

nmds-scTM
national minimum
data set for social care



Updating Establishment Information

For Establishments with an NMDS-SC Number

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Version 1

T R I B A L

cwdc
Part of the Sector Skills Council,
Skills for Care and Development

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Introduction

This user guide will take you through the part of the system that holds information about your establishment. This is the information that you originally provided to Skills for Care (SfC) in the Organisational Questionnaire or during the establishment wizard you completed after registering on NMDS-SC Online.

See the Quick Start Guides under Resources for details of how to register or log into your NMDS-SC account. Once you are fully registered and logged in you will see a menu like the one on the right which you use to navigate to the different parts of the system.

In NMDS-SC Online your organisation details are kept in “My Establishment” and are grouped into 10 blocks of information.

home
news
about us
resources
research
my establishment
my workers
all establishments
bulk upload
users
reports
help
changes to the dataset
logout

1. Contact Details
2. Users at Establishment
3. Establishment Details
4. Other Information (e.g. parent/subsidiary links)
5. Registration Information (CQC and Ofsted)
6. Main and Other Services Provided
7. Types of Service User
8. Job Roles
9. Starters and Leavers
10. Leaver Reasons and Destinations.

This guide introduces each of these blocks in order, providing guidance in how to update and add information. Note that, in practice, it is not necessary for you to follow this order when updating your organisational information.

1. Contact Details

Updating Contact Details

Check that your details are correct.

If you need to make changes or add details for your establishment click the edit link

the hollies	
Contact Details	
NMDS-SC Id:	B102951
Establishment Address:	447 Norton Road Stockton-on-Tees TS20 2QQ View Map
Establishment Telephone Number:	01642 550407
Establishment Email:	the.hollies@ntlbusiness.com
Edit	

Making and Saving Changes

Throughout the NMDS-SC Online System information that is mandatory is marked with a red asterisk (*).

Although neither the telephone number nor the establishment email address is mandatory they do make it easier for us to get in touch with you.

NB: The contact information is only used by SfC to contact the establishment and is not seen or used by anyone else.

The email address entered on this screen is the establishment email and may be different from the email address registered by individual users.

Edit Contact Details

Establishment Name:*
 ?
The name of the business or organisation at the workplace address

Establishment Address:*
 ?

Town:*

Postcode:*

Establishment Telephone Number:
 ?

Establishment Email:
 ?
An accurate email address for the establishment

Mandatory Field
[Return](#)
[Save](#)

Whenever you make changes or additions

please remember to click save in the bottom right hand corner of the screen. Click return to go back to the main “My Establishment” page.

2. Users at Establishment

Updating User Details

Check that your details are correct.

Users at Establishment	
Julie Greogan (Registered Manager), Jackie Lamb (deputy manager)	Edit

If you need to make changes or add other users for your establishment click the edit button.

Each establishment can have 3 users that can edit information and 3 users that can view reports only.

Adding a User

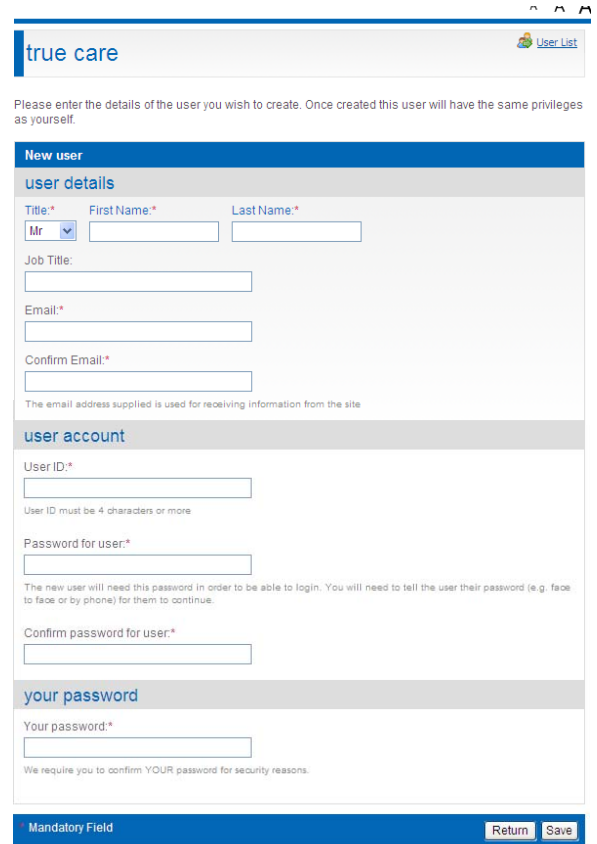
Enter the details for the user including their name, job title, email address, user ID and temporary password.

The password must contain at least one letter and one number.

Complete the page by entering your own password for validation and click on save to add the user.

You will see a message saying “Record Saved Successfully” and an email will be sent to the new user who will need to contact you for their temporary password.

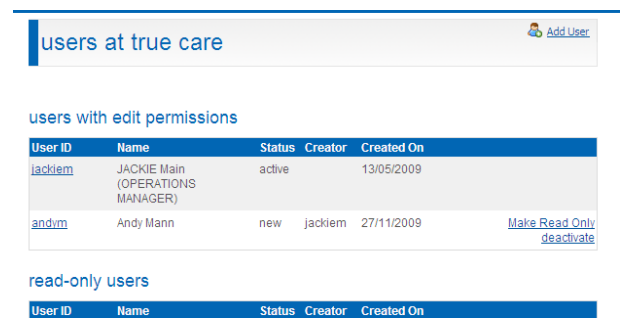
NB: Each establishment can have 3 edit users and 3 view only users.



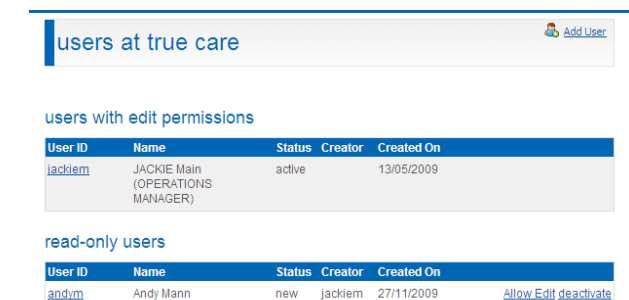
Edit Rights or View Only Rights

By Default the new user is put in the edit rights category, if you choose to give the user view only rights you have to change this by clicking the link “Make read only”.

You can change this to edit rights at any time by clicking the “Allow edit” link.



User ID	Name	Status	Creator	Created On	
jackiem	JACKIE Main (OPERATIONS MANAGER)	active		13/05/2009	
andym	Andy Mann	new	jackiem	27/11/2009	Make Read Only deactivate



User ID	Name	Status	Creator	Created On	
jackiem	JACKIE Main (OPERATIONS MANAGER)	active		13/05/2009	
andym	Andy Mann	new	jackiem	27/11/2009	Allow Edit deactivate

3. Establishment Details

Updating the Establishment Details

Please ensure that the information held in this part is correct. It is vital to our analysis that your Establishment Type is correct as this determines the comparator groups used in the reports.

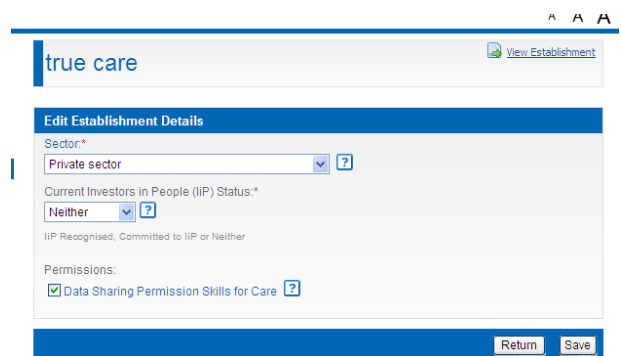
Establishment Details	
Type:	Private sector
Current Investors in People (IIP) Status:	Recognised
Data Sharing Permission Skills for Care:	Yes
Edit	

Giving SfC permission to share your data will enable your Regional Office to provide help and assistance where necessary.

Making and Saving Changes

Use the edit button to change any of the information in this section and click save.

For further guidance on which “Sector” to select or the sharing permissions, click the ? or refer to the Help sections within NMDS-SC



The screenshot shows the 'Edit Establishment Details' form for an establishment named 'true care'. The form includes the following fields:

- Sector:** A dropdown menu currently set to 'Private sector'.
- Current Investors in People (IIP) Status:** A dropdown menu currently set to 'Neither'.
- Permissions:** A checkbox labeled 'Data Sharing Permission Skills for Care' which is checked.

At the bottom of the form, there are 'Return' and 'Save' buttons.

4. Other Information Section

Updating Other Information

In this section you will see that it provides you with the last time your data was updated. It also provides the relevant Council with Social Services Responsibilities (CSSR) and Government Region, these are determined by the postcode provided for this establishment. These cannot be edited but if you feel they are incorrect please check the establishment postcode. If you require any assistance with this part please contact the Helpdesk.

Other information	
Last Updated:	29/09/2009
CSSR:	Stockton-on-Tees
Gov Region:	North East
Is a Parent:	No Edit
Is subsidiary of:	N/A Edit
Is a Bulk Upload User:	No Edit

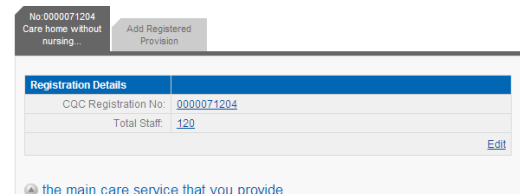
Each establishment can also apply for Parent Status, Subsidiary Status and Bulk Upload Tool Approval within this section.

To apply for any of the above please click the relevant edit button. For further guidance on Parent/Subsidiary or Bulk Upload please refer to the relevant user guides located in the Resources section.

5. Registered Services

Overview

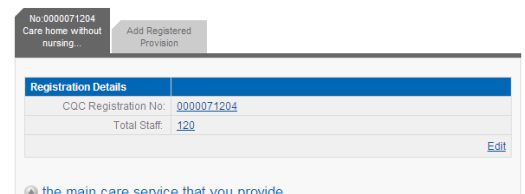
If your establishment is registered with CQC your registration number will appear here. If you have more than one registered provision at this address you will see two tabs stating the registration number and the main service. Selecting a tab will display the information for that provision.



In this section it will also tell you the total staff numbers which is obtained from the Job Roles section this cannot be changed. If this figure is incorrect please edit the Job Roles section as described below.

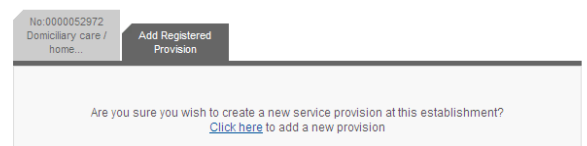
Registration Details

If, for example your establishment has become registered since first completing NMDS-SC and you now need to enter the CQC information, you can edit the registration details and add the CQC number.



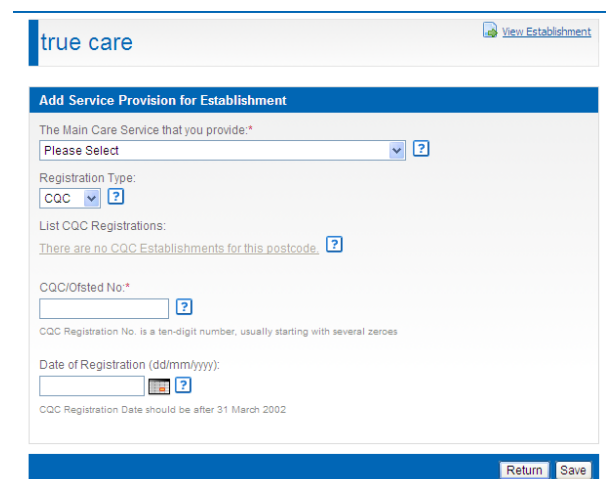
Adding a Registered Provision

You can add additional Registered Provisions in this section by clicking the tab “Add Registered Provision”



You will be asked to confirm that you wish to create a new registered provision.

From the dropdown list select the Main Service that is provided at this registered provision, select registration type, if you are a CQC Registered Provision you can click the link to find your registration number. This link will give you a drop down list of all CQC numbers that exist for this particular postcode. Select the correct one and it will automatically complete the registration date for you. If this number is already in use within NMDS-SC when you select it the system will give you an error message. If you are certain you have



selected the correct CQC number please contact the Helpdesk for further assistance.

All the above fields can be entered manually instead of using the links.

Remember to click save when you have finished and return to go to the main “My Establishment” page.

6. Services Provided

Main and Other Services Provided

The main and other services provided relates to the registered provision tab. i.e. if you have more than one registered provision at this address you can select which tab you would like to update information for. Once the correct provision is selected click the edit buttons to update either Main or Other Services. This will take you to the edit screens below.



the main care service that you provide			
Service Type		Total Capacity	Current Uptake
Adult domiciliary	Domiciliary care / home care	0 hours	120 service users
Edit			

other services provided			
Service Type		Total Capacity	Current Uptake
Adult domiciliary	Domestic services and home help	0 hours	0 service users
Adult community care	Carers support	N/A	N/A
Edit			

Updating Services Provided

In the Main Service provided edit screen you can change the main service provided at this establishment if you feel it is incorrect, you can also update the total capacity and current uptake for the main provision.

To add/amend the other services provided either click the edit button next to the service you would like to amend. To add a new service select the service from the drop down list and enter capacity and uptake where relevant, click the add button.



true care [View Establishment](#)

Please supply details of the main service you provide. In addition provide us with details of the other services you offer, their total capacity and current uptake.

the main care service that you provide

Service Type		Total Capacity	Current Uptake
Adult domiciliary	Domiciliary care / home care	0 hours	120 service users
Edit			

other services provided

Service Type		Total Capacity	Current Uptake
Adult domiciliary	Domestic services and home help	0 hours	0 service users
Adult community care	Carers support	N/A	N/A
Edit Delete			

-- Please Select -- [Add](#)

Mandatory Field [Return](#)

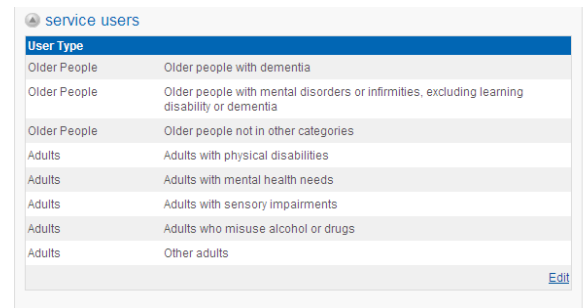
NB Do not add registered provision in this section, they must be added via the tabs on the main screen as mentioned under Registered Services.

You can also delete services that are no long applicable within this section.

7. Service Users

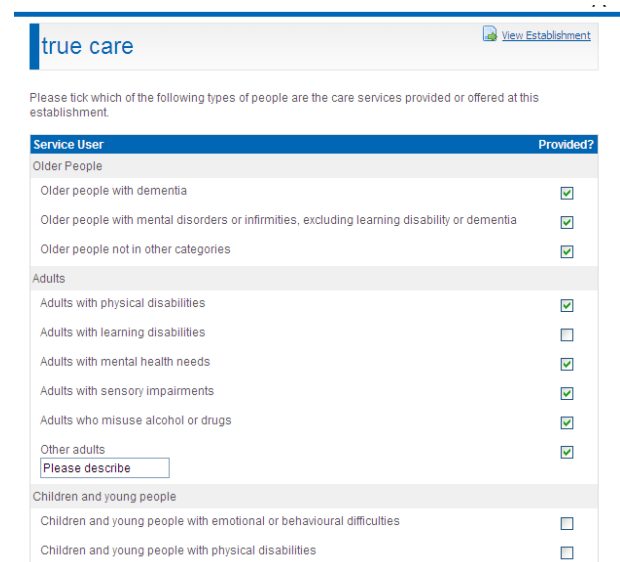
Adding and removing Service User Types

Click on the edit link to add/remove service users from this provision.



service users	
User Type	
Older People	Older people with dementia
Older People	Older people with mental disorders or infirmities, excluding learning disability or dementia
Older People	Older people not in other categories
Adults	Adults with physical disabilities
Adults	Adults with mental health needs
Adults	Adults with sensory impairments
Adults	Adults who misuse alcohol or drugs
Adults	Other adults

To add a user simply click in the relevant box, this will add a tick. To remove a user click in the relevant box, this will remove the tick. You can add as many service users as are applicable to your provision.



View Establishment

Please tick which of the following types of people are the care services provided or offered at this establishment.

Service User	Provided?
Older People	
Older people with dementia	<input checked="" type="checkbox"/>
Older people with mental disorders or infirmities, excluding learning disability or dementia	<input checked="" type="checkbox"/>
Older people not in other categories	<input checked="" type="checkbox"/>
Adults	
Adults with physical disabilities	<input checked="" type="checkbox"/>
Adults with learning disabilities	<input type="checkbox"/>
Adults with mental health needs	<input checked="" type="checkbox"/>
Adults with sensory impairments	<input checked="" type="checkbox"/>
Adults who misuse alcohol or drugs	<input checked="" type="checkbox"/>
Other adults	<input checked="" type="checkbox"/>
<input type="text" value="Please describe"/>	<input checked="" type="checkbox"/>
Children and young people	
Children and young people with emotional or behavioural difficulties	<input type="checkbox"/>
Children and young people with physical disabilities	<input type="checkbox"/>

8. Job Roles

Updating Job Roles

This block displays the number of staff per job role. If this number has changed since you last updated/completed NMDs-SC you can click on the edit button to update/remove/add any of the relevant job roles for your establishment.

To change the number of staff, type a number in the correct box for each job role category. To remove a job role simply click the delete button alongside the relevant job role or to add a new job role select from the drop down list, input the numbers in the boxes and click add.

job roles

	Permanent	Temp	Pool	Agency	Students	Voluntary	Others
Registered Manager	1	0	0	0	0	0	0
Supervisor	1	0	0	0	0	0	0
Senior Care Worker	6	0	0	0	0	0	0
Care Worker	1	0	1	0	0	0	0
Ancillary staff not care-providing	3	0	0	0	0	0	0
Total	12	0	1	0	0	0	0

* Within the last 12 months [Edit](#)

the hollies [View Establishment](#)

Please supply the numbers of staff by job role using the form below.

	Permanent	Temp	Pool	Agency	Students	Voluntary	Others	
Registered Manager	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Delete
Supervisor	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Delete
Senior Care Worker	<input type="text" value="6"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Delete
Care Worker	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Delete
Ancillary staff not care-providing	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Delete
Senior Management	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

9. Starters, Leavers and Vacancies

This block displays the starters, leavers and vacancy information for your staff per job role, within the last 12 months. Click the edit button if any of this information needs updating.

Updating Starters, Leavers and Vacancies

To change any of the numbers in this section click the required box and type the new number in. If any of these job titles are not required simply click delete to remove them. If you do need to add another job title to this section you can do so by selecting the relevant one, typing the required numbers in the boxes and click add.

When you have completed this section click save. To return to your main “my establishment” page click return.

starters, leavers & vacancies

	* Starters	* Leavers	* Vacancies
Registered Manager	0	0	0
Supervisor	0	0	0
Senior Care Worker	0	0	0
Care Worker	0	0	0
Ancillary staff not care-providing	0	0	0
Total	0	0	0

* Within the last 12 months [Edit](#)

	* Starters	* Leavers	* Vacancies	
Registered Manager	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Delete
Supervisor	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Delete
Senior Care Worker	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Delete
Care Worker	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Delete
Ancillary staff not care-providing	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Delete
Senior Management	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

* Within the last 12 months

Mandatory Field [Return](#) [Save](#)

10. Leaver Reasons and Destinations

When you completed the NMDs-SC you provided the numbers of employees who had left in the past year, their reasons for leaving and their destination after leaving.

You can update these numbers online to reflect the last 12 months.



reason for leaving	
Reason	Count
Transferred to another employer	3
Edit	

destination after leaving	
Destination	Count
Health sector	2
Retail sector	1
Edit	

Updating Reasons for Leaving

To update the number of reasons or change the reasons select the relevant box and enter the correct number.

If the reason is not provided you can use the “other” category and provide an explanation of what this is in the box provided.

If you do not know why the left tick “Reason not known”

Finally click save and click return.

edit leaver reasons

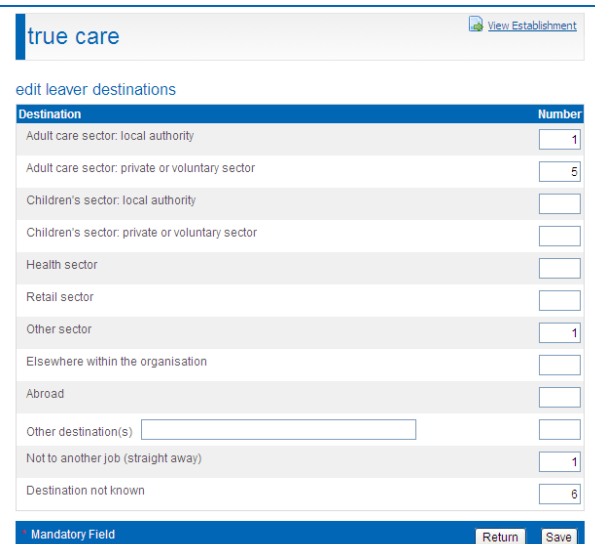
Reason	Number
Pay	<input type="text"/>
Conditions of employment	<input type="text"/>
Nature of the work	<input type="text"/>
Competition from other employees	<input type="text"/>
Transferred to another employer	<input type="text" value="5"/>
Career development	<input type="text" value="5"/>
Personal reasons	<input type="text" value="1"/>
Resignation for other or undisclosed reasons	<input type="text" value="1"/>
Retirement	<input type="text" value="1"/>
Death	<input type="text"/>
Dismissal	<input type="text"/>
Redundancy	<input type="text"/>
End of contract term	<input type="text"/>
Other reason(s) <input type="text"/>	<input type="text"/>
Reason not known	<input type="text" value="1"/>

Mandatory Field [Return](#) [Save](#)

Updating Destination After Leaving

This is done exactly the same way as above.

Please ensure that the count of destinations equals the count of leavers.



View Establishment

edit leaver destinations

Destination	Number
Adult care sector: local authority	<input type="text" value="1"/>
Adult care sector: private or voluntary sector	<input type="text" value="5"/>
Children's sector: local authority	<input type="text"/>
Children's sector: private or voluntary sector	<input type="text"/>
Health sector	<input type="text"/>
Retail sector	<input type="text"/>
Other sector	<input type="text" value="1"/>
Elsewhere within the organisation	<input type="text"/>
Abroad	<input type="text"/>
Other destination(s) <input type="text"/>	<input type="text"/>
Not to another job (straight away)	<input type="text" value="1"/>
Destination not known	<input type="text" value="6"/>

Mandatory Field [Return](#) [Save](#)