

nmds-scTM
national minimum
data set for social care



Updating Establishment Information

March 2018
Version 12

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Introduction

This user guide will take you through the part of the system that holds information about your establishment. This information was provided by yourself following registering on NMDS-SC Online.

See the Quick Start Guides under Help and Guidance for details of how to register or log into your NMDS-SC account.

In NMDS-SC Online your organisation details are kept in “My Establishment” and are grouped into 9 blocks of information.

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

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

Information on updating users at your establishment can be found in the guidance document “Managing users on NMDS-SC”

1. Contact Details

Updating Contact Details

Check that your details are correct.

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

Skills for Care	
Contact Details	
NMDS-SC Id:	J313868
Establishment Address:	6 Grace Street Stafford ST17 9BA View Map
Establishment Telephone Number:	123456789
Establishment Email:	
Edit	

Making and Saving Changes

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

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

Whenever you make changes or additions please remember to click save in the bottom right hand corner of the screen. Click return to go back to the main "My Establishment" page.

Skills for Care View Establishment	
* must be completed	
Edit Contact Details	
* Establishment Name:	<input type="text" value="Skills for Care"/> ?
<small>The name of the business or organisation at the workplace address</small>	
* Establishment Address:	<input type="text" value="6 Grace Street"/> ?
	<input type="text"/>
	<input type="text"/>
* Town:	<input type="text" value="Stafford"/>
* Postcode:	<input type="text" value="ST17 9BA"/>
* Establishment Telephone Number:	<input type="text" value="123456789"/> ?
Establishment Email:	<input type="text"/> ?
<small>An accurate email address for the establishment</small>	
* must be completed	
<input type="button" value="Return"/> <input type="button" value="Save"/>	

2. Establishment Details

Updating the Establishment Details

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

Establishment Details	
Type:	Private sector
Current Investors in People (IiP) Status:	Recognised
Data Sharing Permission CQC:	Yes
Data Sharing Permission: NHS Choices and My NHS:	Yes
Data Sharing Permission Local Authority:	Yes
e-Learning for Healthcare user registration code:	2JFL9G 
User registration code valid from:	15/06/2012
Edit	

For further information on the use of the e-Learning for Healthcare please see separate guidance documents.

Making and Saving Changes

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

For further guidance on which “Sector” to select or the sharing permissions, click the ? alongside the relevant question.

Please note to **OPT IN** to sharing your data with CQC, NHS Choices or LAs you will need to tick the relevant boxes.

Edit Establishment Details

* Sector:

Current Investors in People (IIP) Status:

IIP Recognised, Committed to IIP or Neither

Permissions:

I agree to share my NMDS-SC data with CQC

I agree for my NMDS-SC data to be used for workforce indicators on the NHS Choices websites and/or My NHS website

[For further information on NHS Choices click here](#)

I agree to share limited NMDS-SC data items with the local authority within which my establishment is located

* must be completed

3. Other Information Section

Updating Other Information

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

Each establishment can also apply for Parent Status, Subsidiary Status (where applicable) and to be a Bulk Upload user (if applicable) within this section.

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

Other Information	
CSSR:	Staffordshire
Gov Region:	West Midlands
Is a Parent:	Yes Edit
Is subsidiary of:	N/A
Is a Bulk Upload User:	Yes Set Local Worker Identifiers Edit
Local Identifier:	Skills for Care Edit
Last Bulk Upload:	08/03/2018

If the information is updated by Bulk Upload, this will also show the date of your last Bulk Upload.

4. Registered Services

Overview

If your establishment is registered with CQC your registration number (Location ID) will appear here.

Registration Details	
CQC Registration No:	1-3260890683
Total Staff:	5
Edit	

In this section it will also tell you the total staff at your establishment; this is the total of permanent and temporary staff that you employ. To change any of the information in this section click the edit button.



There are no CQC Establishments for this postcode. Please contact support on 0845 873 0129.
The registered CQC location (1-3260890683) does not match the current establishment address.
Please select a new CQC location or correct the address.
[Click here to check the establishment address](#)

If a warning box appears this could be due to the fact that your information held by CQC is different to that which you have entered on NMDS-SC. Please check your postcode and/or your main service. If your details are correct please contact Support on 0845 8730129 (Direct Dial 0113 241 0969)

* must be completed

Edit Service Provision for Establishment

Registration Type:
 [?](#)

* There are no CQC Establishments for this postcode. Please contact support on 0845 873 0129.

* Provider Number:
 [?](#)
CQC Provider number. This is a ten digit number with a hyphen e.g. 1-234567898

* Location ID:
 [?](#)
CQC Location ID. This is a ten digit number with a hyphen e.g. 1-123456789

* Total Staff: [?](#)

Total permanent and temporary staff only

Respondent's Name:

Job Title:

Establishment Email:

An accurate email address for the respondent

* must be completed

5. Services Provided

Main and Other Services Provided

The main and other services provided relate to the services that you provide at your location. Clicking edit will enable you to add/update this section. Please note that if you are providing a CQC regulated service the main service that you provide must match that on CQC.

The Main Care Service that you provide [go to top](#)
last updated on 19/02/2018

Service Type		Total Capacity	Current Uptake
Adult domiciliary	Domiciliary care services (Adults) - DCC	1 hours	1 service users

[Edit](#)

Other Services Provided [go to top](#)

Service Type		Total Capacity	Current Uptake
Adult domiciliary	Live-in care	2 hours	2 service users

[Edit](#)

Updating Services Provided

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

Skills for Care [View Establishment](#)

Please supply details of the main service you provide and details of any other services you offer. Please note that total capacity and current uptake figures are based on **daily figures**

Please note that the personalisation of services and increasing user involvement is a requirement for all services commissioned by local authorities. It is expected therefore that this will be a feature of all services rather than a stand-alone definition of a service. If however your service is not included in the definitions below then please add it to the Other Service box.

The Main Care Service that you provide

Service Type		Total Capacity	Current Uptake
Adult domiciliary	Domiciliary care services (Adults) - DCC	1 hours	1 service users

[Edit](#)

Other Services Provided

Service Type		Total Capacity	Current Uptake
Adult domiciliary	Live-in care	2 hours	2 service users

[Edit](#) [Delete](#)

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

By clicking the "save/update" button you are confirming that the information provided in this page is accurate and up to date.

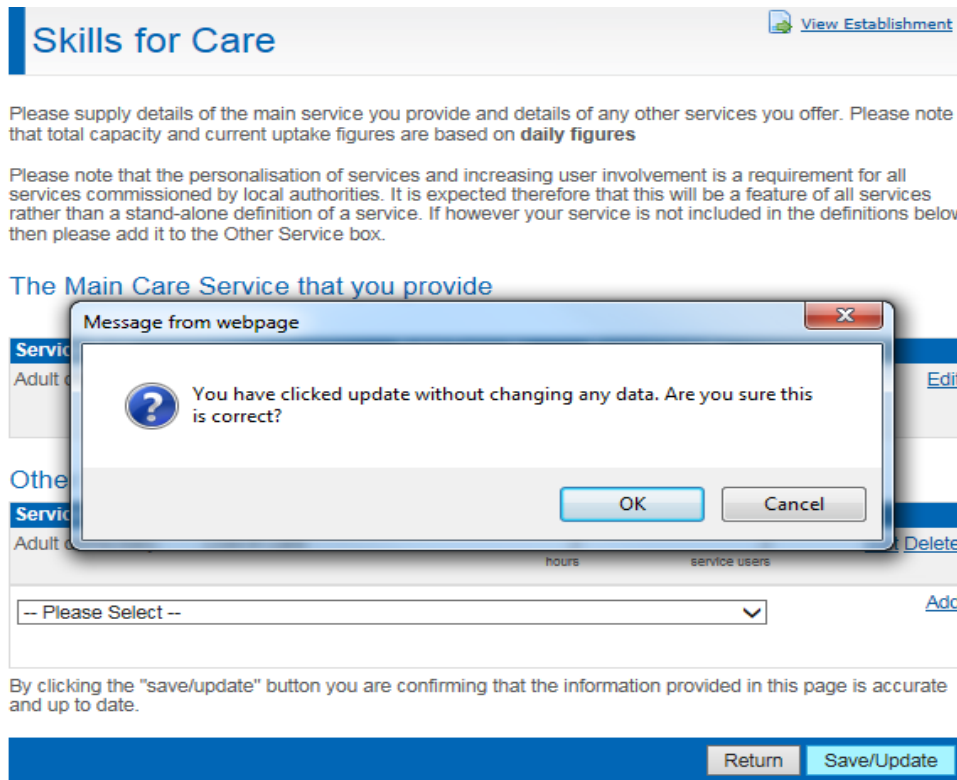
[Return](#) [Save/Update](#)

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

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

6. Using the update button

At the end of some sections you will see a button that says save/update, if you feel your information is correct and does not need changing you can click the save/update button to confirm you have checked your data and everything is accurate and up to date.



Skills for Care [View Establishment](#)

Please supply details of the main service you provide and details of any other services you offer. Please note that total capacity and current uptake figures are based on **daily figures**

Please note that the personalisation of services and increasing user involvement is a requirement for all services commissioned by local authorities. It is expected therefore that this will be a feature of all services rather than a stand-alone definition of a service. If however your service is not included in the definitions below then please add it to the Other Service box.

The Main Care Service that you provide

Service Adult d [Edit](#)

Other Service Adult d [Delete](#)

hours service users

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

By clicking the "save/update" button you are confirming that the information provided in this page is accurate and up to date.

[Return](#) [Save/Update](#)

You will be asked to confirm that this is correct; clicking ok on this message will ensure that your last update date for that particular section is changed.

7. Service Users

Adding and removing Service User Types

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



service users	
User Type	
Older People	Older people with dementia
Adults	Adults with physical disabilities

[Edit](#)

On the edit screen simply click in the relevant box/s to add or remove service users. You can add as many service users as are applicable to your provision.

8. Job Roles

Updating Job Roles

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

Job Roles
last updated on 12/03/2018 [go to top](#)

	Permanent	Temp	Pool	Agency	Students	Voluntary	Others
Senior Management	1	0	0	0	0	0	0
Middle Management	0	0	0	0	0	0	0
First Line Manager	0	0	0	0	0	0	0
Registered Manager	1	0	0	0	0	0	0
Supervisor	0	0	0	0	0	0	0
Senior Care Worker	0	0	0	0	0	0	0
Care Worker	0	0	0	0	0	0	0
Community, Support and Outreach Work	0	0	0	0	0	0	0
Registered Nurse	0	0	0	0	0	0	0
Managers and staff care-related but not care-providing	0	0	0	0	0	0	0
Administrative / office staff not care-providing	0	0	0	0	0	0	0
Ancillary staff not care-providing	0	0	0	0	0	0	0
Activities Worker or Co-ordinator	0	0	0	0	0	0	0
Total	2	0	0	0	0	0	0

[Edit](#)

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

Registered Nurse	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Delete
Teacher (qualified)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Delete
Educational Assistant	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Delete
Managers and staff care-related but not care-providing	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Delete
<input type="text" value="Senior Care Worker"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

A Registered Manager should only be selected if the service is a CQC regulated service. If the below warning appears, either the main service should be changed to a CQC regulated service including the CQC location and provider numbers or, if the service is not a CQC regulated service reference to a Registered Manager should be removed from job roles.



Please update your [Job Roles](#) section to remove reference to a Registered Manager or a vacancy for Registered Managers post as you are not providing a CQC regulated service.

9. Starters, Leavers and Vacancies

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

Starters, Leavers & Vacancies go to top			
Total Starters *	Total Leavers *	Total Vacancies	
2	2	3	
* within the last 12 months			
	* Starters	* Leavers	Vacancies
Registered Manager	0	0	2
Supervisor	1	0	0
Care Worker	0	1	0
Total of Starters, Leavers & Vacancies by Job Role	1	1	2
Edit			

Updating Starters, Leavers and Vacancies

To change any of the numbers in this section click the required box and type the new number in. If any of these job titles are not required simply click delete to remove them.

Starters and Leaver totals are based on permanent and temporary staff over the last 12 months prior to completion. Vacancies are actual vacancies of directly employed staff.

	* Starters	* Leavers	Vacancies	
Total Starters * Total Leavers * Total Vacancies <input type="text" value="2"/> <input type="checkbox"/> not known <input type="text" value="3"/> <input type="checkbox"/> not known <input type="text" value="3"/> <input type="checkbox"/> not known * within the last 12 months				
Middle Management	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Delete
Care Worker	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	Delete
Youth Offending Support	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Delete
Occupational Therapist	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	Delete
Registered Nurse	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	Delete
Ancillary staff not care-providing	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Delete
Other job roles not directly involved in providing care	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Delete
<input type="text"/>				
Senior Management	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add
Total of Starters, Leavers & Vacancies by Job Role	2	3	3	
Expected Total	2	3	3	

By clicking the "save/update" button you are confirming that the information provided in this page is accurate and up to date.

If you do need to add another job title to this section you can do so by selecting the relevant one, typing the required numbers in the boxes and click add.

When you have completed this section click save. To return to your main "my establishment" page click return. Remember to complete the total boxes at the top. If not known is selected you will have to unselect once you know the total numbers.

10. Leaver Reasons and Destinations

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

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

Reason For Leaving	
last updated on 12/03/2018 go to top	
Reason	Count
Pay	1
Transferred to another employer	1
Edit	
Destination After Leaving	
last updated on 12/03/2018 go to top	
Destination	Count
Elsewhere within the organisation	1
Destination not known	1
Edit	

Updating Reasons for Leaving

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

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

If you do not know why they left select “Reason not known”

Redundancy	<input type="text"/>
End of contract term	<input type="text" value="1"/>
Other reason(s) <input type="text"/>	<input type="text"/>
Reason not known	<input type="text" value="1"/>
Expected Total: 2	Sum of reasons: 2

By clicking the "save/update" button you are confirming that the information provided in this page is accurate and up to date.

Finally click save and click return.

Updating Destination after Leaving

This is done exactly the same way as before.

Edit Leaver Destinations

Destination	Number
Adult care sector: local authority	<input type="text"/>
Adult care sector: private or voluntary sector	<input type="text"/>
Children's sector: local authority	<input type="text"/>
Children's sector: private or voluntary sector	<input type="text"/>
Health sector	<input type="text"/>
Retail sector	<input type="text"/>
Other sector	<input type="text"/>
Elsewhere within the organisation	<input type="text" value="1"/>
Abroad	<input type="text"/>
Other destination(s) <input type="text"/>	<input type="text"/>
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.	<input type="text"/>
Destination not known	<input type="text" value="1"/>
Expected Total: 2	Sum of destinations: 2

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

By clicking the "save/update" button you are confirming that the information provided in this page is accurate and up to date.