



HL3 Stand-alone Data Collection System

For the monitoring of households placed in temporary accommodation as part of local authorities' duties under the homeless person's legislation.

Version 4

16 July 2015

Housing Access and Support Welfare Fund Statistics

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Table of Contents

1.	Introduction	3
2.	Revisions Log.....	4

Setting the System Up

3.	When to use the stand-alone system.....	5
4.	Initialising the Stand-alone System.....	6

Using the System

5.	Data Entry – Instructions for Users	13
6.	Further Information: Questions shade black if they are not required.	26
7.	After the stand-alone system has gone live, how do I add properties to the pool of temporary accommodation?.....	29
8.	After the stand-alone system has gone live, how do I remove properties from the pool of temporary accommodation?.....	32
9.	Why are some worksheet tabs shaded blue?	33

Creating HL3 Returns

10.	Sending Data to the Scottish Government.....	34
11.	Support for the Stand-alone System.....	44

1. Introduction

The HL3 Return provides placement level monitoring of temporary accommodation and associated offers.

The HL3 Data specification is available at:

<http://www.gov.scot/Topics/Statistics/15257/1529/HL3/HL3DataSpecification>

General Information and guidance on how to fill in the HL3 Return can be found at:

<http://www.scotland.gov.uk/Topics/Statistics/15257/1529/HL3>

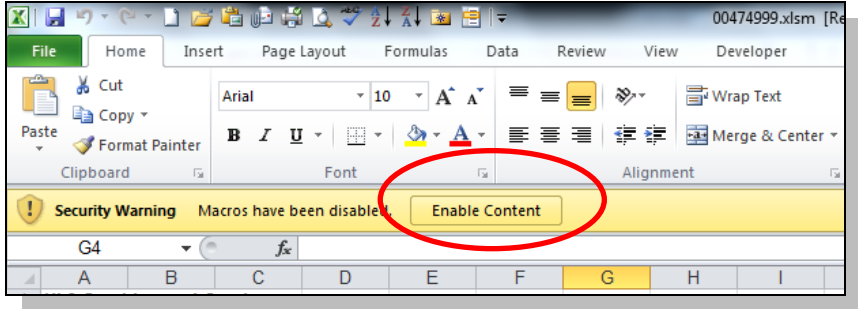
The Stand-alone system is available for download at:

<http://www.gov.scot/Topics/Statistics/15257/1529/HL3/HL3Standalone>

This document contains user instructions on how to use the stand-alone HL3 data collection system. The stand-alone system is intended to help local authorities to systematically record offers of temporary accommodation and also to generate the HL3 Return.

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

<p>09 April 2015 Version 1</p>	<p>First version of user documentation</p>
<p>09 April 2015 Version 2</p>	<p>Always enable macros when using the workbook.</p>  <p>In order for the file to work seamlessly, it is helpful to save the individual workbook(s) in trusted folders.</p> <p>Information on how to do this is available, for example, at: http://blog.contextures.com/archives/2010/05/28/bypass-the-excel-macro-security-warning/</p>
<p>10 April 2015 Version 3</p>	<p>The Stand-alone Data Collection tool has been modified to send anonymised information about TA stock at the same time as the HL3 extract.</p>
<p>16 July 2015 Version 4</p>	<p>A bug in the production of the HL3 Extract has been fixed. The bug was writing dates such as 10th July 2015 as 07/10/2015 rather than 10/07/2015.</p>

3. When to use the stand-alone system

Where possible local authorities should seek to develop their own integrated IT solutions to produce the HL3 Return. This should minimise officers having to enter the same data into two different systems.

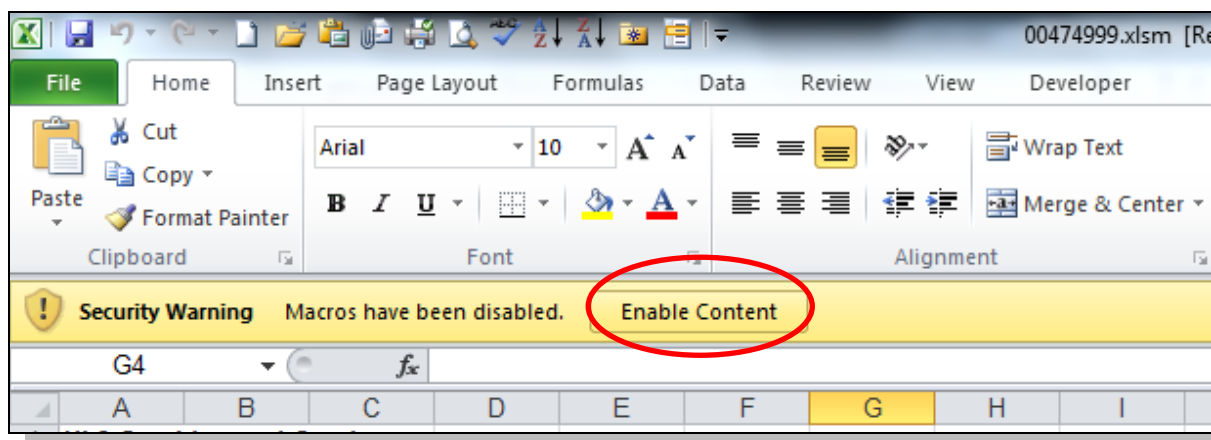
Where a local, integrated IT solution is not possible, then the stand-alone system can be used as an alternative.

The stand-alone system can be used in two ways:

1. **Local Authority Mode:** All temporary accommodation offers are recorded for an entire local authority area. The HL3 Return is then sent directly to the Scottish Government.
2. **Area Office Mode:** Each area office records its temporary accommodation offers separately. HL3 Returns are then sent to a central collection point before being sent to the Scottish Government.

4. Initialising the Stand-alone System

If you see this message, always enable macros whenever using the system.



You'll need to decide how to use the HL3 stand-alone system. Do you want to have a single system covering the whole local authority? If so, use the system in Local Authority Mode. If you want copies of the system for each area office, use Area Office Mode.

The steps to set up the system are as follows:

Step	Local Authority Mode	Area Office Mode
1. Enter your local authority	Go to the worksheet ENTER DATA HERE and select the local authority in cell B1.	Go to the worksheet ENTER DATA HERE and select the local authority in cell B1. Enter the name of the local office in cell B2. At the moment Save a separate copy of the workbook (with different names), one for each area office.

Stand Alone HL3 Return v4 UPRN.xlsm - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

Clipboard Font Alignment Number Styles Cells Editing

B4 Orkney

1 Orkney
2 Main

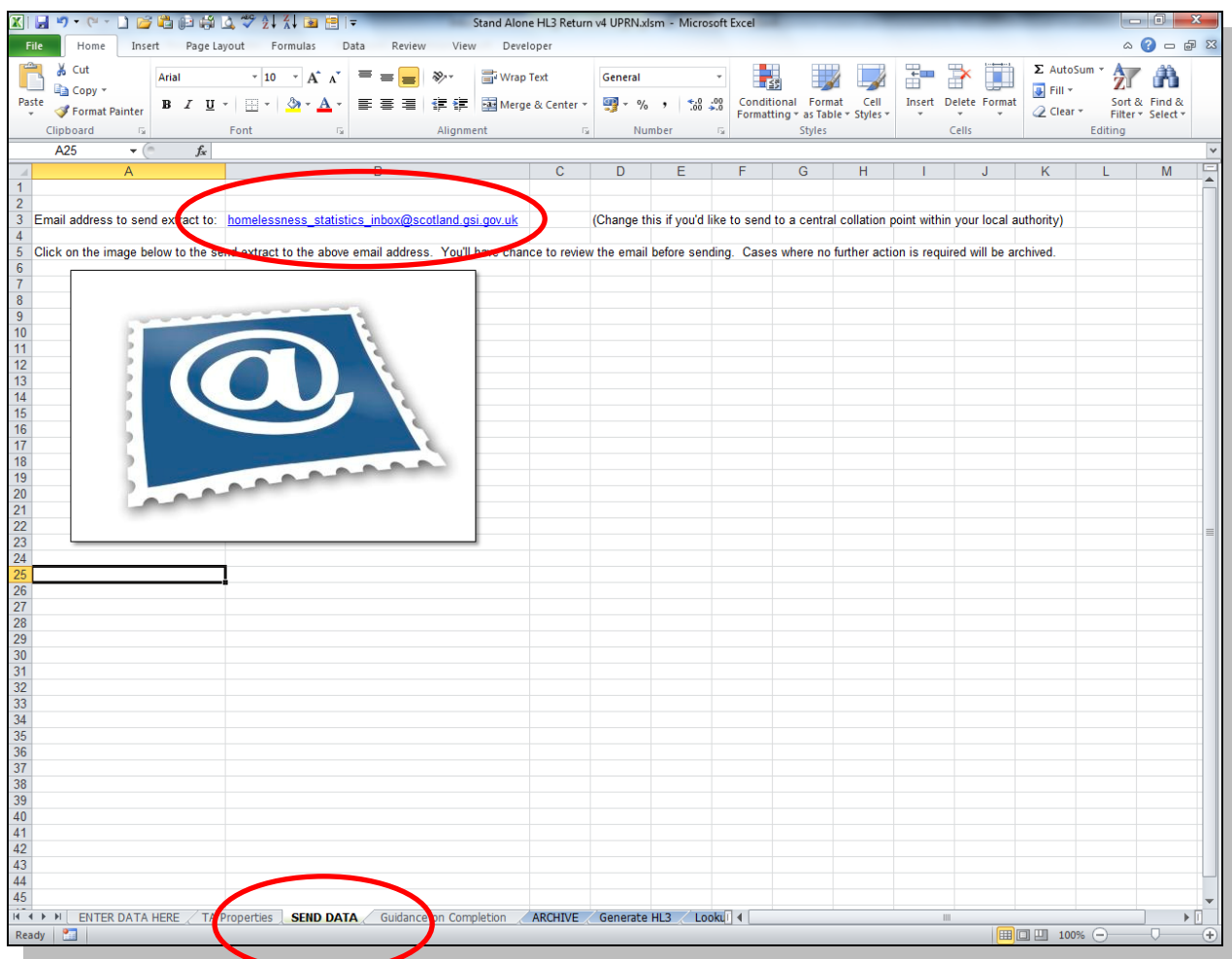
Scottish Government HL3 Return
Standalone Version 1
Collected under section 199 of the Local Government (Scotland) Act 1973

For LA Use Only			Make Offers				Check In		Check Out	
First Name	Last Name	Are their any children in the household?	Date Offered	Property Address (LA Use Only)	Accepted	Taken Up?	Entry Date	Is the accommodation unsuitable?	Exit Date	Is it in breach?
Test1	Test1	No	08/05/2015	Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	08/05/2015			
Test2	Test2	No	09/05/2015	23 Any Street, Any Town, AB2 2ER - Bedrooms: 2	Offered and Accepted	Yes	09/05/2015			
Test3	Test3	No	03/04/2015	Flat 5, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	10/05/2015			
Test4	Test4	No	07/04/2015	Flat 3, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3	Offered and Accepted	Yes	07/04/2015			
Test5	Test5	No	07/04/2015	Flat 8, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4	Offered and Accepted	Yes	07/04/2015			

ENTER DATA HERE

Properties SEND DATA Guidance on Completion ARCHIVE Generate HL3 Look

Step	Local Authority Mode	Area Office Mode
2. Enter the email to send HL3 returns to.	No action is required. On the worksheet SEND DATA, the email address is already set to the homelessness statistics inbox.	<p>On the worksheet SEND DATA, set the email address to be the person who will collate the HL3 Returns being sent by each area office.</p> <p>A generic, gcsx email address is best, for secure data transmission.</p>



Step	Local Authority Mode	Area Office Mode
3. Enter the supply of temporary accommodation.	Go to the worksheet TA Properties and begin filling in the data from row 6.	Go to the worksheet TA Properties and begin filling in the data from row 6. Each Area Office must have its own distinct supply of temporary accommodation with no overlaps between area office.

The screenshot shows an Excel spreadsheet with the following data:

	Bedrooms	Room/ Flat	Street Number	Street	Town	Postcode	SG Accommodation Type	Is this Accommodation Supported?	Is it emergency first stop accommodation?
6		1 Flat 1		10 Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
7		2 Flat 2		10 Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
8		3 Flat 3		10 Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
9		4 Flat 4		10 Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
10		1 Flat 5		10 Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
11		2 Flat 6		10 Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
12		3 Flat 7		10 Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
13		4 Flat 8		10 Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
14		1 Flat 9		10 Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
15		2 Flat 10		10 Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
16		1 Room 1		20 Any Street	Any Town	AB2 2ER	Hostel - RSL	Yes	Yes
17		1 Room 2		20 Any Street	Any Town	AB2 2ER	Hostel - RSL	Yes	Yes
18		1 Room 3		20 Any Street	Any Town	AB2 2ER	Hostel - RSL	Yes	Yes
19		1 Room 4		20 Any Street	Any Town	AB2 2ER	Hostel - RSL	Yes	Yes
20		1 Room 5		20 Any Street	Any Town	AB2 2ER	Hostel - RSL	Yes	Yes
21		2		18 Any Street	Any Town	AB2 2ER	LA ordinary dwelling	No	No
22		1 Flat 17		26 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
23		1 Flat 18		27 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
24		1 Flat 19		28 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
25		2 Flat 20		29 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
26		1 Flat 21		30 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
27		1 Flat 22		31 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
28		1 Flat 23		32 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
29		2 Flat 24		33 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
30		1 Flat 25		34 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
31		1 Flat 26		35 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
32		1 Flat 27		36 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
33		2 Flat 28		37 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
34		1 Flat 29		38 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
35		1 Flat 30		39 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
36		1 Flat 31		40 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
37		2 Flat 32		41 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
38		1 Flat 33		42 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
39		1 Flat 34		43 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
40		1 Flat 35		44 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
41		2 Flat 36		45 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
42		1 Flat 37		46 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
43		1 Flat 38		47 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
44		1 Flat 39		48 Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No

Notes:

1. If using area office mode, the list of stock available to an area office must be distinct from the other area offices. There must be no overlaps of properties between the different area offices.
2. A separate row must be completed for each unit of temporary accommodation. For example, a unit of temporary accommodation can either be a self contained property, or individual rooms inside a bed and breakfast.
3. The following fields must be completed for each unit of temporary accommodation:
 - a. The number of bedrooms the property has. If it's a bedsit or a room in a bed and breakfast, this can be set to 1. (Column C)
 - b. The room or flat number. This is used to identify different units of temporary accommodation within the same building. (Column D)

- c. The street number. (Column E)
- d. The street. (Column F)
- e. The town. (Column G)
- f. The postcode. (Column H)
- g. The Scottish Government Temporary Accommodation category (Column I). Guidance on these categories is available at:
<http://www.gov.scot/Topics/Statistics/15257/1529/HL3/SGTemporaryAccommodationCategories>
- h. Date Added (Column N). This is the date that the property first became available for use as temporary accommodation. This can be set to the current date for convenience.
- i. Date Deleted (Column O). This field is used if a property becomes no longer part of the supply of temporary accommodation. To remove a property, simply enter the date of deletion here.
- j. Availability (Column Q). At the point the properties are entered, this flag is set to either 1 to indicate that the property is unoccupied and available, or zero to indicate it is currently occupied.

Why this information is a required?

- This information is gathered solely to help local authority officers identify which properties are free at the point of allocation. A drop down list of available properties is automatically created, sorted by postcode and bedroom size.
- A unique property reference number is generated automatically using the **flat/ room number, the street number and postcode**. If bed and breakfast accommodation is used, each separate room should be given a room number so that the UPRN is unique. This combination is then hashed securely to ensure that no property can be identified. This is particularly important so that the local of Refuges remain confidential. The unique property reference numbers generated by the stand-alone system look like *24BC8AAA 0198AA6E 0CF087CE D29E39D8 E4763435*. This is a one-way hash which preserves the uniqueness of the property but keeps its anonymity.
- The Scottish Government temporary accommodation category is required in order to generate the data needed for the Scottish Housing Regulator's Annual Return on the Charter: Indicators 25, 26 and 27.

Optional Information

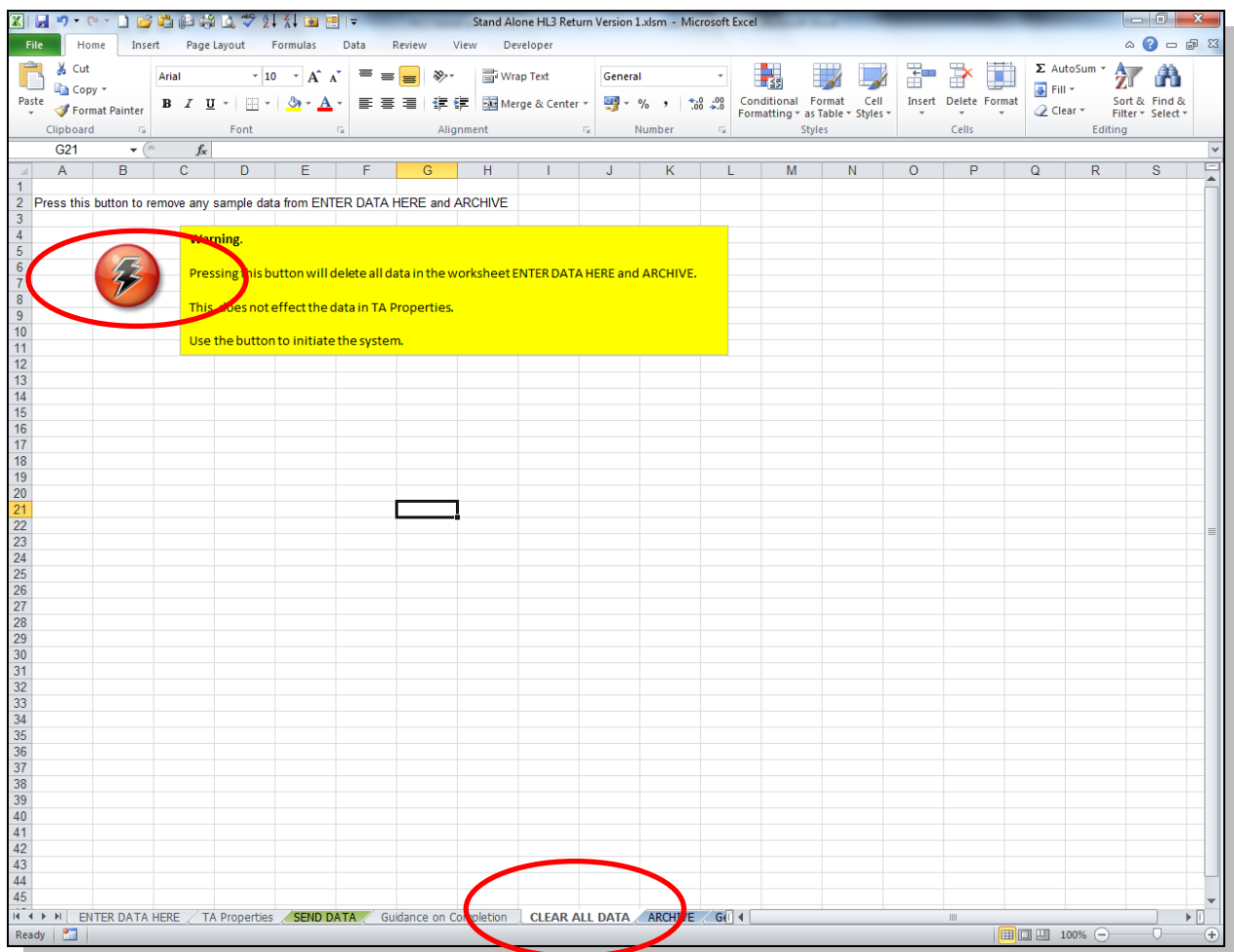
In order to monitor the impact of welfare reform changes on temporary accommodation, it would be helpful to also record the following information. This information is not necessary for the operation of the stand-alone system but may be requested at a future date.

- Is the accommodation supported? (Column J). Supported accommodation means that it is used by a service registered with the Care Inspectorate.
- Is it emergency first stop accommodation? (Column K). This is direct access accommodation which is available to clients 24/7. It is typically used as a first placement for short periods of time, rather than as a longer term form of temporary accommodation.
- Who the landlord is? This is defined as the organisation to whom the rent is paid. There is a choice of Local Authority, Registered Social Landlord, Voluntary Organisation or Private Landlord.
- The Housing Benefit Type. This details whether or not the accommodation has been classified as specified accommodation under the [The Housing Benefit and Universal Credit \(Supported Accommodation\) \(Amendment\) Regulations 2014](#). This

information will need to be gathered from the part of your local authority which deals with Housing Benefit.

Once the system has gone live, there is no need to enter the supply of temporary accommodation again.

Step	Local Authority Mode	Area Office Mode
4. Remove any test data from the workbook.	<p>Go to the worksheet CLEAR ALL DATA and press the icon.</p> <p>This will wipe all data in the worksheets ENTER DATA HERE and ARCHIVE.</p> <p>This worksheet will then become hidden.</p>	<p>Go to the worksheet CLEAR ALL DATA and press the icon.</p> <p>This will wipe all data in the worksheets ENTER DATA HERE and ARCHIVE.</p> <p>This worksheet will then become hidden.</p>



Step	Local Authority Mode	Area Office Mode
5. Make the worksheet available for data entry.	Save a copy of the workbook.	Send a copy out to each area office to begin data entry. Make sure: <ul style="list-style-type: none"> • each copy is saved with a separate name; • the area office name has been entered on the first sheet, and; • the stock available to allocate is distinct for each office. • The send data email address has been set correctly.

The stand-alone data collection system uses macros. In order for the file to work seamlessly, it is helpful to save the individual workbook(s) in trusted folders.

Information on how to do this is available, for example, at:

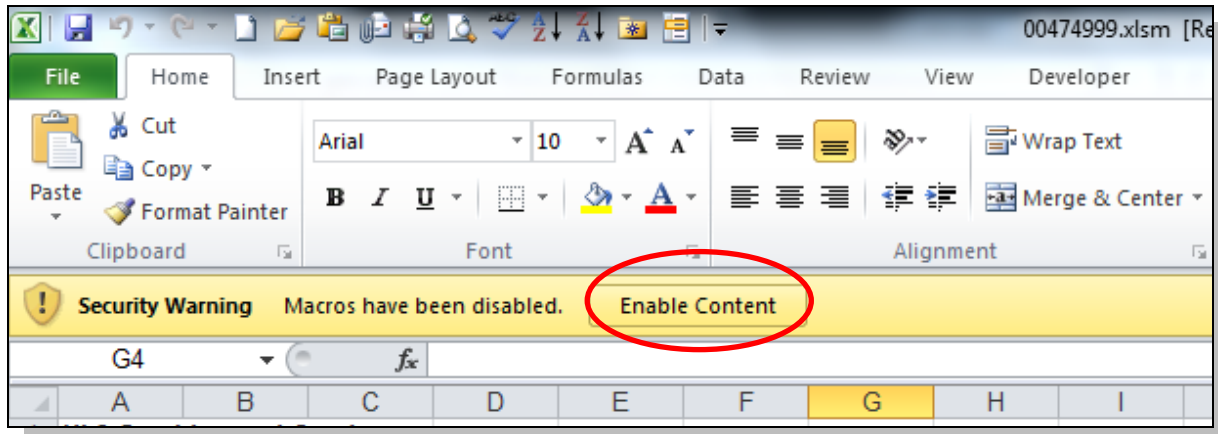
<http://blog.contextures.com/archives/2010/05/28/bypass-the-excel-macro-security-warning/>

5. Data Entry – Instructions for Users

Whenever the workbook opens it automatically activates the worksheet **ENTER DATA HERE**.

If a macro security warning pops up, always **allow** macros for this workbook. At all times macros must be enable in the workbook. This allows for the available property list and shading to work.

If you see this message, always enable macros whenever using the system.



The ENTER DATA HERE worksheet looks like this.

For LA Use Only		Make Offers				Check In			Cher	
HL1 APPREF (Must be provided for all cases)	First Name	Last Name	Are their any children in the household?	Date Offered	Property Address (LA Use Only)	Accepted	Taken Up?	Entry Date	Is the accommodation unsuitable?	Exit Date
HL1_122345	Test1	Test1	No	08/05/2015	Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	08/05/2015		
HL1_1234567	Test2	Test2	No	09/05/2015	23 Any Street, Any Town, AB2 2ER - Bedrooms: 2	Offered and Accepted	Yes	09/05/2015		
012345678	Test3	Test3	No	03/04/2015	Flat 5, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	10/05/2015		
1234567	Test4	Test4	No	07/04/2015	Flat 3, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3	Offered and Accepted	Yes	07/04/2015		
123	Test5	Test5	No	07/04/2015	Flat 8, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4	Offered and Accepted	Yes	07/04/2015		

Each row represents an offer of temporary accommodation. A new row should be completed for each offer made. The columns headings are as follows but not all columns need to be completed in all cases. Cells are shaded red if a response is required and black if no information is needed.

- **The HL1 Application Reference.** Each offer of temporary accommodation is made under the homeless persons legislation. Therefore, each offer must have a corresponding HL1 application reference. If the HL1 application reference isn't known at the time an offer is made, one can be created at a later date. However, the HL3 Return won't allow submission unless a HL1 application reference is provided.
- **The main applicant's first name and last name.** This is collected solely for use by local authority officers and is not sent to the Scottish Government. It is collected so that a HL1 application reference can be retrieved at a later date.
- **Are their any children in the household, is any household member pregnant?** This question is used solely to determine whether or not questions on unsuitable accommodation need to be answered.
- **The date temporary accommodation was offered.** This should be recorded in dd/mm/yyyy format. So the 6th April 2015 is written as 06/04/2015.
- The property which was offered. This is a drop list of all available properties. If no temporary accommodation is offered, then the option "No temporary accommodation offered" can be selected from the top of the list. Available properties are sorted by postcode and number of bedrooms.
- **Whether the offer of accommodation was accepted.**
- **Whether the accommodation was taken up.**

- **The date the accommodation was entered** in dd/mm/yyyy format.
- **Whether the accommodation is unsuitable** as defined by the [Homeless Persons \(Unsuitable Accommodation\) \(Scotland\) Order 2014](#)? This question is answered only if the household contains children or if a household member is pregnant.

The following information is completed only once the household moves out of temporary accommodation.

- The date the accommodation was exited.
- Whether the accommodation was in breach of the [Homeless Persons \(Unsuitable Accommodation\) \(Scotland\) Order 2014](#)?

Example – Offering Temporary Accommodation

A household headed by John Smith requires temporary accommodation. On entering the word John under first name, the next cell needing to be completed shades red.

The screenshot shows a Microsoft Excel spreadsheet titled "Stand Alone HL3 Return v4 UPRN.xlsm". The spreadsheet is divided into several sections:

- Header Section (Rows 1-6):** Contains "Local Authority: Orkney" and "Local Office: Main". It also features the Scottish Government logo and the text "Scottish Government HL3 F Stand-alone Collected under section 199 of the Local Government (Scotland)".
- Table Headers (Row 7):**
 - For LA Use Only:** Includes columns for "HL1 APPREF (Must be provided for all cases)", "First Name", "Last Name", and "Are their any children in the household?".
 - Make Offers:** Includes columns for "Date Offered" and "Property Address (LA Use Only)".
 - Check In:** Includes columns for "Accepted", "Taken Up?", "Entry Date", "Is the accommodation unsuitable?", and "Exit Date".
- Data Rows (Rows 9-14):**
 - Row 9: HL1_122345, Test1, Test1, No, 08/05/2015, Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1
 - Row 10: HL1_1234567, Test2, Test2, No, 09/05/2015, 23 Any Street, Any Town, AB2 2ER - Bedrooms: 2
 - Row 11: 012345678, Test3, Test3, No, 03/04/2015, Flat 5, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1
 - Row 12: 1234567, Test4, Test4, No, 07/04/2015, Flat 3, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3
 - Row 13: 123, Test5, Test5, No, 07/04/2015, Flat 8, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4
 - Row 14: John, [Red shaded cell], [Red shaded cell], [Red shaded cell], [Red shaded cell], [Red shaded cell]

The status bar at the bottom indicates "Ready" and "Scroll Lock". The taskbar shows "ENTER DATA HERE", "TA Properties", "SEND DATA", "Guidance on Completion", "ARCHIVE", "Generate HL3", and "Looku".

After entering Smith in the Last Name field, the children question shades red.

The screenshot shows the Microsoft Excel interface with the following data:

For LA Use Only		Make Offers				Check In			Check Out	
HL1 APPREF (Must be provided for all cases)	First Name	Last Name	Are their children in the household?	Date Offered	Property Address (LA Use Only)	Accepted	Taken Up?	Entry Date	Is the accommodation unsuitable?	Exit Date
HL1_122345	Test1	Test1	No	08/05/2015	Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	08/05/2015		
HL1_1234567	Test2	Test2	No	09/05/2015	23 Any Street, Any Town, AB2 2ER - Bedrooms: 2	Offered and Accepted	Yes	09/05/2015		
012345678	Test3	Test3	No	03/04/2015	Flat 5, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	10/05/2015		
1234567	Test4	Test4	No	07/04/2015	Flat 3, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3	Offered and Accepted	Yes	07/04/2015		
123	Test5	Test5	No	07/04/2015	Flat 8, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4	Offered and Accepted	Yes	07/04/2015		
	John	Smith								

This household contains no children and no member of the household is pregnant, so No is selected from the list. This then prompts the date offered to be highlighted. Note also that the cells for this row in columns L and N for unsuitable accommodation have been shaded black to indicate no response is required.

HL1 APPREF (Must be provided for all cases)		For LA Use Only			Make Offers			Check In			Check Out
	First Name	Last Name	Are their any children in the household?	Date Offered	Property Address (LA Use Only)	Accepted	Taken Up?	Entry Date	Is the accommodation unsuitable?	Exit Date	
9	HL1_122345	Test1	Test1	No	08/05/2015	Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	08/05/2015		
10	HL1_1234567	Test2	Test2	No	09/05/2015	23 Any Street, Any Town, AB2 2ER - Bedrooms: 2	Offered and Accepted	Yes	09/05/2015		
11	012345678	Test3	Test3	No	03/04/2015	Flat 5, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	10/05/2015		
12	1234567	Test4	Test4	No	07/04/2015	Flat 3, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3	Offered and Accepted	Yes	07/04/2015		
13	123	Test5	Test5	No	07/04/2015	Flat 8, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4	Offered and Accepted	Yes	07/04/2015		
14	John	Smith	No	07/04/2015							

Both property and the HL1 application reference are now shaded red. If the HL1 application reference isn't known this can be left for the moment – it's red as it's missing.

For LA Use Only		Make Offers				Check In				
HL1 APPREF (Must be provided for all cases)	First Name	Last Name	Are their any children in the household?	Date Offered	Property Address (LA Use Only)	Accepted	Taken Up?	Entry Date	Is the accommodation unsuitable?	Exit Date
HL1_122345	Test1	Test1	No	08/05/2015	Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	08/05/2015		
HL1_1234567	Test2	Test2	No	09/05/2015	23 Any Street, Any Town, AB2 2ER - Bedrooms: 2	Offered and Accepted	Yes	09/05/2015		
012345678	Test3	Test3	No	03/04/2015	Flat 5, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	10/05/2015		
1234567	Test4	Test4	No	07/04/2015	Flat 3, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3	Offered and Accepted	Yes	07/04/2015		
123	Test5	Test5	No	07/04/2015	Flat 8, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4	Offered and Accepted	Yes	07/04/2015		
	John	Smith	No	08/04/2015						

Next choose the desired property to offer from the drop down list. "No temporary accommodation offered" is always available at the top of the list. Available properties are sorted by postcode and the number of bedrooms available. Select the property offered.

Make Offers			
	Property Address (LA Use Only)	Accepted	Taken Up?
15	Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes
15	23 Any Street, Any Town, AB2 2ER - Bedrooms: 2	Offered and Accepted	Yes
15	Flat 5, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes
15	Flat 3, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3	Offered and Accepted	Yes
15	Flat 8, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4	Offered and Accepted	Yes
15	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: red; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: white; padding: 2px;">No temporary accommodation offered</div> <div style="background-color: white; padding: 2px;">Flat 6, 10 Any Street, Any Town, AB11AA - Bedrooms: 2</div> <div style="background-color: blue; padding: 2px;">Flat 10, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 2</div> <div style="background-color: white; padding: 2px;">Flat 7, 10 Any Street, Any Town, AB11AA - Bedrooms: 3</div> <div style="background-color: white; padding: 2px;">Flat 4, 10 Any Street, Any Town, AB11AA - Bedrooms: 4</div> <div style="background-color: white; padding: 2px;">22 Any Street, Any Town, AB2 2ER - Bedrooms: 1</div> <div style="background-color: white; padding: 2px;">20 Any Street, Any Town, AB2 2ER - Bedrooms: 3</div> <div style="background-color: white; padding: 2px;">24 Any Street, Any Town, AB2 2ER - Bedrooms: 3</div> </div>		

The next question asks if the offer of temporary accommodation accepted. The accepted question is highlighted ready for completion.

The screenshot shows an Excel spreadsheet with the following data:

For LA Use Only		Make Offers				Check In			Check	
HL1 APPREF (Must be provided for all cases)	First Name	Last Name	Are their any children in the household?	Date Offered	Property Address (LA Use Only)	Accepted	Taken Up?	Entry Date	Is the accommodation unsuitable?	Exit Date
HL1_122345	Test1	Test1	No	08/05/2015	Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	08/05/2015		
HL1_1234567	Test2	Test2	No	09/05/2015	23 Any Street, Any Town, AB2 2ER - Bedrooms: 2	Offered and Accepted	Yes	09/05/2015		
012345678	Test3	Test3	No	03/04/2015	Flat 5, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	10/05/2015		
1234567	Test4	Test4	No	07/04/2015	Flat 3, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3	Offered and Accepted	Yes	07/04/2015		
123	Test5	Test5	No	07/04/2015	Flat 8, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4	Offered and Accepted	Yes	07/04/2015		
	John	Smith	No	08/04/2015	Flat 10, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 2	Offered and Accepted				

A tooltip is visible over the 'Accepted' cell in row 14, asking: "Was the offer accepted or refused?"

If the accommodation is accepted, the next question to complete asks whether the accommodation was taken up. Did the household actually move into the property?

For LA Use Only		Make Offers				Check In			Check Out	
HL1 APPREF (Must be provided for all cases)	First Name	Last Name	Are their any children in the household?	Date Offered	Property Address (LA Use Only)	Accepted	Taken Up?	Entry Date	Is the accommodation unsuitable?	Exit Date
HL1_122345	Test1	Test1	No	08/05/2015	Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	08/05/2015		
HL1_1234567	Test2	Test2	No	09/05/2015	23 Any Street, Any Town, AB2 2ER - Bedrooms: 2	Offered and Accepted	Yes	09/05/2015		
012345678	Test3	Test3	No	03/04/2015	Flat 5, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	10/05/2015		
1234567	Test4	Test4	No	07/04/2015	Flat 3, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3	Offered and Accepted	Yes	07/04/2015		
123	Test5	Test5	No	07/04/2015	Flat 8, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4	Offered and Accepted	Yes	07/04/2015		
	John	Smith	No	08/04/2015	Flat 10, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 2	Offered and Accepted				

Note: If the accommodation is refused and another property is offered instead, a new row of data should be used to record the new offer.

If accommodation is taken up, an entry date is required. This is entered in dd/mm/yyyy format. So the 8th April 2015 is entered as 08/04/2015.

HL1 APPREF (Must be provided for all cases)		For LA Use Only			Make Offers			Check In			Check
	First Name	Last Name	Are their any children in the household?	Date Offered	Property Address (LA Use Only)	Accepted	Taken Up?	Entry Date	Is the accommodation unsuitable?	Exit Date	
HL1_122345	Test1	Test1	No	08/05/2015	Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	08/05/2015			
HL1_1234567	Test2	Test2	No	09/05/2015	23 Any Street, Any Town, AB2 2ER - Bedrooms: 2	Offered and Accepted	Yes	09/05/2015			
012345678	Test3	Test3	No	03/04/2015	Flat 5, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	10/05/2015			
1234567	Test4	Test4	No	07/04/2015	Flat 3, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3	Offered and Accepted	Yes	07/04/2015			
123	Test5	Test5	No	07/04/2015	Flat 8, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4	Offered and Accepted	Yes	07/04/2015			
	John	Smith	No	08/04/2015	Flat 10, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 2	Offered and Accepted	Yes	08/04/2015			

Once the entry date has been completed, the Check In stage has been completed. The only information required now is the HL1 application reference, which can be supplied at a later date. Once the person checks out of temporary accommodation, the exit date (and possibly information on breaches) is then required.

The screenshot shows an Excel spreadsheet with the following data table:

HL1 APPREF (Must be provided for all cases)	For LA Use Only			Make Offers			Check In			Exit Date
	First Name	Last Name	Are their any children in the household?	Date Offered	Property Address (LA Use Only)	Accepted	Taken Up?	Entry Date	Is the accommodation unsuitable?	
HL1_122345	Test1	Test1	No	08/05/2015	Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	08/05/2015		
HL1_1234567	Test2	Test2	No	09/05/2015	23 Any Street, Any Town, AB2 2ER - Bedrooms: 2	Offered and Accepted	Yes	09/05/2015		
012345678	Test3	Test3	No	03/04/2015	Flat 5, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	10/05/2015		
1234567	Test4	Test4	No	07/04/2015	Flat 3, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3	Offered and Accepted	Yes	07/04/2015		
123	Test5	Test5	No	07/04/2015	Flat 8, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4	Offered and Accepted	Yes	07/04/2015		
	John	Smith	No	08/04/2015	Flat 10, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 2	Offered and Accepted	Yes	08/04/2015		

Example – Checking Out of Temporary Accommodation

On the 10th April 2015, John Smith checks out of this Flat 10, 10 Any Street. This is recorded by entering 10/04/2015 in column M. As there are no children or pregnant women in the household, the breach question is shaded black and does not need to be answered.

For LA Use Only			Make Offers				Check In		Check Out	
First Name	Last Name	Are their any children in the household?	Date Offered	Property Address (LA Use Only)	Accepted	Taken Up?	Entry Date	Is the accommodation unsuitable?	Exit Date	Is it in breach?
Test1	Test1	No	08/05/2015	Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	08/05/2015			
Test2	Test2	No	09/05/2015	23 Any Street, Any Town, AB2 2ER - Bedrooms: 2	Offered and Accepted	Yes	09/05/2015			
Test3	Test3	No	03/04/2015	Flat 5, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	10/05/2015			
Test4	Test4	No	07/04/2015	Flat 3, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3	Offered and Accepted	Yes	07/04/2015			
Test5	Test5	No	07/04/2015	Flat 8, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4	Offered and Accepted	Yes	07/04/2015			
John	Smith	No	08/04/2015	Flat 10, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 2	Offered and Accepted	Yes	08/04/2015		10/04/2015	
Joe	Bloggs	No	08/04/2015	Flat 6, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 2	Offered and Accepted	No				

The breach question only needs to be answered if there are children in the households and the accommodation occupied is unsuitable. This question will shade red if a response is needed.

6. Further Information: Questions shade black if they are not required.

For example, if temporary accommodation is not offered, no further information is needed in the fields Accepted, Taken Up, Entry Date, etc...

The screenshot shows an Excel spreadsheet titled "Stand Alone HL3 Return v4 UPRN.xlsm". The spreadsheet is divided into sections: "Local Authority" (Orkney), "Local Office" (Main), and a table for accommodation offers. The table has columns for "For LA Use Only", "Make Offers", and "Check In". A red circle highlights a row where "No temporary accommodation offered" is selected, and the "Accepted", "Taken Up", and "Entry Date" fields are shaded black.

For LA Use Only		Make Offers			Check In			Check		
HL1 APPREP (Must be provided for all cases)	First Name	Last Name	Are their any children in the household?	Date Offered	Property Address (LA Use Only)	Accepted	Taken Up?	Entry Date	Is the accommodation unsuitable?	Exit Date
HL1_122345	Test1	Test1	No	08/05/2015	Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	08/05/2015		
HL1_1234567	Test2	Test2	No	09/05/2015	23 Any Street, Any Town, AB2 2ER - Bedrooms: 2	Offered and Accepted	Yes	09/05/2015		
012345678	Test3	Test3	No	03/04/2015	Flat 5, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	10/05/2015		
1234567	Test4	Test4	No	07/04/2015	Flat 3, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3	Offered and Accepted	Yes	07/04/2015		
123	Test5	Test5	No	07/04/2015	Flat 8, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	07/04/2015		
	John	Smith	No	08/04/2015	Flat 10, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 2	Offered and Accepted	Yes	08/04/2015		
12345	Joe	Bloggs	No	08/04/2015	No temporary accommodation offered					

If the offer of accommodation is refused, none of the subsequent questions are required. They are shaded black.

For LA Use Only		Make Offers				Check In			Check Out	
HL1 APPREF (Must be provided for all cases)	First Name	Last Name	Are their any children in the household?	Date Offered	Property Address (LA Use Only)	Accepted	Taken Up?	Entry Date	Is the accommodation unsuitable?	Exit Date
HL1_122345	Test1	Test1	No	08/05/2015	Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	08/05/2015		
HL1_1234567	Test2	Test2	No	09/05/2015	23 Any Street, Any Town, AB2 2ER - Bedrooms: 2	Offered and Accepted	Yes	09/05/2015		
012345678	Test3	Test3	No	03/04/2015	Flat 5, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	10/05/2015		
1234567	Test4	Test4	No	07/04/2015	Flat 3, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3	Offered and Accepted	Yes	07/04/2015		
123	Test5	Test5	No	07/04/2015	Flat 8, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4	Offered and Accepted	Yes	07/04/2015		
	John	Smith	No	08/04/2015	Flat 10, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 2	Offered and Accepted	Yes	08/04/2015		
12345	Joe	Bloggs	No	08/04/2015	Flat 6, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 2	Offered and Refused				

Similarly, if the accommodation isn't taken up, the following questions are shaded black.

The screenshot shows the following data in the spreadsheet:

For LA Use Only			Make Offers			Check In		Check Out		
First Name	Last Name	Are their any children in the household?	Date Offered	Property Address (LA Use Only)	Accepted	Taken Up?	Entry Date	Is the accommodation unsuitable?	Exit Date	Is it in breach?
Test1	Test1	No	08/05/2015	Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	08/05/2015			
Test2	Test2	No	09/05/2015	23 Any Street, Any Town, AB2 2ER - Bedrooms: 2	Offered and Accepted	Yes	09/05/2015			
Test3	Test3	No	03/04/2015	Flat 5, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	10/05/2015			
Test4	Test4	No	07/04/2015	Flat 3, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3	Offered and Accepted	Yes	07/04/2015			
Test5	Test5	No	07/04/2015	Flat 8, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4	Offered and Accepted	Yes	07/04/2015			
John	Smith	No	08/04/2015	Flat 10, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 2	Offered and Accepted	Yes	08/04/2015			
Joe	Bloggs	No	08/04/2015	Flat 6, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 2	Offered and Accepted	No				

7. After the stand-alone system has gone live, how do I add properties to the pool of temporary accommodation?

First, check that the property isn't already on the system. It might be unavailable on the system as a household is currently occupying it or a household hasn't been checked out of it.

If the property is already on the system but isn't showing as available, find the record where the property is currently occupied – i.e. it has an entry date but no exit date. For example, suppose we know that Flat 9, 10 Any Street is available but not showing on the system. Select column F and press CTRL+F to find this property. Find the row where it has no exit date.

Scottish Government HL3 Return										
Stand-alone Version 1										
Collected under section 199 of the Local Government (Scotland) Act 1973										
For LA Use Only				Make Offers		Check In			Check Out	
First Name	Last Name	Are There Any Children In The Household Or Is Any Household Member Pregnant?	Date Offered	Property Address (LA Use Only)	Accepted	Taken Up?	Entry Date	Is The Accommodation Unsuitable?	Exit Date	Is it in breach?
Test1	Test1	No	08/05/2015	Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	08/05/2015			
Test2	Test2	No	09/05/2015	23 Any Street, Any Town, AB2 2ER - Bedrooms: 2	Offered and Accepted	Yes	09/05/2015			
Test3	Test3	No	03/04/2015	Flat 5, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	10/05/2015			
Test4	Test4	No	07/04/2015	Flat 3, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3	Offered and Accepted	Yes	07/04/2015			
Test5	Test5	No	07/04/2015	Flat 8, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4	Offered and Accepted	Yes	07/04/2015			
Ruth	Smith	No	09/04/2015	Flat 6, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 2	Offered and Accepted	Yes	09/04/2015			

Enter the exit date for this record so that the household is checked out of the property.

Flat 9, 10 Any Street now becomes available in the drop down list.

Make Offers		Check In			Check Out	
Property Address (LA Use Only)	Accepted	Taken Up?	Entry Date	Is The Accommodation Unsuitable?	Exit Date	Is it a breach
15 Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	08/05/2015		09/05/2015	
15 23 Any Street, Any Town, AB2 2ER - Bedrooms: 2	Offered and Accepted	Yes	09/05/2015			
15 Flat 5, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	10/05/2015			
15 Flat 3, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3	Offered and Accepted	Yes	07/04/2015			
15 Flat 8, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4	Offered and Accepted	Yes	07/04/2015			
15 Flat 6, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 2	Offered and Accepted	Yes	09/04/2015			
<div style="border: 1px solid black; padding: 2px;"> No temporary accommodation offered Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1 Flat 10, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 2 Flat 7, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3 Flat 4, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4 22 Any Street, Any Town, AB2 2ER - Bedrooms: 1 20 Any Street, Any Town, AB2 2ER - Bedrooms: 3 24 Any Street, Any Town, AB2 2ER - Bedrooms: 3 </div>						

If an entirely new property is added to the stock of temporary accommodation, add it to the bottom of the worksheet **TA Properties**. In this case a new B&B property has been added. Ensure to mark it as available in column Q.

Bedrooms	Room/ Flat	Street Number	Street	Town	Postcode	SG Accommodation Type	Is this Accommodation Supported?	Is it emergency first stop accommodation?
189	4 Flat 184	193	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
190	1 Flat 185	194	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
191	2 Flat 186	195	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
192	3 Flat 187	196	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
193	4 Flat 188	197	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
194	1 Flat 189	198	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
195	2 Flat 190	199	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
196	3 Flat 191	200	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
197	4 Flat 192	201	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
198	1 Flat 193	202	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
199	2 Flat 194	203	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
200	3 Flat 195	204	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
201	4 Flat 196	205	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
202	1 Flat 197	206	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
203	2 Flat 198	207	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
204	3 Flat 199	208	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
205	1 Room 1	1	New Property Stre	New Town	AB1 2NE	Bed and breakfast	No	No
206								

The next time an offer is made on the ENTER DATA HERE worksheet, the available property list will refresh once an offer date is entered. The new property now shows in the drop down list.

Date Offered	Property Address (LA Use Only)	A
08/05/2015	Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered a
09/05/2015	23 Any Street, Any Town, AB2 2ER - Bedrooms: 2	Offered a
03/04/2015	Flat 5, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered a
07/04/2015	Flat 3, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3	Offered a
07/04/2015	Flat 8, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4	Offered a
09/04/2015	Flat 6, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 2	Offered a
08/04/2015	<div style="background-color: red; height: 15px; width: 100%;"></div>	
	No temporary accommodation offered	
	Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	
	Flat 10, 10 Any Street, Any Town, AB11AA - Bedrooms: 2	
	Flat 7, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3	
	Flat 4, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4	
	Room 1, 1New Property Street, New Town, AB1 2NE - Bedrooms: 1	
	22 Any Street, Any Town, AB2 2ER - Bedrooms: 1	
	20 Any Street, Any Town, AB2 2ER - Bedrooms: 3	

8. After the stand-alone system has gone live, how do I remove properties from the pool of temporary accommodation?

Go to the worksheet **TA Properties** and find the property which has been removed from the pool of temporary accommodation stock. In this example, let's suppose that the hostel on 20 Any Street is being closed.

Bedrooms	Room/ Flat	Street Number	Street	Town	Postcode	SG Accommodation Type	Is this Accommodation Supported?	Is it emergency first stop accommodation?
1	Flat 1	10	Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
2	Flat 2	10	Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
3	Flat 3	10	Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
4	Flat 4	10	Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
5	Flat 5	10	Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
6	Flat 6	10	Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
7	Flat 7	10	Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
8	Flat 8	10	Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
9	Flat 9	10	Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
10	Flat 10	10	Any Street	Any Town	AB1 1AA	LA ordinary dwelling	No	No
11	Room 1	20	Any Street	Any Town	AB2 2ER	Hostel - RSL	Yes	Yes
12	Room 2	20	Any Street	Any Town	AB2 2ER	Hostel - RSL	Yes	Yes
13	Room 3	20	Any Street	Any Town	AB2 2ER	Hostel - RSL	Yes	Yes
14	Room 4	20	Any Street	Any Town	AB2 2ER	Hostel - RSL	Yes	Yes
15	Room 5	20	Any Street	Any Town	AB2 2ER	Hostel - RSL	Yes	Yes
16	Flat 17	18	Any Street	Any Town	AB2 2ER	LA ordinary dwelling	No	No
17	Flat 18	26	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
18	Flat 19	27	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
19	Flat 20	28	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
20	Flat 21	29	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
21	Flat 22	30	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
22	Flat 23	31	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
23	Flat 24	32	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
24	Flat 25	33	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
25	Flat 26	34	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
26	Flat 27	35	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
27	Flat 28	36	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
28	Flat 29	37	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
29	Flat 30	38	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
30	Flat 31	39	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
31	Flat 32	40	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
32	Flat 33	41	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
33	Flat 34	42	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
34	Flat 35	43	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
35	Flat 36	44	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
36	Flat 37	45	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
37	Flat 38	46	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
38	Flat 39	47	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No
39	Flat 40	48	Any Street	Any Town	AB3 4ET	LA ordinary dwelling	No	No

In column O set the date deleted to be today's date (in this case the 8th April 2015) and set available in column Q to be 0.

	K	L	M	N	O	Q	R	S	T	U	V	W
1												
2												
3												
4												
5		Is it emergency first stop accommodation?	Landlord	HB TYPE	Date Added	Date Deleted	AVAILABLE					
6	No	LA	Not Specified Accommodation	01-Apr-15	02-Apr-15	1						
7	No	LA	Not Specified Accommodation	01-Apr-15		0						
8	No	LA	Not Specified Accommodation	01-Apr-15		1						
9	No	LA	Not Specified Accommodation	01-Apr-15		1						
10	No	LA	Not Specified Accommodation	01-Apr-15		1						
11	No	LA	Not Specified Accommodation	01-Apr-15		1						
12	No	LA	Not Specified Accommodation	01-Apr-15		1						
13	No	LA	Not Specified Accommodation	01-Apr-15		1						
14	No	LA	Not Specified Accommodation	01-Apr-15		1						
15	No	LA	Not Specified Accommodation	01-Apr-15		1						
16	Yes	Vol Org	Specified - Hostel	01-Apr-15	08-Apr-15	0						
17	Yes	Vol Org	Specified - Hostel	01-Apr-15	08-Apr-15	0						
18	Yes	Vol Org	Specified - Hostel	01-Apr-15	08-Apr-15	0						
19	Yes	Vol Org	Specified - Hostel	01-Apr-15	08-Apr-15	0						
20	Yes	Vol Org	Specified - Hostel	01-Apr-15	08-Apr-15	0						
21	No	LA	Not Specified Accommodation	01-Apr-15		1						
22	No	LA	Not Specified Accommodation	01-Apr-15		1						
23	No	LA	Not Specified Accommodation	01-Apr-15		1						
24	No	LA	Not Specified Accommodation	01-Apr-15		1						
25	No	LA	Not Specified Accommodation	01-Apr-15		1						
26	No	LA	Not Specified Accommodation	01-Apr-15		1						
27	No	LA	Not Specified Accommodation	01-Apr-15	02-Apr-15	1						
28	No	LA	Not Specified Accommodation	01-Apr-15		1						
29	No	LA	Not Specified Accommodation	01-Apr-15		1						
30	No	LA	Not Specified Accommodation	01-Apr-15		1						
31	No	LA	Not Specified Accommodation	01-Apr-15		1						
32	No	LA	Not Specified Accommodation	01-Apr-15		1						
33	No	LA	Not Specified Accommodation	01-Apr-15		1						
34	No	LA	Not Specified Accommodation	01-Apr-15		1						
35	No	LA	Not Specified Accommodation	01-Apr-15		1						
36	No	LA	Not Specified Accommodation	01-Apr-15		1						
37	No	LA	Not Specified Accommodation	01-Apr-15		1						
38	No	LA	Not Specified Accommodation	01-Apr-15		1						
39	No	LA	Not Specified Accommodation	01-Apr-15		1						
40	No	LA	Not Specified Accommodation	01-Apr-15		1						
41	No	LA	Not Specified Accommodation	01-Apr-15		1						
42	No	LA	Not Specified Accommodation	01-Apr-15		1						
43	No	LA	Not Specified Accommodation	01-Apr-15		1						
44	No	LA	Not Specified Accommodation	01-Apr-15		1						

These properties will no longer be available for selection in the drop down list.

9. Why are some worksheet tabs shaded blue?

These worksheets are for the operation of the workbook and should be unaltered. These sheets are protected and cannot be edited.

10. Sending Data to the Scottish Government

Data should be sent to the Scottish Government quarterly. To do this simply click on the email picture.

The screenshot shows a Microsoft Excel spreadsheet titled "Stand Alone HL3 Return v4 UPRN.xlsm". The spreadsheet is divided into several sections:

- Top Section (Rows 1-6):** Contains local authority information. Row 1: Local Authority: Orkney. Row 2: Local Office: Main.
- Right Section (Rows 1-6):** Contains the text "Scottish Government HL" and "Collected under section 199 of the Local Government (Sco".
- Section 7:** A header row with columns: "For LA Use Only", "Main Offers", and "Check In".
- Section 8:** A detailed data table with the following columns:

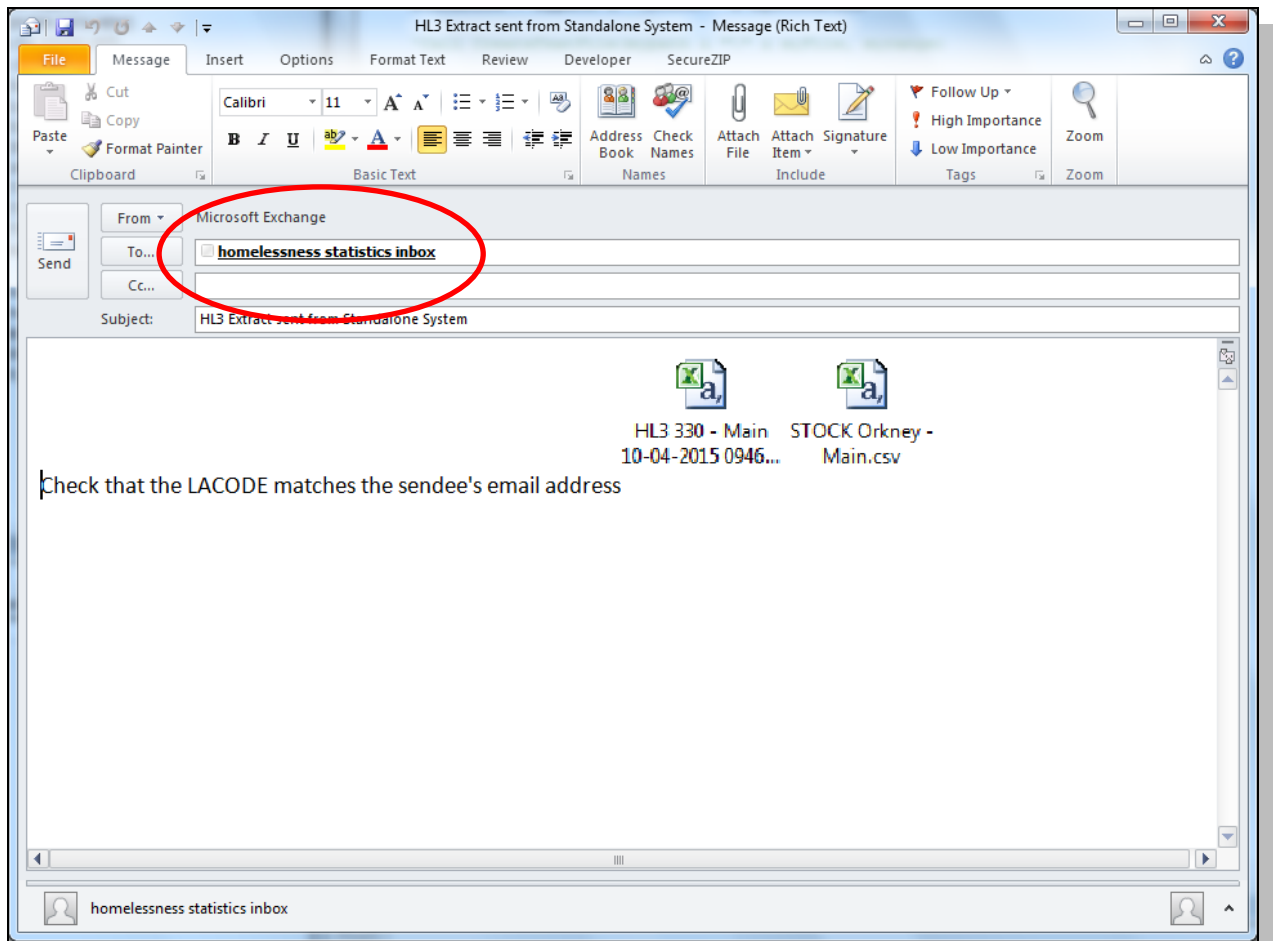
HL1 APPREF (Must be provided for all cases)	First Name	Last Name	Are There Any Children In The Household Or Is Any Household Member Pregnant?	Date Offered	Property Address (LA Use Only)	Accepted	Taken Up?	Entry Date	Is The Accommodation Unsuited?	Exit
HL1_122345	Test1	Test1	No	08/05/2015	Flat 9, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	08/05/2015		
HL1_1234567	Test2	Test2	No	09/05/2015	23 Any Street, Any Town, AB2 2ER - Bedrooms: 2	Offered and Accepted	Yes	09/05/2015		
012345678	Test3	Test3	No	03/04/2015	Flat 5, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 1	Offered and Accepted	Yes	10/05/2015		
1234567	Test4	Test4	No	07/04/2015	Flat 3, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 3	Offered and Accepted	Yes	07/04/2015		
123	Test5	Test5	No	07/04/2015	Flat 8, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 4	Offered and Accepted	Yes	07/04/2015		
22222222	Ruth	Smith	No	09/04/2015	Flat 6, 10 Any Street, Any Town, AB1 1AA - Bedrooms: 2	Offered and Accepted	Yes	09/04/2015		

An email icon (a blue envelope with a white '@' symbol) is circled in red in the top right area of the spreadsheet, indicating where to click to send the data.

The bottom status bar shows the following tabs: "ENTER DATA HERE", "TA Properties", "SEND DATA", "Guidance on Completion", "ARCHIVE", "Generate HL3", and "Lookup".

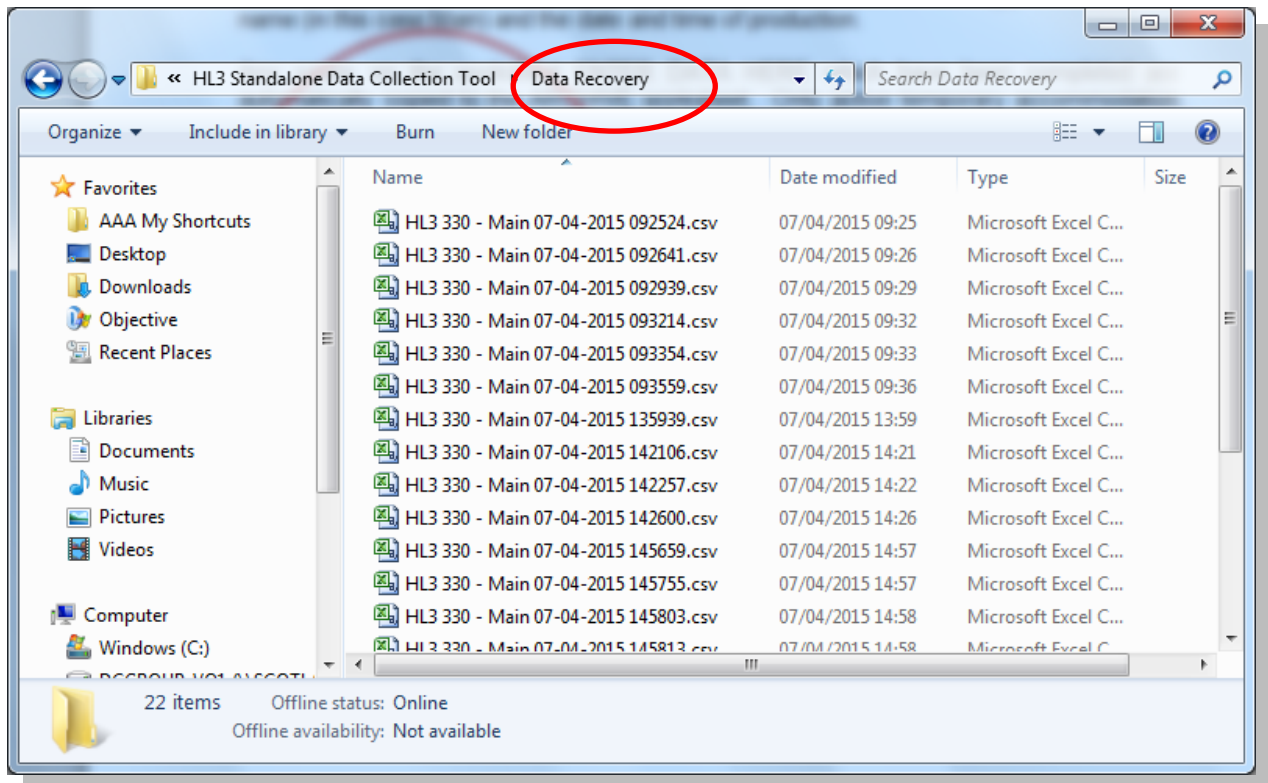
Local Authority Mode

This will automatically generate an email which is ready to send. If the system is being used for the entire local authority, the email will be sent to the homelessness statistics inbox (homelessness_statistics_inbox@scotland.gsi.gov.uk). If the system is being used in area office mode, the data will go to the central point where the extracts are collated.



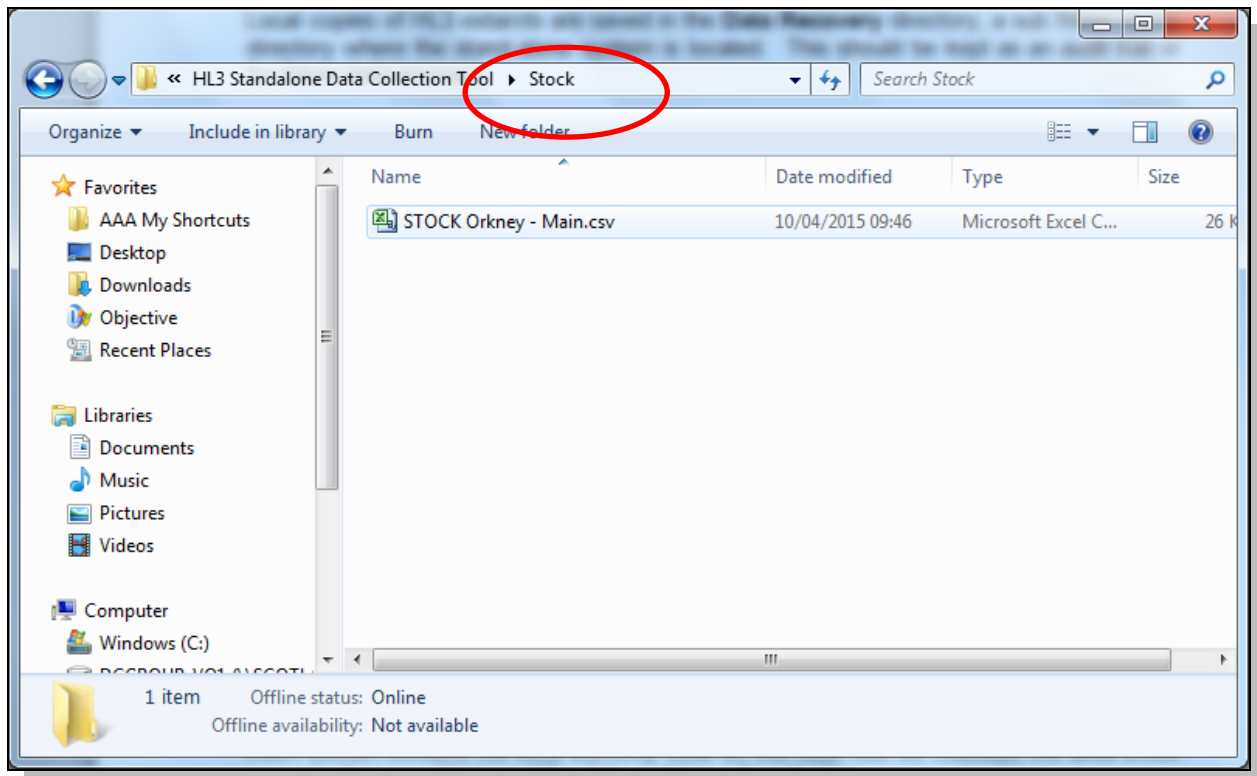
Remember to click send.

Local copies of HL3 extracts are saved in the **Data Recovery** directory, a sub folder of the directory where the stand-alone system is located. This should be kept as an audit trail or for future data recovery.



Each extract contains the local authority code (in this case 330 for Orkney), the area office name (in this case Main) and the date and time of production.

A local copy of the anonymised temporary accommodation stock file is saved in the **Stock** sub folder.



The anonymised stock information looks like this and contains information on:

- The number of bedrooms;
- The SG Accommodation Type;
- Whether the accommodation is supported;
- Whether it's emergency accommodation;
- Who the landlord is, the HB Type;
- The UPRN;
- The date it was added or deleted from use;
- Whether it is currently available, and;
- The local authority name.

The screenshot shows a Notepad window titled "STOCK Orkney - Main.csv - Notepad". The content is a CSV file with the following columns: Bedrooms, SG Accommodation Type, Is this Accommodation Supported?, Is it emergency first stop accommodation?, Landlord, HB TYPE, Date Added, Date Deleted, HASH, UPRN. The data consists of numerous rows, each representing a different accommodation listing with its specific attributes.

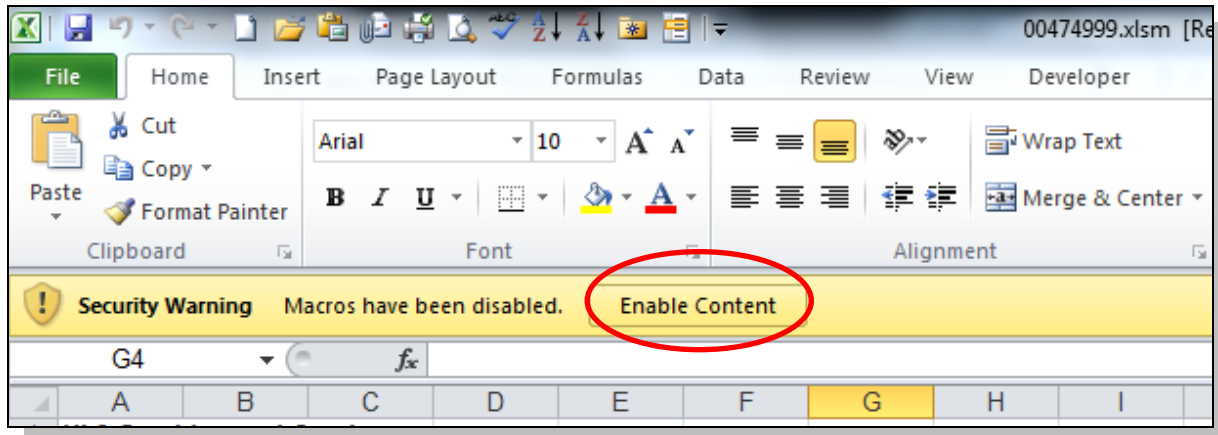
Any cases on the worksheet ENTER DATA HERE which have been completed are automatically copied to the ARCHIVE worksheet. Only active temporary accommodation placements remain on the worksheet ENTER DATA HERE.

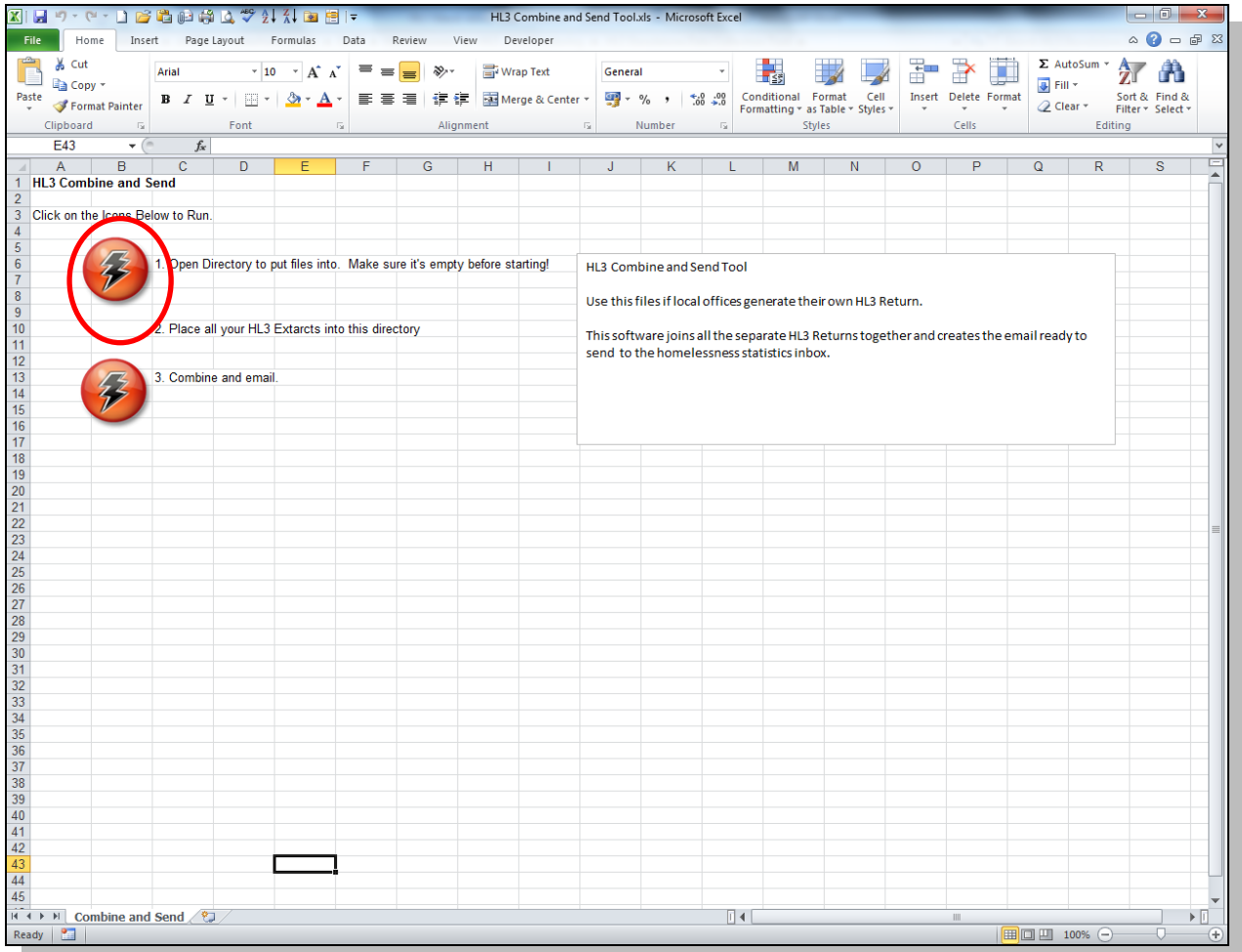
Area Office Mode

If the stand-alone system is being used in Area Office Mode, then emails will be sent to a central person for collation.

This person needs to use the **HL3 combine and send tool** which is available for download at: <http://www.gov.scot/Topics/Statistics/15257/1529/HL3/HL3Standalone>

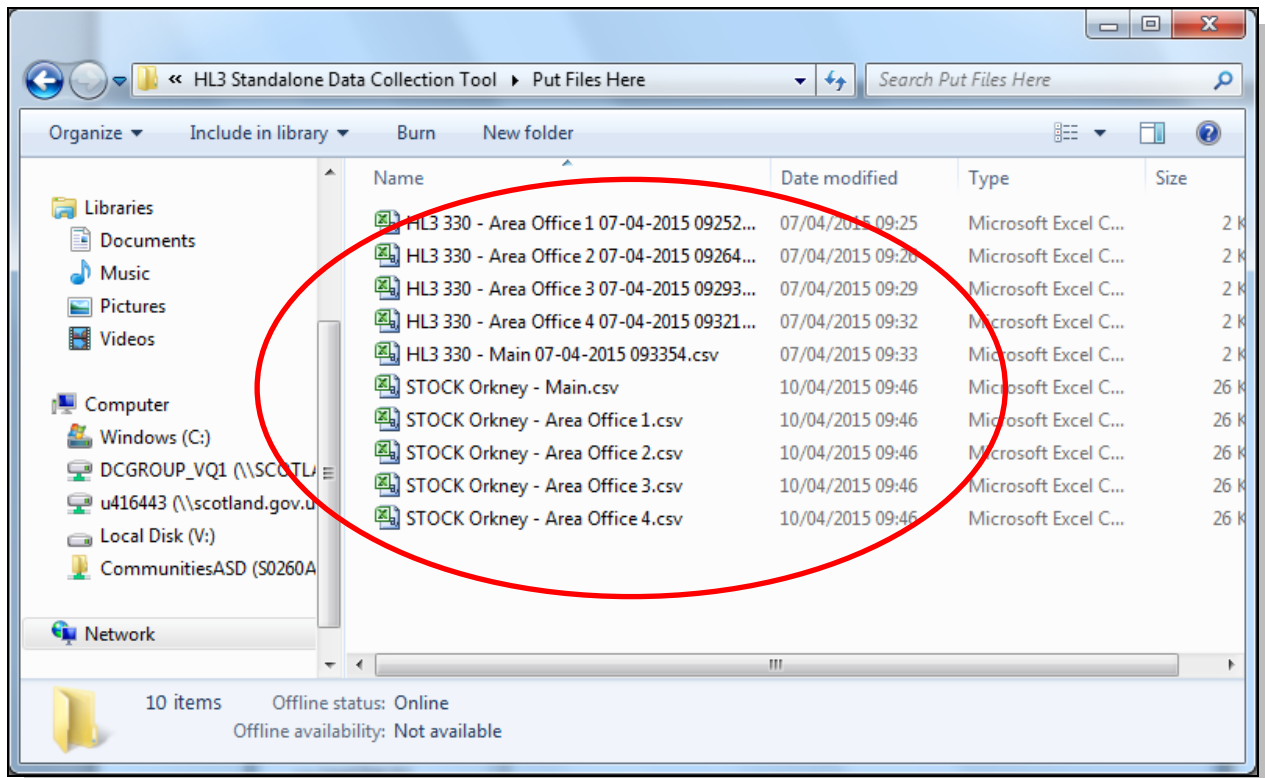
To use the tool, open up the above Excel workbook and enable macros. If you see this message, click on enable content.



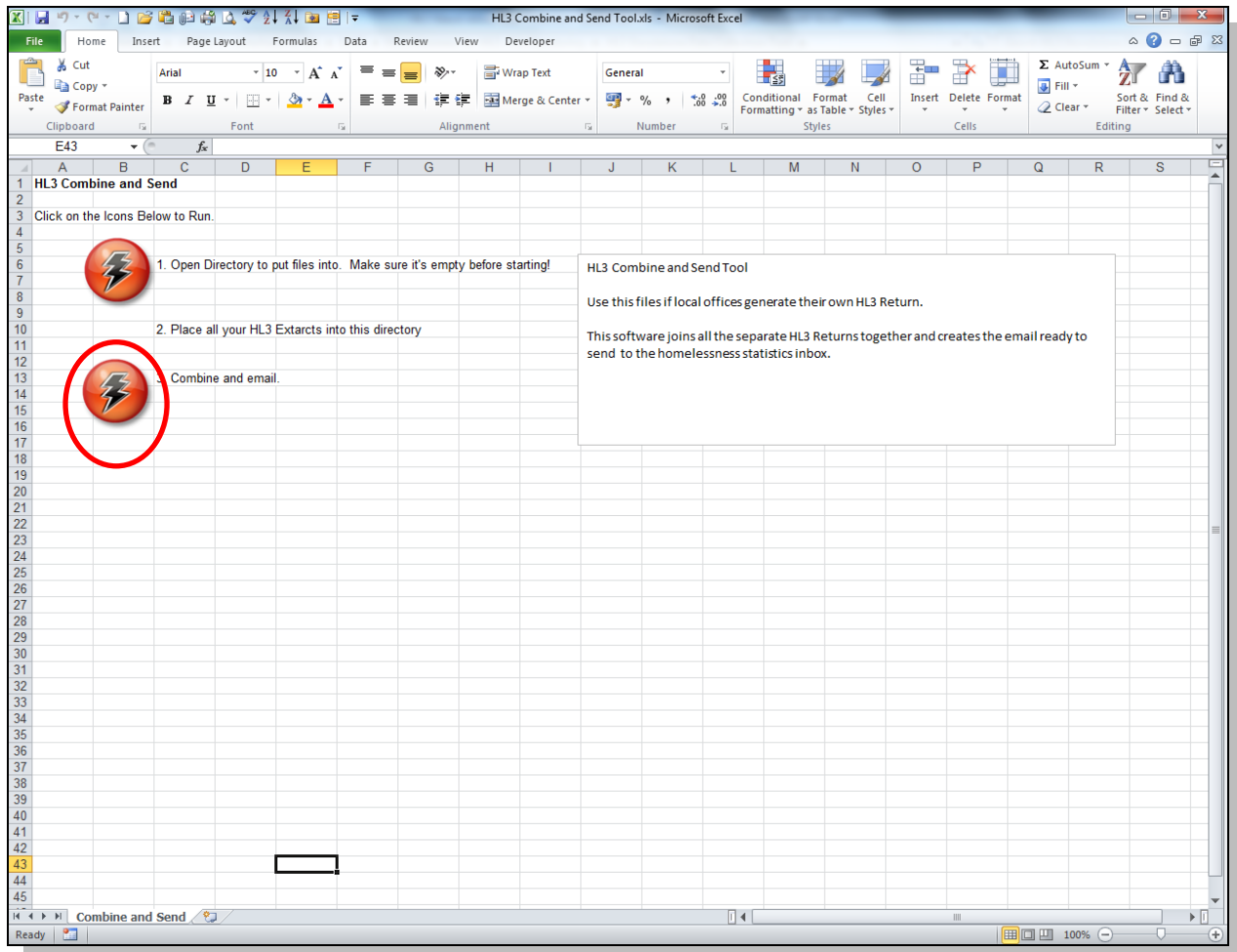


Press the first icon. This will open up a folder in which to place all area office extracts. If there are already existing extracts in this folder then make sure it is empty.

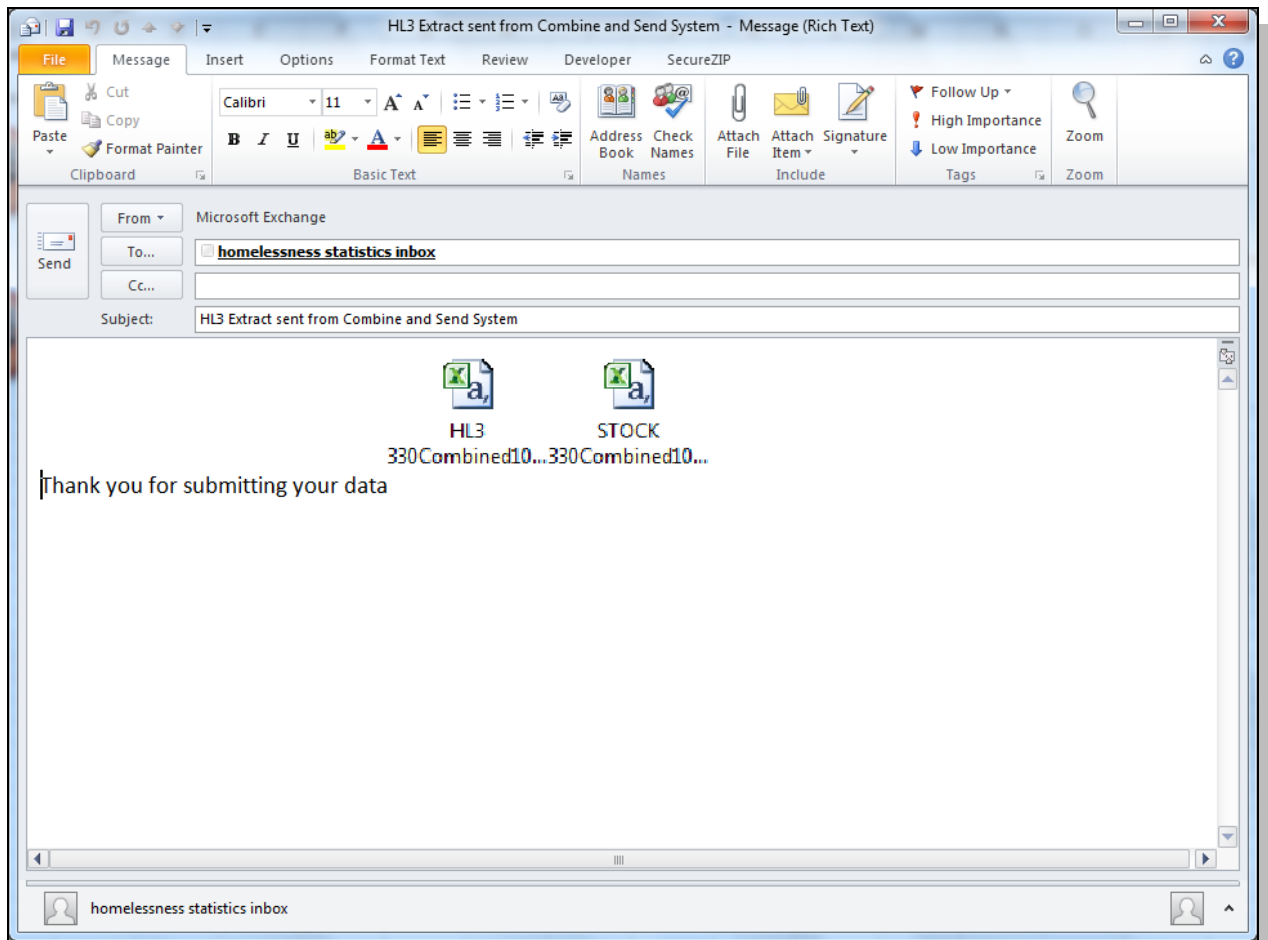
Add **all** area office HL3 data extracts **and** Stock files to the folder. Each area office should have its name in the extract title. [Section 4](#) details how to set this up.



To generate the extract to send click on the second icon.



This then creates an email containing a single HL3 extract and a single Stock file ready to send to the Scottish Government's homelessness statistics inbox (homelessness_statistics_inbox@scotland.qsi.gov.uk).



Remember to click send.

Local copies of combined HL3 extracts and combined Stock files are saved in the same directory as the combine and send tool.

11. Support for the Stand-alone System

Please contact homelessness_statistics_inbox@scotland.gsi.gov.uk if you are experiencing any issues with the stand-alone system.

Whilst the stand-alone system is not supported we will endeavour to help with any issues where possible.