

HoBOD User Guide

Content

The data in this database is taken from Management Information Statistics (MIS) returns made by LAs to DWP and is reported performance. While DWP officials work with LAs to ensure the validity and consistency of the data submitted, we cannot guarantee its accuracy.

Definitions of key terms and exact descriptions of the information collected can be found in the DWP Housing and Council Tax Benefit MIS Guide which can be found at the following address:

http://www.knowledgenetwork.gov.uk/dwp/kimshbds.nsf/docs/misguide2005_06.

Information is also provided by the policy teams working on Housing Benefit, and the Benefit Fraud Inspectorate.

Overview of HoBOD functions

Introduction

The front page explains the aims and purposes of HoBOD, and outlines recent upgrades and data warnings. Please read the data warnings and consider them when interpreting the figures given in any of the tables.

Contacts

The contact page gives contact details for queries about:

- the use and development of HoBOD, including any queries relating to the figures contained in HoBOD,
- Housing Benefit data not included in HoBOD

Data Returns

This function gives a table for each quarter with the dates that LAs returned the following MIS returns:

- Stats 121 – Caseload information by tenure for those claimants with Housing Benefit/Council Tax Benefit (HB/CTB) also receiving income-based Jobseeker's Allowance (JSA(IB)), Income Support (IS) or the guarantee credit element of Pension Credit (PC(GC)).
- Stats 122 – Caseload information by tenure for those claimants with Housing Benefit/Council Tax Benefit (HB/CTB) not in receipt of income-based Jobseeker's Allowance (JSA(IB)), Income Support (IS) or the guarantee credit element of Pension Credit (PC(GC)).

- Stats 124 – Performance, administration and staffing information by tenure for those claimants with Housing Benefit/Council Tax Benefit (HB/CTB)

Notes: References to Housing Associations (HAs) includes all Registered Social Landlords (RSLs).

Pen Picture

This function provides an overview of the selected LA. It includes a selection of recent economic, social and HB/CTB data.

Detailed Picture

This function gives a selection of performance and caseload figures for a selected LA in the quarter selected.

Time Series

This function gives a selection of performance figures for any selected LA over any number of selected quarters.

National Picture

This function gives a selected performance figure for any number of selected LAs over any number of selected quarters.

Annual Totals

This function gives a selected performance figure for any number of selected LAs over any number of selected years.

National Totals

This function gives aggregate national figures for a range of performance figures over all quarters.

Self-Assessment

This function gives the figures returned by LAs for the 2005 Performance Standards.

LA Engagements

This function gives tables with records of all engagements with LAs, including Pilots and Social Research Projects, for any or all selected LAs.

PSF Applications

This function gives tables with records of all applications to the PSF, for any or all selected LAs.

Summary

The table below shows, at a glance the options available in each of the functions.

HoBOD Function	Select multiple LAs	Select multiple quarters	Select multiple variables
Data Returns	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Pen Picture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed Picture	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Time Series	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
National Picture	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Annual Totals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	<input type="checkbox"/>
National Totals	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Self Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LA Engagements	<input checked="" type="checkbox"/>	N/A	N/A

* For annual totals selection is by year, not by quarter

How to use the functions

How to make selections

To select an item click on it with the mouse. Where multiple selections are allowed hold down the Control key [Ctrl] until all the items of interest are selected; or use control, shift and the arrow keys or mouse to select multiple LAs consecutively.

Scroll up and down using the scroll bar on the right of the screen, or using the arrow keys.

How to investigate Data Returns

- Click on the box on the left hand side of the screen labelled 'LA Data returns'. This will bring up a new page labelled 'LA Data returns'.
- From the first selection box, select the Local Authority of interest (or all LAs if you want to compare results between LAs)
- From the second selection box, select the quarter you are interested in analysing. Dates given are quarter end dates (ie 30 June 2004 would refer to data relating to the period 01 April 2004 and 30 June 2004).
- Click the 'Next' button.
- The results will appear in a table on the screen. You can copy and paste from this, or by clicking the 'Download' button you can download the results into Excel. .

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▼ **HoBOD** **LA data returns**

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Selections	Choices
Select the Local Authority	<ul style="list-style-type: none"> All LAs Aberdeen Aberdeenshire Adur Allerdale Alnwick Amber Valley Angus Argyll and Bute Arun
Select the Quarters for the data returns	<ul style="list-style-type: none"> All Quarters 30 June 2004 30 September 2004 31 December 2004

Next

How to create a Pen Picture

- Click on the Box labelled 'Pen Picture'. This will bring up a new page labelled 'Pen Picture'.
- From the drop down box, select the name of the Local Authority you are interested in.
- Click on the 'Next' button and the results will be displayed on the screen.
- You can copy and paste from this, or by clicking the 'Download' button you can download the results into Excel.

How to create a Detailed Picture

- Click on the Box labelled 'Detailed Picture'. This will bring up a new page labelled 'Detailed Picture'.
- From the first drop down box, select the name of the Local Authority you are interested in.
- From the second drop down box, select the quarter you wish to view performance for.
- From the third drop down box, select any variables you wish to investigate.
- Click on the blue 'i' in the bottom right corner of the selection box for an explanation of the variable names.
- Click on the 'Next' button and the results will be displayed on the screen.
- You can copy and paste from this, or alternatively you can download the results in text delimited format by following the following guidance.

How to download your results

- Press the 'End' key on the keyboard to move to the bottom of the table, or use the scroll bars on the right hand side of the page.
- Click on the 'Download' button. A grey box will appear, offering you the choice to open the file or save it.
- Choose to open it.
- On the choice to open, Excel will open and display the results in the form of a spreadsheet, which you can amend and save in the usual manner.

How to create a Time Series

- Click on the Box labelled 'Time Series'. This will bring up a new page labelled 'Time Series'.
- From the first drop down box, select the name of the Local Authority you are interested in.
- From the second drop down box, select the quarters you wish to view performance for.
- From the third drop down box, select the variables you wish to investigate. You may view all variables, or you may select which variables you wish to include.
- Click on the blue 'i' for an explanation of the variable names.
- Click on the 'Next' button and the results will be displayed on the screen.
- You can copy and paste from this, or by clicking the 'Download' button you can download the results into Excel.

How to create a National Picture

- Click on the Box labelled 'National Picture'. This will bring up a new page labelled 'National Picture'.
- From the first drop down box, select the variable you wish to investigate.
- Click on the blue 'i' for an explanation of the variable names.
- From the second drop down box, select the quarters you wish to view performance for.

- From the third drop down box, select the name of the Local Authority you are interested in. You may view all LAs, one of nine selections based on country and type, or you may select which LAs you wish to include.
- Click on the 'Next' button and the results will be displayed on the screen.
- You can copy and paste from this, or by clicking the 'Download' button you can download the results into Excel.

How to create Annual Totals

- Click on the Box labelled 'Annual Totals'. This will bring up a new page labelled 'Annual Totals'.
- From the first drop down box, select the variable you wish to investigate.
- Click on the blue 'i' for an explanation of the variable names.
- From the second drop down box, select the years you wish to view performance for.
- From the third drop down box, select the name of the Local Authority you are interested in. You may view all LAs, one of nine selections based on country and type, or you may select which LAs you wish to include.
- Click on the 'Next' button and the results will be displayed on the screen.
- You can copy and paste from this, or by clicking the 'Download' button you can download the results into Excel.

How to investigate National Totals

- Click on the box labelled 'National Totals'. This will bring up a new page labelled 'National Totals'.
- From the first drop down box, select the variables you wish to investigate. You may view all variables, or you may select which variables you wish to include.
- From the second drop down box, select the quarters you wish to view performance for.
- Click on the 'Next' button and the results will be displayed on the screen.
- You can copy and paste from this, or by clicking the 'Download' button you can download the results into Excel. .

How to investigate Self-assessment

- Click on the box labelled 'Self-assessment'. This will bring up a new page labelled 'Self assessment'.
- From the first drop down box, select the name of the Local Authority you are interested in.
- From the third drop down box, select the variables you wish to investigate. You may view all variables, or you may select which variables you wish to include.
- Click on the 'Next' button and the results will be displayed on the screen.
- You can copy and paste from this, or by clicking the 'Download' button you can download the results into Excel

How to investigate LA Engagements

- Click on the grey box labelled 'DWP Engagements'. This will bring up a new page labelled 'DWP Engagements'.
- From the first drop down box, select the name of the Local Authority you are interested in. You may view all LAs, or you may select which LAs you wish to include.
- From the second drop down box, select the type of Engagement you are interested in. You may view all Engagements, or you may select which engagements you wish to include.
- Click on the 'Next' button and the results will be displayed on the screen.
- You can copy and paste from this, or by clicking the 'Download' button you can download the results into Excel.

How to investigate PSF Applications

- Click on the Box labelled 'PSF Applications'. This will bring up a new page labelled 'PSF Applications'.
- From the drop down box, select the name of the Local Authority you are interested in.
- If you wish to view applications for all LAs, use the separate selection option at the bottom of the screen.
- Click on the 'Next' button and the results will be displayed on the screen.
- You can copy and paste from this, or by clicking the 'Download' button you can download the results into Excel.