

HOUSEHOLD-LEVEL DATA: REQUIREMENTS

The datasets we require from local authorities are:

1. The Single Household Benefit Extract (SHBE)
2. The Council Tax Reduction (CTR) Extract
3. The Universal Credit Extract (Capita only)
4. Household-level data on council tax arrears
5. Household-level data on social rent arrears

Across the three main software providers that local authorities use to store these datasets (Academy/Capita, Northgate and Civica), the SHBE dataset is standardised (although it has different technical names). The CTR extract has a different name and is structured differently from one software provider to another. Similarly, the datasets that store data on council tax arrears and rent arrears also differ.

For each of the four datasets, this document lays out what the name of the dataset is (if there is one), plus what variables we require you to redact/provide in each case.

To save you time, Policy in Practice can provide Microsoft Excel macros that redact the correct fields and format **the first two** datasets listed (SHBE and CTR extract) as is required.

We will collect these four datasets periodically. We aim to have the datasets that correspond to each of the following months:

DATASET MONTH	DEADLINE FOR UPLOAD TO POLICY IN PRACTICE
March	Friday 19 April
June	Friday 19 July
September	Friday 18 October
November	Friday 20 December

1. THE SINGLE HOUSEHOLD BENEFIT EXTRACT (SHBE)

Academy/Capita: HB9803

Northgate: SHBE

Civica: SHBE

Requirements for all three software sites:

- All record types should be provided
- The column headers should be numbered (for example, 1, 2, 3... 341).
- The following will be **blacked out (not deleted)** prior to supplying the file:
 - Fields 5*-7 inclusive
 - Field 10
 - Fields 127*-129 inclusive
 - Field 212
 - Fields 279-283 inclusive
 - Fields 288-289 inclusive
 - Fields 300-307 inclusive
 - Field 309
 - Fields 313-314

**If local authority has opted out of providing National Insurance numbers (which are used solely to facilitate matching between household-level datasets), Fields 4 and 126 should also be blacked out.*

2. THE COUNCIL TAX REDUCTION (CTR) EXTRACT

Academy/Capita: HB9991

This is identical in structure to the HB9803.

Requirements:

- All record types should be provided
- The column headers should be numbered (for example, 1, 2, 3... 341).
- The following will be **blacked out (not deleted)** prior to supplying the file:
 - Fields 5*-7 inclusive
 - Field 10
 - Fields 127*-129 inclusive
 - Field 212
 - Fields 279-283 inclusive
 - Fields 288-289 inclusive
 - Fields 300-307 inclusive
 - Field 309
 - Fields 313-314

**If local authority has opted out of providing National Insurance numbers (which are used solely to facilitate matching between household-level datasets), Fields 4 and 126 should also be blacked out.*

Northgate: CTR605

Requirements:

- All record types should be provided
- The column headers should be numbered (for example, 1, 2, 3... Z).
- As a minimum the following fields of data from the CTS Data should be provided:

*recordtype; subrecordtype; claimreference; subrecorddob; ndgrossweeklyincome; ndstatus;
ndirbenefit; partnerflag; cldob; clgender; numberofdp; ptdob; ptgender; clcaincome; ptcaincome;
clesacincome; ptesacincome; clesairincome; ptesairincome; clesawrincome; ptesawrincome;
clesascincome; ptesascincome; clwdpincome; ptwdpincome; clwwpincome; ptwwpincome;
clacincome; ptacincome; numberofnd; counciltaxband; weeklytaxliab; cldlacincome;
ptdlacincome; cldlacmincome; ptdlacmincome; cldlachincome; ptdlachincome; cldlamincome;
ptdlamincome; clcapital; ptcapital; clsdaincome; ptsdaincome; clunearnedincome;
ptunearnedincome; clearnedincome; clhoursofremunerativework; ptearnedincome;
pthoursofremunerativework; clwtcincome; ptwtcincome; clwtcadd16income; ptwtcadd16income;
clwtcadd30income; ptwtcadd30income; clwtcaddincome; ptwtcaddincome; clwtcdincome;
ptwtcdincome; weeklyctrawarded; clpostcode; ctrscheme; clisincome; ptisincome; receiveinguc;
ndreceiveinguc; disabledtaxband; cljsaiincome; ptjsaiincome; clpcgcincome; ptpcgcincome;
clpcscincome; ptpcscincome; clnino*; ptnino*; subrecordnino*.*

**If local authority has opted out of providing National Insurance numbers (which are used solely to facilitate matching between household-level datasets), these fields should also be blanked out.*

Civica: CTS extract

Under the Civica Open Revenues system, the CTS extract is available under:

Benefits menu > Control reports > Council Tax reports > CT Support.

Requirements:

- All record types should be provided
- The column headers should be numbered (for example, 1, 2, 3... Z).
- As a minimum the following fields of data from the CTS Data should be provided:

Claim Number; CTS Award Type; Parish; Ward; Admin Area; Post Code; UPRN; Pension Age; Start; End; Calc Type; Better Buy; Period Status; Backdated Period; Backdated From; Backdated To; Joint Claim; HB Tenancy Type; HB Pay Group; Actual Band; CTS Band Used; Disabled Band; Daily Liability; Daily Liability Used; Annual Liability; Annual Liability Used; Liability Percent; Single Person Discount; Ctax Person Disregard; Recovery Stage; Ctax Balance; Claimants Hours Worked; Partners Hours Worked; Number of Dependants; Number of Non Dependants; Non-dep dedn; Passported Income; Total Capital; Tarif Income; Total Income; Earned Income; Unearned Income; Income Disregard; Applicable Amount; Personal Allowance; Baby Premium; Bereavement Premium; Carer Premium; Disabled Child Premium; Disability Premium; Enhanced Child Disability Premium; Enhanced Disability Premium; Enhanced Pensioner Premium; ESA Support Component; ESA Work Component; Family Premium; Higher Pensioner Premium; Lone Parent Family Premium; Pensioner Premium; Severe Disability Premium; IB - ESA Transitional Protection; Nil Award Reason; Excess Income; Taper; Sanction; Weekly CTS; Total CTS; 2AR Discount; Protected Category; Restricted Category; Weekly Restriction; Total Restriction; Weekly Local Award; Total Local Award; Total Cts Award.

3. THE UNIVERSAL CREDIT EXTRACT (CAPITA ONLY)

Capita: HB6390

This data extract is required only from local authorities for whom Capita is their software provider. The dataset will need to include the following information as minimum:

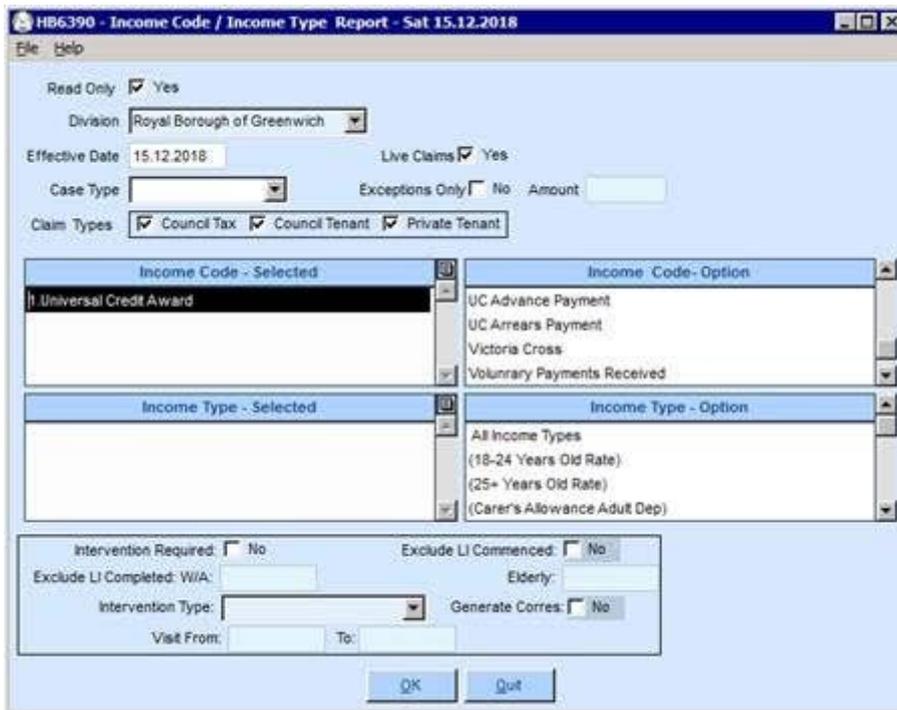
- Universal Credit claim reference
- Universal Credit award

These variables would typically be organised as follows:

claim_ref inc_amt

500028671 413.78

To retrieve this data, run using the following conditions:



The screenshot shows the 'HB6390 - Income Code / Income Type Report - Sat 15.12.2018' window. The 'Read Only' checkbox is checked 'Yes'. The 'Division' is set to 'Royal Borough of Greenwich'. The 'Effective Date' is '15.12.2018' and 'Live Claims' is checked 'Yes'. The 'Case Type' is empty, and 'Exceptions Only' is unchecked. Under 'Claim Types', 'Council Tax', 'Council Tenant', and 'Private Tenant' are all checked. The 'Income Code - Selected' list contains '11 Universal Credit Award'. The 'Income Code - Option' list includes 'UC Advance Payment', 'UC Arrears Payment', 'Victoria Cross', and 'Voluntary Payments Received'. The 'Income Type - Selected' list is empty, and the 'Income Type - Option' list includes 'All Income Types', '(18-24 Years Old Rate)', '(25+ Years Old Rate)', and '(Carer's Allowance Adult Dep)'. At the bottom, 'Intervention Required' and 'Exclude LI Completed: WIA' are unchecked. 'Exclude LI Commenced' is unchecked, and 'Elderly' is unchecked. 'Intervention Type' is empty, and 'Generate Corres' is unchecked. 'Visit From' and 'To' fields are empty. 'OK' and 'Quit' buttons are at the bottom.

After which run the following script to isolate the required data:

```
select text(claim_id)+text(check_digit) as claim_ref,inc_amt from hb6390_XXXXXa;
```

4. HOUSEHOLD-LEVEL DATA ON COUNCIL TAX ARREARS

For each software provider, we require a list of all households in receipt of either CTR/HB currently and their CT account balance for the current financial year. The dataset will need to include the following variables as a minimum:

- Household HB claim reference number
- Household Council Tax account number
- CT overdue amount at point of extraction

These variables would typically be organised as follows:

Claim ref	current_arrears
100001	155.57
100002	75
100003	64

Academy / Capita:

Batch job 6223. Policy in Practice can provide scripts and instructions to extract the required data.

Northgate:

Module RRV414 run with the following parameter values specified:

- Commercial or Domestic: D
- Level: Top
- Year: [current year]
- Debt/Credits/Both: DE
- Live/Terminated/Both: L
- Include Future Periods: N
- Summary/Details/Both: D
- Summoned/Unsummoned/Both: B
- Report Type: B

As the RRV414 data is indexed by CT Account reference number, we will also require a dataset mapping each CT Account reference number to its HB claim reference number (where there is one). For example:

Current Claim Number	Council Tax Account Refno
00001156	60000610000
00001157	60000610001

This will ensure we can match the CT arrears data into our benefits datasets. Please contact us directly on 0330 088 9242 (see the Contact us section) if you are unsure how to provide this.

5. HOUSEHOLD-LEVEL DATA ON SOCIAL RENT ARREARS

For each software provider, we require a list of all households in receipt of HB currently and their social rent balance for the current financial year. The dataset will need to include the following variables as a minimum:

- Household HB claim reference number OR National Insurance Number
- Social rent balance as of the current financial year (2018/19), at point of extraction

This data would typically be displayed as follows:

Claim Ref	rent_ac_balance
100001	89.55
100002	270.2
100003	247.93

If this data is not available with a HB/CTR claim reference number, please contact us to discuss alternative fields that we could use for matching (this could be UPRN or NINO).

If the Council does not own its own housing stock, we may still be able to extract rent arrears information from the local Housing Association or ALMO, so please put us in touch.

CONTACT US

We are highly experienced in working with these datasets and routinely receive and analyse them for more than 60 local authorities in England, Scotland and Wales.

Please contact us if you have any questions. Call 0330 088 9242 or email hello@policyinpractice.co.uk.

For queries relating to data sets please ask for Juan Alvarez Vilanova. For queries relating to the overall project ask for Zoe Charlesworth.

Visit www.policyinpractice.co.uk/wales