A note from the GLA's commissioned CHAIN team regarding CHAIN quarterly and annual reports production process and timetable

The purpose of this document is to outline the process and timescales for the production of CHAIN quarterly and annual reports, so that stakeholders can be clear about when they can expect data to be available to them.

QUARTERLY REPORTS Part 1: Initial Data Production

The CHAIN team needs to allow a reasonable amount of time after the end of the quarter before running the reports, in order to ensure that all necessary inputting has been completed by outreach services and other services that use CHAIN as real-time reporting does not occur. If this is not done, experience has shown that figures in the reports can be unrepresentatively low and significant discrepancies can occur with later retrospectively generated statistics.

In general this means the initial data production week would be **the week within which the midpoint of the month following quarter end falls**. So, for example, initial production of data for the quarter January to March would take place on the week containing 15 April. The team would normally start the reporting process on the Monday of that week.

The procedure for generating the figures starts with a data process to categorise all people seen rough sleeping in London during the quarter, based on the New Rough Sleepers, Living on the Streets, and Intermittent categories. Once this process has been completed, we then run a separate process to determine each borough in which each person has been seen rough sleeping, so that clients can be ascribed to boroughs for reporting purposes. It is not possible to run an individual borough report without first running the overall London process.

Once the overall London and individual borough figures have been produced, we use these to produce a document containing graphs and tables for London overall and each of the central boroughs. This document is sent to the GLA for review and approval.

On receiving GLA approval, we then distribute the document to outreach managers and local authority leads at each of the central boroughs. We also send a list of all clients included in the figures for the borough, indicating which category each client has been assigned to.

In general we would aim to have this information disseminated by the **middle to end of the initial production week**. So, for the January to March data, this would usually be the second half of the week containing 15 April.

The document is tabled for review at the GLA's quarterly Local Authority Rough Sleeping Leads' and Mayor's Rough Sleeping Group meetings, and the information is reserved for inclusion in the Rough Sleeper Population Analysis section of the published quarterly reports.

QUARTERLY REPORTS Part 2: Full Reports Production

In the week following initial production, we begin work on generating data for the remaining sections of the published reports (e.g. nationality, support needs, accommodation and reconnection outcomes etc.). Once we have produced the data for the full Greater London

report we again send this to the GLA for review and approval. On receipt of GLA approval for the Greater London report, we finalise the complete set of borough reports and forward these to the GLA for uploading to the Datastore website.

Once the reports have been uploaded to the Datastore we send an email notification to all contacts on our reports mailing list. Anyone not currently included in the mailing list can contact us to request future inclusion.

In general we would aim to have the **full reports published by the end of the month following the quarter end**.

ANNUAL REPORTS

Work on the production of annual reports commences towards the end of April, and publication date will usually be late June. Annual report data is strictly embargoed prior to publication date, and is only accessible by the CHAIN team and GLA.

Projected Forthcoming Report Dates

2020/21 Annual Reports
30th June 2021

Apr-Jun 2021 Reports
Initial data: 14th-16th July 2021
Full reports: 30th July 2021

Jul-Sep 2021 Reports
Initial data: 13th-15th October 2021
Full reports: 29th October 2021

Oct-Dec 2021 Reports
Initial data: 12th-14th January 2022
Full reports: 31st January 2022

Jan-Mar 2022 Reports
Initial data: 13th-15th April 2022
Full reports: 29th April 2022

Apr-Jun 2022 Reports
Initial data: 13th-15th July 2022
Full reports: 29th July 2022

Jul-Sep 2022 Reports
Initial data: 12th-14th October 2022
Full reports: 31st October 2022

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