

**nmds-sc<sup>TM</sup>**  
national minimum  
data set for social care



# Managing Parent-Subsidiary Establishments

March 2018  
Version 10

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## Introduction

Large organisations often have a hierarchical structure.

For example:

A large care provider might have a head office with numerous individual care homes in different parts of the country.

A local authority's adult services may have a head office with a network of area offices and direct care providing services.

NMDS-SC Online allows organisations with such hierarchical structures to set up a parent and subsidiary structure for their data. This means that the data from NMDS-SC returns from individual subsidiary establishments are linked together so that the parent can see NMDS-SC information on all of them.

Note that only a 2 - tier structure is available.

Note also that our use of the term "subsidiary establishment" does not imply a subsidiary corporate structure in the legal sense, but merely an establishment which is part of a larger organisation and is linked to and receives direction from a central direction HQ or head office.

## Parent Establishment

### Requesting “Parent” Status

To request parent status click on “My Establishment” on the left hand side menu and then click edit on “Is a Parent” in the “other Information” section.

Other Information	
CSSR:	
Gov Region:	
Is a Parent:	No <a href="#">Edit</a>
Is subsidiary of:	N/A <a href="#">Edit</a>
Is a Bulk Upload User:	No <a href="#">Edit</a>
Last Bulk Upload:	08/03/2018

By clicking on the “Apply to be a parent Establishment” link you will be sending a message to a Skills for Care Administrator requesting approval for your establishment to become a parent.

**true care** [View Establishment](#)

If you are a 'Parent Establishment' you can request to be recognised as a parent organisation by Skills for Care. This will enable establishments of which you are the parent to indicate this in their establishment record. This will enable you as a 'Parent' to view those establishments that are linked to you.

**Parent Establishment Application**

Status:  
Not a parent establishment. May apply to become a parent.

[Apply to be a parent establishment](#)

[Return](#)

Once approved other establishments will be able to select you as their “parent” and your menu will include a link to “All Establishments”.

The “All Establishments” page will display information about and links to all establishments that have been created by you or accepted to be your subsidiaries.

- Home
  - What is the NMDS-SC?
  - News
  - Help and Guidance
  - e-guide
  - My Establishment
  - My Workers
  - All Establishments**
  - Bulk Upload
  - Users
  - Dashboards
  - Reports
  - Frequently Asked Questions
  - Logout
- Recently Viewed**

## Parent Application History

Your application history is shown within the “Is a Parent” section. Once you have been accepted this will be shown on this screen along with the option to remove parent status should you wish to.

Note: you cannot remove parent status if you have subsidiaries linked to your parent account.

[true care](#) 

If you are a 'Parent Establishment' you can request to be recognised as a parent organisation by Skills for Care. This will enable establishments of which you are the parent to indicate this in their establishment record. This will enable you as a 'Parent' to view those establishments that are linked to you.

**Parent Establishment Application**

Status:  
Parent establishment with no subsidiary establishments.

[Remove parent establishment status](#)

parent application history

Application Date	Status	Application By
16/11/2009	Accepted	Jackie McEvoy
16/11/2009	New application made to become a parent organisation.	JACKIE MOSS

[Return](#)

## Adding New Subsidiaries

Parent establishments can add new subsidiaries by clicking on the “Add Subsidiary” link in the top right hand corner of the “All Establishments” page.

[view subsidiaries](#) 

[care for you](#)

You will only be asked for the address and contact details as no user accounts are created at this stage. These subsidiary accounts are managed through the parent account login only, this can be changed at a later stage. See “Creating user accounts for your subsidiaries”.

Click save and your registration will be sent to the Skills for Care Administrator for approval.

Until approved by Skills for Care, the parent’s new subsidiary will appear on the new subsidiaries (not yet validated) list on the All Establishments page.

[view subsidiaries](#) 

[true care](#)

NMDS-SC Id: D128347  
Establishment Address: 6 Fore Street, Trowbridge, BA14 8HD [View Map](#)  
Gov Region: South West

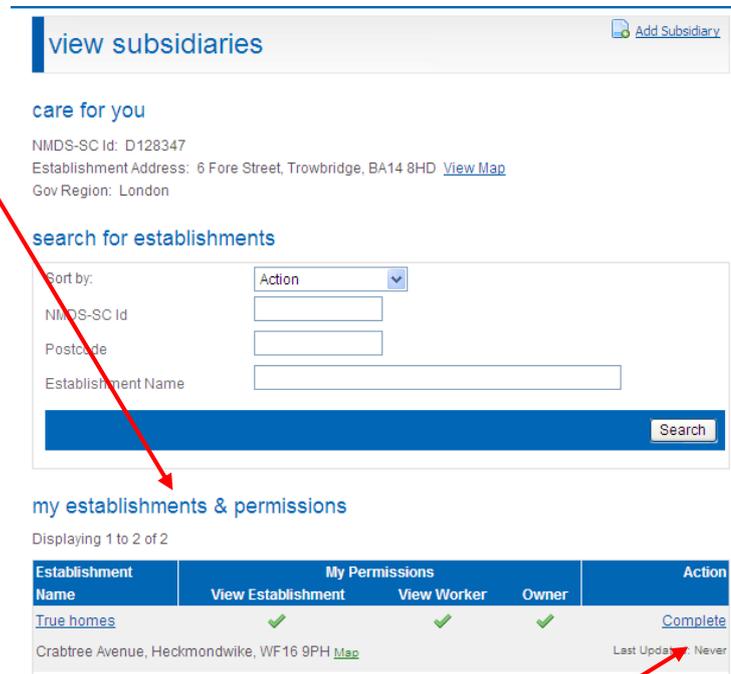
[new subsidiaries \(not yet validated\)](#)

Name
True homes

Once approved by a Skills for Care your new subsidiary will appear in the “my establishments and permissions” list on the all establishment page.

You will notice that you are automatically the owner of the data of subsidiaries created from your account.

If your new subsidiary is rejected by Skills for Care, you will be notified and it will disappear from both lists, please contact the NMDS-SC Support Service on 08458730129 if you feel this is incorrect.



The screenshot shows the 'view subsidiaries' page. At the top right is an 'Add Subsidiary' button. Below is a 'care for you' section with details: NMDS-SC Id: D128347, Establishment Address: 6 Fore Street, Trowbridge, BA14 8HD, Gov Region: London. A 'search for establishments' form follows with fields for 'Sort by' (set to 'Action'), 'NMDS-SC Id', 'Postcode', and 'Establishment Name', and a 'Search' button. Below this is a 'my establishments & permissions' section displaying '1 to 2 of 2' items. A table lists establishments with columns for 'Establishment Name', 'My Permissions' (View Establishment, View Worker, Owner), and 'Action'. One entry is 'True homes' with a 'Complete' link. Below the table, the address 'Crabtree Avenue, Heckmondwike, WF16 9PH' and 'Last Updated: Never' are visible. Red arrows point from the text to the 'Search' button and the 'Complete' link.

Click on complete in the action column to complete the wizard for this subsidiary.

## Subsidiary Establishment

### Selecting a Parent

If your establishment is a subsidiary you can allow the parent to view your NMDS-SC data

From the My Establishment page click on the edit button at the side of “is a subsidiary of”, select your parent from the drop down list. If the establishment that is your parent is not on the list contact them to ensure they have applied and have been accepted as parent.

NB. Typing the first letter of their name will jump to that section of the alphabet in the list.

Other Information	
CSSR:	
Gov Region:	
Is a Parent:	No <a href="#">Edit</a>
Is subsidiary of:	N/A <a href="#">Edit</a>
Is a Bulk Upload User:	No <a href="#">Edit</a>
Last Bulk Upload:	08/03/2018

## Permissions

Before saving you need to decide the level of access you would like your Parent Establishment to have. You can change this at any time.

- **May not view any NMDS-SC data**  
This will link you to your parent establishment but they will not be able to see any of your data.
- **May view establishment level but not worker level NMDS-SC data**  
This will link you to your parent and give them viewing rights to your establishment data but not worker data.
- **May view establishment level and worker level NMDS-SC data**  
This will link you to your parent and give them viewing rights to all your data.

true care
[View Establishment](#)

Please select a parent establishment. If your establishment is not present in the dropdown list contact the help desk.

\* must be completed

**Parent Establishment Application**

\* Choose a Parent Establishment:

Skills for Care (LS1 2RP)
▼ ?

Link your establishment to your parent organisation

Status  
No parent establishment

\* Parent Permission: ?

May not view any NMDS-SC data  
 May view establishment level but not worker level NMDS-SC data  
 May view establishment level and worker level NMDS-SC data

Permission for my Parent Organisation to view part of my NMDS-SC record.

\* must be completed

If you link to the wrong parent or want to break the link to your parent there is a Remove Parent Association link/button which appears at the top of this page after saving.

NB. The parent has to approve this decision by clicking decline on their all establishment page.

Initially you will see the name of your parent as (pending acceptance) in the Other Information section of your my establishment page.

Other Information	
CSSR:	
Gov Region:	
Is a Parent:	No
Is subsidiary of:	Skills for Care (pending acceptance) <a href="#">Edit</a>
Is a Bulk Upload User:	No <a href="#">Edit</a>
Last Bulk Upload:	08/03/2018

## Parent Establishment

### Subsidiary Management

This is found on the “All Establishment” page.

Parent establishments will see one of four “My Permissions” options next to each subsidiary:

No viewing permission

View establishment data only

View establishment and worker data and ownership

View establishment and worker data

Once you are satisfied these are your subsidiaries please click “Accept”

### Changing Permissions

If, as a parent you are the data owner of your subsidiaries data, you can choose what type of view your subsidiaries can have on their data and change who “owns” the data (edit rights), by clicking on permissions at the side of the subsidiary name.

You can click on the link in the yellow box to pass responsibility back to the subsidiary. The subsidiary will then need to accept this change in their NMDS-SC account. If you are doing this for a subsidiary you have created through your parent account you will need to set up a user account for this subsidiary (see “creating user accounts at your subsidiaries” below). You can also change viewing permissions as explained on page 6.

#### My Establishments & Permissions

Displaying 1 to 7 of 7

Establishment Name	My Permissions			Action
	View Establishment	View Worker	Owner	
<a href="#">Dan Care</a> King Street, Manchester, M2 4NH <a href="#">Map</a> Local ID: Dan Care ( <a href="#">set local identifiers</a> ) last uploaded: 19/02/2018.	✓	✓	✓	<a href="#">Permissions</a>
<a href="#">GDPR test</a> 6 Grace Street, Leeds, LS1 2RP <a href="#">Map</a> Local ID: GDPR ( <a href="#">set local identifiers</a> ) last uploaded: 19/02/2018.	✓	✓	✓	<a href="#">Permissions</a>
<a href="#">Skills for Care</a> Grace Street, Leeds, LS1 2RP <a href="#">Map</a> Local ID: Subsidiary 2 ( <a href="#">set local identifiers</a> ) last uploaded: 19/02/2018.	✓	✓	✓	<a href="#">Permissions</a>
<a href="#">Subsidiary 3</a> Princes Square, Leeds, LS1 4HY <a href="#">Map</a> Local ID: Subsidiary 3 ( <a href="#">set local identifiers</a> ) last uploaded: 19/02/2018.	✓	✓	✓	<a href="#">Permissions</a>
<a href="#">Testing perms</a> Grace Street, Leeds, LS1 2RP <a href="#">Map</a> Local ID: one ( <a href="#">set local identifiers</a> ) last uploaded: 19/02/2018.	✓	✓	✓	<a href="#">Permissions</a>
<a href="#">test 2 subsid</a> Great weston street, Leeds, LS1 5AW <a href="#">Map</a> Local ID: testing org 2 ( <a href="#">set local identifiers</a> ) last uploaded: 19/02/2018.	✓	✓	✓	<a href="#">Permissions</a>
<a href="#">wizard test</a> 2016 School Grove, Dewsbury, WF13 4RX <a href="#">Map</a> Local ID: wizard ( <a href="#">set local identifiers</a> ) last uploaded: 19/02/2018.	✓	✓	✓	<a href="#">Permissions</a>

#### Key to Icons:

- ✓ The parent organisation is granted the Permission/Responsibility
- ✗ The parent organisation is denied the Permission/Responsibility
- ✓➔ The parent is the data owner but has requested that the subsidiary becomes the data owner
- ✗➔ The parent is not the data owner but the subsidiary has requested that the parent becomes the data owner

#### my establishments & permissions

Displaying 1 to 4 of 4

Establishment Name	My Permissions			Action
	View Establishment	View Worker	Owner	
<a href="#">Tester 1</a> Albion Place, Leeds, LS1 6JL <a href="#">Map</a>	✓	✓	✓	<a href="#">Permissions</a>

**Tester 1** [Subsidiaries](#)

You are currently responsible for updating data at this establishment. If you wish your subsidiary to become responsible for this please [click here to request change of responsibility](#)

\* must be completed

**Set Permissions**

\* Subsidiary Permissions:

May not view any NMDS-SC data

May view establishment level but not worker level NMDS-SC data

May view establishment level and worker level NMDS-SC data

\* must be completed [Return](#) [Save](#)

## Subsidiary Establishment

### Giving Parent Ownership of Your Data

By default existing subsidiaries are the owners of their data, to pass ownership to the parent you have to give ownership and the parent has to accept ownership.

On the “my establishment” page click edit at the side of “is a subsidiary” this will take you to the Parent Establishment Application Page.

Click on the link in the yellow box to request change of responsibility.

If you change your mind you can cancel before the parent accepts this request by clicking “cancel” in the yellow box

**Dan Care**

[View Establishment](#)
[Remove Parent Association](#)

You are currently responsible for updating data at this establishment. If you wish your parent to become responsible for this please [click here to request change of responsibility](#)

Please select a parent establishment. If your establishment is not present in the dropdown list contact the help desk.

**\* must be completed**

**Parent Establishment Application**

**\* Choose a Parent Establishment:**

Skills for Care (ST17 9BA)
▼ ?

Link your establishment to your parent organisation

Status  
Parent establishment has accepted

**\* Parent Permission: ?**

May not view any NMDs-SC data  
 May view establishment level but not worker level NMDs-SC data  
 May view establishment level and worker level NMDs-SC data

Permission for my Parent Organisation to view part of my NMDs-SC record.

**\* must be completed**

[Return](#)
[Save](#)

**Dan Care**

[View Establishment](#)
[Remove Parent Association](#)

You are responsible for the maintenance of your data, however you have requested that your parent organisation take over this responsibility. You may still [cancel](#) this request.

Please select a parent establishment. If your establishment is not present in the dropdown list contact the help desk.

**\* must be completed**

**Parent Establishment Application**

**\* Choose a Parent Establishment:**

Skills for Care (ST17 9BA)
▼ ?

Link your establishment to your parent organisation

Status  
Parent establishment has accepted

**\* Parent Permission: ?**

May not view any NMDs-SC data  
 May view establishment level but not worker level NMDs-SC data  
 May view establishment level and worker level NMDs-SC data

Permission for my Parent Organisation to view part of my NMDs-SC record.

**\* must be completed**

[Return](#)
[Save](#)

Once your parent has accepted the change of responsibility you will see this page from your “my establishment” page.

You will notice that all the edit buttons have been removed to stop you from editing any of the data.

If you would like this changing back so you are the data owner you must contact your parent.

**Dan Care**
 [View Workers](#)

i Your establishment and worker records are not linked. To see what you need to do to link them run the [Establishment and worker record consistency report](#)

i Your parent organisation is responsible for the maintenance of your data. Therefore you are unable to edit your data. If this is incorrect, please contact your parent organisation and they can arrange for ownership of the data to be passed back to you.

Contact Details	
NMDS-SC Id:	F306047
Establishment Address:	King Street Manchester M2 4NH <a href="#">View Map</a>
Establishment Telephone Number:	1612444444
Establishment Email:	

Users at Establishment	
<a href="#">Dan Care</a>	

Establishment Details	
Type:	Private sector
Current Investors in People (IIP) Status:	Recognised
Data Sharing Permission CQC:	Yes
Data Sharing Permission NHS Choices and My NHS:	Yes
Data Sharing Permission Local Authority:	Yes
e-Learning for Healthcare user registration code:	NTAW29 <span style="border: 1px solid #007bff; padding: 0 2px;">?</span>
User registration code valid from:	15/09/2015

Other Information	
CSSR:	Manchester
Gov Region:	North West
Is a Parent:	No
Is subsidiary of:	Skills for Care
Is a Bulk Upload User:	Controlled By Parent
Last Bulk Upload:	19/02/2018

## Parent Establishment

### Accepting Ownership of Subsidiary Data

On the “All establishments” page you will see the subsidiary has requested that you take over ownership of their data. You must either accept or decline this request. If you click decline ownership will remain with the subsidiary. Clicking accept will give you ownership of the data and the subsidiary will only have viewing permissions to their own data.

Once you have clicked accept you can then change permissions for this subsidiary as required.

To hand responsibility back to subsidiary click permissions and follow steps above.

view subsidiaries
[Add Subsidiary](#)

**true care**  
 NMDS-SC Id: D128347  
 Establishment Address: 6 Fore Street, Trowbridge, BA14 8HD [View Map](#)  
 Gov Region: South West

**search for establishments**

Sort by: Action  
 NMDS-SC Id:   
 Postcode:   
 Establishment Name:   

Search

**my establishments & permissions**  
 Displaying 1 to 4 of 4

Establishment Name	My Permissions			Action
	View Establishment	View Worker	Owner	
<a href="#">I Care</a> St Marys Road, Sheffield, S2 4AN <a href="#">Map</a>	✓	✗	✗←	<a href="#">Accept</a>   <a href="#">Decline</a> Responsibility
<a href="#">Tester 1</a> Albion Place, Leeds, LS1 6JL <a href="#">Map</a>	✓	✓	✓	<a href="#">Permissions</a>
Care for you St Marys Road, Sheffield, S2 4AN <a href="#">Map</a>	✗	✗	✗	<a href="#">Remove</a>
<a href="#">Carina Homes</a> 5, Albion Place, Leeds, LS1 6JL <a href="#">Map</a>	✓	✓	✗	<a href="#">Remove</a>

**key to icons:**

- ✓ The parent organisation is granted the Permission/Responsibility
- ✗ The parent organisation is denied the Permission/Responsibility
- ✓→ The parent is the data owner but has requested that the subsidiary becomes the data owner
- ✗← The parent is not the data owner but the subsidiary has requested that the parent becomes the data owner

view subsidiaries
[Add Subsidiary](#)

**true care**  
 NMDS-SC Id: D128347  
 Establishment Address: 6 Fore Street, Trowbridge, BA14 8HD [View Map](#)  
 Gov Region: South West

**search for establishments**

Sort by: Action  
 NMDS-SC Id:   
 Postcode:   
 Establishment Name:   

Search

**my establishments & permissions**  
 Displaying 1 to 4 of 4

Establishment Name	My Permissions			Action
	View Establishment	View Worker	Owner	
<a href="#">I Care</a> St Marys Road, Sheffield, S2 4AN <a href="#">Map</a>	✓	✓	✓	<a href="#">Permissions</a>
<a href="#">Tester 1</a> Albion Place, Leeds, LS1 6JL <a href="#">Map</a>	✓	✓	✓	<a href="#">Permissions</a>
Care for you St Marys Road, Sheffield, S2 4AN <a href="#">Map</a>	✗	✗	✗	<a href="#">Remove</a>
<a href="#">Carina Homes</a> 5, Albion Place, Leeds, LS1 6JL <a href="#">Map</a>	✓	✓	✗	<a href="#">Remove</a>

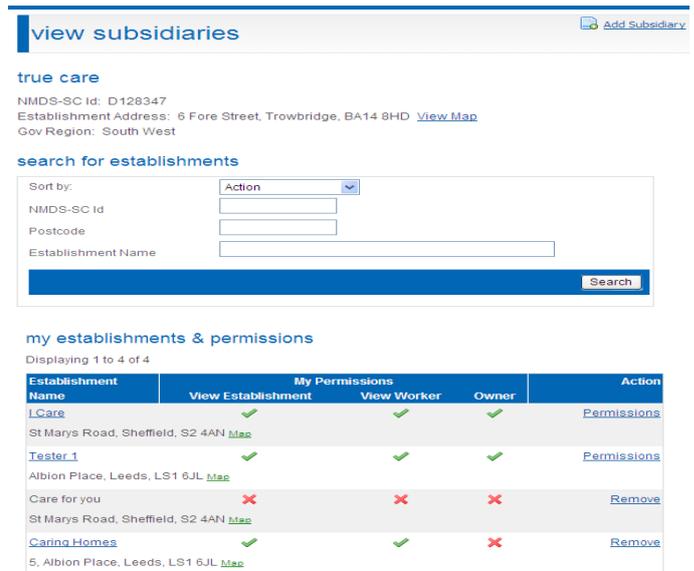
## Parent Establishment

### Creating User Accounts for your Subsidiaries

For subsidiaries that you have created through your parent account you will have to create user accounts to enable the subsidiary to log in and either view their data or edit their data if you hand ownership back to them.

On the “All Establishment” page find the name of the subsidiary that you want to create user accounts for. Click in the name of the subsidiary and this will take you to their “my establishment” page.

As you can see from the example the “users at establishment” is blank. Click on the edit button to go to the user page.



**view subsidiaries** [Add Subsidiary](#)

**true care**  
NMDS-SC Id: D128347  
Establishment Address: 6 Fore Street, Trowbridge, BA14 8HD [View Map](#)  
Gov Region: South West

**search for establishments**

Sort by:  Action

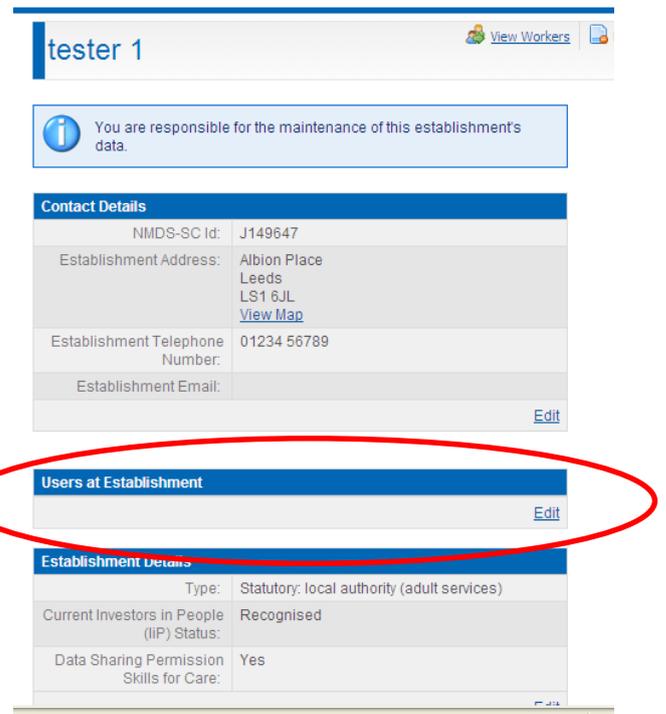
NMDS-SC Id:

Postcode:

Establishment Name:

**my establishments & permissions**  
Displaying 1 to 4 of 4

Establishment Name	My Permissions			Action
	View Establishment	View Worker	Owner	
<a href="#">LCare</a> St Marys Road, Sheffield, S2 4AN <a href="#">Map</a>	✓	✓	✓	<a href="#">Permissions</a>
<a href="#">Tester 1</a> Albion Place, Leeds, LS1 6JL <a href="#">Map</a>	✓	✓	✓	<a href="#">Permissions</a>
Care for you St Marys Road, Sheffield, S2 4AN <a href="#">Map</a>	✗	✗	✗	<a href="#">Remove</a>
<a href="#">Carino Homes</a> 5, Albion Place, Leeds, LS1 6JL <a href="#">Map</a>	✓	✓	✗	<a href="#">Remove</a>



**tester 1** [View Workers](#)

**You are responsible for the maintenance of this establishment's data.**

**Contact Details**

NMDS-SC Id:	J149647
Establishment Address:	Albion Place Leeds LS1 6JL <a href="#">View Map</a>
Establishment Telephone Number:	01234 56789
Establishment Email:	

[Edit](#)

**Users at Establishment** [Edit](#)

**Establishment Details**

Type:	Statutory: local authority (adult services)
Current Investors in People (IIP) Status:	Recognised
Data Sharing Permission Skills for Care:	Yes

Click "Add User" in the top right hand corner

users at tester 1 [Add User](#)

users with edit permissions

User ID	Name	Status	Creator	Created On	Primary User?
---------	------	--------	---------	------------	---------------

read-only users

User ID	Name	Status	Creator	Created On	Access Worker List
---------	------	--------	---------	------------	--------------------

Enter the details of the person that will be using this account ensuring the email address is correct as this will be used to email the person with details of their account. Set up a temporary password and make a note of this, the new user will need to be informed of this.

When you have clicked save, an email will be sent to the new user informing them of their username and asking them to obtain their password from you. They must do this and follow the link in their email to activate their account.

## Parent Establishment

### Moving a worker record between Subsidiaries

In order to move a worker the parent must have full ownership of data at the subsidiary establishment.

**View Workers** [View Establishment](#) [Add Worker](#) [Select Columns](#)

Please find below a list of workers for this establishment.

Sort By :   Ascending  Descending

Display Id	NI Number	D.O.B	Gender	Start Date	
1	n/a	06 March 1961	Female	14 February 2012	
12	n/a	17 January 1978		Unknown	
123	n/a	26 March 1983	Male	Unknown	
1234	n/a	03 December 1973	Female	31 March 2014	

Total Workers - 4

Navigate to 'My Workers' and select the worker you wish to move

**Personal and Employment Details**  
last updated on 21/02/2017

Details	
National Insurance Number	Not Provided
Gender	Female
Worker's Date Of Birth	16/03/1987
Worker's Home Postcode	LS1 2RP
Disability	No
Ethnic Origin	English / Welsh / Scottish / Northern Irish / British
Nationality	United Kingdom
Country Of Birth	United Kingdom
Year Of Arrival	1999
Employment status	Permanently employed
Start Date	09/04/2012
Recruitment	Agency
Experience	2011
Main job role	Managers and staff care-related but not care-providing
Other job roles	
Zero-hours Contract	Yes
Contracted Hours of work	0
Additional Hours worked	Not Provided
Status of Main Job Role	Full-time
Rate of Pay	Hourly £10.00
Sickness	0
<a href="#">Section Up to Date</a>	<a href="#">Edit</a>

Edit into the worker' Personal and Employment Details

\* must be completed

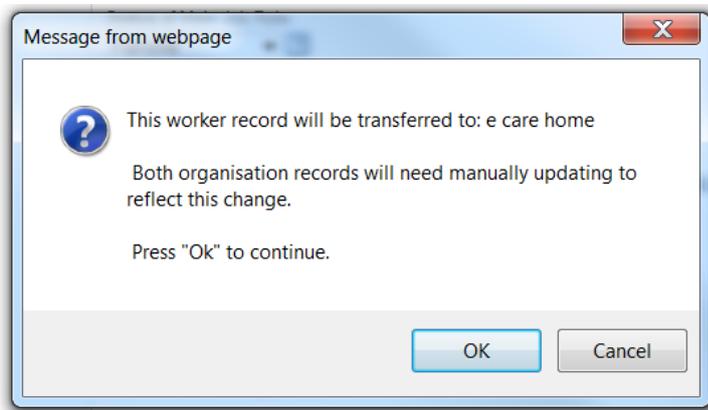
**Change Subsidiary**

Select Subsidiary:

Skills for Care ?

Click above to select one of your subsidiaries to move this worker record to

Select the subsidiary you wish to transfer the worker to from the drop down list



Scroll down and click Save/Update.

You will then see a summary box giving information about where your worker record will be transferred to. If this is correct click OK and the worker will be transferred to the selected Subsidiary

Please ensure you update your Job Roles and Total Workers as this does not update automatically