

## NMDS-SC Local Authority Return 2018 - What you need to do and when

### December 2017

Following our letter in September, a reminder was placed on the NMDS-SC website that local authorities (LAs) will be required to submit an NMDS-SC return as per the requirements document.

This reminder can be found at [www.nmds-sc-online.org.uk](http://www.nmds-sc-online.org.uk). Click on 'Help & Guidance' then click on 'Help & Guidance for Local Authorities'. This is your **One Stop Shop** where you can find all the resources and information you need.

### March 2018

A further communication will go out from the Health and Social Care Information Centre to the Directors of Adult Social Services (DASSs) announcing that LAs will be required to submit a return.

### May – August 2018

Using your Task Management Checklist, develop your action plan for completion of the return ensuring you have the resources available and a contingency plan in place.

- Support is available to assist you with your planning. Your task management checklist can be found on your **One Stop Shop** [www.nmds-sc-online.org.uk](http://www.nmds-sc-online.org.uk) then click on 'Help & Guidance' then 'click on Help & Guidance for Local Authorities'.
- There is also guidance to help with qualifications data collection.

### 10 September – 12 October 2018

#### Upload window

**You must upload your data to NMDS-SC within this period.**

- If you require assistance please contact the support team on [nmds-support@skillsforcare.org.uk](mailto:nmds-support@skillsforcare.org.uk) or 0845 873 0129.
- **Once you have met the requirements, you must complete the confirmation form and email it to [nmdssconline@skillsforcare.org.uk](mailto:nmdssconline@skillsforcare.org.uk).**
- The **Confirmation Form** can be found on your **One Stop Shop**: [www.nmds-sc-online.org.uk](http://www.nmds-sc-online.org.uk) then click on 'Help & Guidance' then 'click on Help & Guidance for Local Authorities'. Available from 10 September 2018.

email: [nmds-support@skillsforcare.org.uk](mailto:nmds-support@skillsforcare.org.uk)

**Tel: 0845 873 0129**

## 24 September – 26 October 2018

If there has not been any activity in your account, a member of the Workforce Intelligence team will contact you to offer support and check progress, if you have any issues, these will be referred to the relevant person.

Extensions will only be granted in exceptional circumstances and you will only be able to request an extension from 1 October 2018. If you require an extension, you must download the **Extension Request form** from your **One Stop Shop**; [www.nmds-sc-online.org.uk](http://www.nmds-sc-online.org.uk) then click on 'Help & Guidance' then click on 'Help & Guidance for Local Authorities' and submit it to [nmdsconline@skillsforcare.org.uk](mailto:nmdsconline@skillsforcare.org.uk). This must be sent from your DASS office. ADASS and the Department of Health will be informed.

The extension request form can be found on your **One Stop Shop**: [www.nmds-sc-online.org.uk](http://www.nmds-sc-online.org.uk) then click on 'Help & Guidance' then click on 'Help & Guidance for Local Authorities'. Available from 1 October 2018.

## 12 October 2018

If you have not submitted a return or have not met the requirements, Skills for Care has been requested to inform ADASS and the Department of Health.

## 22 October 2018

If you have still not met the full requirements of your return and you have not requested an extension, your DASS will be contacted to submit a return.

## 25 October 2018

If you have not submitted the full requirements of your return by this date, it will be referenced in the report that your LA did not submit a full return.

## February 2019

The Personal Social Services: Staff of Social Services Departments report will be published.

email: [nmds-support@skillsforcare.org.uk](mailto:nmds-support@skillsforcare.org.uk)

Tel: 0845 873 0129