

Employer checklist

4 steps to managing your NMDS-SC

Step 1 - Prior to getting started

Starting at senior management level, agree the reasons why you, as an organisation, have decided to complete your NMDS-SC return. These could be any, or all, of the following:

- To claim Workforce Development Funding (you can access up to £690 for one person completing a level 2 diploma).
- To help populate your Care Quality Commission (CQC) provider information return.
- To help populate your NHS Choices online provider profile.
- To record staff training and keep track of staff qualifications and development
- To share your basic data with your Local Authority (LA) who commissions provider services.
- To give you easy-to-read access to your own analysed data via dashboards and to help underpin workforce planning

If you are a local authority, you can see a clear picture of your whole workforce and meet the requirement to complete NMDS-SC by the Dept of Health.

Step 2 - Adopt clear lines of responsibility for:

- a) gathering and uploading the data
- b) using the data.

Step 3 - Agree a timeframe and approach to achieve completion

For those tasked with gathering and uploading the data:

- Work out where your data is; often there will be 3 points - HR, Payroll and Learning & Development.
- Complete a gap analysis to find out which data fields you do not already collect.
- Agree a way of filling these gaps both in the short and longer term:
 - in the short term it may be a one-off letter to staff with key questions; this might go out with payroll
 - in the longer term think about how you can embed gathering that data into routine practice i.e. including gathering information as part of your Induction process or taking information from the application forms of successful applicants (such as date of entry into social care).
- Read the BUDI guidance (with an IT technician if possible) then ring our Support Service any queries, however small, or to just inform us that you are going to bulk upload at some point, we will see if there is any help we can offer you.

For those tasked with using the data to support your business:

The key to NMDS-SC is in the use of the data. Use easy to read dashboard style reports by logging into your account and selecting dashboards on the left hand menu. There is also an e-guide for dashboards to help you get the best out of them and a short video animation.

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For those tasked with using the data to support your business contd...

- There is plenty of support available to you; this can include a one-to-one web based session, a presentation either by web or in your place of work by a member of the Workforce Intelligence team or a local Area Officer, or we can talk to you and your team via teleconference, with you at a computer.
- If you have an IT based HR and business system in place there is help available for them to support the transfer of your data to NMDS-SC

Step 4 – Sustainable and efficient management

- Once your data has been uploaded make sure you gather your team together to agree how you intend to update your data.
- Smaller organisations might use times such as supervisions and appraisals to keep the worker records current, larger organisations might bulk-upload every quarter.
- Include those who gather and upload the data in a feedback and information sharing session where you:
 - look at what your dashboards are telling you about your workforce
 - agree what you have achieved or can now access as a result of completing the data set

Support from Skills for Care

There is plenty of support available. The help and guidance section of our website: nmds-sc-online.org.uk has an excellent range of resources to inform and help you including:

- Short film clips, animations and video webinars
- Step by step guidance documents including screen shots
- Our **e-guide** is available with sections ranging from strategic value and purpose through to tips on updating worker records.
- Dashboard reports and an Dashboard e-guide to help you get the most out of your data. Visit the **dashboards page** for more information.

Our Support Service are here to help during office hours, and if necessary, they can also draw on specialist help if required.

Tel. **0845 873 0129** (direct dial number **0113 241 0969**)

Email. nmds-support@skillsforcare.org.uk

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