

nmds-scTM
national minimum
data set for social care



Updating Establishment Information

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Version 4

T R I B A L

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

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Introduction

This user guide will take you through the part of the system that holds information about your establishment. This is the information that you provided during the wizard you completed after registering on NMDS-SC Online.

See the Quick Start Guides under Resources 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 10 blocks of information.

1. Contact Details
2. Users at Establishment
3. Establishment Details
4. Other Information (e.g. parent/subsidiary links)
5. Registration Information (CQC and Ofsted)
6. Main and Other Services Provided
7. Types of Service User
8. Job Roles
9. Starters and Leavers
10. 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.

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

care for you

Contact Details	
NMDS-SC Id:	J228105
Establishment Address:	Grace Street Leeds LS1 2RP View Map
Establishment Telephone Number:	0113 245678
Establishment Email:	

[Edit](#)

Making and Saving Changes

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

care for you
[View Establishment](#)

Edit Contact Details

Establishment Name:*
 ?
The name of the business or organisation at the workplace address

Establishment Address:*
 ?

Town:*

Postcode:*

Establishment Telephone Number: *
 ?

Establishment Email:
 ?
An accurate email address for the establishment

* must be completed

NB: The contact information is only used by SfC to contact the establishment and is not seen or used by anyone else.

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.


2. Users at Establishment

Updating User Details

Check that your details are correct.

Users at Establishment	
Amy Maid	Edit

If you need to make changes or add other users for your establishment click the edit button.

users at care for you	 Add User
-----------------------	--

users with edit permissions

User ID	Name	Status	Creator	Created On
amvmaid	Amy Maid	active		06/06/2011

read-only users

User ID	Name	Status	Creator	Created On	Access Worker List
---------	------	--------	---------	------------	--------------------

Click the user ID to update your details.

Each establishment can have 3 users that can edit information and 3 users that can view reports only.

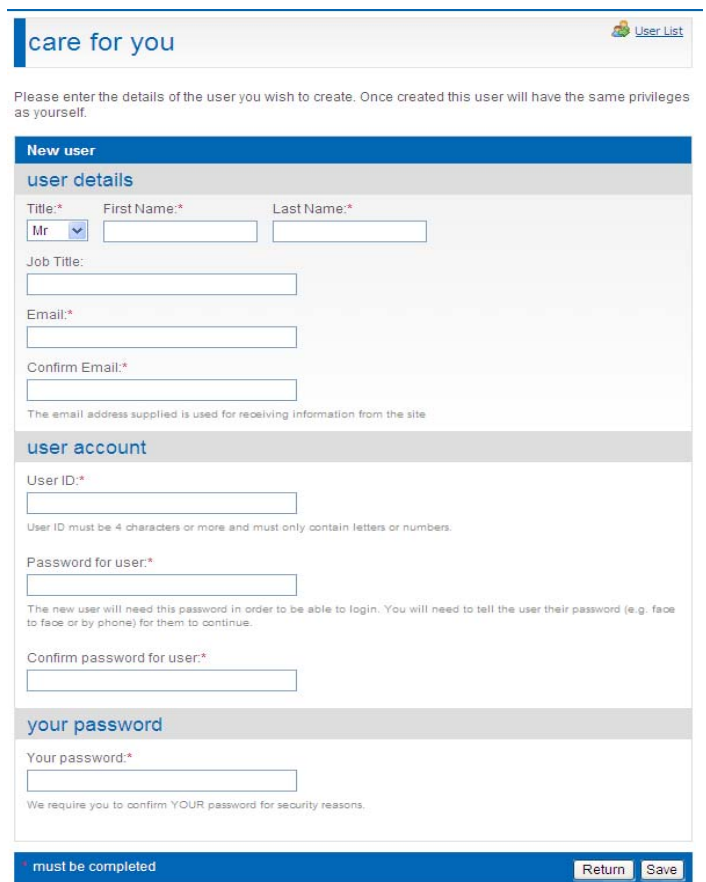
Adding a User

Enter the details for the user including their name, job title, email address, user ID and temporary password.

The password must contain at least one letter and one number.

Complete the page by entering your own password for validation and click on save to add the user.

You will see a message saying “Record Saved Successfully” and an email will be sent to the new user who will need to contact you for their temporary password.



care for you [User List](#)

Please enter the details of the user you wish to create. Once created this user will have the same privileges as yourself.

New user

user details

Title:* First Name:* Last Name:*
 Mr

Job Title:

Email:*

Confirm Email:*

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

user account

User ID:*

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

Password for user:*

The new user will need this password in order to be able to login. You will need to tell the user their password (e.g. face to face or by phone) for them to continue.

Confirm password for user:*

your password

Your password:*

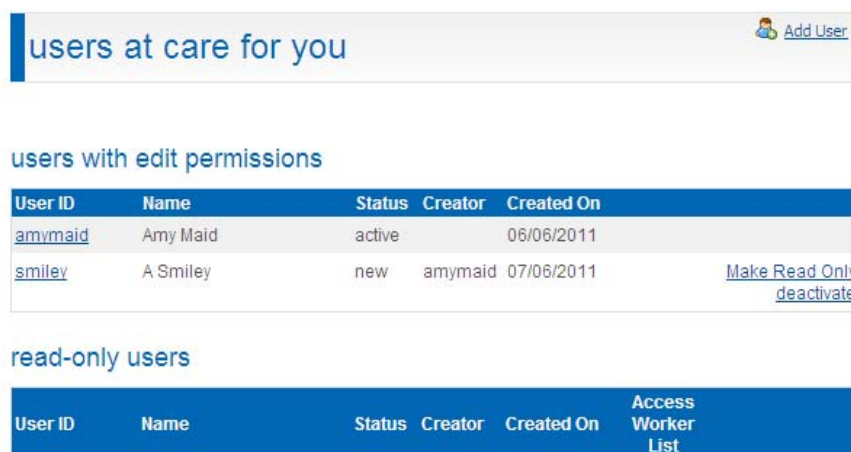
We require you to confirm YOUR password for security reasons.

* must be completed [Return](#) [Save](#)

NB: Each establishment can have 3 edit users and 3 view only users.

Edit Rights or View Only Rights

By default the new user is put in the edit rights category, if you choose to give the user view only rights you have to change this by clicking the link “Make read only”.



users at care for you [Add User](#)


users with edit permissions

User ID	Name	Status	Creator	Created On	
amymaid	Amy Maid	active		06/06/2011	
smiley	A Smiley	new	amymaid	07/06/2011	Make Read Only deactivate

read-only users

User ID	Name	Status	Creator	Created On	Access Worker List
---------	------	--------	---------	------------	--------------------

Once you have clicked make read only you will have to decide whether to give the new user access to the worker list. To do this click the Access Worker List check box. Please remember the worker list may contain sensitive data.

users at care for you  [Add User](#)

users with edit permissions

User ID	Name	Status	Creator	Created On
amymaid	Amy Maid	active		06/06/2011

read-only users

User ID	Name	Status	Creator	Created On	Access Worker List	
smiley	A Smiley	new	amymaid	07/06/2011	<input checked="" type="checkbox"/>	Allow Edit deactivate

You can change this to edit rights at any time by clicking the “Allow edit” link.

3. 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 Skills for Care:	Yes
Data Sharing Permission CQC:	Yes
e-Learning for Healthcare user registration code:	237SD1
User registration code valid from:	15/06/2011
User registration code valid until:	15/08/2011
Edit	

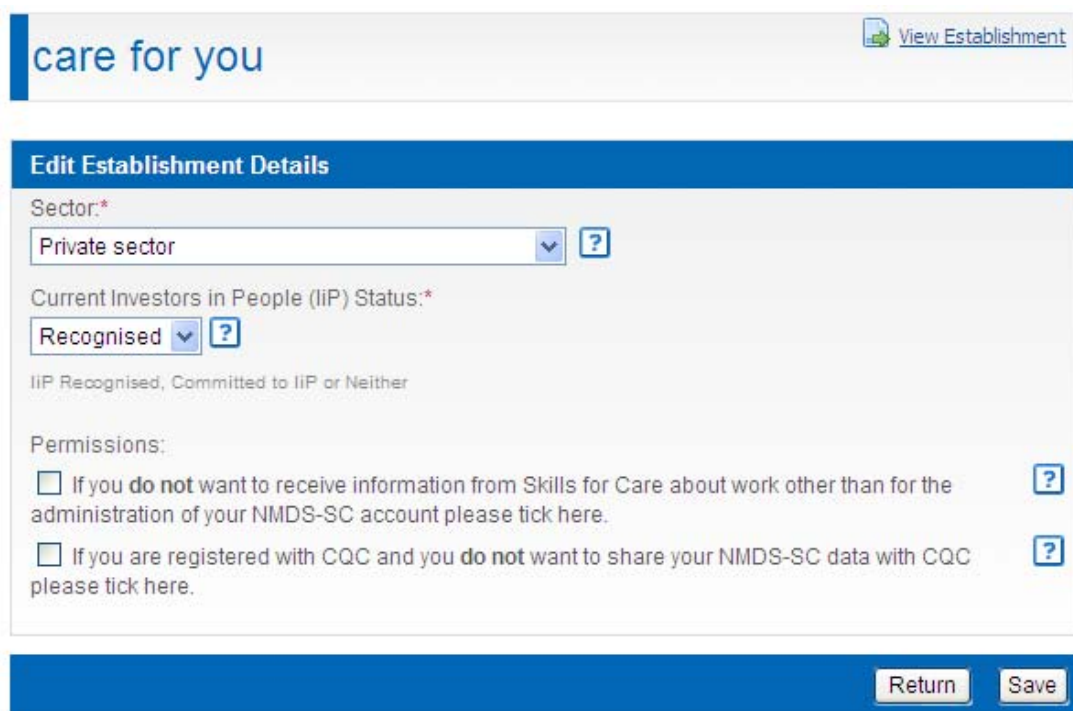
Click edit to update any part of this section

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 ? or refer to the Help sections within NMDS-SC



The screenshot shows a web interface for editing establishment details. At the top left, there is a header "care for you" and a "View Establishment" link. The main section is titled "Edit Establishment Details" and contains the following fields:

- Sector:***: A dropdown menu with "Private sector" selected and a help icon (?).
- Current Investors in People (IiP) Status:***: A dropdown menu with "Recognised" selected and a help icon (?). Below this is the text "IIP Recognised, Committed to IIP or Neither".
- Permissions:**: Two checkboxes with associated help icons (?).
 - 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 you are registered with CQC and you **do not** want to share your NMDS-SC data with CQC please tick here.

At the bottom right, there are "Return" and "Save" buttons.

Please note to OPT OUT of sharing your data with Skills for Care and/or CQC you will need to tick the relevant boxes.

4. 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 Helpdesk.

Other Information	
CSSR:	Leeds
Gov Region:	Yorkshire & Humber
Is a Parent:	No
	Edit
Is subsidiary of:	N/A
	Edit
Is a Bulk Upload User:	No
	Edit

Each establishment can also apply for Parent Status, Subsidiary Status and to be a Bulk Upload user 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 Resources section.

5. Registered Services

Overview

If your establishment is registered with CQC your registration number (Provider ID) will appear here. Please note that if you have a head office or are part of a large group this number will be your head office Provider ID. If you are linked to your head office account (parent account) then your parent will have to update their CQC registration details before NMDS-SC will allow you to update yours.

No: 1-123456789
Care home services with...

Registration Details	
CQC Registration No:	1-123456789
Total Staff:	10
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.

care for you
[View Establishment](#)

Please ensure that your CQC Provider Number is correct for your establishment

Edit Service Provision for Establishment

Registration Type:
 [?](#)

List CQC Registrations:
[There are no CQC Establishments for this postcode.](#) [?](#)

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:* [?](#)

Return
Save

If a warning box appears this is because the Provider number is already in use by another establishments. This could be due to the fact that your head office has an account on NMDS-SC and you are not linked as a subsidiary.

You will also be asked to enter your Location ID. This is provided by CQC and is unique to your location.

6. Services Provided

Main and Other Services Provided

The main and other services provided relates to the services that you provide at your location. Clicking edit will enable you to add/update this section.

▲ the main care service that you provide last updated on 06/06/2011

Service Type		Total Capacity	Current Uptake
Adult residential	Care home services with nursing - CHN	places	6 beds

[Edit](#)

▲ other services provided

Service Type		Total Capacity	Current Uptake
Adult day	Day care and day services	3 places	2 service users
Adult community care	Social work and care management	N/A	N/A

[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.

care for you [View Establishment](#)

Please supply details of the main service you provide. In addition provide us with details of the other services you offer, their total capacity and current uptake.

the main care service that you provide

Service Type		Total Capacity	Current Uptake
Adult residential	Care home services with nursing - CHN	places	6 beds

[Edit](#)

other services provided

Service Type		Total Capacity	Current Uptake
Adult day	Day care and day services	3 places	2 service users
Adult community care	Social work and care management	N/A	N/A

[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.

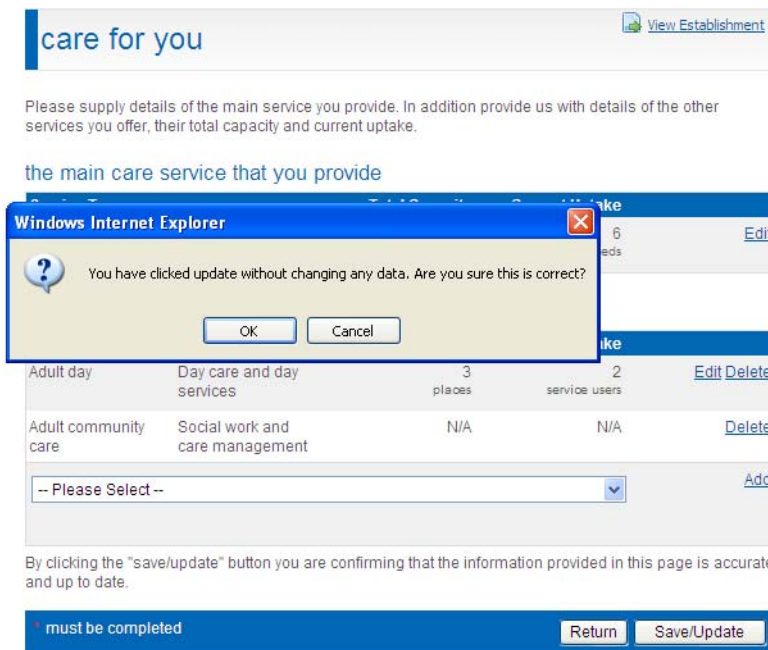
*** must be completed** [Return](#) [Save/Update](#)

To add/amend the other services provided either 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 long applicable within this section.

7. 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.



The screenshot shows a web form titled 'care for you' with a 'View Establishment' link. Below the title is a text area for 'the main care service that you provide'. A table lists services with columns for service name, description, places, and service users. A confirmation dialog box from Windows Internet Explorer is overlaid on the table, asking: 'You have clicked update without changing any data. Are you sure this is correct?' with 'OK' and 'Cancel' buttons. At the bottom of the form, there is a 'Return' and 'Save/Update' button. A note at the bottom states: 'By clicking the "save/update" button you are confirming that the information provided in this page is accurate and up to date.'

Service	Description	Places	Service Users	Actions
Adult day	Day care and day services	3	2	Edit Delete
Adult community care	Social work and care management	N/A	N/A	Delete

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.

8. Service Users

Adding and removing Service User Types

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



The screenshot shows a section titled 'service users' with a table of user types. The table has two columns: 'User Type' and 'Description'. An 'Edit' link is visible at the bottom right of the table.

User Type	Description
Older People	Older people with dementia
Adults	Adults with physical disabilities

To add a user simply click in the relevant box, this will add a tick. To remove a user click in the relevant box, this will remove the tick. You can add as many service users as are applicable to your provision.

[show home](#) [View Establishment](#)

Please tick which of the following types of people are the care services provided or offered at this establishment.

Service User	Provided?
Older People	
Older people with dementia	<input checked="" type="checkbox"/>
Older people with mental disorders or infirmities, excluding learning disability or dementia	<input type="checkbox"/>
Older people detained under the Mental Health Act	<input type="checkbox"/>
Older people with learning disabilities	<input type="checkbox"/>
Older people with autistic spectrum disorder	<input type="checkbox"/>
Older people with physical disabilities	<input type="checkbox"/>
Older people with sensory impairment(s)	<input type="checkbox"/>
Older people who misuse alcohol/drugs	<input type="checkbox"/>
Older people others not in above categories	<input type="checkbox"/>
Adults	
Adults with physical disabilities	<input checked="" type="checkbox"/>
Adults with learning disabilities	<input type="checkbox"/>
Adults with mental disorders or infirmities, excluding learning disability or dementia	<input type="checkbox"/>
Adults with sensory impairments	<input type="checkbox"/>
Adults who misuse alcohol or drugs	<input type="checkbox"/>
Adults with dementia	<input type="checkbox"/>
Adults detained under the Mental Health Act	<input type="checkbox"/>
Adults with autistic spectrum disorder	<input type="checkbox"/>
Adults with an eating disorder	<input type="checkbox"/>
Adults others not in above categories	<input type="checkbox"/>
<input type="text" value="Please describe"/>	
Children and young people	
Children and young people with emotional or behavioural difficulties	<input type="checkbox"/>
Children and young people with physical disabilities	<input type="checkbox"/>
Children and young people with learning disabilities	<input type="checkbox"/>
Children and young people with mental disorders or infirmities, excluding learning disability	<input type="checkbox"/>
Children and young people with sensory impairments	<input type="checkbox"/>
Children and young people who misuse alcohol or drugs	<input type="checkbox"/>
Children and young people detained under the Mental Health Act	<input type="checkbox"/>
Children and young people with autistic spectrum disorder	<input type="checkbox"/>
Children and young people with an eating disorder	<input type="checkbox"/>
Others not in above categories	<input type="checkbox"/>
<input type="text" value="Please describe"/>	
Families	
Families	<input type="checkbox"/>
Carers	
Carers of older people	<input type="checkbox"/>
Carers of adults	<input type="checkbox"/>
Carers of children and young people	<input type="checkbox"/>
Other	
Other others not in above categories	<input type="checkbox"/>
<input type="text" value="Please describe"/>	

9. 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 06/06/2011

	Permanent	Temp	Pool	Agency	Students	Voluntary	Others	
Supervisor	1	0	0	0	0	0	0	
Total	1	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.

care for you [View Establishment](#)

Please supply the numbers of staff by job role using the form below.

	Permanent	Temp	Pool	Agency	Students	Voluntary	Others	
Registered Manager	1	0	0	0	0	0	0	Delete
Supervisor	1	0	0	0	0	0	0	Delete
Care Worker	4	0	0	0	0	0	0	Delete
Technician	0	1	0	0	0	0	0	Delete
Senior Management	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

10. 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

	* Starters	* Leavers	Vacancies
Supervisor	0	0	0
Total	0	0	0

[Edit](#)

* Within the last 12 months

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. 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.

	* Starters	* Leavers	Vacancies
Registered Manager	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> Delete
Supervisor	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> Delete
Care Worker	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> Delete
Technician	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> Delete
<input type="text" value="Senior Management"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Add

* Within the last 12 months

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

must be completed

When you have completed this section click save. To return to your main “my establishment” page click return.

11. 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 06/06/2011

Reason	Count
No data found.	
Edit	

▲ destination after leaving last updated on 06/06/2011

Destination	Count
No data found.	
Edit	

Updating Reasons for Leaving

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

care for you [View Establishment](#)

edit leaver reasons

Reason	Number
Pay	<input type="text"/>
Conditions of employment	<input type="text"/>
Nature of the work	<input type="text"/>
Competition from other employees	<input type="text"/>
Transferred to another employer	<input type="text"/>
Career development	<input type="text"/>
Personal reasons	<input type="text"/>
Resignation for other or undisclosed reasons	<input type="text"/>
Retirement	<input type="text"/>
Death	<input type="text"/>
Dismissal	<input type="text"/>
Redundancy	<input type="text"/>
End of contract term	<input type="text"/>
Other reason(s) <input style="width: 150px;" type="text"/>	<input type="text"/>
Reason not known	<input type="text"/>

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

⚠ must be completed

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 the left tick "Reason not known"

Finally click save and click return.

Updating Destination after Leaving

This is done exactly the same way as above.

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

care for you
 [View Establishment](#)

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"/>
Abroad	<input type="text"/>
Other destination(s) <input style="width: 150px;" 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"/>

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

must be completed