

nmds-sc™
national minimum
data set for social care



Quick Start Guide – Registration

October 2010
Version 2



NMDS-SC Online is a web-based application – to access it you need an internet connection. In your web browser type in the following web address

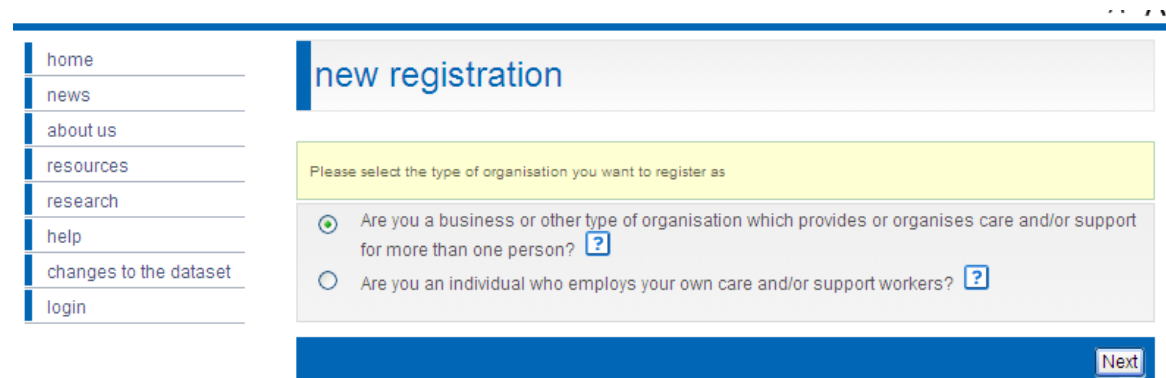
<http://www.nmds-sc-online.org.uk>

To register your establishment, first click on the Create an Account button.



The screenshot shows the homepage of the nmds-sc online application. At the top, there is a blue header with the 'skillsforcare' logo on the left and 'nmds-sc online national minimum data set for social care' on the right. Below the header is a navigation menu with links for home, news, about us, resources, research, help, changes to the dataset, and login. The main content area features a large quote: "we gather information about the social care sector". Below this are two columns: 'for existing users' with a 'Login' button and 'for new users' with a 'Create an Account' button. A 'need help?' section provides contact information for the helpdesk. On the right side, there is a 'latest news' section with several news items and links to read more.

This will take you to the new registration page where you need to select the top option to say you are a business or other type of organisation.



The screenshot shows the 'new registration' page. It has a blue header with the 'skillsforcare' logo and 'nmds-sc online national minimum data set for social care'. The navigation menu is on the left. The main content area has a yellow box with the text 'Please select the type of organisation you want to register as'. Below this are two radio button options: 'Are you a business or other type of organisation which provides or organises care and/or support for more than one person?' (selected) and 'Are you an individual who employs your own care and/or support workers?'. A 'Next' button is at the bottom right.

This will take you to the correct page to enter details about your establishment.

- [home](#)
- [news](#)
- [about us](#)
- [resources](#)
- [research](#)
- [help](#)
- [changes to the dataset](#)
- [login](#)

Enter your Establishment Name

Enter your postcode and click the find address button

Enter the Building number and/or name and the establishment contact telephone number.
(This must be a land line number only)

Enter your personal details as shown

Enter a username that you will remember and make a note of it.

Enter a password that you will remember (No-one else can see this password so please ensure you do not forget it)

Enter a memorable question that you will automatically be able to answer.

Enter the answer to your question.

After reading the Terms and Conditions tick the acceptance box and click the save button.

If any of your details are ineligible, such as entering a username that already exist a warning notice will be displayed after clicking save and you will be prompted to change it.

Register Your Establishment

your establishment

Establishment Name:*

The name of the business or organisation at the workplace address

Enter your postcode in the box below and press the 'Find Address' button. The address form will be automatically filled out for you. Please complete your address by providing the number and/or name of your building and any other necessary fields.

Number: Name of Building:

Street:*

Town:*

Postcode:*

Telephone number (land / fixed line):*

your details

Title:* First Name:* Last Name:*

Job Title:

Email:*

Confirm Email:*

The email address supplied is used for receiving information from the site

your account

User ID:*

User ID must be 4 characters or more and must only contain letters or numbers.

Password:*

Confirm Password:*

Passwords must be at least 6 characters in length and must contain at least one number and one letter

Security Question:*

The security question should be something unique for you, eg. What is your mothers maiden name?

Answer to Security Question:*

The answer to the security question will be needed to reset your password

terms and conditions

I accept the Terms and Conditions.

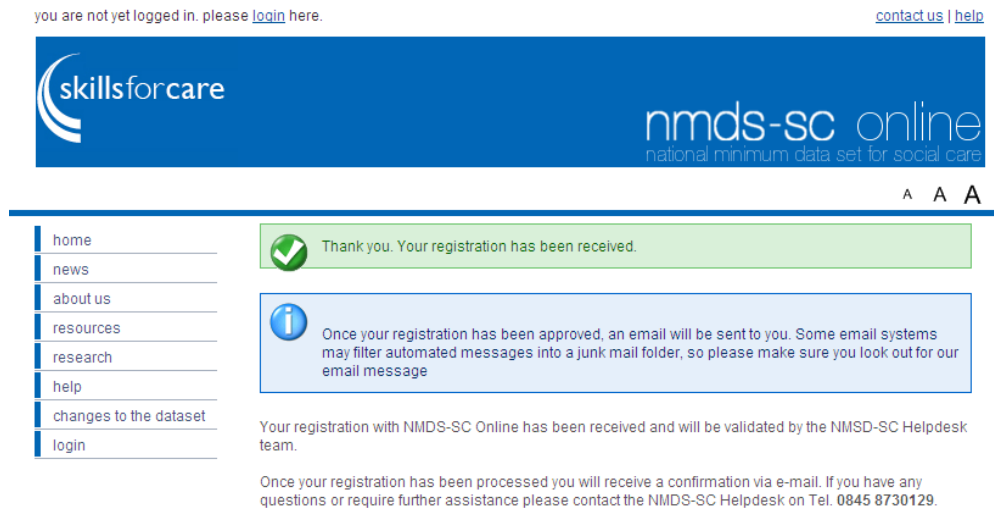
By completing the National Minimum Data Set (NMDs-SC) Online your establishment agrees to the information provided being held and used by Skills for Care (SfC) for reporting on the social care workforce in England, in order to provide accurate information regarding skills, employment and workforce demographics. This is to reduce the number of vacancies and to encourage new entrants, improve recruitment and retention, increase the numbers of staff with relevant qualifications and skills and to modernise the workforce.

The information stored within NMDs-SC Online will be held in compliance with the principles outlined within the Data Protection Act 1998. Under the Data Protection Act your establishment and SfC are jointly legally responsible for the NMDs-SC

must be completed

You will see the following message once all your details are accepted

you are not yet logged in. please [login](#) here. [contact us](#) | [help](#)



Thank you. Your registration has been received.

Once your registration has been approved, an email will be sent to you. Some email systems may filter automated messages into a junk mail folder, so please make sure you look out for our email message

Your registration with NMD-SC Online has been received and will be validated by the NMD-SC Helpdesk team.

Once your registration has been processed you will receive a confirmation via e-mail. If you have any questions or require further assistance please contact the NMD-SC Helpdesk on Tel. 0845 8730129.

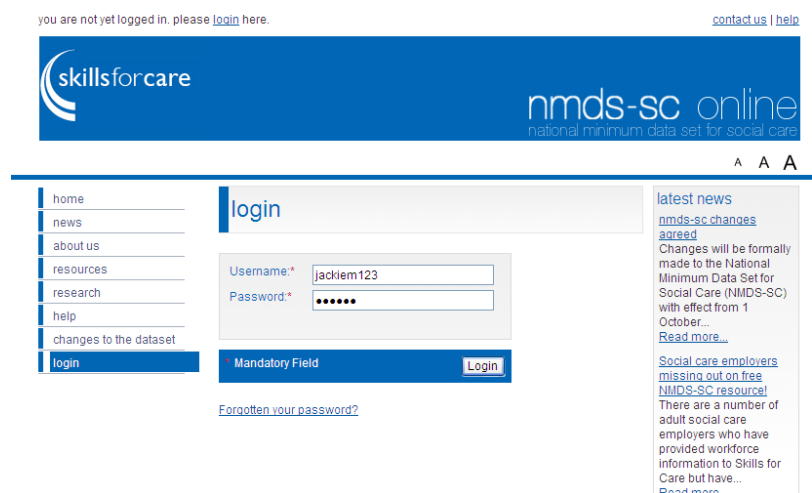
- home
- news
- about us
- resources
- research
- help
- changes to the dataset
- login

The Skills for Care Business Support team will validate all registrations upon receipt, sometimes there can be a delay between registering and validation due to a specific validation process that has to be completed.

Once validated, you will receive an email confirming your registration has been approved. Click on the link in your email and you will be taken back to www.nmds-sc-online.org.uk website. (If there is a problem with the link in your email you can type the web address in your browser and this will take you back to the homepage. Either click the login button on the left hand menu or click on the large login link in the middle of the screen.

Use the username and password you created when you registered with NMD-SC.

you are not yet logged in. please [login](#) here. [contact us](#) | [help](#)



login

Username* jackiem123

Password*

Mandatory Field

[Forgotten your password?](#)

latest news

[nmds-sc changes agreed](#)
Changes will be formally made to the National Minimum Data Set for Social Care (NMD-SC) with effect from 1 October.
[Read more...](#)

[Social care employers missing out on free NMD-SC resource](#)
There are a number of adult social care employers who have provided workforce information to Skills for Care but have...
[Read more](#)

- home
- news
- about us
- resources
- research
- help
- changes to the dataset
- login

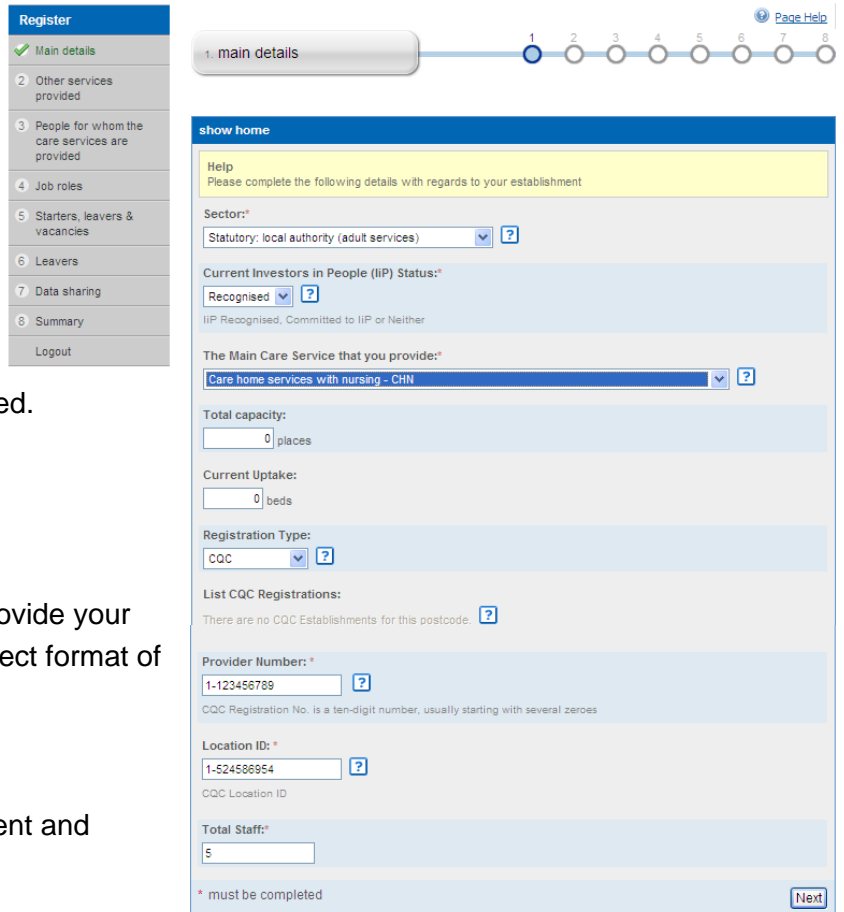
Now you should work through the 8 page Establishment Wizard completing all the details about your establishment as shown below:

Section 1 – Main Details

Please select an option from each of the drop-down lists and add details in any of the white boxes where required.

If you are CQC registered you must provide your Provider ID and Location ID in the correct format of 1-xxxxxxxx

Enter your total staff count for permanent and temporary staff



Once complete click the NEXT button in the bottom right-hand corner.

Section 2 – Other Services Provided

Please tick the box next to each other Service Type your establishment provides apart from your Main Service selected in Section 1.

Two boxes will appear in the Total Capacity and Current Uptake columns (shown right). Enter the appropriate information in these boxes for each service type.

Register

- Main details
- 2 Other services provided**
- 3 People for whom the care services are provided
- 4 Job roles
- 5 Starters, leavers & vacancies
- 6 Leavers
- 7 Data sharing
- 8 Summary
- Logout

2. other services provided

1 2 3 4 5 6 7 8

show home

Help
Please provide us with details of the other services you offer, their total capacity and current uptake.

| Service Type | Total Capacity | Current Uptake |
|---|----------------|------------------|
| Adult residential | | |
| <input type="checkbox"/> Care home services with nursing - CHN | | |
| <input type="checkbox"/> Care home services without nursing - CHS | | |
| <input checked="" type="checkbox"/> Adult placement home | 5 places | 4 beds |
| <input type="checkbox"/> Sheltered housing | | |
| <input type="checkbox"/> Extra care housing services - EXC | | |
| <input type="checkbox"/> Supported living services - SLS | | |
| <input type="checkbox"/> Other adult residential care service | | |
| Adult day | | |
| <input type="checkbox"/> Day care and day services | | |
| <input type="checkbox"/> Other adult day care services | | |
| Adult domiciliary | | |
| <input checked="" type="checkbox"/> Domiciliary care services(Adults) - DCC | 100 hours | 10 service users |
| <input type="checkbox"/> Domestic services and home help | | |
| <input type="checkbox"/> Meals on wheels | | |
| <input type="checkbox"/> Other adult domiciliary care service | | |
| Adult community care | | |
| <input type="checkbox"/> Carers support | | |
| <input type="checkbox"/> Short breaks / respite care | | |
| <input type="checkbox"/> Community support and outreach | | |
| <input type="checkbox"/> Social work and care management | | |
| <input type="checkbox"/> Shared lives - SHL | | |
| <input type="checkbox"/> Disability adaptations / assistive technology services | | |
| <input type="checkbox"/> Occupational / employment-related services | | |
| <input type="checkbox"/> Information and advice services | | |
| <input type="checkbox"/> Other adult community care service | | |
| Children's residential | | |
| <input type="checkbox"/> Family centre (residential) | | |
| <input type="checkbox"/> Children's homes | | |
| <input type="checkbox"/> Secure units | | |
| <input type="checkbox"/> Residential special schools | | |
| <input type="checkbox"/> Boarding schools | | |
| <input checked="" type="checkbox"/> Specialist college services - SPC | | |
| <input type="checkbox"/> Other children's residential care service | | |
| Children's day | | |
| <input type="checkbox"/> Full day care, e.g. day nursery | | |
| <input type="checkbox"/> Seasonal day care e.g. play group / preschool | | |
| <input type="checkbox"/> Out of school club | | |
| <input type="checkbox"/> Holiday club | | |
| <input type="checkbox"/> Creche | | |
| <input type="checkbox"/> Childminder | | |
| <input type="checkbox"/> Other children's day care services | | |
| Children's domiciliary | | |
| <input type="checkbox"/> Domiciliary care services (Children's) - DCC | | |
| Children's community | | |
| <input type="checkbox"/> Fostering or adoption service / agency | | |
| <input type="checkbox"/> Child protection | | |
| <input type="checkbox"/> Family centre | | |
| <input type="checkbox"/> Social work and care management | | |
| <input type="checkbox"/> Family support | | |
| <input type="checkbox"/> Information and advice services | | |
| <input type="checkbox"/> Mental health | | |
| <input type="checkbox"/> Other children's community care service | | |
| Other | | |
| <input type="checkbox"/> Any other Services | | |
| Healthcare | | |
| <input type="checkbox"/> Community based services for people with a learning disability - LDC | | |
| <input type="checkbox"/> Community based services for people with mental health needs - MHC | | |
| <input type="checkbox"/> Community based services for people who misuse substances - SMC | | |
| <input type="checkbox"/> Community healthcare services - CHC | | |
| <input type="checkbox"/> Acute services - ACS | | |
| <input type="checkbox"/> Hospice services - HPS | | |
| <input type="checkbox"/> Long term conditions services - LTC | | |
| <input type="checkbox"/> Hospital services for people with mental health needs and/or learning disabilities and/or problems with substance misuse - MLS | | |
| <input type="checkbox"/> Rehabilitation services - RHS | | |
| <input checked="" type="checkbox"/> Residential substance misuse treatment/rehabilitation services - RSM | | |
| <input type="checkbox"/> Other healthcare service | | |

Previous Next

Once complete click the NEXT button in the bottom right-hand corner.

Section 3 – People receiving services


Please tick the box/boxes next to each type of person that receive the services you provide at your establishment. (Shown below)

Register

- ✓ Main details
- ✓ Other services provided
- 3 People for whom the care services are provided**
- 4 Job roles
- 5 Starters, leavers & vacancies
- 6 Leavers
- 7 Data sharing
- 8 Summary
- Logout

[Page Help](#)

3 people receiving services



show home

Help
Which of the following types of people use the services provided or offered at this establishment? (Select all that apply)

People for whom the care services are provided

Older People

- Older people with dementia
- Older people with mental disorders or infirmities, excluding learning disability or dementia
- Older people detained under the Mental Health Act
- Older people with learning disabilities
- Older people with autistic spectrum disorder
- Older people with physical disabilities
- Older people with sensory impairment(s)
- Older people who misuse alcohol/drugs
- Older people others not in above categories

Adults

- Adults with physical disabilities
- Adults with learning disabilities
- Adults with mental disorders or infirmities, excluding learning disability or dementia
- Adults with sensory impairments
- Adults who misuse alcohol or drugs
- Adults with dementia
- Adults detained under the Mental Health Act
- Adults with autistic spectrum disorder
- Adults with an eating disorder
- Adults others not in above categories

Children and young people

- Children and young people with emotional or behavioural difficulties
- Children and young people with physical disabilities
- Children and young people with learning disabilities

Adults with physical disabilities

- Adults with physical disabilities
- Adults with learning disabilities
- Adults with mental disorders or infirmities, excluding learning disability or dementia
- Adults with sensory impairments
- Adults who misuse alcohol or drugs
- Adults with dementia
- Adults detained under the Mental Health Act
- Adults with autistic spectrum disorder
- Adults with an eating disorder
- Adults others not in above categories

Children and young people

- Children and young people with emotional or behavioural difficulties
- Children and young people with physical disabilities
- Children and young people with learning disabilities
- Children and young people with mental disorders or infirmities, excluding learning disability
- Children and young people with sensory impairments
- Children and young people who misuse alcohol or drugs
- Children and young people detained under the Mental Health Act
- Children and young people with autistic spectrum disorder
- Children and young people with an eating disorder
- Others not in above categories

Families

- Families

Carers

- Carers of older people
- Carers of adults
- Carers of children and young people

Other

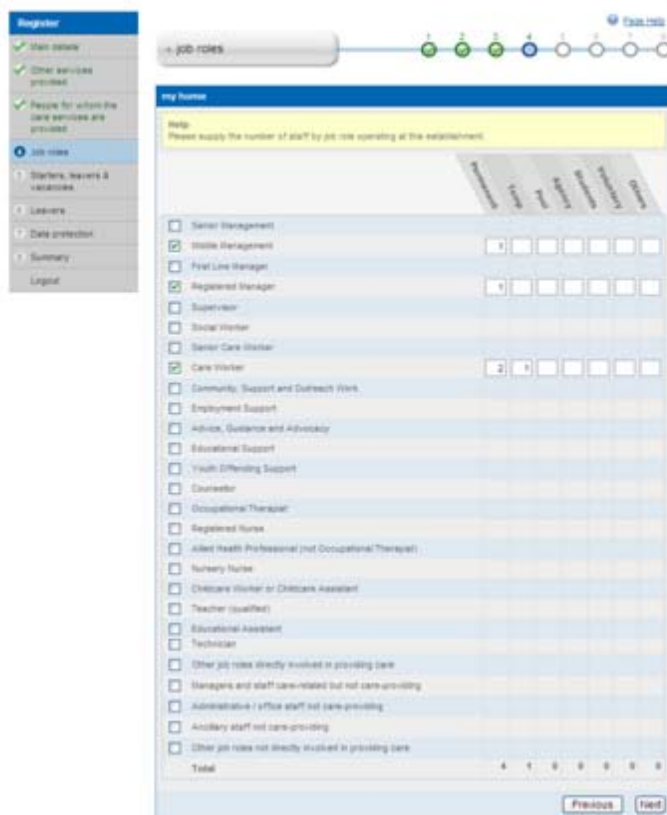
- Other others not in above categories

Once complete click the NEXT button in the bottom right-hand corner.

Section 4 – Job Roles

Please tick the box/boxes next to each type of worker you have working in your establishment, don't forget your ancillary and office staff.

In the boxes provided enter the number of each type of worker in each of the categories (permanent, temp, pool etc) as shown below.



job roles

my home

Help
Please supply the number of staff by job role operating at the establishment.

| Job Role | Count |
|--|--------------------|
| <input type="checkbox"/> Senior Management | |
| <input checked="" type="checkbox"/> Waste Management | 4 |
| <input type="checkbox"/> First Line Manager | |
| <input checked="" type="checkbox"/> Registered Manager | 1 |
| <input type="checkbox"/> Supervisor | |
| <input type="checkbox"/> Social Worker | |
| <input type="checkbox"/> Senior Care Worker | |
| <input checked="" type="checkbox"/> Care Worker | 2 |
| <input type="checkbox"/> Community, Support and Outreach Work | |
| <input type="checkbox"/> Employment Support | |
| <input type="checkbox"/> Advice, Guidance and Advocacy | |
| <input type="checkbox"/> Educational Support | |
| <input type="checkbox"/> Youth Offending Support | |
| <input type="checkbox"/> Counsellor | |
| <input type="checkbox"/> Occupational Therapist | |
| <input type="checkbox"/> Registered Nurse | |
| <input type="checkbox"/> Allied Health Professional (not Occupational Therapist) | |
| <input type="checkbox"/> Nursery Nurse | |
| <input type="checkbox"/> Children Worker or Children Assistant | |
| <input type="checkbox"/> Teacher (qualified) | |
| <input type="checkbox"/> Educational Assistant | |
| <input type="checkbox"/> Technician | |
| <input type="checkbox"/> Other job roles already involved in providing care | |
| <input type="checkbox"/> Managers and staff care-related but not care-providing | |
| <input type="checkbox"/> Administrative / office staff not care-providing | |
| <input type="checkbox"/> Ancillary staff not care-providing | |
| <input type="checkbox"/> Other job roles not directly involved in providing care | |
| Total | 4 1 0 0 0 0 |

Previous Next

Once complete click the NEXT button in the bottom right-hand corner.

Section 5 – Starters, Leavers and Vacancies

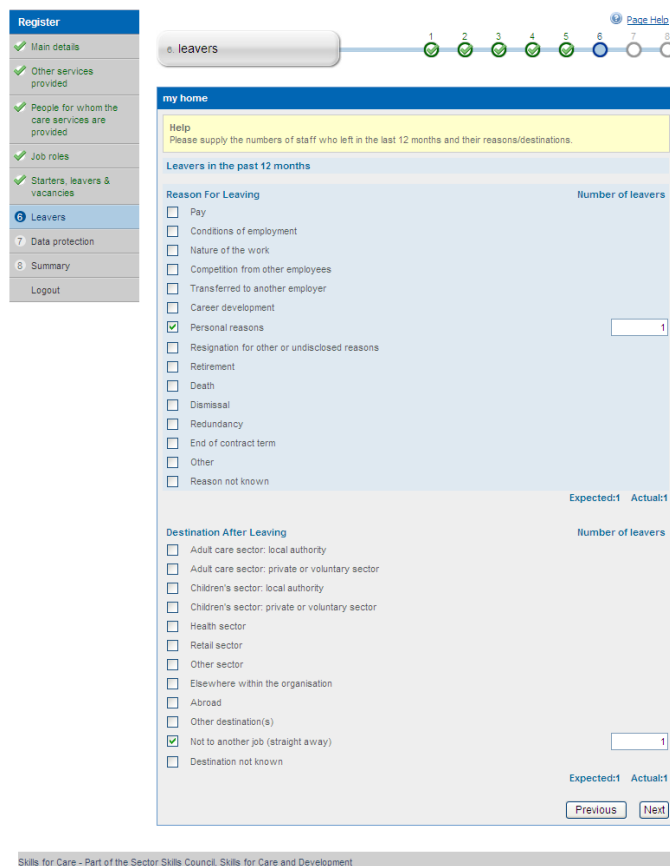
If you have any workers that have started in the last 12 months or left in the last 12 months please record them here. You can also record any vacancies that you may have.



Once complete click the NEXT button in the bottom right-hand corner.

Section 6 – Leavers

Please tick the box/boxes next to each Reason for Leaving and Destination after Leaving and enter a value for each in the box provided. The total of these numbers should add up to the number of leavers you entered in Section 5 above.



Register

- ✓ Main details
- ✓ Other services provided
- ✓ People for whom the care services are provided
- ✓ Job roles
- ✓ Starters, leavers & vacancies
- 6 Leavers**
- 7 Data protection
- 8 Summary
- Logout

6. leavers

1 2 3 4 5 6 7 8

my home

Help
Please supply the numbers of staff who left in the last 12 months and their reasons/destinations.

Leavers in the past 12 months

| Reason For Leaving | Number of leavers |
|---|-------------------|
| <input type="checkbox"/> Pay | |
| <input type="checkbox"/> Conditions of employment | |
| <input type="checkbox"/> Nature of the work | |
| <input type="checkbox"/> Competition from other employees | |
| <input type="checkbox"/> Transferred to another employer | |
| <input type="checkbox"/> Career development | |
| <input checked="" type="checkbox"/> Personal reasons | 1 |
| <input type="checkbox"/> Resignation for other or undisclosed reasons | |
| <input type="checkbox"/> Retirement | |
| <input type="checkbox"/> Death | |
| <input type="checkbox"/> Dismissal | |
| <input type="checkbox"/> Redundancy | |
| <input type="checkbox"/> End of contract term | |
| <input type="checkbox"/> Other | |
| <input type="checkbox"/> Reason not known | |
| Expected:1 Actual:1 | |

| Destination After Leaving | Number of leavers |
|---|-------------------|
| <input type="checkbox"/> Adult care sector: local authority | |
| <input type="checkbox"/> Adult care sector: private or voluntary sector | |
| <input type="checkbox"/> Children's sector: local authority | |
| <input type="checkbox"/> Children's sector: private or voluntary sector | |
| <input type="checkbox"/> Health sector | |
| <input type="checkbox"/> Retail sector | |
| <input type="checkbox"/> Other sector | |
| <input type="checkbox"/> Elsewhere within the organisation | |
| <input type="checkbox"/> Abroad | |
| <input type="checkbox"/> Other destination(s) | |
| <input checked="" type="checkbox"/> Not to another job (straight away) | 1 |
| <input type="checkbox"/> Destination not known | |
| Expected:1 Actual:1 | |

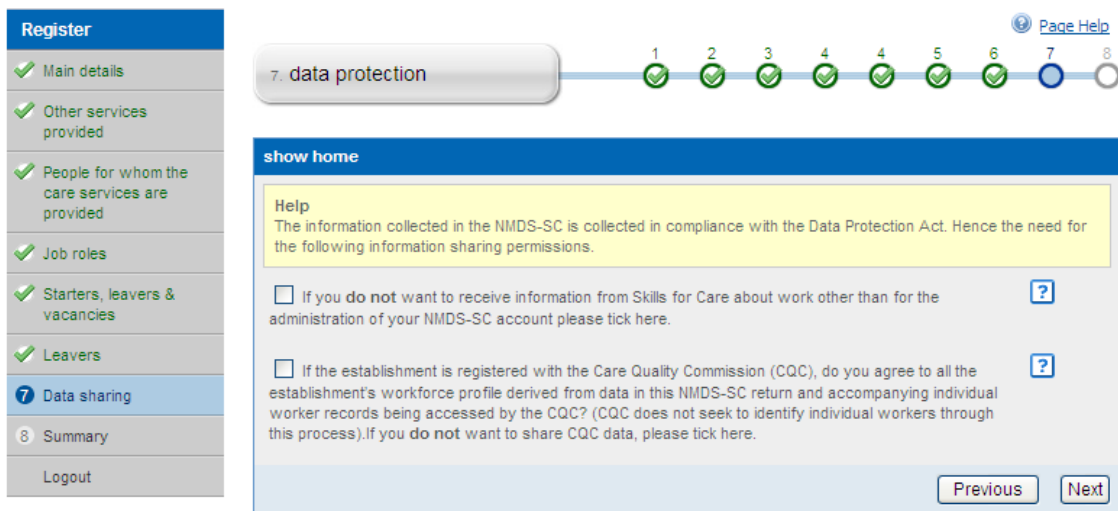
Previous Next

Skills for Care - Part of the Sector Skills Council, Skills for Care and Development

Once complete click the NEXT button in the bottom right-hand corner.

Section 7 – Data Protection

If you do not want to receive information from Skills for Care about work other than for the administration of your NMDS-SC account you must tick the first box. If you do not agree to share your data with CQC you must tick the second box. Further help can be obtained by click the ?.



Register

- ✓ Main details
- ✓ Other services provided
- ✓ People for whom the care services are provided
- ✓ Job roles
- ✓ Starters, leavers & vacancies
- ✓ Leavers
- 7 Data sharing**
- 8 Summary
- Logout

7. data protection

1 2 3 4 4 5 6 7 8

show home

Help
The information collected in the NMDS-SC is collected in compliance with the Data Protection Act. Hence the need for the following information sharing permissions.

If you do not want to receive information from Skills for Care about work other than for the administration of your NMDS-SC account please tick here. ?

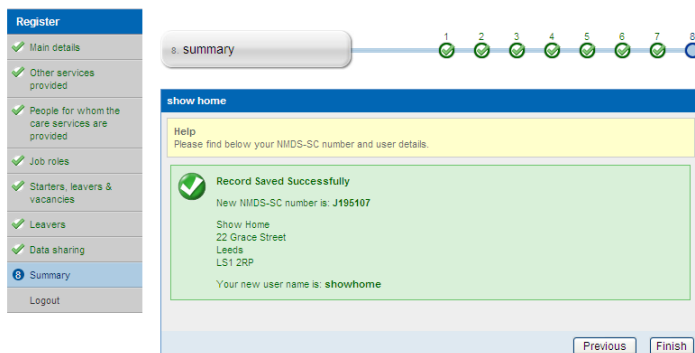
If the establishment is registered with the Care Quality Commission (CQC), do you agree to all the establishment's workforce profile derived from data in this NMDS-SC return and accompanying individual worker records being accessed by the CQC? (CQC does not seek to identify individual workers through this process). If you do not want to share CQC data, please tick here. ?

Previous Next

Once complete click the NEXT button in the bottom right-hand corner.

Section 8 – Summary

This page displays a brief summary of the data you have entered.



Register

- ✓ Main details
- ✓ Other services provided
- ✓ People for whom the care services are provided
- ✓ Job roles
- ✓ Starters, leavers & vacancies
- ✓ Leavers
- ✓ Data sharing
- 8 Summary**
- Logout

8. summary

1 2 3 4 5 6 7 8

show home

Help
Please find below your NMDS-SC number and user details.

✓ **Record Saved Successfully**
New NMDS-SC number is: J195107
Show Home
22 Grace Street
Leeds
LS1 2RP
Your new user name is: showhome

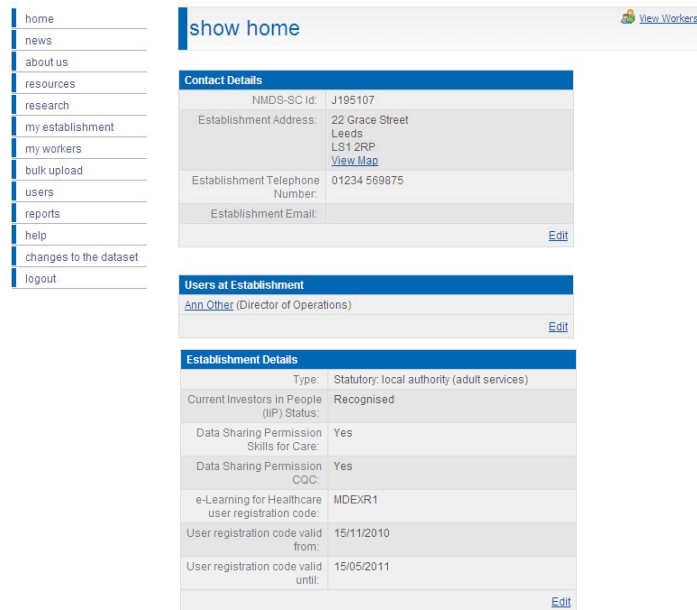
Previous Finish

Your new NMDS-SC ID number will appear under “Record saved successfully” and will be one letter and six numbers.

Any inconsistencies will be displayed under the green box.

Once you have read this and corrected any inconsistencies you must click NEXT in the bottom right-hand corner to complete the wizard. This will now take you to your “My Establishment” page.

You are now logged into your main NMDS-SC account.



The screenshot shows the NMDS-SC user interface. On the left is a vertical navigation menu with the following items: home, news, about us, resources, research, my establishment, my workers, bulk upload, users, reports, help, changes to the dataset, and logout. The main content area is titled 'show home' and includes a 'View Workers' link. It contains three main sections:

- Contact Details:**

| | |
|---------------------------------|---|
| NMDS-SC Id: | J195107 |
| Establishment Address: | 22 Grace Street Leeds LS1 2RP View Map |
| Establishment Telephone Number: | 01234 569875 |
| Establishment Email: | |
- Users at Establishment:**

| | |
|--|----------------------|
| Ann Other (Director of Operations) | Edit |
|--|----------------------|
- Establishment Details:**

| | |
|---|---|
| Type: | Statutory: local authority (adult services) |
| Current Investors in People (IIP) Status: | Recognised |
| Data Sharing Permission Skills for Care: | Yes |
| Data Sharing Permission GQC: | Yes |
| e-Learning for Healthcare user registration code: | MDEXR1 |
| User registration code valid from: | 15/11/2010 |
| User registration code valid until: | 15/05/2011 |

From here you can update/amend your data, add workers or click on any of the menu items on the left hand side to navigate around NMDS-SC. For help updating NMDS-SC please see separate guidance document in resources.