

## RiO Employment [NI150] & Accommodation [NI149] Crib Sheet

### Purpose:

This document enables RiO users to enter and view the national indicators Employment [NI150] & Accommodation [NI149] status for patients

### 1.0 Data Collection

Employment & Accommodation information should be collected in the **CPA Template, PART A, 1.Basic Demographics.**

**Please note:** Every time a client is reviewed demographic details should be checked for changes in circumstance.

### Care Programme Approach Template

ASSESSMENTS UNDER CARE PROGRAMME APPROACH (2008), NHS & COMMUNITY CARE ACT (1990)

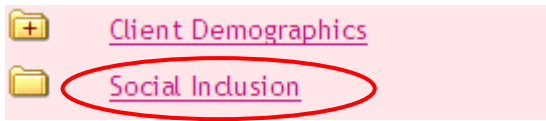
#### PART A

1. Basic Demographics		CPA/CPA Review Date:		Version No:	
Forename:		Middle Name(s):			
Surname:		Date of Birth:		DD/MM/YYYY	
RiO Number:		NHS No:			
Title:		Social Services Number:			
Distinguishing features/		Aliases:			
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown				
Address:					
Postcode:		Main Telephone Number:			
Other Telephone Number(s):					
Date/time assessment		Date/time assessment			
Ethnicity:		Pregnant:		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Relationship / Marital Status:	<input type="checkbox"/> Divorced/Person whose Civil Partnership has been dissolved			<input type="checkbox"/> Not Disclosed <input type="checkbox"/> Single	
Religion :		Disability:			
<b>Employment (NI 150 code):</b>		<b>Accommodation (NI 149 code):</b>			

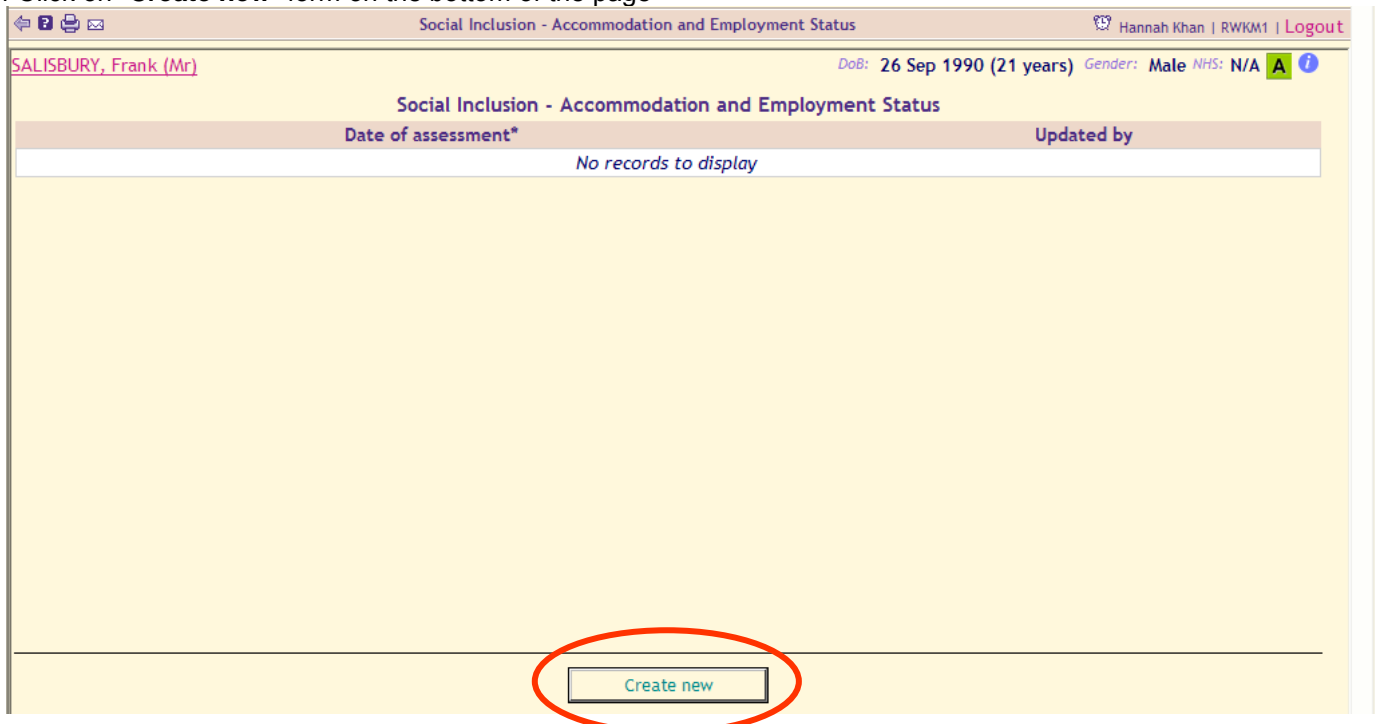
**Please refer to section 3.1 for pick list options**  
 [MHMDS v3.0 specification for Employment & Accommodation]

## 2.0 RiO Recording Steps

### 2.1 Within 'Case Record' select Client Demographics



### 2.4 Click on "Create new" form on the bottom of the page



SALISBURY, Frank (Mr) DoB: 26 Sep 1990 (21 years) Gender: Male NHS: N/A A i

Social Inclusion - Accommodation and Employment Status

Date of assessment*	Updated by
No records to display	

[Create new](#)

### 2.5 Complete the following fields for Accommodation Status.

1. Enter the **date of assessment** as the date when Employment & Accommodation details were collected
2. Enter correct **Accommodation Status** from the drop down options and **date information confirmed as correct**
3. Enter **Settled Accommodation indicator** from the drop down options and **date information confirmed as correct**
4. You **MUST** enter an **Associated Address** by clicking on the magnifying glass which will display one or more address(es), highlight relevant address and click '**use this value**'.

SALISBURY, Frank (Mr) DoB: 26 Sep 1990 (21 years) Gender: Male NHS: N/A A i

**Social Inclusion - Accommodation and Employment Status**

Client\* SALISBURY, Frank (Mr) - T11000405

Date of assessment\*

**An indication of whether the main/permanent reside...**

Settled Accommodation Indicator

Associated Address

Date information confirmed as correct

**The current accommodation status of the patients m...**

Accommodation Status (Mental Health)

Date information confirmed as correct

**IMPORTANT:** You must click on the magnifying glass to link the accommodation indicators to the correct address, then highlight and select 'use this value'

**Important Note A:** When a new primary address is added by either the RiO user OR due to synchronisation with the national PDS data a new Employment & Accommodation form **MUST** be created and linked to the new address using steps 1-4.

**Important Note B:** Synchronising a client record with the National PDS system may affect an existing Social Inclusion form even when the address appears to be the same – it is recommended that in the existing form, step 4 is carried out after synchronisation.

**2.6 Complete the following fields for Employment Status**

1. Enter the **Employment Status** from the drop down options and **Date information confirmed as correct**
2. Enter the **Weekly Hours Worked** from the drop down options and **Date information confirmed as correct and Click Save**

**The current employment status of the patient at th...**

Employment Status

Date information confirmed as correct

Employment Support Suitability Indicator

Receiving statutory sick pay

Employment support referral date

**The number of hours worked in a typical week. Thi...**

Weekly Hours Worked

Date information confirmed as correct

**Important Note C:** For clients on government supported training and employment programmes you must select '**Employed**' as their status

**Important Note D:** Only complete the weekly hours worked if 'Employment Status' equals '**Employed**' otherwise leave blank. **No weekly hours should be added if client status is unemployed.**

**Edit Form :** If any information on the form needs to be changed a completed form can be amended by following the steps below:

1. Go to the case record, click Social Inclusion
2. Click on the relevant Social Inclusion row highlighted in White

The completed form will be displayed, click on '**Edit current**' to make changes

**Please note:** Date of assessment on the top of the form cannot be amended

### 3.0 Examples of common data entry scenarios

Accommodation Status	RiO Data Entry
If accommodation details provided	Select the appropriate option from the <b>Accommodation Status (mental health)</b> drop down menu
If the <b>Accommodation Status</b> is: Rough Sleeper / Squatting / Night Shelter / Emergency Hostel / Direct access hostel / Sofa surfing (sleeps on friends floor each night) / placement in temporary accommodation by local authority / staying with friends / family as short term guest / other homeless	In the Settled Accommodation Indicator select:  ➤ <b>Unsettled</b>
If the <b>Accommodation Status</b> is not a status listed above	In the Settled Accommodation Indicator select: ➤ <b>Settled</b>
If the <b>Accommodation Status</b> has not been provided/collected	In the Settled Accommodation Indicator select: ➤ <b>Not known</b>
Link to Associated Address	Always link to the <b>PRIMARY</b> address
If no Accommodation details are given and only Employment details are given	Select ➤ <b>“Not Known”</b> in Accommodation status ➤ <b>“Not Known”</b> in Settled Indicator ➤ Link the <b>PRIMARY</b> address Once the Accommodation details are provided you can edit the current form OR in the case of an address change, create a new form  AND complete the Employment fields
Employment Status	RiO Data Entry
If employed / government supported training / employment programme	Select ➤ <b>Employed</b> ➤ <b>Weekly hours worked</b>
If Unemployed / Retired / School	Select ➤ <b>Unemployed</b> ➤ <b>“Not applicable” in weekly hours worked</b>
If no employment details are given and only Accommodation details are provided	Leave Employment details blank until you have got the information, then update the fields on the same form AND complete only the Accommodation fields

### 3.1 Mental Health Minimum Dataset (MHMDS) v3.0 Specification – Employment NI150 & Accommodation NI149

#### Employment Status NI150 (Mental Health)

The current employment status of the patient at the time of their latest assessment or review. This should be captured periodically for all patients aged 18-69, either as part of the formal Care Programme Approach (CPA) review, or other informal reviews, assessment or care planning meetings.

Code	Significance
01	Employed
02	Unemployed
03	Other Employment Status such as in education or training
97	Not disclosed (patient asked but refused to respond).
98	Not applicable (Patient has not received secondary mental health services or is not aged 18-69)
99	Not known

**Employed** refers to those who are either employed for a company or self-employed. It should also include those who are in supported employment (**including government-supported training and employment programmes**), those in permitted work (i.e. those who are in paid work and also receiving Incapacity Benefit) and those who are unpaid family workers (i.e. those who do unpaid work for business they own or for a business a relative owns).

**Unemployed** refers to those who are in paid work but are actively seeking work and are available to start, or are waiting to start a paid job they have already obtained.

**Other employment status such as in education or training** includes those who are economically inactive, that is those who are not in paid work and who are not actively seeking work, or they are not available to start.

It includes the following:

- Students who are undertaking full (at least 16 hours per week) or part-time (less than 16 hours per week) education or training
- Long-term sick or disabled, including those receiving Incapacity Benefit, income support or both
- Those not employed and not receiving benefits but not actively seeking work
- Those in unpaid voluntary work
- Those of aged 18-69 who have retired from paid work

#### Weekly Hours Worked

The number of hours worked in a typical week. This should be captured periodically in conjunction with Employment Status for all adults aged 18-69 that are classified as National Code [01] Employed.

Code	Significance
01	30 + hours
02	16-29 hours
03	5-15 hours
04	1-4 hours
97	Not disclosed (Patient asked but refused to respond).
98	Not applicable (Patient not employed or has not received secondary mental health services)
99	Not known

#### Accommodation Status NI 149 (Mental Health)

The current accommodation status of the patients main or permanent residence. This should be captured periodically for all patients aged 18-69, either as part of the formal Care Programme Approach (CPA) review, or other informal reviews, assessment or care planning meetings.

Code	Significance
<b>MA00</b>	<b>Mainstream Housing [DO NOT USE THIS CODE IN THE RiO DROP DOWN LIST]</b>
MA01	Owner occupier
MA02	Settled mainstream housing with family/friends
MA03	Shared ownership scheme e.g. Social Homebuy Scheme (tenant purchase percentage of home value from landlord)
MA04	Tenant - Local Authority/Arms Length Management Organisation/Registered Landlord
MA05	Tenant - Housing Association
MA06	Tenant - private landlord
MA09	Other mainstream housing
<b>HM00</b>	<b>Homeless [DO NOT USE THIS CODE IN THE RiO DROP DOWN LIST]</b>
HM01	Rough sleeper
HM02	Squatting
HM03	Night shelter/emergency hostel/Direct access hostel (temporary accommodation accepting self referrals, no waiting list and relatively frequent vacancies)
HM04	Sofa surfing (sleeps on different friends floor each night)
HM05	Placed in temporary accommodation by Local Authority (including Homelessness resettlement service) e.g. Bed and Breakfast accommodation
HM06	Staying with friends/family as a short term guest

<b>HM07</b>	Other homeless
<b>MH00</b>	<b>Accommodation with mental health care support [DO NOT USE THIS CODE IN THE RiO DROP DOWN LIST]</b>
<b>MH01</b>	Supported accommodation (accommodation supported by staff /resident caretaker)
<b>MH02</b>	Supported lodgings (lodgings supported by staff /resident caretaker)
<b>MH03</b>	Supported group home (supported by staff / resident caretaker)
<b>MH04</b>	Mental Health Registered Care Home
<b>MH09</b>	Other accommodation with mental health care and support
<b>HS00</b>	<b>Acute/long stay healthcare residential facility/hospital [DO NOT USE THIS CODE IN THE RiO DROP DOWN LIST]</b>
<b>HS01</b>	NHS acute psychiatric ward
<b>HS02</b>	Independent hospital/clinic
<b>HS03</b>	Specialist rehabilitation/recovery
<b>HS04</b>	Secure psychiatric unit
<b>HS05</b>	Other NHS facilities/hospital
<b>HS09</b>	Acute/long stay healthcare residential facility/hospital
<b>CH00</b>	<b>Accommodation with other (not specialist mental health) care support [DO NOT USE THIS CODE IN THE RiO DROP DOWN LIST]</b>
<b>CH01</b>	Foyer - accommodation for young people aged 16-25 who are homeless / in housing need
<b>CH02</b>	Refuge
<b>CH03</b>	Non-Mental Health Registered Care Home
<b>CH09</b>	Other accommodation with care and support (not specialist mental health)
<b>CJ00</b>	<b>Accommodation with criminal justice support [DO NOT USE THIS CODE IN THE RiO DROP DOWN LIST]</b>
<b>CJ01</b>	Bail/Probation hostel
<b>CJ02</b>	Prison
<b>CJ03</b>	Young Offenders Institution
<b>CJ04</b>	Detention Centre
<b>CJ09</b>	Other accommodation with criminal justice support such as ex-offender support
<b>SH00</b>	<b>Sheltered Housing (accommodation with a scheme manager or warden living on the premises or nearby, contactable by an alarm system if necessary) [DO NOT USE THIS CODE IN THE RiO DROP DOWN LIST]</b>
<b>SH01</b>	Sheltered housing for older persons
<b>SH02</b>	Extra care sheltered housing (also known as 'very sheltered housing'. For people who are less able to manage on their own, but who do need an extra level of care. Services offered vary between schemes, but meals and some personal care are often provided.)
<b>SH03</b>	Nursing Home for older persons
<b>SH09</b>	Other sheltered housing
<b>ML00</b>	<b>Mobile accommodation</b>
	<b>Other codes</b>
<b>OC96</b>	Not elsewhere classified
<b>OC97</b>	Not specified
<b>OC98</b>	Not applicable
<b>OC99</b>	Not known

### Settled Accommodation Indicator (Mental Health)

An indication of whether the main/permanent residence of the patient is settled or non-settled accommodation. This should be captured periodically as part of a formal Care Programme Approach (CPA) review or other informal review or assessment. The current Settled Accommodation Indicator should be agreed by the care worker/coordinator and the client. Carers should also have an input where appropriate.

Code	Significance
<b>0</b>	Non-settled Accommodation. Accommodation that is precarious, or where the person has no or low security of tenure/residence in their usual accommodation and so may be required to leave at very short notice.
<b>1</b>	Settled Accommodation. Secure, medium to long term accommodation where the occupier/head of household, has security of tenure/residence in their usual accommodation in the medium to long term.
<b>7</b>	Not disclosed (patient asked but refused to respond).
<b>8</b>	Not applicable. i.e. patient not on CPA.
<b>9</b>	Not known

Notes: Accommodation should be classified as either Settled or Non-Settled in accordance with PSA Delivery Agreement 16 (Social Exclusion)

Technical Definitions and Guidance available on the Social Exclusion Task Force website:  
[http://www.cabinetoffice.gov.uk/social\\_exclusion\\_task\\_force.aspx](http://www.cabinetoffice.gov.uk/social_exclusion_task_force.aspx)