

nmds-scTM
national minimum
data set for social care



Bulk Upload Tool Technical Specification

November 2009
Version 3.1

T R I B A L

cnvdc
Part of the Sector Skills Council,
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Document History

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1. Purpose of Document

NMDS-SC Online is the Web-based tool for gathering and reporting on the National Minimum Data Set for Social Care.

This document describes the proposed file upload facilities available to care-providing organisations which allow them to add, amend and delete records in NMDS-SC Online, and file download facilities which allow them to retrieve data by downloading files.

It provides an overview of the data structure in the NMDS-SC, and the ways in which data can be presented to the system.

It contains a specification for the structure and content of the files that can be uploaded and downloaded. It also provides a Q&A for typical questions.

This document does not replace the guidance contained in the online help within NMDS-SC Online, and should be read in conjunction with that guidance.

For further information please contact the NMDS-SC Helpdesk (available 08.30-17.30 Monday-Friday) via:

Tel. 0845 8730129 (local call charges apply)

E-mail: nmds-sc-support@nmds-sc-online.org.uk

Web: <https://www.nmds-sc-online.org.uk/contactus/>

2. Overview

2.1 NMDS-SC Online Bulk Upload and Download Facilities

NMDS-SC Online is a Web portal which enables care providers to supply and maintain details in their National Minimum Data Set for Social Care (NMDS-SC) profile. Providers can also access a range of reports. For example the Establishment Profile report compares the provider with similar providers across the region.

Organisation and Worker data can be maintained through easy-to-use screens. However, if your organisation has a large number of workers, or is made up of multiple establishments, providing this data manually via data entry screens can become onerous.

Therefore NMDS-SC Online also offers an Upload facility. This allows a logged in user to provide data by uploading a local file (on the user's computer or network) and applying that data to update the provider's current profile. The file is checked on upload to make sure that its contents can be recognised. The data is subsequently loaded into the database; any further issues with the data which are identified at this point will be flagged up.

Data can also be downloaded from the system in the same format; in fact the downloaded file could be updated locally and uploaded again if appropriate.

2.2 NMDS-SC Profile Structure

The data model of the NMDS-SC is at two main levels – Organisation and Worker. The fundamental unit of data collection is the 'establishment', and individual worker records are linked to the appropriate establishment.

The NMDS-SC definition of an establishment is *“The operation at this single location, even if it comprises more than one building.”* A single organised or managed operation or activity (or set of activities) is one of the key defining aspects of an establishment.

Usually an establishment is a business operating at a particular address, with a particular group of workers, to provide one or more related services. For CQC-registered operations the establishment is the inspected unit, in which the Registered Manager is required to achieve specified levels of staff training and development.

However, for single large organisations such as local authorities, the concept of the establishment applies to individually-managed units such as area teams. For the purposes of the NMDS-SC, 'teams' should be treated as individual establishments. Under certain circumstances, other large employers can also use this approach, e.g. if they have several separately-managed operations under one roof.

You can contact SfC for more advice about how to define establishments for your organisation.

One or more establishments can be related to a **parent establishment** within the same organisation or company. The parent could for example be a local authority's central operations or the head office of a large national organisation. In this case the 'child' establishments are referred to in NMDS-SC Online as 'subsidiaries' (irrespective of whether that is their real legal status). Depending on the relationship between the parent and its subsidiaries, the parent may be authorised to maintain the data of its subsidiaries, including use of the Upload facility.

An establishment which is stand-alone or is a subsidiary can only use the Upload facility to maintain its own organisation and worker data. An establishment which is a parent can, if authorised by Skills for Care, use the Upload facility to create, maintain and delete subsidiary establishment records and their organisational data, as well as their worker data.

Organisational data includes basic details plus:

- The type of organisation (statutory, voluntary, health)
- Services offered by the organisation
- People who receive services
- The make-up of the organisation's total workforce.
- Information on vacancies and workers who have left in the past 12 months.

Individual worker data includes limited basic and demographic details plus:

- The worker's job roles and status
- Pay and hours
- Working arrangements
- Qualifications held and being worked towards

2.3 Multiple Provisions

Some establishments may be registered with CQC to provide more than one service, for example providing both a care home and a domiciliary care service or some other combination of registered services, all managed as one operation, i.e. at the same establishment.

In such cases it is necessary for most of the organisation data to be recorded separately for each CQC-registered service (as required by CQC). NMDS-SC Online allows this by treating each registered service as a separate provision, within the same establishment. Note that provisions can only be for CQC-registered services provided by the same establishment.

NMDS-SC Online allows a single establishment to record multiple provisions. If an establishment needs to record multiple provisions against one NMDS-SC profile, a user of the Upload facility must identify to which provision a set of data applies via the LOCALPROVID field. If you are not using multiple provisions, the LOCALPROVID field should be left blank.

Where an establishment has multiple provisions, the Organisation fields listed below are still stored at establishment level and any organisation record that offers them will affect the establishment data i.e. the establishment value will be that provided by the latest Organisation record, regardless of the provision it applies to¹:

Establishment name

¹ This means that at establishments with multiple provisions there will be some duplication in the organisation data due to the denormalised 'flat' nature of the file format.

- Establishment address first line
- Establishment address
- Establishment address
- Establishment postal town
- Establishment post code
- Establishment email
- Establishment phone
- Establishment type
- Establishment 'other' type description
- Establishment Investors in People status
- Establishment permission to provide data to CQC
- Establishment permission to provide data to Sfc field staff

All other fields apply only to the provision indicated in LOCALPROVID.

Where an establishment has multiple provisions, the Worker fields listed below are the *only* ones held at provision level. The rest are at establishment level and any worker record that offers them will affect the establishment-level data. If the worker works in multiple provisions, a full worker record is required for each, but only the following fields will be held separately².

- Main job role
- Main job role SSD001 code
- Main job role description (where appropriate)
- Contracted hours
- Additional hours
- Hourly rate (where paid hourly)

Separate guidance is available on how to record staff who work in multiple provisions.

² For establishments with multiple provisions there will be some duplication in the worker data due to the denormalised 'flat' nature of the file format.

3. Common Data Structures

3.1 File and Record Format

Files are in CSV (comma-separated variable) format. Each file must contain records of the same record type and with the same set of fields, using comma separation. The header (first) row must contain field names to indicate in which order the fields have been provided. Where a field is optional and the record has no value, indicate this by two commas (i.e. **Field1,,Field3**), or in a multi-valued field, two semi-colons (**Option1;;Option3**). This will set the field for that record to blank or default in the database.

Any field may optionally be bounded by double quotes ("). Where the field contains a comma it **MUST** be bounded by double quotes. An actual double quote within a string should be repeated to escape it. Date should be presented as dd/mm/yyyy. Examples:

Text: ,"E", ,02, ,"0000012345", "she said ""hello""", "abc,def",

Numbers: ,1, ,25, ,"5.75", ,0.5, ,3.0,

Dates: ,20/10/2007, ,"01/02/2008",

In order to reduce the size of the data file bounding quotes should not be used on numeric and date fields and text fields should not be padded.

3.2 Common Data Codes

For more detailed definitions of these codes, please see the appropriate NMDS-SC guidance documentation. Other codes are described against the specific fields.

Service Type - Used as a value in MAINSTID and SERVICETYPES:

Adult residential	27 - Sessional day care e.g. play group or preschool
01 - Care home with nursing provision	28 - Out of school club
02 - Care home without nursing provision or care only	29 - Holiday club
03 - Adult placement home	30 - Crèche
04 - Sheltered housing	31 - Childminder
05 - Other adult residential care service	32 - Other children's day care services
Adult day	Children's domiciliary
06 - Day care and day services	33 - Any children's domiciliary care service
07 - Other adult day care services	Children's community care
Adult domiciliary	34 - Fostering or adoption service or agency
08 - Domiciliary care or home care	35 - Child protection
09 - Home nursing care	36 - Family centre
10 - Domestic services and home help	37 - Social work and care management
11 - Meals on wheels	38 - Family support
12 - Other adult domiciliary care service	39 - Information and advice services

<p>Adult community care</p> <p>13 - Carers support</p> <p>14 - Short breaks or respite care</p> <p>15 - Community support and outreach</p> <p>16 - Social work and care management</p> <p>17 - Adult placement service</p> <p>18 - Disability adaptations or assistive technology services</p> <p>19 - Occupational or employment-related services</p> <p>20 - Information and advice services</p> <p>21 - Other adult community care service</p> <p>Children's residential</p> <p>22 - Care home or hostel</p> <p>23 - Family centre (residential)</p> <p>24 - Residential school</p> <p>25 - Other children's residential care service</p> <p>Children's day care</p> <p>26 - Full day care, e.g. day nursery</p>	<p>40 - Mental health</p> <p>41 - Other children's community care service</p> <p>Healthcare NHS</p> <p>42 - NHS Primary Care Trust</p> <p>43 - Social Care NHS Trust</p> <p>44 - Mental Health NHS Trust</p> <p>45 - Other NHS Trust or NHS Foundation Trust</p> <p>46 - Any other part of NHS Hospital & Community Health Services (HCHS)</p> <p>47 - Any other part of the NHS</p> <p>Healthcare Independent</p> <p>48 - Independent acute or mental health hospital</p> <p>49 - Independent hospice</p> <p>50 - Independent out-patient service, day service, clinic</p> <p>51 - Other independent healthcare setting</p> <p>Other</p> <p>52 - Any other Services</p>
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User Type - Used as a value in USERTYPES:

<p>Older people</p> <p>01 - Older people with dementia</p> <p>02 - Older people with mental disorders or infirmities, excluding learning disability or dementia</p> <p>03 - Older people not in above categories</p> <p>Adults</p> <p>04 - Adults with physical disabilities</p> <p>05 - Adults with learning disabilities</p> <p>06 - Adults with mental health needs</p> <p>07 - Adults with sensory impairments</p> <p>08 - Adults who misuse alcohol/drugs</p> <p>09 - Other adults</p> <p>Children and young people</p> <p>10 - Children and young people with emotional or behavioural difficulties</p> <p>11 - Children and young people with physical</p>	<p>12 - Children and young people with learning disabilities</p> <p>13 - Children and young people with mental health needs</p> <p>14 - Children and young people with sensory impairments</p> <p>15 - Children and young people who misuse alcohol/drugs</p> <p>16 - Other children and young people</p> <p>Families</p> <p>17 - Families</p> <p>Carers</p> <p>18 - Carers of older people</p> <p>19 - Carers of adults</p> <p>20 - Carers of children and young people</p> <p>Other</p> <p>21 - Other service users</p>
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disabilities	
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Leaver Reason - Used as a value in REASONS:

01 - Pay	09 - Retirement
02 - Conditions of employment	10 - Death
03 - Nature of the work	11 - Dismissal
04 - Competition from other employers	12 - Redundancy
05 - Transferred to another employer	13 - End of contract term
06 - Career development	14 - Other reasons
07 - Personal reasons	15 - Reason not known
08 - Resignation for other or undisclosed reasons	

Leaver Destination - Used as a value in DESTINATIONS:

01 - Adult care sector local authority	07 - Other sector
02 - Adult care sector private or voluntary	08 - Elsewhere within the organisation
03 - Children's sector local authority	09 - Abroad
04 - Children's sector private or voluntary	10 - Other destinations
05 - Health sector	11 - Not to another job immediately
06 - Retail sector	12 - Destination not known

Job Role - Used as a value in JOBROLES and MAINJRID:

01 - Senior Management	16 - Registered Nurse
02 - Middle Management	17 - Allied Health Professional (not Occupational Therapist)
03 - First Line Manager	18 - Nursery Nurse
04 - Registered Manager	19 - Childcare Worker or Childcare Assistant
05 - Supervisor	20 - Teacher (qualified)
06 - Social Worker	21 - Educational Assistant
07 - Senior Care Worker	22 - Technician
08 - Care Worker	23 - Other job roles directly involved in providing care
09 - Community, Support and Outreach Work	24 - Managers and staff care-related but not care-providing
10 - Employment Support	25 - Administrative / office staff not care-providing
11 - Advice, Guidance and Advocacy	26 - Ancillary staff not care-providing
12 - Educational Support	27 - Other job roles not directly involved in
13 - Youth Offending Support	
14 - Counsellor	

15 - Occupational Therapist	providing care
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Arrangement – Used as a value in ARRANGEMENTS:

01 - Flexi-time	07 - Nine-day fortnight
02 - Annualised hours contract	08 - Four-and-a-half day week
03 - Term time working	09 - Zero hours contract
04 - Vacation working	10 - Some other arrangement
05 - Home working	11 - Not known if any of the above apply
06 - Job sharing	12 - None of the above

Qualification – Used as a value in QUALIFICATIONS:

01 - Health and Social Care NVQ level 2	20 - Advanced Award in Social Work (AASW)
02 - Health and Social Care NVQ level 3	21 - Child Care Award (CCA)
03 - Health and Social Care NVQ level 4	22 - Mental Health Social Work Award (MHSWA)
04 - Care NVQ level 2	23 - Practice Teacher Award (PTA)
05 - Care NVQ level 3	24 - Introduction to Practice Teaching ('5 day') Award
06 - Care NVQ level 4	25 - Mentor Award
07 - Caring for Children & Young People (CYPA) NVQ level 3	26 - Other Post-Qualifying Social Work Award
08 - Any Learning Disabled Awards Framework (LDAF) award	27 - Any professional Occupational Therapy qualification
09 - Other health and care-related NVQ(s)	28 - Any Registered Nursing qualification
10 - Registered Manager's (Adults) NVQ level 4	29 - Any nursery nursing qualification
11 - Registered Manager's (Children's) NVQ level 4	30 - Any childcare, preschool or playwork qualification
12 - Other management award(s)	31 - Any teaching qualification
13 - A1, A2 or other Assessor NVQ	32 - Any qualification in assessment of work-based learning other than social work
14 - V1 or other Internal Verifier NVQ	33 - Any other relevant professional qualification
15 - L20 or other Mentoring NVQ	34 - A Basic Skills qualification at Entry Level
16 - Social Work degree (UK)	35 - A Basic Skills qualification at level 1
17 - Social Work diploma or other approved UK or non-UK social work qualification	36 - A Basic Skills qualification at level 2
18 - Combined Nursing & Social Work degree	37 - Any other qualification relevant to social care
19 - Post-Qualifying Award in Social Work (PQSW) Part 1	38 - Any other qualification relevant to the job role

3.3 Data Validation

Data validation rules are included in the Data Content column against each data item in Section 4.

The word 'must' implies that the whole record will be rejected if the validation fails. The word 'ignored' implies that the field will be treated as a blank, even if data is provided. This could result in a default value being applied, or the database fields being set to blank, in either case overriding any data previously stored there.

For any field with a specific set of codes, if the description says it 'must' be one of these codes, a bad code or no data will result in rejection of the whole upload file, but otherwise a bad code will be treated as a blank i.e. it will be ignored.

To aid troubleshooting the Bulk Upload Tool will produce a report which includes all errors and warnings from that were found during the validation process.

The online system issues warnings but still allows data to be saved with unusual, possibly erroneous, combinations of establishment type, service types and user types at organization level. The Upload system will also allow such combinations, and it is the responsibility of the user to avoid improbable combinations, for example mixing adult and children's residential care, or NHS and independent health services. The Upload system may not issue warnings in these cases.

3.4 File Contents

The user submitting Upload data must provide an Organisation File and may additionally provide a Worker File. Each should represent a complete snapshot of the relevant data. The Upload system will deduce which records to create, update or delete in NMDS-SC Online to bring its records in line with the latest files (see 4.1 Organisation File below for the exact details of how this is done).

An establishment cannot delete itself by accidentally failing to submit its own organisation record, but subsidiary establishments or individual provisions in a multi-provision establishment can be deleted. Such deletion will also delete all related worker records.

The precise scope of the data managed in this way by a parent establishment will be dependent on its permissions over the subsidiaries' data.

Note: In the NMDS-SC online application at any given time either a parent is responsible for updating the data of a subsidiary or the subsidiary is responsible for updating its own data. A parent and a subsidiary cannot both be responsible for updating the subsidiary's data at the same time.

4. File Structures

4.1 Organisation File

An Organisation Upload record can be used to create or update the organisation data of an establishment (or provision). Where an establishment (or provision) is within the scope of an upload but the record is omitted, deletion will be assumed.

When data is uploaded the NMDS-SC online system needs to be able to decide whether it is being told about new or existing establishments. For each record in the organisation file the NMDS-SC online system will look at the LOCALESTID field and try to find a record with this field value in the NMDS-SC database³. If a matching LOCALESTID is found in the NMDS-SC database then the NMDS-SC online system knows it is dealing with an existing establishment. If there is no match then a new establishment will be created. The LOCALESTID must be the same every time an upload is performed – i.e. it must permanently identify an establishment. For establishments with more than one provision the LOCALPROVID uniquely identifies a provision within the upload files. The LOCALPROVID does not need to be a permanent identifier.

Establishments and subsidiaries which are already registered with the NMDS-SC online system will need to tell the system what the LOCALESTID values of the existing establishments are. A screen in the NMDS-SC online system will allow users to provide this information prior to upload.

Mandatory fields must be present. 'Needed for...' fields are not mandatory but will be required if NMDS-SC data is used to service other purposes.

The individual fields are:

Field Name	Meaning	Data Content	Mandatory
LOCALESTID	Local establishment identifier	String of up to 50 characters	Mandatory
LOCALPROVID	Local provision identifier	String of up to 50 characters Set to blank unless a multi-CQC-provision establishment.	Mandatory (can be blank)
ESTNAME	Establishment name	String of up to 120 characters	Mandatory
ADDRESS1	Establishment address first line	String of up to 40 characters	Mandatory
ADDRESS2	Establishment address	String of up to 40 characters	

³ Only the establishment performing the upload and its subsidiaries will be checked.

Field Name	Meaning	Data Content	Mandatory
ADDRESS3	Establishment address	String of up to 40 characters	
POSTTOWN	Establishment postal town	String of up to 40 characters - calculated from postcode using PAF if missing	
POSTCODE	Establishment post code	String of up to 10 characters. If not found in PAF the establishment will need to have location manually corrected A change of postcode may result in a change of local authority or region.	Mandatory
EMAIL	Establishment email	String of up to 240 characters	
PHONE	Establishment phone	String of up to 50 characters	
ESTTYPE	Establishment Type	One of the following: 1 - LA adult 2 - LA children 3 - LA other 4 - LA Owned 5 - Health 6 - Private 7 - Voluntary 8 - Other	Mandatory
OTHERTYPE	Establishment 'other' type description	String of up to 120 characters Ignored if ESTTYPE not 8	
IIPSTATUS	Establishment Investors in People status	One of 1 - Recognised, 2 - Committed 3 - Neither	
PERMSFC	Establishment permission to provide data to SfC field staff	One of: 0 - No, 1 - Yes	Mandatory
REGTYPE	Registration type	One of: 0 - None, 1 – Ofsted, 2 - CQC	Mandatory

Field Name	Meaning	Data Content	Mandatory
REGNUM	CQC registration number	If present must be a string of 10 digits beginning '0000.....' Must be unique across system	Mandatory if REGTYPE is 2
REGDATE	CQC registration date	Date string of format 'dd/mm/yyyy' Must not be in the future Reset to 01/04/2002 if dated earlier	
MAINSTID	Main service type	Must be a service type value - see Data Codes section (page 8) e.g. 01 - Care home with nursing provision	Mandatory
SERVICETYPES For nn see Data Codes Service Types section (page 8)	Service Types Semi-colon delimited list	If MAINSTID is nn, it will still be assumed even if not included in these lists e.g. 01;03;52	
STCAPACITY	Service Type Capacities Semi-colon delimited list – order must match SERVICETYPES	Number of up to 9 digits Different units according to service type Maximum for type 03 is 4 Ignored (should be left blank) for service types 13, 14, 15, 16, 18, 19, 20, 21, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52	
STUTILISATION	Service Type Utilisation Semi-colon delimited list– order must match SERVICETYPES	Number of up to 9 digits Different units according to service type Ignored if greater than capacity for service types 01, 02, 05, 17 if capacity is 5 or more Ignored if greater than capacity for service types 22, 24, 25, 34 in all cases Ignored (should be left blank) for service types 13, 14, 15, 16, 18, 19, 20, 21, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52	

Field Name	Meaning	Data Content	Mandatory
STDESC	Service Type Description Semi-colon delimited list– order must match SERVICETYPES	String of up to 120 characters; ignored except for 'other' service types 05, 07, 12, 21, 25, 32, 33, 41, 47, 51, 52	
USERTYPES For nn see Data Codes User Types section (page 9)	User Types Semi-colon delimited list	e.g. 02;03;04	
UTDESC	User Type Descriptions Semi-colon delimited list– order must match USERTYPES	String of up to 120 characters; ignored except for 'other' user types 09, 16, 21	
JOBROLES For nn see Data Codes Job Roles section (page 10)	Job Roles Semi-colon delimited list of job roles which exist in this organisation (nn)	e.g. 07;27	
JRPERM	Job Role Permanent Semi-colon delimited list of numbers of permanent staff in each job role – order must match JOBROLES	Numbers of up to 9 digits	
JRTEMP	Job Role Temporary Semi-colon delimited list of numbers of temporary staff in each job role – order must match JOBROLES	Numbers of up to 9 digits	
JRPOOL	Job Role Pool Semi-colon delimited list of numbers of pool staff in each job role – order must match JOBROLES	Numbers of up to 9 digits	

Field Name	Meaning	Data Content	Mandatory
JRAGENCY	Job Role Agency Semi-colon delimited list of numbers of agency staff in each job role – order must match JOBROLES	Numbers of up to 9 digits	
JRSTUDENT	Job Role Student Semi-colon delimited list of numbers of student staff in each job role – order must match JOBROLES	Numbers of up to 9 digits	
JRVOLUNTARY	Job Role Voluntary Semi-colon delimited list of numbers of voluntary staff in each job role – order must match JOBROLES	Numbers of up to 9 digits	
JROTHER	Job Role Other Semi-colon delimited list of numbers of other staff in each job role – order must match JOBROLES	Numbers of up to 9 digits	
JRSTART	Job Role Start Semi-colon delimited list of numbers of permanent / temporary staff who have started each job role in the past 12 months – order must match JOBROLES	Number of up to 9 digits Online will warn if greater than JRPERM plus JRTEMP	
JRSTOP	Job Role Stop Semi-colon delimited list of numbers of permanent / temporary staff who have stopped each job role in the past 12 months – order must match JOBROLES	Number of up to 9 digits Online will warn if greater than JRPERM plus JRTEMP	

Field Name	Meaning	Data Content	Mandatory
JRVACANCY	Job Role Vacancy Semi-colon delimited list of numbers of vacancies in each job role – order must match JOBRoles	Number of up to 9 digits Online will warn if greater than JRPERM plus JRTEMP	
JRDESC	Job Role Descriptions Semi-colon delimited list of job role descriptions – order must match JOBRoles	String of up to 120 characters; ignored except for 'other' user types 23, 27	
REASONS For nn see Data Codes Leaver Reasons section (page 10)	Reasons for Leaving Semi-colon delimited list	e.g. 02;03;04	
REASONNOS	Number of Leavers per Reason Semi-colon delimited list of numbers leaving in past 12 months for each reason – order must match REASONS	Numbers of up to 9 digits	
DESTINATIONS For nn see Data Codes Leaver Destinations section (page 10)	Destination of Leavers Semi-colon delimited list	e.g. 02;03;04 Ignore (should be left blank) for REASONS 10 (Death)	
DESTNOS	Number of each Destination Semi-colon delimited list of numbers leaving in past 12 months to each destination – order must match DESTINATIONS	Numbers of up to 9 digits	

4.2 Worker File

A Worker Upload record can be used to create or update the data of a worker. Where a worker is within the scope of an upload but the record is omitted, deletion will be assumed.

Mandatory fields must be present. The combination of LOCALESTID and LOCALWORKERID is used as a key for updating records or deciding to create a new worker. LOCALWORKERID should be unique within an establishment. 'Needed for...' fields are not mandatory but will be required if NMDs-SC data is used to service other purposes.

The individual fields are:

Field Name	Meaning	Data Content	Mandatory
LOCALESTID	Local establishment identifier – Must match LOCALESTID in Organisation File	String of up to 50 characters	Mandatory
LOCALPROVID	Local provision identifier – Must match LOCALPROVID in Organisation File	String of up to 50 characters Set to blank unless a multi-provision establishment.	Mandatory (can be blank)
LOCALWORKERID	Local worker identifier for upload identification	String of up to 50 characters	Mandatory
DISPLAYID	Displayed as 'local identifier' in the online application.	String of up to 120 characters	
NINUMBER	NI number	String of 9 characters of format aannnnna; full NI format rules will be checked and the number ignored if it does not meet them.	Needed to allow cross-establishment tracking
POSTCODE	Home post code	String of up to 10 characters; if not found in PAF will be ignored	
DOB	Date of birth	Date string of format 'dd/mm/yyyy' If present must be between 10 and 100 years ago	Needed to allow cross-establishment tracking
GENDER	Worker gender	If present must be one of: 1 - Male 2 - Female 3 - Unknown	Needed for SSD001

Field Name	Meaning	Data Content	Mandatory
ETHNICGP	Worker ethnic group	If present ignored if not one of: 1 - White 2 - Mixed 3 - Asian or Asian British 4 - Black or Black British 5 - Other groups 6 - Not known No need to provide this if ETHNICITY is provided as it will be deduced from that value.	Needed for SSD001
ETHNICITY	Worker ethnicity	If present ignored if not one of: White 01 - British 02 - Another white background Mixed 03 - White and black Caribbean 04 - White and black African 05 - White and Asian 06 - Another mixed background Asian or Asian British 07 - Indian 08 - Pakistani 09 - Bangladeshi 10 - Another Asian background Black or Black British 11 - Caribbean 12 - African 13 - Another black background Other 14 - Chinese 15 - Other Not known - leave blank	Needed for SSD001
DISABLED	Worker disabled status	If present must be one of: 0 - No disability 1 - Has disability	

Field Name	Meaning	Data Content	Mandatory
INDSTATUS	Worker induction status	If present must be one of: 1 - Induction complete 2 - Induction in progress 3 - Not applicable	
INDDATE	Worker induction date	Date string of format 'dd/mm/yyyy' Ignored if INDSTATUS is not 1 or if in the future	
RECSOURCE	Worker recruitment source	If present ignored if not one of: 01 - Adult care sector: local authority 02 - Adult care sector: private or voluntary sector 03 - Children's sector: local authority 04 - Children's sector: private or voluntary sector 05 - Health sector 06 - Retail sector 07 - Other sector 08 - Internal promotion or transfer or career development 09 - From abroad 10 - Not previously employed 11 - Returner 12 - Agency 13 - Student work experience or placement 14 - Volunteering or voluntary work 15 - Other sources 16 - Not known	
STARTDATE	Date worker started in establishment	Date string of format 'dd/mm/yyyy' Set to 1 st of start month if only month known	

Field Name	Meaning	Data Content	Mandatory
STARTINSECT	Year worker started in sector	String of four digits e.g. 1961 Ignored if less than greater than year from DOB plus 16 years Ignored if later than INDDATE or STARTDDATE years. Must not be in the future	
CONTINUITY	Worker continuity in sector	If present ignored if not one of: 1 - No breaks over 12 months 2 - Breaks of over 12 months 3 - Unknown 4 - Not applicable	
EMPLSTATUS	Worker employment status	Must be one of 1 - Permanent 2 - Temporary 3 - Pool or Bank 4 - Agency 5 - Student 6 - Volunteer 7 - Other	Mandatory
FULLTIME	Worker full-time status	If present ignored if not one of: 1 - Full-time 2 - Part-time 3 - Neither	
ARRANGEMENTS	Semi-colon delimited list of worker arrangements applying to this worker (nn) For nn see Data Codes Arrangements section (page 11)	e.g. 02;03;04	
DAYSSICK	Days absent due to sickness or injury in the past 12 months	Number with decimal point to nearest half day e.g. 6.0, 13.5 Ignored if greater than 365	

Field Name	Meaning	Data Content	Mandatory
SALARYINT	Worker salary interval - how this worker's pay is presented	If present must be one of: 1 - Annual salary 2 - Monthly salary 3 - Hourly rate 4 - Unpaid	
SALARY	Annual or monthly salary in pounds	Number (no decimals) of up to 9 digits e.g. 12000 Ignored if SALARYINT not set to 1 or 2	
HOURLYRATE	Worker hourly rate in pounds and pence Specific to provision	Decimal number e.g. 5.00, 6.75 Ignored if SALARYINT not set to 3 Ignored if less than 4.50 or more than 20.00	
MAINJRID	Worker main job role Specific to provision	see Data Codes section (page 10) e.g. 01 - Senior Management	Mandatory
MAINJRCODE	Worker main job role related SSD001 code Specific to provision	String of up to 50 characters For Local Authority Use Only	
MAINJRDESC	Worker main job role 'Other' description Specific to provision	String of up to 120 characters Ignored if MAINJRID is not 23 or 27	
CONTHOURS	Worker weekly contracted hours Specific to provision	Number with decimal point to nearest half hour e.g. 6.0, 27.5 Ignored if greater than 65 Ignored if FULLTIME is 1 and less than 24, unless set to 0 Ignored if FULLTIME is 2 and greater than 40	
ADDLHOURS	Worker weekly additional hours last week Specific to provision	Number with decimal point to nearest half hour e.g. 3.0, 5.5 Ignored if greater than 65 Ignored if more than twice CONTHOURS unless CONTHOURS is 0	

Field Name	Meaning	Data Content	Mandatory
JOBROLES For nn see Data Codes Job Roles section (page 10)	Semi-colon delimited list of other job roles which the worker undertakes in this organisation (nn)	e.g. 07;27	
JRCODE	Semi-colon delimited list of SSD001 codes for each job role – order must match JOBROLES	Strings of up to 50 characters For Local Authority Use Only	
JRDESC	Semi-colon delimited list of job role descriptions – order must match JOBROLES	String of up to 120 characters; ignored except for 'other' user types 23, 27	
QUALWT For nn see Data Codes Qualifications section (page 11)	Semi-colon delimited list of qualifications which the worker is working towards	e.g. 01;29	
QUALWTNOTES	Semi-colon delimited list of qualification working towards notes – must be in same order as QUALWT.	String of up to 120 characters excluding “;”. If more than one QUALWT use “;” to separate notes.	
QUALACH For nn see Data Codes Qualifications section (page 11)	Semi-colon delimited list of qualifications which the worker has achieved	If the QUALACH is set then QUALWT will be ignored except for the following, where a worker can have achieved but also be in-progress: 08, 09, 12, 13, 14, 15, 26, 27, 28, 29, 30, 31, 32, 33, 37, 38	
QUALYEAR	Semi-colon delimited list of qualification achieved years – must be in same order as QUALACH For generic qualifications, if there are multiple achievements, take the latest achieved year	Strings of four digits e.g. 2002 Ignored if less than 14 years after DOB Ignored if qualification is 01, 02 or 03 and year is prior to 2005, or is 16 and year is prior to 2006	

Field Name	Meaning	Data Content	Mandatory
QUALACHNOTE S	Semi-colon delimited list of qualification achieved notes – must be in same order as QUALACH.	String of up to 120 characters excluding “;”. If more than one QUALWT use “;” to separate notes.	
WORKERQUALN OTES	Worker qualification notes	String of up to 120 characters.	