

Bulk Uploading Data Items (BUDI) Organisational Data

March 2018
Version 16

Introduction

An organisation file can be used to create a new establishment or update an existing one.

When an upload is carried out the system will read the status column of every establishment and carry out the actions described below.

The LOCALESTID is the identifier that tells the system which establishment you are referring to. The LOCALESTID's for existing establishments can only be changed manually by logging into your establishment account (parent account if you have ownership for your subsidiaries). For new establishments created within your file the LOCALESTID should be set within your file at the time of creation.

As a parent account you can bulk upload for any of your subsidiaries providing you have full ownership of the accounts. Any subsidiary accounts that you have ownership for should always be included in every upload otherwise the system will delete them. Fields marked “mandatory for all users” must be present within your CSV file otherwise your upload will fail.

All validation rules below must be followed; any data that does not follow the specific rules will be ignored. Leading zeros can either be entered or left out for example 01;02 in job roles can be written as 1;2 if preferred.

If your files fail validation you can look at a full results report (on your bulk upload page) this will tell you firstly the errors that the system has encountered and then the warnings. Errors must be corrected to enable your file to pass validation, warnings will let you upload but will mean that certain data within your file has been ignored as it does not fall in line with the rules set up for that particular question. It is vital that you read these warnings and decide whether they should be corrected before upload or whether you want to work through them at a later stage. If you decide to work through the warnings at a later stage please note that it will leave blanks in your data. Remember to save the full results report for future reference before carrying on with your upload.

When uploading an organisation file you do not have to include a worker file unless you already have existing worker records in the system. If worker records already exist and you only upload an organisation file all worker records will be deleted.

Changes Index

Appendix A – Service Types

One new 'other service' has been added:

- Live-in Care (Adult Domiciliary – CQC Regulated)

Appendix C – Job Roles

Five new job roles have been added:

- Nursing Associate
- Nursing Assistant
- Assessment Officer
- Care Co-ordinator
- Care Navigator

LOCALESTID	Maximum 50 characters	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>This is a unique identifier that is set by the user to identify the establishment. For a new establishment this can be set within the CSV file prior to uploading. For an existing establishment this identifier must always match what is set in the online system, if you want to change it you have to log into your account and click edit under “my establishment, other information, local identifier”. This identifier can be in any format i.e. Establishment name, post room identifier etc. Where possible include the company name i.e. instead of just Westgate call it SfC Westgate.</p>					
STATUS	Must be one of the following DELETE UPDATE UNCHECKED NOCHANGE NEW	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>To ensure the system knows how you want each establishment record to be treated you must include a status for every establishment record in your file. The LOCALESTID must be present regardless of what status you select in this question.</p> <p>DELETE = Delete this establishment – no further data required</p> <p>UPDATE = Update this establishment replacing all data already in system with the data in this file. – All required fields must be complete</p> <p>UNCHECKED = This establishment record has not been checked – the system will leave all data already held against this establishment and not update it. – no further data required</p> <p>NOCHANGE = This establishment record has been checked and is up to date. All data will remain the same but will be counted as updated. – No further data required</p> <p>NEW = This is a completely new record and will be created on import – all required fields must be completed</p>					

ESTNAME	Maximum 120 characters	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
This is the name of your establishments it should reflect the name used within your company for ease of identification when using the data. For Head Offices please remember to include your company name as well as head office e.g. Skills for Care Head Office or SfCHO but not simply Head Office.					
ADDRESS1	Maximum 40 characters	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
This is the first line of your address and must be included in your file otherwise the system will not be able to create your establishment records.					
ADDRESS2	Maximum 40 characters				
ADDRESS3	Maximum 40 characters				
POSTTOWN	Maximum 40 characters				
If this field is left blank the system will create this by using your postcode and matching it against the Postcode Address File (PAF) which is provided to us by the Royal Mail and contains postal addresses for the entire country.					
POSTCODE	Maximum 10 characters	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
Postcodes are checked against the PAF and if a new establishment has an incorrect or unfound postcode this establishment must be manually registered on NMDS-SC. For an establishment that has an incorrect or unfound postcode but already has an NMDS-SC account the postcode will be ignored.					
EMAIL	Maximum 240 characters				
This should be the email address of the establishment.					
PHONE	Maximum 50 characters	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
This should be a land/fixed line number to enable us to contact you in case there is a problem with your account. Please include area code.					

ESTTYPE	Must be a number 1 – 8 from the list below	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions									
<p>Establishment Type Must be one of the following:-</p> <table border="0"> <tr> <td>1 – Statutory: Local Authority (adult services)</td> <td>5 – Statutory: Health</td> </tr> <tr> <td>2 – Statutory: Local Authority (children services)</td> <td>6 – Private Sector</td> </tr> <tr> <td>3 – Statutory: Local Authority (Generic/Other Services)</td> <td>7 – Voluntary or “Third” Sector</td> </tr> <tr> <td>4 – Statutory: Local Authority Owned</td> <td>8 – Other</td> </tr> </table>						1 – Statutory: Local Authority (adult services)	5 – Statutory: Health	2 – Statutory: Local Authority (children services)	6 – Private Sector	3 – Statutory: Local Authority (Generic/Other Services)	7 – Voluntary or “Third” Sector	4 – Statutory: Local Authority Owned	8 – Other
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3 – Statutory: Local Authority (Generic/Other Services)	7 – Voluntary or “Third” Sector												
4 – Statutory: Local Authority Owned	8 – Other												
OTHERTYPE	Maximum 120 characters												
Establishment type description – this should only be filled in if you have selected No8 – Other as your establishment type from the list above													
IIPSTATUS	Must be a number 1 – 3 from the list below.		Mandatory for Claiming Funding										
<p>Investors in People Status Must be one of the following:</p> <ul style="list-style-type: none"> 1 – Recognised 2 – Committed 3 – Neither 													
PERMCQC	Must be either 0 or 1	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions									
<p>You should indicate whether you agree to share your data with CQC: 0 = No, 1 = Yes</p> <p>With permission Skills for Care work with CQC to transfer data from NMDS-SC to the CQC, who have agreed that where data has been submitted to Skills for Care through NMDS-SC on numbers of staff, staff roles, employment type, turnover and vacancies, reasons for staff leaving, qualifications and training of staff that providers will not have to submit it directly to CQC, providing permission has been given and data is up to date.</p>													

PERMNHSC	Must be either 0 or 1	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>You should indicate whether or not you agree to the following: 0 = No 1 = Yes</p> <p>With permission Skills for Care can share your data, including non-identifiable worker data, in order for the Department of Health to calculate two of the eight indicators that will be used for the Provider Quality Profile. The two indicators are staff stability and staff qualifications.</p>					
PERMLA	Must be either 0 or 1	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>You should indicate whether or not you agree to the following: 0 = No 1 = Yes</p> <p>With permission Skills for Care can share the following data items with your local authority: NMDS-SC number; name of business; address fields; main service; number of workers; percentage of worker records completed and when your account was last updated. These fields will allow local authorities to monitor contract compliance (where NMDS-SC data submission has been used as part of commissioning criteria)</p>					
SHARELA	Select all that apply from the list of Local Authorities in appendix D				
<p>Skills for Care can share the following data items with your selected local authorities: NMDS-SC number; name of business; address fields; main service; number of workers; percentage of worker records completed and when your account was last updated. These fields will allow local authorities to monitor contract compliance (where NMDS-SC data submission has been used as part of commissioning criteria)</p>					
REGTYPE	Must be 0, 1 or 2	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>0 = Not registered 1 = Ofsted registered 2 = CQC registered</p>					

PROVNUM	Must be in the correct format of n-nnnnnnnnn (where n is a number between 0 and 9)	Mandatory if registered with CQC	Required for claiming Funding (If registered with CQC)	Required for Local Authority completion (if registered with CQC)	
<p>If you are Ofsted registered please enter your Ofsted number here</p> <p>If you are CQC registered please enter your provider number – this is given to the head office by CQC and all your subsidiaries should have this same number. The format must be as above e.g. 1-123456789.</p>					
LOCATIONID	Must be in the correct format of n-nnnnnnnnn (where n is a number between 0 and 9)	Mandatory if registered with CQC	Required for claiming Funding (If registered with CQC)	Required for Local Authority completion (if registered with CQC)	
<p>CQC registered establishments only</p> <p>Location ID – this is given to each location by CQC and should be a unique number to that specific location. Head office may not have a location ID if they do not carry out any registered service from the head office, if this is the case main service should be set to “Head office services”. The format must be as above e.g. 1-134567890. A location ID can only be entered against one NMDS-SC account.</p>					
MAINSERVICE	For full list of services please see Appendix A	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>This is the service that you consider is the main one for each establishment. You must enter the code next to the service you have chosen from the list of Services at Appendix A. If you have specified above that you are registered with CQC the main service you select must be a service CQC specified you provide.</p>					
ALLSERVICES	For full list of services please see Appendix A		Mandatory for Claiming Funding		
<p>From the list of services (Appendix A) you should select the corresponding number for all the services you provide and enter it in this column for each establishment. Services should be separated by a semi colon and should also include the number for the main service that you selected in the previous question.</p>					
CAPACITY	Must be a number up to 9 digits		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>This is the service capacity for each of the services that you have selected in the previous question. This must match the order of the “ALLSERVICES” question and each number must be separated by a semi-colon. E.g. if the service you provide is a care home then the capacity would be the maximum number of beds.</p>					

UTILISATION	Must be a number up to 9 digits		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>These are daily measures of the uptake of your services at completion date. These numbers must match the order of the “ALLSERVICES” question and each number must be separated by a semi-colon. E.g. If your care home has a maximum of 5 beds but on the day of completion only 3 were being used then 3 would be the utilisation (uptake).</p>					
SERVICEDESC	Maximum 120 characters per description				
<p>This should only be used to describe your “other” services in the question above called ALLSERVICES under numbers 05,07,12,21,25,32,41,47,52,72. The descriptions have to be in the same order as the answers in ALLSERVICES separated by a semi colon.</p>					
SERVICEUSERS	For full list of users please see Appendix B		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>This must be a list separated by semi colons of all users separated by a semi colon i.e. 02;03;04 please include all types of service user that you provide a service for.</p>					
OTHERUSERDESC	Maximum 120 characters per description				
<p>This is a description of any “User Types” that have “other” in the title 09 – Other Adults, 16 – Other Children and young people and 21 – Other service users. Must match the order of the “SERVICEUSERS” above separated by semi colons</p>					
TOTALPERMTEMP	Must be a number between 0 and 999	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>This is the total of all temporary and permanent staff you have working at this establishment and should equal the totals in PERMCOUNT and TEMPCOUNT columns</p>					

ALLJOBROLES	Must be a number from the Job Roles List see Appendix C		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
There are 37 job roles on NMDs-SC from this list you must select every job role that exists at this establishment and enter the corresponding numbers from the list into this column. They must be separated by a semi-colon.					
PERMCOUNT	Number up to 9 digits		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
This is a count of ALLJOBROLES above that are permanent members of staff by job roles. i.e. if you had 4 care workers and 1 registered manager at your establishment then in ALLJOBROLES you would type 08;04 and if 3 care workers were permanent and 1 temporary and your registered manager was permanent you would type 3;1 in this column and 1;0 in the column below TEMPCOUNT. These must match the order of ALLJOBROLES					
TEMPCOUNT	Number up to 9 digits		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
This is a count of ALLJOBROLES above that are temporary members of staff by job roles. See above for example. Must match the order of ALLJOBROLES					
POOLCOUNT	Number up to 9 digits		Mandatory for Claiming Funding (if applicable)	Mandatory for Local Authority submissions (if applicable)	
This is a count of ALLJOBROLES above that are pool staff by job roles. Must match the order of ALLJOBROLES					
AGENCYCOUNT	Number up to 9 digits		Mandatory for Claiming Funding (if applicable)	Mandatory for Local Authority submissions (if applicable)	
This is a count of ALLJOBROLES above that are agency staff by job roles. Must match the order of ALLJOBROLES					
STUDENTCOUNT	Number up to 9 digits		Mandatory for Claiming Funding (if applicable)	Mandatory for Local Authority submissions (if applicable)	
This is a count of ALLJOBROLES above that are students by job roles. Must match the order of ALLJOBROLES					

VOLUNTARYCOUNT	Number up to 9 digits		Mandatory for Claiming Funding (if applicable)	Mandatory for Local Authority submissions (if applicable)	
This is a count of ALLJOBROLES above that are voluntary staff by job roles. Must match the order of ALLJOBROLES					
OTHERCOUNT	Number up to 9 digits		Mandatory for Claiming Funding (if applicable)	Mandatory for Local Authority submissions (if applicable)	
This is a count of ALLJOBROLES above for staff that do not fit into any of the above categories. Must match the order of ALLJOBROLES.					
OTHERDESC	Maximum 120 characters per description				
A description of job roles 23 or 27 if entered into ALLJOBROLES above. Must match the order of ALLJOBROLES					
STARTERS	Number up to 9 digits		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
This is a total by job role of any permanent or temporary member of staff that have started working for you in the last 12 months. They must match the order of the ALLJOBROLES above. Totals that are three times greater than PERMCOUNT plus TEMPCOUNT will need to be confirmed/validated by Support. Contact us on 0845 873 0129					
LEAVERS	Number up to 9 digits		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
This is a total by job role of any permanent or temporary member of staff that have ceased working for you in the last 12 months. They must match the order of the ALLJOBROLES above. Totals that are three times greater than PERMCOUNT plus TEMPCOUNT will need to be confirmed/validated by Support. Contact us on 0845 873 0129.					
VACANCIES	Number up to 9 digits		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
Are any of the ALLJOBROLES vacancies? This is a total by job role of any permanent or temporary vacancies that you have. They must match the order of the ALLJOBROLES above. Totals that are three times greater than PERMCOUNT plus TEMPCOUNT will need to be confirmed/validated by Support. Contact us on 0845 873 0129					

REASONS	Must be a number between 01 and 15 from the list below		Mandatory for Claiming Funding																		
<p>Leaver reasons must be selected from the following list for each leaver within the last 12 months, separated by a semi colon i.e. if you have said that you have had 5 people leaving within the last 12 months, 3 for pay, 2 for career development you would type 01;06 in this column</p> <table border="0" data-bbox="192 453 2112 762"> <tr> <td data-bbox="192 453 1205 485">01 – Pay</td> <td data-bbox="1205 453 2112 485">09 – Retirement</td> </tr> <tr> <td data-bbox="192 485 1205 517">02 – Conditions of employment</td> <td data-bbox="1205 485 2112 517">10 – Death</td> </tr> <tr> <td data-bbox="192 517 1205 549">03 – Nature of the work</td> <td data-bbox="1205 517 2112 549">11 – Dismissal</td> </tr> <tr> <td data-bbox="192 549 1205 580">04 – Competition from other employers</td> <td data-bbox="1205 549 2112 580">12 – Redundancy</td> </tr> <tr> <td data-bbox="192 580 1205 612">05 – Transferred to another employer</td> <td data-bbox="1205 580 2112 612">13 – End of contract term</td> </tr> <tr> <td data-bbox="192 612 1205 644">06 – Career Development</td> <td data-bbox="1205 612 2112 644">14 – Other reasons</td> </tr> <tr> <td data-bbox="192 644 1205 676">07 – Personal Reasons</td> <td data-bbox="1205 644 2112 676">15 – Reason not known</td> </tr> <tr> <td data-bbox="192 676 2112 708">08 – Resignation for other or undisclosed reasons</td> <td></td> </tr> </table>						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	
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08 – Resignation for other or undisclosed reasons																					
REASONNOS	Numbers of up to 9 digits		Mandatory for Claiming Funding																		
<p>This is a list separated by semi colons of numbers leaving in the last 12 months of each of the reasons selected in the above question separated by a semi colon. This list must match the order of the reasons and must total the same as leavers entered above. i.e. (using the example above) you would type 3;2 in this column</p>																					

DESTINATIONS	Must be a number between 01 and 12 from list below		Mandatory for Claiming Funding		
<p>Leaver destinations must be selected from the following list for each leaver within the last 12 months i.e using the same 5 people in the example above 2 went to the retail sector, 2 went to the children’s sector and 1 was unknown you would type 06;03;12 in this column</p> <p>01 – Adult care sector Local Authority 02 – Adult Care sector private or voluntary 03 – Children’s sector Local Authority 04 – Children’s sector private or voluntary 05 – Health Sector 06 – Retail Sector 07 – Other Sector</p> <p>08 – Elsewhere within the organisation 09 – Abroad 10 – Other destination 11 – Not to another job (straight away) – any permanent or temporary cessation of employment. This category includes returning to education, retirement, redundancy if it involved a break in employment and death in service. 12 – Destination not known</p>					
DESTNOS	Numbers up to 9 digits		Mandatory for Claiming Funding		
<p>This is a list separated by semi colons of numbers leaving in the last 12 months of each of the destinations selected in the above question separated by a semi colon. This list must match the order of the destinations i.e. (using the example above) you would type 2;2;1 in this column.</p>					
TOTALSTARTERS	Numbers of up to 9 digits		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>This is the total of workers that have started employment with you in the 12 months prior to completion. If this figure is unknown you can use either NK or -1</p>					
TOTALLEAVERS	Numbers of up to 9 digits		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>This is the total of workers that have left employment with you in the 12 months prior to completion. If this figure is unknown you can use either NK or -1</p>					
TOTALVACANCIES	Numbers of up to 9 digits		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>This is the total of vacancies you have at your establishment. If this figure is unknown you can use either NK or -1</p>					

Appendix A - Service Types – Used as a value in **MAINSERVICE** and **ALLSERVICES**

Adult Residential – CQC Regulated		Adult Community Care – CQC Regulated	
01	Care home services with nursing – CHN	17	Shared lives – SHL
02	Care home services without nursing – CHS	Adult Community Care – Non CQC Regulated	
54	Extra Care housing services – EXC	13	Carers support
55	Supported living services – SLS	14	Short breaks or respite care
Adult Residential – Non CQC Regulated		15	Community support and outreach
03	Adult placement home	16	Social work and care management
53	Sheltered housing	18	Disability adaptations or assistive technology services
05	Other adult residential care service	19	Occupational or employment related services
Adult Domiciliary – CQC Regulated		20	Information and advice services
08	Domiciliary Care services – DCC	21	Other adult community care services
73	Live-in Care (can only be used as Other Service for ALLSERVICES not as MAINSERVICE)		
Adult Domiciliary – Non CQC Regulated		Adult Day – Non CQC Regulated	
10	Domestic services and home help	06	Day care and day services
11	Meals on wheels	07	Other adult day care services
12	Other adult domiciliary care services		

Appendix A cont.

Service Types – Used as a value in **MAINSERVICE** and **ALLSERVICES**

Children’s Day Care – Non CQC Regulated		Children’s Community Care – Non CQC Regulated	
26	Full day care e.g. day nursery	34	Fostering or adoption service or agency
27	Sessional day care e.g. play group or preschool	35	Child protection
28	Out of school clubs	36	Family centre
29	Holiday Club	37	Social Work and care management
30	Crèche	38	Family support
31	Child-minder	39	Information and advice services
32	Other children’s day care services	40	Mental Health
		41	Other children’s community care service
Children’s Domiciliary – CQC Regulated		Children’s Residential – CQC Regulated	
33	Domiciliary Care services – DCC	60	Specialist College Services – SPC
		Children’s Residential – Non CQC Regulated	
		23	Family Centre (Residential)
		25	Other Children’s residential care services
		56	Children’s Home
		57	Secure Units
		58	Residential Special Schools
		59	Boarding Schools

Appendix A cont.

Service Types – Used as a value in **MAINSERVICE** and **ALLSERVICES**

Healthcare – CQC Regulated		Healthcare – Non CQC Regulated	
61	Community based services for people with a learning disability – LDC	71	Other healthcare service
62	Community based services for people with mental health needs – MHC	Other – Non CQC Regulated	
63	Community based services for people who misuse substances – SMC	52	Any Other Services
64	Community healthcare services – CHC	72	Head Office Services
65	Acute services – ACS		
66	Hospice services – HPS		
67	Long Term conditions services – LTC		
68	Hospital services for people with mental health needs and/or learning disabilities and/or problems with substance misuse – MLS		
69	Rehabilitation services – RHS		
70	Residential substance misuse treatment/rehabilitation services – RSM		

Appendix B.- Service Users – Used as a value in **SERVICEUSERS**

Category	Older People	Adults	Children and Young People
With Dementia	01	28	Not applicable
With mental disorders or infirmities, excluding learning disability or dementia	02	06	13
Detained under the mental health act	22	29	33
With learning disabilities	23	05	12
With autistic spectrum disorder	24	30	34
With physical disabilities	25	04	11
With sensory impairment(s)	26	07	14
Who misuse alcohol/drugs	27	08	15
With an eating disorder	Not applicable	31	35
With emotional or behavioural difficulties	Not applicable	Not applicable	10
Receiving end of life care	36	39	42
With neurological conditions	37	40	43
With brain injury	38	41	44
Others	03	09	16

Families		Carers		Others	
17	Families	18	Carers of older people	21	Other service users
		19	Carers of adults		
		20	Carers of children and young people		

Appendix C - Job Roles – Used as a value in **ALLJOBROLES** and **MAINJOBROLE**

01	Senior Management	19	Childcare Worker or Childcare Assistant
02	Middle Management	20	Teacher (Qualified)
03	First Line Management	21	Educational Assistant
04	Registered Manager (Only CQC registered services)	22	Technician
05	Supervisor	23	Other job roles directly involved in providing care
06	Social Worker	24	Managers and staff care – related but not care-providing
07	Senior Care Worker	25	Administrative/Office staff not care-providing
08	Care Worker	26	Ancillary staff not care-providing
09	Community, Support and Outreach Work	27	Other job roles not directly involved in providing care
10	Employment Support	34	Activities worker or co-ordinator
11	Advice, Guidance and Advocacy	35	Safeguarding & Reviewing Officer
12	Educational Support	36	Occupational Therapist Assistant
13	Youth Offending Support	37	Nursing Associate
14	Counsellor	38	Nursing Assistant
15	Occupational Therapist	39	Assessment Officer
16	Registered Nurse	40	Care Co-ordinator
17	Allied Health Professional (not Occupational Therapist)	41	Care Navigator
18	Nursery Nurse		

Appendix D

Code	LA	Code	LA	Code	LA	Code	LA
716	Barking & Dagenham	714	City of London	724	Haringey	611	Luton
717	Barnet	902	Cornwall	725	Harrow	306	Manchester
204	Barnsley	407	Coventry	111	Hartlepool	821	Medway
908	Bath and North East Somerset	721	Croydon	726	Havering	730	Merton
996	Bedford	102	Cumbria	415	Herefordshire	112	Middlesbrough
718	Bexley	117	Darlington	606	Hertfordshire	613	Milton Keynes
406	Birmingham	507	Derby	727	Hillingdon	107	Newcastle upon Tyne
324	Blackburn with Darwen	506	Derbyshire	728	Hounslow	731	Newham
325	Blackpool	912	Devon	803	Isle of Wight	607	Norfolk
304	Bolton	205	Doncaster	906	Isles of Scilly	216	North East Lincolnshire
810	Bournemouth	809	Dorset	706	Islington	217	North Lincolnshire
614	Bracknell Forest	408	Dudley	707	Kensington & Chelsea	910	North Somerset
209	Bradford	116	Durham	820	Kent	108	North Tyneside
719	Brent	722	Ealing	215	Kingston upon Hull	218	North Yorkshire
816	Brighton & Hove	214	East Riding of Yorkshire	729	Kingston upon Thames	504	Northamptonshire
909	Bristol	815	East Sussex	211	Kirklees	104	Northumberland
720	Bromley	723	Enfield	315	Knowsley	512	Nottingham
612	Buckinghamshire	620	Essex	708	Lambeth	511	Nottinghamshire
305	Bury	106	Gateshead	323	Lancashire	307	Oldham
210	Calderdale	904	Gloucestershire	212	Leeds	608	Oxfordshire
623	Cambridgeshire	703	Greenwich	509	Leicester	624	Peterborough
702	Camden	704	Hackney	508	Leicestershire	913	Plymouth
997	Central Bedfordshire	321	Halton	709	Lewisham	811	Poole
998	Cheshire East	705	Hammersmith & Fulham	503	Lincolnshire	813	Portsmouth
999	Cheshire West & Chester	812	Hampshire	316	Liverpool	616	Reading

Code	LA	Code	LA
732	Redbridge	805	Surrey
113	Redcar & Cleveland	734	Sutton
733	Richmond upon Thames	819	Swindon
308	Rochdale	311	Tameside
206	Rotherham	418	Telford & Wrekin
510	Rutland	622	Thurrock
309	Salford	914	Torbay
409	Sandwell	711	Tower Hamlets
317	Sefton	312	Trafford
207	Sheffield	213	Wakefield
417	Shropshire	411	Walsall
617	Slough	735	Waltham Forest
410	Solihull	712	Wandsworth
905	Somerset	322	Warrington
911	South Gloucestershire	404	Warwickshire
109	South Tyneside	615	West Berkshire
814	Southampton	807	West Sussex
621	Southend on Sea	713	Westminster
710	Southwark	313	Wigan
318	St Helens	817	Wiltshire
413	Staffordshire	618	Windsor & Maidenhead
310	Stockport	319	Wirral
114	Stockton on Tees	619	Wokingham
414	Stoke on Trent	412	Wolverhampton
609	Suffolk	416	Worcestershire
110	Sunderland	219	York