no longer be suitable/ available in the future</i>	
General housing options advice	16
Benefit issues (excluding Welfare Reform)	17
Welfare Reform – Benefit Cap	18
Welfare Reform – Under-occupancy penalty	19
Welfare Reform - Other	20
Property condition - disrepair	21
Property condition – lacking amenities	22
Property condition – fire/flood	23
Accommodation unsuitable - Overcrowded	24
Accommodation unsuitable – Mobility/ Adaptation Issues	25
Accommodation unsuitable – Location	26
Household experiencing anti-social behaviour / neighbour problems	27
Household experiencing hate crime	28
Household member needing care	29
Personal issues – affordability / financial difficulties	30
Risk of losing accommodation - eviction/ repossession	31
Risk of losing accommodation - eviction from UK Borders Agency (or successor organisation) accommodation	32
Risk of losing accommodation - tied/ service tenancy	33

Risk of losing accommodation - asked to leave - parents	34
Risk of losing accommodation - asked to leave – other family	35
Risk of losing accommodation - asked to leave – friends	36
Landlord issue - Harassment from private sector landlord	37
Landlord issue - Illegal eviction – private sector landlord	38
Other	39

Comment:

Reponses 1 to 15 are identical to the HL1 return for homeless applicants.

16. Further detail if other is selected in question 15.

XML TAG: REASON_OTHER

Description

Further information about the primary reason for this prevention approach.

Format

Alphanumeric. 200 Characters.

Validation

Voluntary.

The following information is asked about the underlying vulnerabilities in the households. The information for each underlying reason is wrapped inside a < VULNERABILITIES > tag.

e.g.

```
< VULNERABILITIES >
  < VULN_DETAIL ></ VULN_DETAIL >
</ VULNERABILITIES >
```

17. Household Vulnerabilities

XML TAG: VULN_DETAIL

PARENT XML TAG: VULNERABILITIES

Description

The underlying vulnerabilities in the households. Multiple responses are allowed.

Format

Numeric, two digits.

Validation

Voluntary. Only needs to be completed if there is a vulnerability in the household.

Responses

Financial difficulties / debt / unemployment	1
Physical health reasons	2
Mental health reasons	3
Unmet need for support from housing / social work / health services	4
Lack of support from friends / family	5
Difficulties managing on own	6
Drug / alcohol dependency	7
Criminal / anti-social behaviour - victim	8
Not to do with applicant household (e.g. landlord selling property, fire, circumstances of other persons sharing previous property, harassment by others, etc.)	9
Refused	10
Criminal / anti-social behaviour - perpetrator	11

The following information is asked about the prevention activity for this approach.

The information for each underlying reason is wrapped inside a < PREVENT > tag.

e.g.

```
< PREVENT >  
  < ACTIVITY></ ACTIVITY>  
  < ACTIVITY_OTHER></ ACTIVITY_OTHER>  
  < ACTIVITY_TYPE></ ACTIVITY_TYPE >  
  < ACTIVITY_DATE></ ACTIVITY_DATE >  
  < ACTIVITY_BY></ ACTIVITY_BY >  
  < ACTIVITY_BYOTHER></ ACTIVITY_BYOTHER >  
</ PREVENT>
```

18. Prevention Activity

XML TAG: ACTIVITY

PARENT XML TAG: PREVENT

Description

The type of prevention activity undertaken.

Format

Numeric, one digit.

Validation

Mandatory.

Responses

Mediation	
Mediation using external or internal trained mediators	1
Conciliation/ outreach work including home visits for family/ friend threatened exclusions.	2
Financial	
Provision of independent financial advice.	3
Money Advice	4
Debt Counselling/ / Debt Advice	5
Welfare Benefits	
Resolving problems with existing benefit claim.	6
Direct financial assistance – Discretionary Housing Payment	7
Direct financial assistance – Scottish Welfare Fund	8
Direct financial assistance – other type of payment	9
Income Maximisation - helping household to claim benefits which they weren't previously claiming	10
Renting	
Resolving rent or service charge arrears	11
Negotiation of rent levels with landlord or landlord's agent	12
Negotiation about repairs with landlord or landlord's agent	13
Referral to Private Rented Housing Panel	14
Access to Rent Deposit Guarantee Scheme (Private Rented Sector only)	15
Liaising with landlords	16
Negotiation or legal advocacy to ensure that household can remain in accommodation.	17
Providing other assistance that will enable the household to remain in their current accommodation	18
Owning/Buying	
Mortgage arrears interventions or mortgage rescue	19
Referral Mortgage to Rent	20
Low Cost Home Ownership or Shared Ownership Advice	21

<i>Health, Employment, Adaptations and Support Services</i>	
Provision of tenancy and/or social care support	22
Referral to health services	23
Referral to Social Work service	24
Referral to employment service	25
Securing the provision of aids and adaptations to the property	26
Sanctuary scheme or similar measures for domestic abuse.	27
<i>Homelessness</i>	
Client informed of rights under homelessness legislation	28
<i>Miscellaneous</i>	
General housing advice, information and assistance	29
Tenancy rights advice	30
Assistance in securing appropriate alternative accommodation	31
Assistance in securing a move to a smaller property	32
Use of Local Allocation Policies (Management Transfer, Separating Partners etc)	33
Mutual Exchange application made	34
Other. (Please specify in notes below)	35

19. Further detail about other prevention activities.

XML TAG: ACTIVITY_OTHER
PARENT XML TAG: PREVENT

Description

Further information about the other prevention activity used for this prevention approach. Completion of this field is voluntary.

Format

Alphanumeric. 200 Characters.

Validation

Voluntary.

20. Prevention Activity Type

XML TAG: ACTIVITY_TYPE

PARENT XML TAG: PREVENT

Description

The type of prevention activity provided.

Format

Numeric, one digit.

Responses

Type I – Active Information, Sign-posting and Explanation	1
Type II – Casework	2
Type III – Advocacy, Representation and Mediation at Tribunal or Court Action Level	3

Further information on these

<http://www.scotland.gov.uk/Resource/Doc/327077/0105501.pdf>

Validation

Mandatory.

21. Prevention Activity Date

XML TAG: ACTIVITY_DATE

PARENT XML TAG: PREVENT

Description

Date prevention activity commenced.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required but time component can be set to 00:00:00.

For more information, please see the DateTime data type as specified at:

http://www.w3schools.com/Schema/schema_dtypes_date.asp

If the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

Validation

Voluntary.

22. Organisation Carrying Out Prevention Activity

XML TAG: ACTIVITY_BY

PARENT XML TAG: PREVENT

Description

The type of organisation which has carried out the prevention activity listed in the ACTIVITY field.

Format

Numeric, two digits.

Validation

Mandatory.

Responses

Local Authority - Housing Department	1
Local Authority - Social Work	2
Local Authority – Revenues and Benefits	3
Money Advice Service	4
Advocacy Service	5
Housing Association	6
Employability Service e.g. Job Centre Plus	7
Legal Service Centre	8
Citizens Advice Bureau	9
Third Sector Housing Aid Centre	10
Mediation Service	11
Women's Aid	12
Other voluntary Agency	13
Primary Care Health Service	14
Specialist Health Services	15
Resilience support e.g. befriending	16
Other (please specify)	17

Validation

Mandatory.

23. Prevention Activity Carried Out by another Organisation

XML TAG: ACTIVITY_BYOTHER

PARENT XML TAG: PREVENT

Description

Further information about the organisation providing the prevention activity, used only where other has been selected in question 22. Completion of this question is voluntary.

Format

Alphanumeric. 200 Characters.

Validation

Voluntary.

24. Outcome

XML TAG: OUTCOME

Description

The case closure outcome for this prevention approach.

Format

Numeric, one digit.

Responses

Remained in current accommodation	98
<i>Moved to alternative accommodation</i>	
LA tenancy	1
RSL (Housing Association) tenancy	15
Private rented - assured tenancy	5
Private rented - short assured tenancy	16
Hostel - local authority	6
Hostel - RSL	7
Hostel - other	8
Women's refuge	17
Moved-in with friends/ relatives	11
Residential care / nursing home	18
Supported accommodation or Support Housing	22
Tenancy with voluntary organisation other than above	12
Sheltered Accommodation	23
Home Ownership - Low Cost Home Ownership	19
Home Ownership - Shared Ownership	20
Home Ownership - Bought own home via other means	21
Shared Property - LA	24
Shared Property – RSL (Housing Association)	25
Shared Property - Private Rented Sector	26
Lodger	27
Prison	28
Hospital	29
Made homelessness application to local authority	99
Other (known)	13
Not known	14
Lost contact with applicant	30

Validation

If OUTCOME=99, then the HL1 application reference must be provided in question 6.

If OUTCOME=22 then q25 (SUPPORT) must be set to 1.

Mandatory when the case has been closed.

25. Was the outcome provided with any sort of support?

XML TAG: SUPPORT

Description

Was the outcome referred to in question 25 with some sort of support.

Format

Numeric, one digit.

Responses

No	0
Yes	1
Not Known	2

Validation

If Q24 (OUTCOME) is not blank then this question must be answered.

26. Date of Outcome given in question 24.

XML TAG: OUTCOME_DATE

Description

Date of outcome and case closure

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required but time component can be set to 00:00:00.
E.g. Write 1 April 2013 as 2013-04-01T00:00:00

For more information, please see the DateTime data type as specified at:
http://www.w3schools.com/Schema/schema_dtypes_date.asp

Validation

If Q24 (OUTCOME) is not blank then this question must be answered.
Must not be on or after the most recent activities, if ACTIVITY_DATE has been provided.

Where ACTIVITY_DATE has been provided in question 21, OUTCOME_DATE must be on or after the date of the most recent activity.

If ACTIVITY_DATE has been left blank for all activities, then OUTCOME_DATE must be on or after the date of approach given in question 3.