

Release Notes

last updated for the Autumn 2018 release (3.67)



CAPITA

Revision History

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Foreword

Dear Customer,

I am pleased to be able to share with you the release notes for our One Autumn 2018 Release. In addition to our continued focus on improving the user's experience across the board, changes to statutory returns, a significant number of fixes across the module set are included.

Once again, I would like to thank you for your continued support and trust that the work we are doing is bringing real benefits to the users of One Education.

Yours faithfully,

Phil Jones

Head of Product Management Capita One Education

General

Knowledge Base Article Numbers

Knowledge Base (KB) articles that are linked to fixed issues are no longer listed in the pre- release or release notes. Instead, you can view the KBs that have been addressed in this release via the **Knowledge Base** webpage. A **My Account** username and password are required.

The following link opens the **Knowledge Base** page with the appropriate **Fixed In Release** option selected:

[One Education issues fixed in the One Education Autumn 2018 Release \(3.67\)](#)

The new system is linked directly to the CRM database, ensuring that the most up-to-date information is always available to you.

For your convenience, links to the **Knowledge Base** search page with the appropriate **Fixed in Release** and **Product Type** filters pre-selected have been included.

Modules with resolved KB issues in this release

The following modules have KB issues that have been resolved in this release. Click the links to display the KB articles for that module via the My Account website in your default internet browser. You must have a My Account account to view the linked lists.

 [2 Year Old Funding](#)

 [A&T Portal](#)

 [A&T v4](#)

 [B2B: Student](#)

 [Bases](#)

 [Citizen Portal](#)

 [CSS v4](#)

 [Early Years](#)

 [eStart](#)

 [One Youth/YJ/TYS/AssetPlus](#)

 [Provider Portal](#)

 [SEN v4](#)

 [SEND v4](#)

 [SEND Portal – Citizen](#)

 [SEND Portal - Professional](#)

 [Statutory Returns](#)

 [System v4](#)

 [Transport v4](#)

Compatibility between One Education and SIMS

The following tables summarise compatibility between various One Education and SIMS modules.

B2B: Student

		One Release Version	
		One Summer 2018 Release (3.66)	One Autumn 2018 Release (3.67)
SIMS Release Version	SIMS 2018 Summer Release (SIMS 7.182) Running B2B:Student v4 Phase 1	x	x
	SIMS 2018 Summer Release (SIMS 7.182) Running B2B:Student v4 Phase 2	✓	✓
	SIMS 2018 Autumn Release (SIMS 7.184) Running B2B:Student v4 Phase 1	x	x
	SIMS 2018 Autumn Release (SIMS 7.184) Running B2B:Student v4 Phase 2	✓	✓

B2B: Personnel

		One Release version	
		One Summer 2018 Release (3.66)	One Autumn 2018 Release (3.67)
SIMS Release Version	SIMS 2018 Summer Release (SIMS 7.182) without the Salary Range patch	✓	✓
	SIMS 2018 Summer Release (SIMS 7.182) with the Salary Range patch	✓	✓
	SIMS 2018 Autumn Release (SIMS 7.184) without the Salary Range patch	✓	✓
	SIMS 2018 Autumn Release (SIMS 7.184) with the Salary Range patch	✓	✓

The following table provides information on the schema versions that are supported in release versions of One Education and SIMS, indicating version and release compatibility.

		One Release version	
		(Summer 2018) 3.66	(Autumn 2018) 3.67
SIMS Component	B2B:Student	v1.1	v1.1
	B2B:Personnel	v1.1	v1.1
	ATF	v14.0	v15.0
	CTF	v17 (for import) v18 (for import/export)	v17 (for import) v18 (for import/export)
	School Census	SC 2018/2019	SC 2018/2019
	PLASC	PLASC 2018	PLASC 2019
	ASL	v14.0 until 31/07/2018 (for import)	v14.0 until 31/07/2018 v15.0 from 01/08/2018 (for import)
	AMPARK	SIMS 7.180	SIMS 7.180
	ADT	v14.0 until 31/07/2018	v14.0 until 31/07/2018 v15.0 from 01/08/2018

Admissions & Transfers

Updated Functionality

Parental Response Imports

The import rules for Applicant Responses have been updated to import all responses (previously, Reject was not imported).

Imported responses are displayed in Students | Applications | Application Details | View Reasons, as in previous releases.

The options available to citizens when reviewing offers in Citizen Portal have been updated, so that only those options which are relevant to the status of the preference are displayed, specifically:

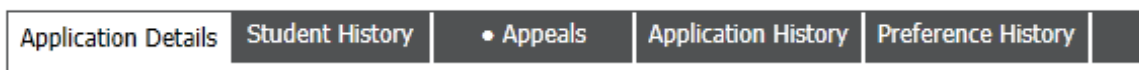
- if the status of a preference is to go on the **Waiting list (W)**, the option to **Go on waiting list** has been removed
- if the status of a preference is set to **No longer required (Q)**, the options for **Other decision**, as well as **Go on waiting list** have been removed
- if the status of a preference is set to one of either **No offer (N)**, **Waiting list (W)**, or **Refused (X or R)**, **and Appeals process is enabled** (see below), then the option to **Request appeal** has been added (this option is not visible if the Appeals process is not enabled)

Appeals

Appeals functionality in Citizen Portal has been updated, so that parents can now provide basic details about the type of appeal they are lodging, which is visible to Back Office users once applications are imported. This is intended only as an indication that an appeal will be lodged, rather than facilitating the actual appeal itself, and accordingly, an area is included within the Appeal area where customisable text can be displayed, which may be useful to explain your full process.

The functionality can be enabled or disabled via **Process | Transfer Groups | E-App Settings** and checking or unchecking the **Enable Parent/Carer Appeal Request Online** checkbox.

In addition, Appeals now are highlighted within **Students | Applications** when one or more appeal is present, as shown below:



Early Years

Updated Functionality

V4 Client

- A school history can only be removed if a child has no hours recorded on a funded service screen for the provider for the period covered by the school history. If a child is recorded as attending a funded service, but no hours are recorded with the provider for the period of the school history, then deletion of the school history will remove the child from the funded service(s). Where a school history is removed from a student record, the child's name will be removed from any open Headcount tasks for the provider.

Provider Portal

Messaging

- Service name(s) have been added to portal messages to show to which services messages relate.

Headcount

- New configuration option to allow the LA to define how missing child information should be processed by providers. There are 3 options: no action, required, and highlight only. If the LA has set this to:
 - **required** - provider unable to submit headcount until missing information is supplied.
 - **highlight only** - acts as a warning but the providers can submit headcounts.
 - **no action** - is as per the existing functionality.
- New configuration settings to allow more flexibility and control over when 2-year olds can have funded hours claimed against them and to allow LAs to determine whether providers can amend the Funded Status of 2-year olds.

Provider Self Update

- Additional text resources have been added to enable LAs to edit text resources in areas such as Travel, Facilities, Charges, etc.
- **Comments** for Local Authority is now recognised as a change and can be the only field that is changed, so if a provider wanted to say that they had reviewed all information and no changes are required this can be submitted and seen by the LA during the approval process.
- Changes to school pickups in Travel:
 - A bases group can be created and set against a new configuration setting. If a base group is selected, then this is the list of bases the provider will see when selecting school pickups.
 - More fields can be used to filter, and more information is displayed about the base in the returned list.
- Addition of field for **term 30 hours ceases to be offered from** to mirror v4 functionality.

- **EY Census Staff Qualifications** have been re-ordered to reflect the lowest to highest qualification as defined in the EY Census guide.

30 Hours Entitlement

Expiration Dashboard

- New configuration option is available to enable LAs to define the default expiration dashboard filter option and the number of days.
- Addition of a new **Eligibility Filter** – ‘Eligibility has ended but code is still in grace’.

Run Checks

In response to the presentation of multiple records for the same child after searching in 30H check, the following solution has been implemented:

- If a provider changes a child’s name in the headcount and then runs a 30-hour check (before data conflicts have been processed), we will now only show one version of the child to the provider and the surname will be displayed from the v4 client.
- If a provider changes a child’s date of birth, the previous 30 hour run check will be invalidated (30-hour icon will not be visible and extended hours field will also be disabled). When running a new 30-hour check, One now only shows one version of the child to the provider and date of birth record as shown in the headcount grid will be displayed.

30 Hour Entitlement Portals

- Changes to the provider selector drop down, filter options and fields that are displayed in the results list.
- Re-ordering of fields on the previous checks and the expiration dashboard.
- New message template and message functionality for when a parent shares their entitlement details with a provider.
- Also change to the 30-hour icons via the Provider Portal to show the number of applications parents have shared with them.

Statutory - All Locales

UK Bases

Updated Functionality

The UK Bases table has been updated with the latest information from the DfE's EduBase and the Welsh Government.

System

Updated Functionality

Reason Looked After Episode Ceased Codes

Reason Looked After Episode Ceased (*Table_ID 1066*) lookups are now updated as per the Children Looked After data collection specification.

The following **new** lookup codes are now available:

Reason Looked After Episode Ceased new codes	
External code	Description
E45	Special guardianship order made to former foster carer, who was a relative or friend
E46	Special guardianship order made to former foster carers, other than relatives or friends
E47	Special guardianship order made to carer, other than former foster carer, who was a relative or friend
E48	Special guardianship order made to carers, other than former foster carers and relatives or friends

The following lookup codes are made **inactive**:

Reason Looked After Episode Ceased removed codes	
External code	Description
E43	Special guardianship made to former foster carers
E44	Special guardianship made to carers other than former foster carers

Statutory - England Specific

Admissions School Preferences Data Collection 2019

PLEASE NOTE: The changes to support the 2019 School Preferences Data Collection will not be available in this release. Instead, and due to the late receipt of the specification from the DfE, these changes are being proposed to be delivered in February 2019 as part of the **My Account** posting.

System

Updated Functionality

Funding Basis Codes

The DfE now require information about children in 'receipt' of Early Years Pupil Premium (EYPP) instead of 'eligible' for EYPP. Funding Basis CBDS codes have been changed to reflect this new requirement. Where statutory returns require information about the funding basis of EYPP, One Education will convert the old eligible value to the new receipt value instead of updating the Funding Basis (*Table_ID 1206*) lookup codes.

These conversions will be applicable for all statutory returns that request EYPP (e.g. AP Census), so if a child is eligible for EYPP through economic criteria we will extract **RE** in the return.

EYPP Eligible Code	Description	EYPP Receipt Code
EE	Eligible through economic criteria	RE
EO	Eligible other known reason	RO
EB	Eligible both reasons	RB
EU	Eligible unknown basis	RU

Admissions Transfer Files (ATF 15.0)

Updated Functionality

This release supports the latest ATF version 15.0 file changes. SIMS will also be supporting this version in their Autumn release

ATFs can be exported from the One Education v3 client via **Data Manager | Common Transfer File | Export | A&T Export**.

XML structure changes are illustrated in the Admissions Transfer File (ATF) example file, available in Excel format via the following link:

<https://www.gov.uk/government/publications/co-ordinated-admissions-2019-series-15-files>

The key changes:

- The <ATFversion> has changed to 15.0
- School URN is now included in the Destination School and School History containers.
- The Service Child in Education Indicator (from **v4 | Focus | People | Student Details | Service Family History | Service Child In Education**) is now included in the extract.
- **SEN Need Start and End Dates** are now included in the extract for students with a current SEND provision.

School Census 2017-18 Additional Changes

Updated Functionality

School Census Enrolment status

The school census import and census exception report have been changed to support additional Enrolment Status codes of **F** (FE College) and **O** (Other). Local Authorities should follow this process for selecting the right school in census exception handling:

- LAs should setup and select the Base Type of PRU (Pupil Referral Unit) for FE College Base Types.
- If a student is only attending a PRU FE college then select the **School Registration Type O (Other)**.
- When an incoming school census file with **Enrolment Status F** is imported then the student is correctly matched with this PRU FE college Base Type and school census exceptions are reported correctly.
- When a student with school **Registration Type O** is mapped with incoming **Enrolment Status O** then the census exceptions are reported correctly.

Early Years Pupil Premium

Children eligible for EYPP will be shown as being in receipt of EYPP according to the new CBDS code mappings and census exceptions for EYPP are reported correctly.

More Information:

*The [School_Census_Mapping_2018_19](#) is available on the [One Publications](#) website via **Statutory Returns | Additional Documents**.*

Alternative Provision (AP) Census 2019

Updated Functionality

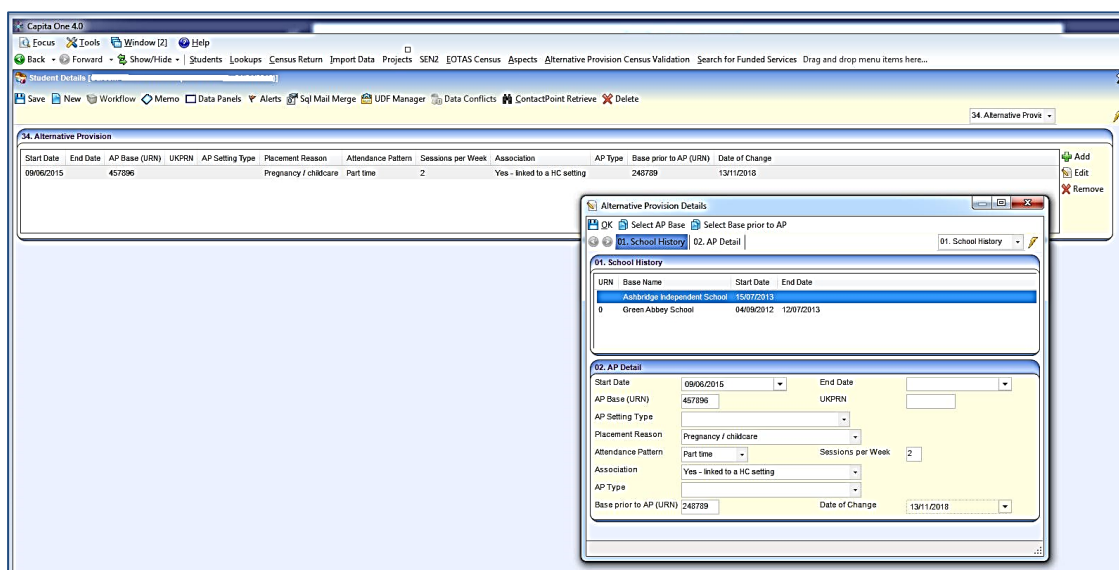
The DfE have made some changes to data collection requirements around AP placements for 2018 return.

Latest DfE specification can be found in here:

<https://www.gov.uk/guidance/alternative-provision-census>

This release supports the following changes to the 2019 return:

- The **AP Type** field is made optional as it is not required for the census. One of the **AP Base (URN)** or **UKPRN** or **AP Setting Type** is mandatory for an AP placement to record against a student. All the fields have been re-arranged.



- The AP Placement details restriction to start AP Base (URN) and UKPRN with a 1 has been removed. This is to support students placed in Wales or Scotland where the placement was commissioned by an English Local Authority.
- If a placement ends after the 2019 Census date the place will be classed as an ongoing placement, as such the end date will not be included in the return.
- If a student attends a placement for more than 9 sessions per week this should be recorded as full-time placement pattern.
- Previously Free School Meal (FSM) details are included for all AP Type children except for AP Type 'Not a School'. From this release, AP Types are not considered and only extracted for students in a current placement as of the Census date.
- Any students that have an active SEN Status S (Statement) as of the Census date will be returned with an E (Education Health and Care Plan) in the SEN Status in the return and not an S.
- Details of Home address where students are/were residing at the time of their AP placements is now included in the return, previously only the students current correspondence address would be returned.
- Children eligible for EYPP will be returned as being in receipt of EYPP according to the new CBDS EYPP Funding Basis code mappings.

Early Years Census 2019

Updated Functionality

The DfE have made few changes to the data collection requirements for the 2019 Early Years Census. Latest DfE specification can be found in here:

<https://www.gov.uk/guidance/early-years-census>

This release supports changes to the return year of 2019.

- The following changes have been made to the census data items:
 - Previously the EY Funding weeks were calculated for financial year and now this has been changed to calculate for calendar year. For e.g. funding weeks for return year 2019 are calculated for the calendar year 2018.
 - Pupil / child statistics will now verify the school history start and end dates.
 - Previously telephone number of an establishment provider is exported from the provider entity address telephone number and now is exported from the establishment linked base site telephone number.
 - As per the DfE, all the SEN Statements are to be transferred to EHC Plans by 31st March 2018, with any non-transferred SEN Status' of 'S' being returned as 'E' EHC Plan.
 - EY Census students who are eligible for early years pupil premium are now returned as in receipt of early years pupil premium as per the mapping provided in the System funding basis code changes.
 - **Please Note:** As per the late change of the specification from the DfE, the Ofsted unique reference number for an EY provider can be 6 or 7-digit number prefixed by 'EY'. Ofsted URN with 7 digits (e.g. EY9999999) is currently truncated to 6-digit number (e.g. EY999999) in the EY census. As a workaround, a script will be provided as part of **KB-479998** to give the list of the truncated Ofsted URN providers, please update the respective census return file manually to have correct Ofsted URN before uploading to DfE COLLECT.

More Information:

The Statutory Early Years Census handbook is available on the [One Publications](#) website.

The `ey_census_mappings_v4` is available on the [One Publications](#) website via **Statutory Returns | Additional Documents**.

SEN2 2019

Updated Functionality

- The DfE have made a number of changes to the data collection requirements for the SEN2 Return for 2019 and the business logic used when generating the return has been updated to reflect this. Full details of the business logic used is available in the SEND Handbook.
- Latest DfE guidance can be found in here:
<https://www.gov.uk/guidance/special-educational-needs-survey>
- The following new **Placement Type** codes have been introduced. This will allow the relevant records to be counted in Part 1 and Part 2 of SEN 2019.

Placement Type External Code	Placement Type Description
E_APAA	Awaiting prov: child in school with an EHCP, awaiting placement in another school
E_APB	Awaiting prov: yp in education setting with EHCP, awaiting placement in another setting
E_APC	Awaiting prov: child not in school with an EHCP, awaiting placement in education setting
E_APD	Awaiting prov: yp not in education setting with EHCP, awaiting placement in setting
E_NEET	Young people who have an EHC plan but are not in employment, education or training
E_OTH	Children and young people that do not fit in to any of the other categories

- Local authorities may conduct re-assessments when the needs of a child or young person that already has an existing EHC plan change significantly. This means that when a child or young person is re-assessed they should already have an active EHC Plan (EHCP Assessment Involvement or SEN Assessment Involvement with linked EHCP Conversion Review Involvement or EHCP Re-assessment Involvement). As of this Autumn Release, when the Re-assessment Involvement is completed to the point that the 'Date Final Issued' is populated, the system will automatically put an 'Inactive Reason' of 'RFS – reassessed' with an 'Inactive Date' on the original EHCP Assessment Involvement/SEN Assessment Involvement/EHCP Re-assessment Involvement. This will save local authorities time in having to manually update the original EHCP Assessment Involvement/SEN Assessment Involvement/EHCP Re-assessment Involvement and the 'RFS – reassessed' code will be appropriately counted in the SEN2 Return.

More Information:

The One SEND Handbook is available on the [One Publications](#) website for more information regarding the SEN2 process.

Statutory - Wales Specific

EOTAS Census

Updated Functionality

This release supporting the changes to the return year 2019 as defined by Welsh Government.

This 2019 census week is between 14 January 2019 and 18 January 2019 and census day is 15 January 2019.

FSM Eligibility and In Care, as per CBDS are now exported as '1' and '0'.

PLASC Annual Census

Updated Functionality

A new import file specification option 'Welsh Census FT-19', has been added via **Focus | Data Management | Import**.

This release supports changes to the return year to 2019 files import

In Care details are now not collected

PLASC Attendance Census

A new import file specification option 'Welsh Census FT-19', has been added via **Focus | Data Management | Import**.

This release supports changes to the return year to 2019 for both secondary and primary census files import

More Information:

*The PLASC_Census_Wales_Mapping_2019 is available on the [One Publications](#) website via **Statutory Returns | Additional Documents**.*

Transport

Updated Functionality

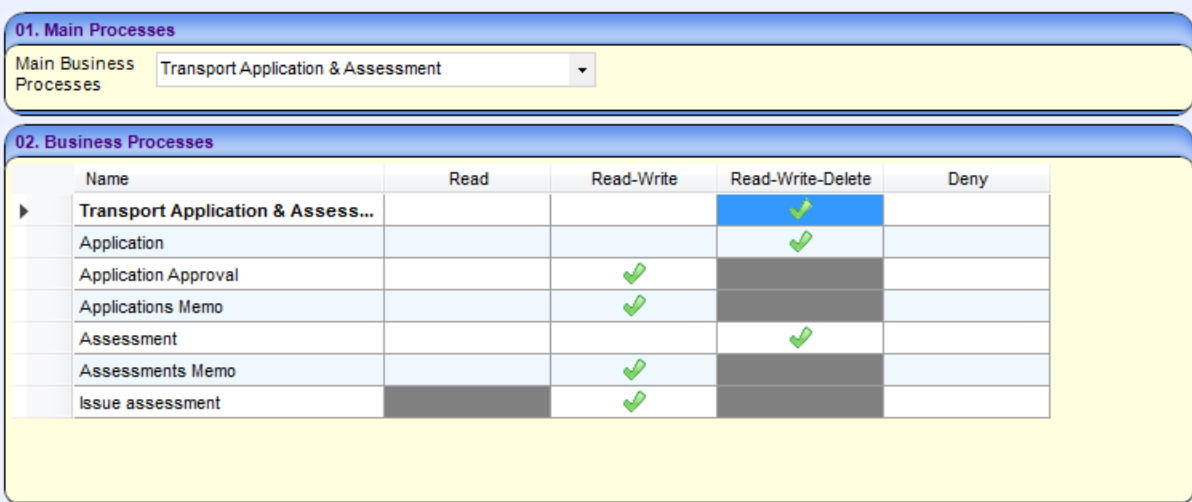
Application and Assessment Memo Permissions

Permissions can now be given to users to edit memos within the **Applications** and **Assessments** areas, independently of whether the user can also edit Applications and Assessments themselves.

Two new permissions have been added to the **Transport Application & Assessment Business Process**:

- Applications Memo
- Assessments Memo.

These permissions can be modified as explained in the *System Managing Users, Groups and Permissions* handbook available on the [One Publications](#) website.



01. Main Processes

Main Business Processes: Transport Application & Assessment

02. Business Processes

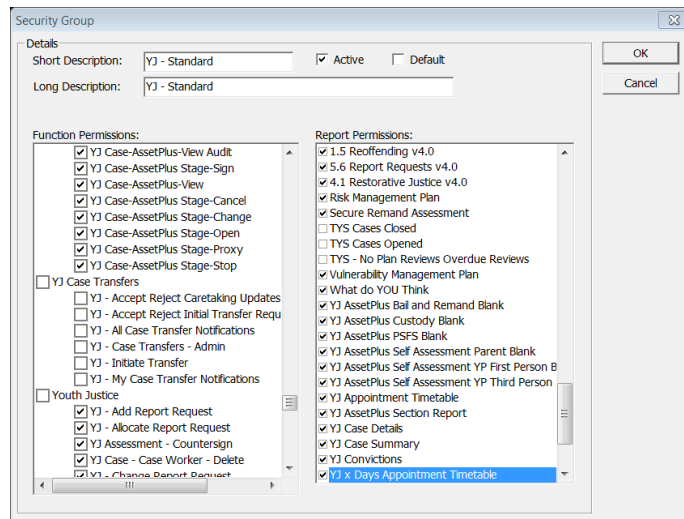
Name	Read	Read-Write	Read-Write-Delete	Deny
▶ Transport Application & Assess...			✓	
Application			✓	
Application Approval		✓		
Applications Memo		✓		
Assessment			✓	
Assessments Memo		✓		
Issue assessment		✓		

Users with existing permissions to edit the memo (based on the Application and Assessment permissions) will be given the equivalent access to edit memos upon migration.

Case Transfers

This release includes functionality that will facilitate case transfers. All new permissions will be visible in the sys-admin tool but should NOT be used until a go live briefing has been issued by Capita.

All YOT's will be informed by email and My Account notification.

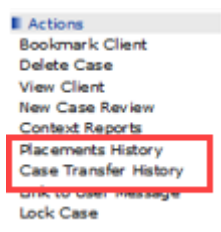


Some read only case transfers functions that are not permissions based (such as audits) will also be visible on menus, but these will not populate with information while case transfers are not yet in use.

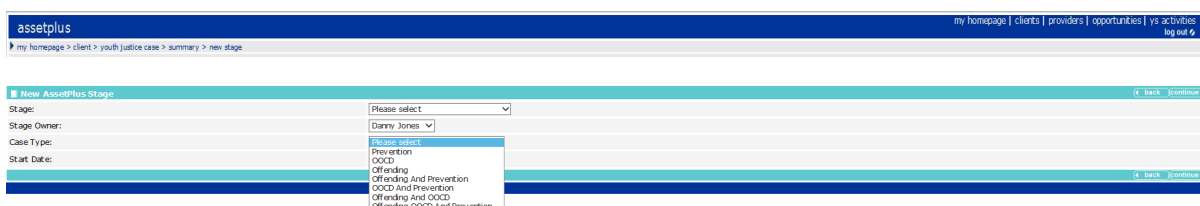
Capita will complete a thorough programme of testing with the YJB and then with other suppliers, before Case Transfers can be used by YOTs for live cases.

The following changes have been made to screens to facilitate Case Transfers in preparation for a future release:

- In the Actions menu on the Client View, the **YJB Submissions** option has been renamed **Placement History**. This distinguishes between Placements and Case Transfer history. There is also a new option in the Actions Menu named **Case Transfer History**. This takes you to an Under Construction page until case transfers is live.



- When creating a stage, there is a new field named **Case Type**. This is a mandatory, dropdown field.



- The AssetPlus Stage Summary screen now displays the **Case Type** field.

The screenshot shows the 'AssetPlus Stage Summary' interface. On the left is a sidebar with navigation options: Actions, View Stage, Change Stage, Request Signoff, Complete Stage, Stop Stage, Cancel Stage, Validate Stage, View Audit, and AssetPlus Stages. The main content area is titled 'Pre Sentence Report' and contains the following fields: 'Hearing Date: 19/11/2016', 'Court: [redacted]', 'Case Type: Offending And Prevention' (highlighted with a red box), and 'No other people involved in this stage'. Below this is a 'Stage Details' section with 'Start Date: 21/12/2018', 'End Date: [redacted]', 'Stage Owner: [redacted]', and 'Proxy Stage Owner: [redacted]'. At the bottom, it states 'Created on 21/12/2018 by [redacted]' and 'Last updated on 21/12/2018 by [redacted]'. Navigation buttons for 'back' and 'continue' are visible in the top right and bottom right corners.

Updated Functionality

Performance

To improve performance, we have made changes for the following panels to load information on use of the 'more' button for that panel (on demand), rather than loading it all on entry to the case view screen as previously:

- Documents, Notes, Forms and Requests
- Pre-court interviews and Decisions
- Case workers - load active only
- Victims - load recent / active victims only - load all on demand. Also stop it loading all client offences for every victim it populates

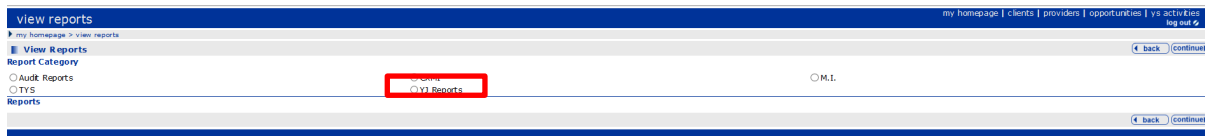
Standard Reports

From this release the set of standard reports previously released to customers via email, are now included in the main release and will no longer need to be manually uploaded to the sysadmin tool.

From herein any changes or fixes made to these reports, will be included in a software release and customers will automatically receive the new report version upon upgrade.

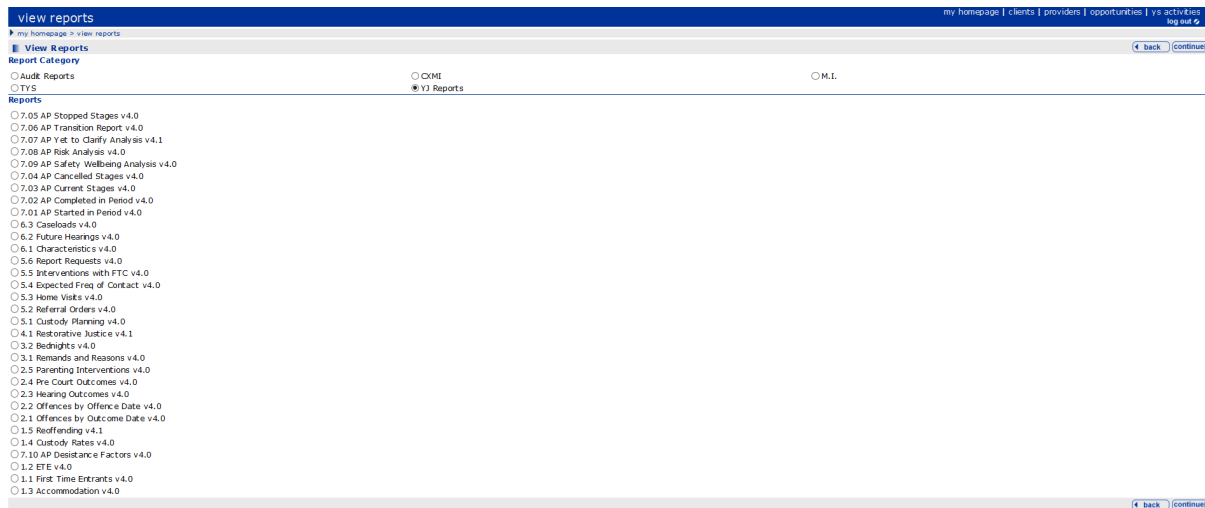
The view reports screen will now have a new category **YJReports** this is where the standard reports will be shown.

Diagram 1



When following the information on how to load the reports in the **One YJ Standard Reports Document** the reports will download and be visible in YJ Reports.

Diagram 2



For this release only, the following steps should be taken to delete the old reports.

1. Apply the 3.67 release, which will include the standard reports.
2. In the sysadmin tool delete the reports in the above list from the location that you previously downloaded them **e.g.** Report Category 'MI' (or alternative location according to your local configuration). This is to ensure that users will only see and use the most up to date versions of these reports in the future.
3. Apply Permissions, to the new YJ Reports, under **Security/Security Group/**

