



[Claim Submission and Pre-Validation Checks](#)

Question 1. Do we need consent from families to submit a PbR Submission Form?

Answer 1. Consent from the family is not required; supplying this information is covered under the Public Task clause of GDPR as Think Family forms part of social care and Early Help provision.

Question 2. Do we need to complete all the Interventions listed on a Prepopulated form before submitting the form?

Answer 2. No, we will accept any number of submissions on either a Prepopulated form or Blank form. The latest Blank Form is available here:

https://www.birminghamchildrenstrust.co.uk/info/3/information_for_professionals/383/early_help_pa/ymnt_for_historic_family_outcomes

Question 3. Can we just submit a few PbR Submission Forms to see how it goes?

Answer 3. You could, but we would advise submitting as many PbR Submission Forms as early as you can, otherwise your submission may be unclaimable due to eg further needs arising, another service submitting a claim before you do, the family moving out of the Birmingham LA area.

Question 4. Do you need any supporting evidence?

Answer 4. At the point of submission, we only require the Multiple Submissions Form to be completed in full. This includes the work that was performed to resolve the need. Note we only require notes on work performed not copious

detail. Please refer to the Example submission form available here for examples: https://www.birminghamchildrenstrust.co.uk/info/3/information_for_professionals/383/early_help_pa/ymnt_for_historic_family_outcomes

If a claim is successful, it may be audited at which point we will supply the Audit Team with the notes that you supplied for the work performed. If the Audit Team requires further detail, we will contact you to ask for further evidence of your intervention.

Question 5. We use internal systems/ emails /handwritten notes can we still submit a PbR?

Answer 5. As long as there is written evidence that the family's needs have been identified and then addressed that is all we need.

Question 6. Can we submit for a family that lives, or moves, outside the Birmingham City Council Local Authority area?

Answer 6. Any submission for a family that lives outside, or moves outside, of the Birmingham City Council Local Authority area, will fail at the Validation step of the process. To check whether a specific postcode is in the Birmingham City Council area visit: <https://www.gov.uk/find-local-council> .

Question 7. We haven't closed the intervention with the family yet; can we submit a Multiple Submission form?

Answer 7. No, the case must be closed. A Closed Date for the intervention needs to be entered so we can make sure the family's needs have been met for at least 6 months since closure. Note: certain needs, e.g. Mental Health, Drug or alcohol addiction, Housing, are unlikely to be fully resolved. For these needs it is sufficient for the Need to be improved by managing the Need.

Question 8. What do you mean by all needs must be resolved? / How much work must have been done with the family to submit a PbR?

Answer 8. All needs must have been improved according to the professional leading the case, issues which do not have clear resolutions like mental health or parental capacity must have support in place to help with the need.

Question 9. We are still carrying out some supporting work with the child, can we submit a PbR?

Answer 9. If the professional is happy that the family's needs have improved for each need and that the current work is ongoing to sustain this improvement then you may submit a PbR, if all needs have not improved then you cannot.

Question 10. I'm unsure when the child's Attendance/Exclusions records will meet your criteria

Answer 10. We automatically check for Attendance/Exclusions criteria after every complete term. We use the data on Impulse if your school submits data to Birmingham City Council or if your school just submits data for the Government Census then attendance records will be two terms behind. You may be asked to provide us with data from your own systems which must include the number of Total Sessions and the number of Unauthorised Absences, or the number of sessions per absence code. The Attendance percentage is calculated based on the Timetable of the child at the time of measurement. Attendance or Exclusion issues must be resolved for at least a complete term, it will then be checked by BCT to see whether this meets the criteria for the programme.



- 90% or higher attendance over the last 3 complete terms, only counting Unauthorised Absences against attendance. The Attendance percentage is calculated based on the Timetable of the child at the time of measurement.
- 40% improvement in attendance over the last 3 complete terms vs the lowest attendance the child had at your school, where the current attendance is at least 50%.
- Primary Exclusions, no Permanent or Fixed Term Exclusions in the last 3 complete terms.
- Secondary Exclusions, no Permanent Exclusions or only 1 Fixed Term Exclusion in the last 3 complete terms.

Question 11. Can I only submit PbR Submission Forms on interventions carried out this year?

Answer 11. You can submit a PbR for any interventions where the intervention has closed within 2 years [please ensure that we have at 2 weeks to process any submissions], the child doesn't need to be at your school anymore, but they must live in the Birmingham Local Authority area, we will check for this in our pre-validation checks.

Question 12. Why would my PbR Validation Submission Form not be accepted?

Answer 12. PBR Validation Submission Forms will not be accepted in the following circumstances:

- If any of the text boxes are empty,
- If there is not at least 1 need in three different categories,

- If both boxes on the declaration are not marked Yes,
- If there is no signature, the signature can be typed.
- If the Submission Form is scanned or has handwriting instead of typed text.
- If the work was carried out by an organisation that is not a school or nursery and then there is no school or nursery listed.
- If there is insufficient information to identify the family (names/ date of births/ pupil ids)

Question 13. Can I submit if a family support worker/social worker was leading the plan?

Answer 13. In most cases no, your organisation or one you employ must be leading the case. But if it was a social worker who has been asked to monitor a child and your school has addressed three separate needs within the family then you may submit a PbR.

Question 14. What do you mean by all needs must be resolved? / How much work must have been done with the family to submit a PbR?

Answer 14. All needs must have been improved according to the professional leading the case, issues which do not have clear resolutions like mental health or parental capacity must have support in place to help with the need.

Question 15. We are still carrying out some supporting work with the child, can we submit a PbR?

Answer 15. If the professional is happy that the family's needs have improved for each need and that the current work is ongoing to sustain this

improvement then you may submit a PbR, if all needs have not improved then you cannot.

Question 16. We're offering residential support to a child; does that count as a need?

Answer 16. If this respite is to help with the parent/carer/child's emotional wellbeing then this would count as a health need.

Question 17. We signposted the family to some support that was delivered by another agency can we still submit a PbR?

Answer 17. Yes, as long as the professional leading the case judges that the need has improved by this support.

Question 18. Is there a deadline for submissions?

Answer 18. At present we are requesting that PbR Submission Forms should be submitted by no later than 28th February 2025.

Question 19. Our organisation has been commissioned by a school/ other agency to provide support, who is entitled to the PbR payment?

Answer 19. In most cases it will be the school/agency that commissioned your service that receives payment. They may choose whether to pass all or some of the payment to your organisation.

You will need to contact the appropriate Commissioning Service who will decide whether or not to pass on the payment.



Question 20. The pupil moved school, e.g. from Primary to Secondary, and the Intervention was completed when the pupil was in another school. Can the original school submit a PbR Validation Submission Form?

Answer 20. No, it is only the school where the intervention was closed that can submit a claim.

Excel Multiple Submission Form

Question 21. I've had a warning about Macros on the Multiple Submission Form, is it safe?

Answer 21. The Macros are there to provide checks before you email your PbR Form to us. It checks that you've entered all the information you need to and that this has been supplied in the correct format.

Question 22. I'm not sure how to complete the Excel Spreadsheet?

Answer 22. There is a Guidance tab on the spreadsheet, refer to that in the first instance. If you want to have a chat about how to complete the form please either contact your Early Help Coordinator or email tfdata@birminghamchildrenstrust.co.uk.

Question 23. We can't scan in a signature

Answer 23. The name in the signature field on the Validation Submission Form can be typed in.

Question 24. Do I need to complete and submit a Demographic Front Sheet?

Answer 24. No, you do not need to complete or submit a Demographic Front Sheet; we do not require this document.

Validation

Question 25. Why can my PbR submission not pass validation?

Answer 25. A PbR submission can fail for one, or more, of the following reasons:

- A successful claim has already been submitted for the family.
- The Family requires further intervention(s) due to the same or different needs.
- The family moves out of the Birmingham City Council area.

Internal BCT Audit

Question 26. Will my case be audited?

Answer 26. 10% of all successful PbR Submission Forms will be chosen at random to be audited (you may have more or less selected). We anticipate that the notes of work performed to improve the Need will be sufficient for the Audit Team, however if further evidence is required, we will contact you detailing the evidence required.

Question 27. My submission has been selected for Audit and further evidence is required, how long do I have to supply the evidence that is requested?

Answer 27. When your submission has been selected for Audit and further evidence is required, you will be contacted via email with a date for the evidence to be returned by. Please Note: if you do not return the evidence by the Date requested, then we will have to remove all of your PBR submissions from the submission pool until that evidence is supplied.

Payment

Question 28. When will we be paid?

Answer 28. Payment arrangements are currently being confirmed, but will be paid from Birmingham City Council for schools and nurseries. Payment is likely to be on a monthly basis and at least one month in arrears.

MISCELLANEOUS

Question 29. Can you keep up to date with how my PbR validation Submission Forms are doing?

Answer 29. Unfortunately, our team doesn't have the resources to update all schools on all their PbRs submissions. Your school will also be notified every month by the Education Safeguarding Team if any have been successful.

If you have any further questions please contact the Think Family Team by Email: tfdata@birminghamchildrenstrust.co.uk