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Updated information on the Reminder Checklist process

After the release of the MDC Checklist in October, and following feedback from you, we've made a number of improvements to the routine.

The latest sets of improvements made prior to the December Checklist run are as follows:-

- Changing submission method for Concurrent service within an LA

When concurrent service was submitted as two or more separate service lines and then changed to being submitted as a singular 0953 service line, the service prior to the change was being shown on the checklist as 'Missing Service'.

The same also applied when concurrent service was submitted as a singular 0953 service line and then changed to being submitted as two or more separate service lines.

This has now been amended so neither scenario will result in the service prior to the change being shown on the checklist.

- 'Missing Service' Note

To assist you in assessing why a member is being output on the checklist as missing service, it has been suggested that supplying you with the last recorded day of service for that employment will help.

We've therefore changed the 'Reason' note for all members who are identified as missing service to be "Missing Service - Last recorded date of service is dd/mm/yyyy"

- Missing withdrawal between LA schools

Following the first run of the routine, it was identified that the restriction to the number of members being output on the checklist file for the reason 'Potential missing withdrawal indicator (LA) at dd/mm/yyyy' was not working as intended.

We fixed this temporarily which stopped any member being output on the checklist file for this reason.

Permanent fixes have now been completed and the routine will start to output these members onto the checklist, but only when the potential missing withdrawal date is after 01/09/2018.

This will stop historic issues being output as we're aware that clarification on supplying a withdrawal indicator when a member moves between LA maintain schools has only recently been provided.

However, as this guidance has now been provided, your submissions after receiving this clarification should have contained a withdrawal indicator when required and the checklist routine will highlight any instances where this process has not been followed.

Unfortunately, we've been unable to implement the following improvement in time for the December Checklist run:-

- Moving from singular to Concurrent service within an LA

Currently, if a member moves from being in singular employment to concurrent employment (supplied as a 0953 service line) with the same LA, the singular employment was being output on the checklist as 'Potential missing withdrawal indicator (LA) at dd/mm/yyyy'.

This needs to be amended so the singular employment will not be output on the checklist.

This change will be put in place for the Checklist run in January 2019.

The above is the only improvement we've outstanding at this time. However, we're always looking for ideas to help us improve our processes. If you'd like to provide any feedback, then please [e-mail \(This link opens in a new window\)](#) us.

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