

## The National Minimum Data Set for Social Care (NMDS-SC) : Data Items

The National Minimum Data Set for Social Care (NMDS-SC) consists of a set of Data Items, Sub-Items and Classifications, in two parts:

**Part 1:** relating to social care-providing establishments, and

**Part 2:** relating to individual workers.

The NMDS-SC is not a data collection tool in its own right. Two questionnaires designed to collect the NMDS-SC, one for organisations and one (in two versions) for individual staff, have been produced separately.

The table below contains the Data Items, Sub-Items and Classifications in the 2005 (launch) version of the NMDS-SC. Definitions can be found in the separate Questionnaire Help and Job Roles documents.

Data Item no.	Data Item name	Sub-Item no.	Sub-Item name	Classification
<b>PART 1: ORGANISATIONAL INFORMATION</b>				
1.1	Organisation data	1.1.1	Establishment identifiers	Local organisation name
				Parent organisation name (if any)
				Address
				Postcode
				Telephone no.
				Email
				Whether CSCI registered
				CSCI registration number <sup>1</sup> if applicable
		Date of registration if applicable		
		1.1.2	Completion Date (Establishment)	Date to which the NMDS-SC data for this establishment relates.
1.2	Type of organisation			Statutory: a local authority (adult services)
				Statutory: a local authority (children's services)
				Statutory: a local authority (generic/other services)
				Statutory: local authority owned
				Statutory: health
				Private sector
				Voluntary or 'third sector'
			Other	
1.3A	Service provision: all types offered/provided, whether CSCI-registered or not	1.3A.1	Adult residential	Care home with nursing provision
				Care home without nursing provision/care only
				Adult placement home
				Sheltered housing
				Other
		1.3A.2	Adult day	Day care or day services
				Other

<sup>1</sup> Establishments registered with the CSCI to provide more than one service should complete a separate NMDS-SC for each registered service.

Data Item no.	Data Item name	Sub-Item no.	Sub-Item name	Classification
		1.3A.3	Adult domiciliary	Domiciliary care/home care
				Home nursing care
				Domestic services and home help
				Meals on wheels
				Other
		1.3A.4	Adult community care	Carers' support
				Short breaks/respite care
				Community support and outreach
				Social work and care management
				Adult placement service
				Disability adaptations/assistive technology services
				Occupational/employment-related services
				Information and advice services
				Other
		1.3A.5	Children's residential	Care home/hostel
				Family centre (residential)
				Residential school
				Other
		1.3A.6	Children's day	Full day care facility, e.g. day nursery
				Sessional day care facility e.g. play group/pre-school
				Out of school club
				Holiday club
				Crèche
				Childminder
				Other
		1.3A.7	Children's domiciliary	Any
		1.3A.8	Children's community care	Fostering or adoption service/agency
				Child protection
				Family centre
				Social work and care management
				Family support
				Information and advice services
				Mental health
				Other
		1.3A.9	Healthcare	NHS Primary Care Trust
				Social Care NHS Trust
				Mental Health NHS Trust
				Other NHS Trust or NHS Foundation Trust
				Any other part of NHS Hospital and Community Health Services (HCHS)
				NHS other
				Independent acute or mental health hospital
				Independent hospice
				Independent out-patient service, day service, clinic
				Other independent healthcare setting

Data Item no.	Data Item name	Sub-Item no.	Sub-Item name	Classification
		1.3A.10	Other type of service provision	Other
<b>1.3B</b>	Service provision: main type offered	1.3B.1 – 1.3B.10	As 1.3A	As 1.3A
<b>1.4</b>	Service user group(s) for whom care provided	1.4.1	Older people	Older people (other than with dementia or with mental disorders or infirmities, excluding learning disability or dementia)
				Older people with dementia
				Older people with mental disorders or infirmities, excluding learning disability or dementia
		1.4.2	Adults	Adults with physical disabilities
				Adults with learning disabilities
				Adults with mental health needs
				Adults with sensory impairments
				Adults who misuse alcohol/drugs
		1.4.3	Children and young people	Other adults
				Children and young people with emotional or behavioural difficulties
				Children and young people with physical disabilities
				Children and young people with learning disabilities
				Children and young people with mental health needs
				Children and young people with sensory impairments
				Children and young people who misuse alcohol/drugs
		1.4.4	Families	Other children & young people
				Families
1.4.5	Carers	Of older people		
		Of adults		
		Of children and young people		
1.4.6	Other service users	Other		
<b>1.5</b>	Service user capacity			Total number of service users for whom care services can be provided by the business/organisation operating at/from this establishment. <i>See Appendix 1 for capacity measures.</i>
<b>1.6</b>	Number of service users on Completion Date (Establishment)			Total number of service users provided with care services by the business/organisation operating at/from this establishment on the Completion Day (Establishment). <i>See Appendix 1 for capacity measures.</i>
<b>1.7</b>	Total number of staff employed at this establishment			Total number of staff employed by the business/organisation operating at this establishment on the Completion Date (Establishment)

Data Item no.	Data Item name	Sub-Item no.	Sub-Item name	Classification
1.8	Number of staff at this establishment by Job Role	1.8.1	Permanent employees	In the following Job Roles:
				1. Senior Management
				2. Middle Management
				3. First Line Manager
				4. Registered Manager
				5. Supervisor
				6. Social Worker
				7. Senior Care Worker
				8. Care Worker
				9. Community, Support and Outreach Work
				10. Employment Support
				11. Advice, Guidance and Advocacy
				12. Educational Support
				13. Youth Offending Support
14. Counsellor				
15. Occupational Therapist				
16. Registered Nurse				
17. Allied Health Professional (other than Occupational Therapist)				
18. Nursery Nurse				
19. Childcare Worker or Childcare Assistant				
20. Teacher (qualified)				
21. Educational Assistant				
22. Technician				
23. Other job roles directly involved in providing care				
24. Managers and staff in care-related roles but not providing care				
25. Administration/office staff (not providing care)				
26. Ancillary staff (not providing care)				
27. Other job roles (not providing care)				
		1.8.2	Temporary or casual employees	Using Job Roles as at Data Item 1.8.1
		1.8.3	Bank or pool	Using Job Roles as at Data Item 1.8.1
		1.8.4	Agency	Using Job Roles as at Data Item 1.8.1
		1.8.5	Student on practice learning placement/work experience	Using Job Roles as at Data Item 1.8.1
		1.8.6	Volunteer or volunteer worker	Using Job Roles as at Data Item 1.8.1
		1.8.7	Other	Using Job Roles as at Data Item 1.8.1
1.9	Current number of vacancies			Using Job Roles as at Data Item 1.8.1
1.10	Number of permanent and temporary/casual employees starting during the 12 months preceding the Completion Date (Establishment)			Using Job Roles as at Data Item 1.8.1
1.11	Number of permanent and temporary/casual employees leaving during the 12 months preceding the Completion Date (Establishment)			Using Job Roles as at Data Item 1.8.1

Data Item no.	Data Item name	Sub-Item no.	Sub-Item name	Classification
1.12	Number of permanent and temporary/casual employees leaving during the 12 months preceding the Completion Date (Establishment) for each of these reasons			Pay
				Conditions of employment
				Nature of the work
				Competition from other employers
				Transferred to another employer
				Career development
				Personal reasons
				Resignation for other or undisclosed reasons
				Retirement
				Death
				Dismissal
				Redundancy
				End of contract term
				Other reasons
Not known				
1.13	Number of permanent and temporary/casual employees leaving during the 12 months preceding the Completion Date (Establishment) for each of these destinations			Adult care sector: local authority
				Adult care sector: private or voluntary sector
				Children's sector: local authority
				Children's sector: private or voluntary sector
				Health sector
				Retail sector
				Other sector
				Elsewhere within the organisation
				Abroad
				Other destination(s)
				Not to another job (straight away)
				Not known
				1.14
Committed				
Neither				
1.15	Data sharing	1.15.1	Employer agreement to copy of Skills and Training Profile to be passed to the relevant Skills for Care Regional Offices and Learning Resource Networks	Yes
				No
		1.15.2	Employer agreement to copy of Workforce Profile being accessed by CSCI (CSCI-registered establishments only)	Yes
				No
<b>PART 2: INDIVIDUAL STAFF INFORMATION</b>				
2.1	Personal information	2.1.1	Individual reference number	National Insurance number
		2.1.2	Post code	Home post code

Data Item no.	Data Item name	Sub-Item no.	Sub-Item name	Classification
2.2	Job Role(s)	2.2.1	Main Job Role	Using Job Roles as at Data Item 1.8
		2.2.2	SSD001 line number or NHS Occupational Code for main job role	
		2.2.3	Other job role(s), if any	Using Job Roles as at Data Item 1.8
		2.2.4	SSD001 line number(s) or NHS Occupational Code(s) for other job role(s)	
2.3	Gender			Male
				Female
				Not known
2.4	Date of birth			
2.5	Ethnic group	2.5.1	White	White British
				Another white background
		2.5.2	Mixed	Mixed White + Black Caribbean
				Mixed White + Black African
				Mixed White + Asian
				Another mixed background
		2.5.3	Asian or Asian British	Asian or Asian British - Indian
				Asian or Asian British - Pakistani
				Asian or Asian British - Bangladeshi
				Another Asian background
2.5.4	Black or black British	Black or black British - Caribbean		
		Black or black British - African		
		Another black background		
2.5.5	Chinese			
2.5.6	Other			
2.5.7	Not known			
2.6	Disability			Yes
				No
2.7	Date started in current main job			Month and year
2.8	Source of recruitment to main job			Adult care sector: local authority
				Adult care sector: private or voluntary sector
				Children's sector: local authority
				Children's sector: private or voluntary sector
				Health sector
				Retail sector
				Other sector
				Internal promotion/transfer/career development
				From abroad
				Not previously employed
				Returner
				Agency
				Student practice learning placement/work experience
		Volunteering or voluntary work		
		Other source(s)		
		Not known		

Data Item no.	Data Item name	Sub-Item no.	Sub-Item name	Classification
2.9	Number of years worked in care sector	2.9.1	Year first employed in social care and related work (if applicable)	Year
				2.9.2
		With breaks exceeding 12 months		
		Not known		
		Not applicable		
2.10	Status of main job (at Completion Date (Worker))			Permanently employed
				Temporarily employed/casual
				Bank or pool
				Agency
				Student on practice learning placement/work experience
				Volunteer or volunteer worker
				Other
2.11	Hours worked per week in main + other job(s)	2.11.1	Contracted hours per week	
				2.11.2
		Part-time		
		Neither		
		2.11.3	Additional paid or unpaid hours (outside contract) worked in the 7 days preceding the Completion Date (Worker)	
				2.11.4
		Annualised hours contract		
		Term time working		
		Vacation working		
		Home working		
		Job sharing		
		A nine-day fortnight		
		A four-and-a-half day week		
Zero hours contract				
Some other arrangement				
Not known if any of the above apply				
None of the above				
2.12	Number of days absent due to sickness or injury in current main job during the 12 months preceding the Completion Date (Worker)			The sum of all the worker's separate episodes of absence due to sickness or injury in the 12 months preceding the Completion Date (Worker), to nearest ½ day
2.13	Basic rate of pay at the Completion Date (Worker)			This data item can be collected in one of 4 alternative ways: 1. Gross annual salary 2. Gross monthly salary 3. Gross hourly rate 4. Unpaid
2.14	Completion of Induction Training prescribed by Topss England/Skills for Care/Children's Workforce Development Council at the Completion Date (Worker)	2.14.1	Applicability	Completed
				In progress
				Not applicable
		2.14.2	Date completed	Month and year

Data Item no.	Data Item name	Sub-Item no.	Sub-Item name	Classification
2.15	Recognised qualifications achieved at the Completion Date (Worker)			Health and Social Care NVQ Level 2
				Health and Social Care NVQ Level 3
				Health and Social Care NVQ Level 4
				Care NVQ Level 2
				Care NVQ Level 3
				Care NVQ Level 4
				Caring for Children & Young People (CYPA) NVQ Level 3
				Any Learning Disabled Awards Framework (LDAF) award
				Other health and care-related NVQ(s)
				Registered Manager's (Adults) NVQ Level 4
				Registered Manager's (Children's) NVQ Level 4
				Other management award(s)
				A1, A2 or other Assessor NVQ
				V1 or other Internal Verifier NVQ
				L20 or other Mentoring NVQ
				Social Work degree (UK)
				Social Work diploma or other approved UK or non-UK social work qualification
				Combined Nursing & Social Work degree
				Post-Qualifying Award in Social Work (PQSW) Part 1
				Advanced Award in Social Work (AASW)
				Child Care Award (CCA)
				Mental Health Social Work Award (MHSWA)
				Practice Teacher Award (PTA)
				Introduction to Practice Teaching ("5 day") Award
				Mentor Award
				Other Post-Qualifying Social Work Award
				Any professional Occupational Therapy qualification
				Any Registered Nursing qualification
				Any nursery nursing qualification
				Any childcare, preschool or playwork qualification
				Any teaching qualification
				Any qualification in assessment of work-based learning other than social work
				Any other relevant professional qualification
				An Entry Level Basic Skills qualification
		A Level 1 Basic Skills qualification		
		A Level 2 Basic Skills qualification		
		Any other qualification relevant to social care		
		Any other qualification relevant to the job role		

<b>Data Item no.</b>	<b>Data Item name</b>	<b>Sub-Item no.</b>	<b>Sub-Item name</b>	<b>Classification</b>
<b>2.16</b>	Year qualification achieved			Year each qualification held at Data Item 2.15 was achieved
<b>2.17</b>	Recognised qualifications working towards at the Completion Date (Worker)			As Data Item 2.15
<b>2.18</b>	Completion details	2.18.1	Completion Date (Worker)	Date to which the NMDS-SC data for this worker relates.
		2.18.2	Person(s) involved in completing or updating this record	Employer
				Worker
				Third party

## Appendix 1: Capacity Measures

Notes: [i] these measures do not apply to most community or healthcare services. [ii] for further information about individual Capacity Measures, see the separate Questionnaire Help document.

<b>Service type and no. from Data Item 1.3</b>	<b>Classification</b>	<b>Capacity Measures for Data Item 1.5 (Service user capacity: total number of service users for whom care can be provided by the business/organisation operating at/from this establishment)</b>	<b>Capacity Measures for Data Item 1.6 (Number of service users on the Completion Date (Establishment))</b>
<b>1.3.1 Adult residential</b>	Care home with nursing provision	Registered beds	Beds occupied on the Completion Date (Establishment)
	Care home without nursing provision/care only	Registered beds	Beds occupied on the Completion Date (Establishment)
	Adult placement home	Number of beds in the home	Beds occupied on the Completion Date (Establishment)
	Sheltered housing	Hours of care actually delivered on the Completion Date (Establishment)	Numbers being supported on the Completion Date (Establishment)
<b>1.3.2 Adult day</b>	Day care and day services, including lunch clubs	Numbers of places available on the Completion Date (Establishment)	Numbers being supported on the Completion Date (Establishment)
<b>1.3.3 Adult domiciliary</b>	Domiciliary care/home care	Hours of home care actually delivered on the Completion Date (Establishment)	Numbers being supported on the Completion Date (Establishment)
	Home nursing care	Hours of nursing care actually delivered on the Completion Date (Establishment)	Numbers being supported on the Completion Date (Establishment)
	Domestic services and home help	Hours of service actually delivered on the Completion Date (Establishment)	Numbers being supported on the Completion Date (Establishment)
	Meals on wheels	Numbers of meals actually delivered on the Completion Date (Establishment)	Numbers being supported on the Completion Date (Establishment)
<b>1.3.4 Adult community</b>	Adult placement service	Numbers of potential places across all homes	Numbers of adults actually placed on the Completion Date (Establishment)
<b>1.3.5 Children's residential:</b>	Care home/hostel	Total maximum numbers of boys and girls for which establishment is registered	Beds occupied on the Completion Date (Establishment)
	Family centre (residential)	Total maximum numbers of families (1+ adults + 1+ children) for which establishment is registered	Beds occupied on the Completion Date (Establishment)
	Residential school	Maximum numbers of children allowed to board	Beds occupied on the Completion Date (Establishment)
	Other children's residential care services	Maximum numbers of children allowed to reside	Beds occupied on the Completion Date (Establishment)

<b>Service type and no. from Data Item 1.3</b>	<b>Classification</b>	<b>Capacity Measures for Data Item 1.5 (Service user capacity: total number of service users for whom care can be provided by the business/organisation operating at/from this establishment)</b>	<b>Capacity Measures for Data Item 1.6 (Number of service users on the Completion Date (Establishment))</b>
<b>1.3.6 Children's day:</b>	Full day care facility, e.g. day nursery	Number of OFSTED-registered full-time places (2 half-day places count as 1)	Numbers enrolled on the Completion Date (Establishment)
	Sessional day care facility e.g. play group/pre-school	Number of OFSTED-registered full-time places (2 half-day places count as 1)	Numbers enrolled on the Completion Date (Establishment)
	Out of school club	Number of OFSTED-registered full-time places (2 half-time places count as 1)	Numbers enrolled on the Completion Date (Establishment)
	Holiday club	Number of OFSTED-registered full-time places (2 half-day places count as 1)	Numbers enrolled on the Completion Date (Establishment)
	Crèche	Number of OFSTED-registered full-time places (2 half-day places count as 1)	Numbers enrolled on the Completion Date (Establishment)
	Childminder	Number of OFSTED-registered full-time places (2 half-day places count as 1)	Numbers enrolled on the Completion Date (Establishment)
<b>1.3.7 Children's domiciliary:</b>	Any	Hours of care actually delivered on the Completion Date (Establishment)	Numbers being supported on the Completion Date (Establishment)
<b>1.3.8 Children's community</b>	Fostering or adoption service/agency (independent or local authority)	Numbers of approved places across all carers	Numbers of children actually placed on the Completion Date (Establishment)