

NMDS-SC 2018 Local Authority Mandatory Return

Task Management Checklist

<p>1. Your main source of information can be found here www.nmds-sc-online.org.uk then click on 'Help & Guidance' then click on 'Help & Guidance for Local Authorities'.</p> <p>This is your one stop shop for all relevant documents & information you will need, including regularly updated FAQs, a process flow chart, data fields & qualifications lists, BUDI guidance amongst others.</p>
<p>2. Identify roles and responsibilities throughout the LA and include your system supplier, if your LA has one (e.g. Trent/SAP/Oracle) Identifying who is responsible for what at an early stage is crucial. Most LAs need to gather information from a number of different sources, there is no one team responsible therefore it is important that you make sure everyone knows their role in providing data within their authority, so be clear about who is to provide what by when.</p>
<p>3. Complete a gap analysis Of all the data fields but especially your qualifications data</p>
<p>4. Agree a plan to fill any gaps and set clear deadlines There is information to help you with this – shared by LAs who completed qualifications data previously. It is on your one stop shop page.</p>
<p>5. Agree a time plan for when others will get data to the inputter. Aim for this about mid- end August, but seek updates on progress from July onwards.</p>
<p>6. Set up a review for July Check readiness and identify any areas for concern; seek help with unblocking any barriers from the person who holds overall responsibility for ensuring this work is completed</p>
<p>7. Set a date for uploading sometime within the first 2 weeks of the window This should allow for adjustments and errors and to help you avoid a last minute rush</p>
<p>8. Make any amendments needed to ensure you meet the required criteria (run the LA progress report to check your percentage of complete worker records and your establishment data.</p>
<p>9. When you have completed you must submit your Confirmation of Worker totals form This can also be found on your one stop shop page</p>
<p>10. At any point ring our Support Service. They do not mind how many times you call.</p>

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