

nmds-sc™
national minimum
data set for social care



Managing Parent-Subsidiary Establishments

November 2009
Version 1



Table of Contents

Introduction.....	3
Parent Establishment	3
Requesting “Parent” Status.....	3
Parent Application History.....	4
Adding New Subsidiaries	4
Subsidiary Establishment	6
Selecting a Parent.....	6
Permissions.....	6
Parent Establishment	7
Subsidiary Management	7
Changing Permissions	8
Subsidiary Establishment	8
Giving Parent Ownership of Your Data	8
Parent Establishment	10
Accepting Ownership of Subsidiary Data.....	10
Parent Establishment	11
Creating User Accounts for your Subsidiaries	11

Introduction

Large organisations often have a hierarchical structure.

For example:

A large care provider might have a head office with numerous individual care homes in different parts of the country.

A local authority's adult services may have a head office with a network of area offices and direct care providing services.

NMDS-SC Online allows organisations with such hierarchical structures to set up a parent and subsidiary structure for their data. This means that the data from NMDS-SC returns from individual subsidiary establishments are linked together so that the parent can see NMDS-SC information on all of them.

Note that currently only a 2 - tier structure is available.

Note also that our use of the term "subsidiary establishment" does not imply a subsidiary corporate structure in the legal sense, but merely an establishment which is part of a larger organisation and is linked to and receives direction from a central direction HQ or head office.

Parent Establishment

Requesting “Parent” Status

To request parent status click on “My Establishment” on the left hand side menu and then click edit on “Is A Parent” in the “other Information” section.

caring homes	
Contact Details	
NMDS-SC Id:	F120988
Establishment Address:	5 Albion Place Leeds LS1 6JL View Map
Establishment Telephone Number:	01234 56789
Establishment Email:	
Edit	
Users at Establishment	
Jackie Docs (Service Manager)	
Edit	
Establishment Details	
Type:	Voluntary or 'third' sector
Current Investors in People (IIP) Status:	Recognised
Data Sharing Permission Skills for Care:	Yes
Edit	
Other information	
Last Updated:	17/11/2009
CSSR:	Leeds
Gov Region:	Yorkshire & Humber
Is a Parent:	No
Edit	
Is subsidiary of:	N/A
Edit	
Is a Bulk Upload User:	No
Edit	

By clicking on the “Apply to be a parent Establishment” link you will be sending a message to Skills for Care Administrator requesting approval for your establishment to become a parent.

Once approved other establishments will be able to select you as their “parent” and your menu will include a link to “All Establishments”.

The “All Establishments” page will display information about and links to all establishments that have been created by you or accepted to be your subsidiaries.

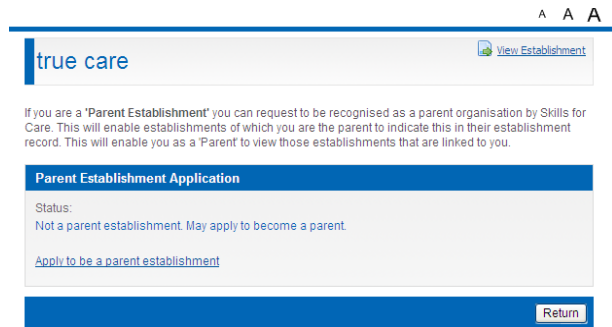
Parent Application History

Your application history is shown within the “Is a Parent” section. Once you have been accepted this will be shown on this screen along with the option to remove parent status should you so wish.

Note: you cannot remove parent status if you have subsidiaries linked to your parent account.

Adding New Subsidiaries

Parent establishments can add new subsidiaries by clicking on the “Add Subsidiary” link in the top right hand corner of the “All Establishments” page.



true care [View Establishment](#)

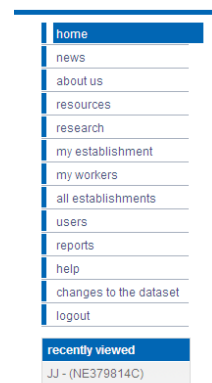
If you are a 'Parent Establishment' you can request to be recognised as a parent organisation by Skills for Care. This will enable establishments of which you are the parent to indicate this in their establishment record. This will enable you as a 'Parent' to view those establishments that are linked to you.

Parent Establishment Application

Status:
Not a parent establishment. May apply to become a parent.

[Apply to be a parent establishment](#)

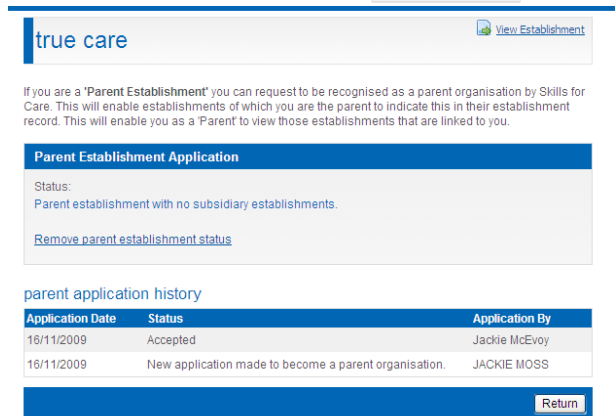
[Return](#)



- [home](#)
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- [about us](#)
- [resources](#)
- [research](#)
- [my establishment](#)
- [my workers](#)
- [all establishments](#)
- [users](#)
- [reports](#)
- [help](#)
- [changes to the dataset](#)
- [logout](#)

recently viewed

JJ - (NE379814C)



true care [View Establishment](#)

If you are a 'Parent Establishment' you can request to be recognised as a parent organisation by Skills for Care. This will enable establishments of which you are the parent to indicate this in their establishment record. This will enable you as a 'Parent' to view those establishments that are linked to you.

Parent Establishment Application


Status:
Parent establishment with no subsidiary establishments.

[Remove parent establishment status](#)

parent application history

Application Date	Status	Application By
16/11/2009	Accepted	Jackie McEvoy
16/11/2009	New application made to become a parent organisation.	JACKIE MOSS

[Return](#)



nmds-sc online
national minimum data set for social care

view subsidiaries [Add Subsidiary](#)

true care

NMDS-SC Id: D128347
Establishment Address: 6 Fore Street, Trowbridge, BA14 8HD [View Map](#)
Gov Region: South West

There are no approved subsidiaries for this establishment

You will be only asked for the address and contact details as no user accounts are created at this stage. These subsidiary accounts are managed through the parent account login only, this can be changed at a later stage. See “Creating user accounts for your subsidiaries”.

Click save and your registration will be sent to the Skills for Care Administrator for approval.

Create a Subsidiary
subsidiary details

Subsidiary 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):*

Email:*

Confirm Email*

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

Mandatory Field

Until approved by Skills for Care, the parent’s new subsidiary will appear on the new subsidiaries (not yet validated) list on the All Establishments page.

Once approved by a Skills for Care Administrator your new subsidiary will appear in the “my establishments and permissions” list on the all establishment page.

You will notice that you are automatically the owner of the data of subsidiaries created from your account.

If your new subsidiary is rejected by Skills for Care it will disappear from both lists, please contact the Helpdesk on 08458730129 if you feel this is incorrect.

Click on complete in the action column to complete the wizard for this subsidiary.

view subsidiaries

true care
NMDs-SC Id: D128347
Establishment Address: 6 Fore Street, Trowbridge, BA14 8HD [View Map](#)
Gov Region: South West

new subsidiaries (not yet validated)

Name
Tester 1

There are no approved subsidiaries for this establishment

view subsidiaries

true care
NMDs-SC Id: D128347
Establishment Address: 6 Fore Street, Trowbridge, BA14 8HD [View Map](#)
Gov Region: South West

my establishments & permissions
Displaying 1 to 1 of 1

Establishment Name	My Permissions			Action
	View Establishment	View Worker	Owner	
Tester 1	✓	✓	✓	Complete
Albion Place, Leeds, LS1 6JL Map				

key to icons:

- ✓ The parent organisation is granted the Permission/Responsibility
- ✗ The parent organisation is denied the Permission/Responsibility
- ✓➔ The parent is the data owner but has requested that the subsidiary becomes the data owner
- ✗➔ The parent is not the data owner but the subsidiary has requested that the parent becomes the data owner

For guidance on completing the wizard see “Quick Start Guide – Registration” document under the Resources tab on the left hand menu. Once you have completed this wizard you will receive your NMDS-SC ID number and will be able to add workers for this subsidiary see “Updating Worker Information” document under the Resources tab on the left hand menu.

Subsidiary Establishment

Selecting a Parent

If your establishment is a subsidiary you can allow the parent to view your NMDS-SC data

From the My Establishment page click on the edit button at the side of “is a subsidiary of “, select your parent from the drop down list. If the establishment that is your parent is not on the list contact them to ensure they have applied and been accepted as parent.

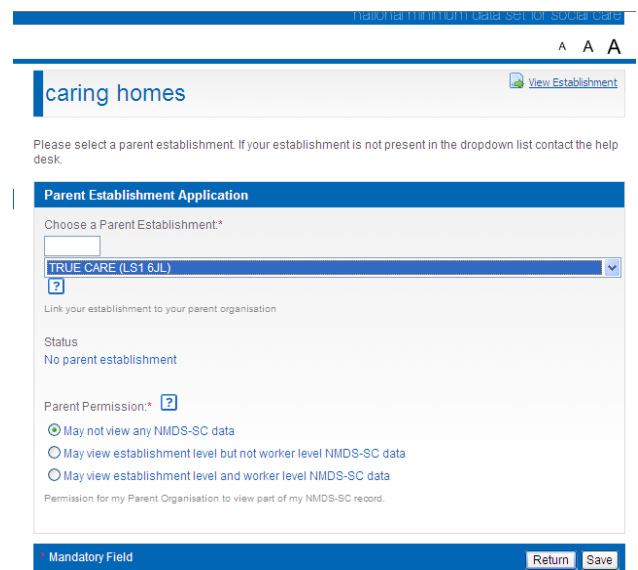
NB. Typing the first letter of their name will jump to that section of the alphabet in the list.

Establishment Details	
Type:	Voluntary or 'third' sector
Current Investors in People (IIP) Status:	Recognised
Data Sharing Permission Skills for Care:	Yes
Edit	
Other Information	
Last Updated:	17/11/2009
CSSR:	Leeds
Gov Region:	Yorkshire & Humber
Is a Parent:	No Edit
Is subsidiary of:	N/A Edit
Is a Bulk Upload User:	No Edit

Permissions

Before saving you need to decide the level of access you would like your Parent Establishment to have. You can change this at any time.

- **May not view any NMDS-SC data**
This will link you to your parent establishment but they will not be able to see any of your data.
- **May view establishment level but not worker level NMDS-SC data**
This will link you to your parent and give them viewing rights to your establishment data but not worker data.
- **May view establishment level and worker level NMDS-SC data**
This will link you to your parent and give them viewing rights to all your data.



The screenshot shows the 'Parent Establishment Application' form. At the top, it says 'caring homes' and 'View Establishment'. Below that, it asks to 'Please select a parent establishment. If your establishment is not present in the dropdown list contact the help desk.' The form has a dropdown menu for 'Choose a Parent Establishment*' with 'TRUE CARE (LS16JL)' selected. There is a 'Link your establishment to your parent organisation' section with a 'Status' dropdown set to 'No parent establishment'. The 'Parent Permission*' section has three radio button options: 'May not view any NMDS-SC data' (selected), 'May view establishment level but not worker level NMDS-SC data', and 'May view establishment level and worker level NMDS-SC data'. At the bottom, there are 'Return' and 'Save' buttons, and a 'Mandatory Field' indicator.

If you link to the wrong parent or want to break the link to your parent there is a Remove Parent Association link/button which appears at the top of this page after saving.

NB. The parent has to approve this decision by clicking decline on their all establishment page.

Initially you will see the name of your parent as (pending acceptance) in the Other Information section of your my establishment page.

Users at Establishment	
Jackie Docs (Service Manager)	Edit

Establishment Details	
Type:	Voluntary or third sector
Current Investors in People (IIP) Status:	Recognised
Data Sharing Permission Skills for Care:	Yes
	Edit

Other Information	
Last Updated:	17/11/2009
CSSR:	Leeds
Gov Region:	Yorkshire & Humber
Is a Parent:	No
Is subsidiary of:	TRUE CARE (pending acceptance)
	Edit
Is a Bulk Upload User:	No
	Edit

Parent Establishment

Subsidiary Management

This is found on the “All Establishment” page.

Parent establishments will see one of four “My Permissions” options next to each subsidiary:

No viewing permission

View establishment data only

View establishment and worker data and ownership

View establishment and worker data

Once you are satisfied these are your subsidiaries please click “Accept”

My establishments & permissions

Displaying 1 to 4 of 4

Establishment Name	My Permissions			Action
	View Establishment	View Worker	Owner	
Care for you St Marys Road, Sheffield, S2 4AN Map	✗	✗	✗	Accept Decline Subsidiary
I Care St Marys Road, Sheffield, S2 4AN Map	✓	✗	✗	Accept Decline Subsidiary
Tester 1 Albion Place, Leeds, LS1 6JL Map	✓	✓	✓	Permissions
Carina Homes 5, Albion Place, Leeds, LS1 6JL Map	✓	✓	✗	Remove

key to icons:

- ✓ The parent organisation is granted the Permission/Responsibility
- ✗ The parent organisation is denied the Permission/Responsibility
- ✓→ The parent is the data owner but has requested that the subsidiary becomes the data owner
- ✗- The parent is not the data owner but the subsidiary has requested that the parent becomes the data owner

Changing Permissions

If, as a parent you are the data owner of your subsidiaries data, you can choose what type of view your subsidiaries can have on their data and change who “owns” the data (edit rights), by clicking on permissions at the side of the subsidiary name.

You can click on the link in the yellow box to pass responsibility back to the subsidiary. The subsidiary will then need to accept this change in their NMDS-SC account. If you are doing this for a subsidiary you have created through your parent account you will need to set up a user account for this subsidiary (see creating user accounts at your subsidiaries). You can also change viewing permissions as explained on page 6.

Subsidiary Establishment

Giving Parent Ownership of Your Data

By default existing subsidiaries are the owners of their data, to pass ownership to the parent you have to give ownership and the parent has to accept ownership.

On the “my establishment” page click edit at the side of “is a subsidiary” this will take you to the Parent Establishment Application Page.

Click on the link in the yellow box to request change of responsibility

view subsidiaries [Add Subsidiary](#)

true care


NMDS-SC Id: D128347
Establishment Address: 5 Albion Place, Leeds, LS1 6JL [View Map](#)
Gov Region: Yorkshire & Humber

my establishments & permissions

Displaying 1 to 4 of 4

Establishment Name	My Permissions			Action
	View Establishment	View Worker	Owner	
Tester 1	✓	✓	✓	Permissions
Albion Place, Leeds, LS1 6JL Map				

tester 1 [Subsidiaries](#)

 You are currently responsible for updating data at this establishment. If you wish your subsidiary to become responsible for this please [click here to request change of responsibility](#)

Set Permissions

Subsidiary Permissions:*


May not view any NMDS-SC data

May view establishment level but not worker level NMDS-SC data

May view establishment level and worker level NMDS-SC data

* Mandatory Field [Return](#) [Save](#)

i care [View Establishment](#) [Remove Parent Association](#)

 You are currently responsible for updating data at this establishment. If you wish your parent to become responsible for this please [click here to request change of responsibility](#)

Please select a parent establishment. If your establishment is not present in the dropdown list contact the help desk.

Parent Establishment Application

Choose a Parent Establishment:*

[?](#)

Link your establishment to your parent organisation

Status
Parent establishment has accepted

Parent Permission:*

May not view any NMDS-SC data

May view establishment level but not worker level NMDS-SC data

May view establishment level and worker level NMDS-SC data

Permission for my Parent Organisation to view part of my NMDS-SC record.

If you change your mind you can cancel before the parent accepts this request by clicking “cancel” in the yellow box

Once your parent has accepted the change of responsibility you will see this page from your “my establishment” page.

You will notice that all the edit buttons have been removed to stop you from editing any of the data.

If you would like this changing back so you are the data owner you must contact your parent.

Contact Details	
NMDs-SC Id:	H104693
Establishment Address:	St Marys Road Sheffield S2 4AN View Map
Establishment Telephone Number:	01622762332
Establishment Email:	

Users at Establishment	
Jackie Care	(General Manager)

Establishment Details	
Type:	Private sector
Current Investors in People (IIP) Status:	Neither
Data Sharing Permission Skills for Care:	Yes

Other Information	
Last Updated:	17/11/2009
CSSR:	Sheffield
Gov Region:	Yorkshire & Humber
Is a Parent:	No
Is subsidiary of:	TRUE CARE
Is a Bulk Upload User:	Controlled By Parent

Parent Establishment

Accepting Ownership of Subsidiary Data

On the “All establishments” page you will see the subsidiary has requested that you take over ownership of their data. You must either accept or decline this request. If you click decline ownership will remain with the subsidiary. Clicking accept will give you ownership of the data and the subsidiary will only have viewing permissions to their own data.

Once you have clicked accept you can then change permissions for this subsidiary as required.

To hand responsibility back to subsidiary click permissions and follow steps above.

A A A

[Add Subsidiary](#)
view subsidiaries

true care

NMDS-SC Id: D128347
Establishment Address: 5 Albion Place, Leeds, LS1 6JL [View Map](#)
Gov Region: Yorkshire & Humber

my establishments & permissions

Displaying 1 to 4 of 4

Establishment Name	My Permissions			Action
	View Establishment	View Worker	Owner	
ICare	✓	✗	✗+	Accept Decline Responsibility
St Marys Road, Sheffield, S2 4AN Map				
Tester 1	✓	✓	✓	Permissions
Albion Place, Leeds, LS1 6JL Map				
Care for you	✗	✗	✗	Remove
St Marys Road, Sheffield, S2 4AN Map				
Carino Homes	✓	✓	✗	Remove
5, Albion Place, Leeds, LS1 6JL Map				

key to icons:

- ✓ The parent organisation is granted the Permission/Responsibility
- ✗ The parent organisation is denied the Permission/Responsibility
- ✓➔ The parent is the data owner but has requested that the subsidiary becomes the data owner
- ✗+ The parent is not the data owner but the subsidiary has requested that the parent becomes the data owner

A A A

[Add Subsidiary](#)
view subsidiaries

true care

NMDS-SC Id: D128347
Establishment Address: 5 Albion Place, Leeds, LS1 6JL [View Map](#)
Gov Region: Yorkshire & Humber

my establishments & permissions

Displaying 1 to 4 of 4

Establishment Name	My Permissions			Action
	View Establishment	View Worker	Owner	
ICare	✓	✓	✓	Permissions
St Marys Road, Sheffield, S2 4AN Map				
Tester 1	✓	✓	✓	Permissions
Albion Place, Leeds, LS1 6JL Map				
Care for you	✗	✗	✗	Remove
St Marys Road, Sheffield, S2 4AN Map				
Carino Homes	✓	✓	✗	Remove
5, Albion Place, Leeds, LS1 6JL Map				

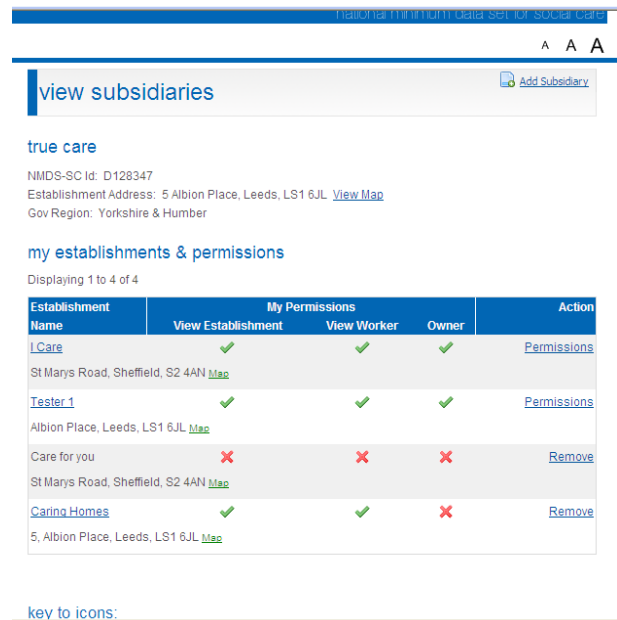
key to icons:

Parent Establishment

Creating User Accounts for your Subsidiaries

For subsidiaries that you have created through your parent account you will have to create user accounts to enable the subsidiary to log in and either view their data or edit their data if you hand ownership back to them.

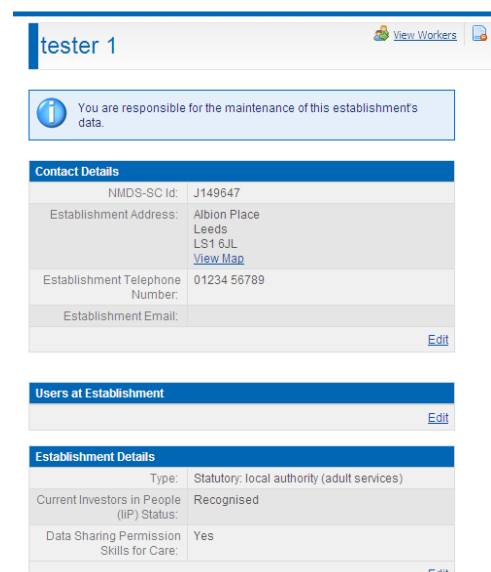
On the “All Establishment” page find the name of the subsidiary that you want to create user accounts for. Click in the name of the subsidiary and this will take you to their “my establishment” page.



The screenshot shows the 'view subsidiaries' page for a parent establishment named 'true care'. It displays a table of subsidiaries with columns for Establishment Name, My Permissions (View Establishment, View Worker, Owner), and Action. The table lists four subsidiaries: 'I Care', 'Tester 1', 'Care for you', and 'Caring Homes'. 'I Care' and 'Tester 1' have full permissions (green checkmarks), while 'Care for you' and 'Caring Homes' have partial permissions (red X marks).

Establishment Name	My Permissions			Action
	View Establishment	View Worker	Owner	
I Care St Marys Road, Sheffield, S2 4AN Map	✓	✓	✓	Permissions
Tester 1 Albion Place, Leeds, LS1 6JL Map	✓	✓	✓	Permissions
Care for you St Marys Road, Sheffield, S2 4AN Map	✗	✗	✗	Remove
Caring Homes 5, Albion Place, Leeds, LS1 6JL Map	✓	✓	✗	Remove

As you can see from the example the “users at establishment” is blank. Click on the edit button to go to the user page.



The screenshot shows the 'tester 1' establishment page. It includes a notification that the user is responsible for the maintenance of this establishment's data. Below this, there are sections for 'Contact Details', 'Users at Establishment', and 'Establishment Details'. The 'Contact Details' section shows the establishment's name, address, telephone number, and email. The 'Establishment Details' section shows the type of establishment, current investors, and data sharing permissions.

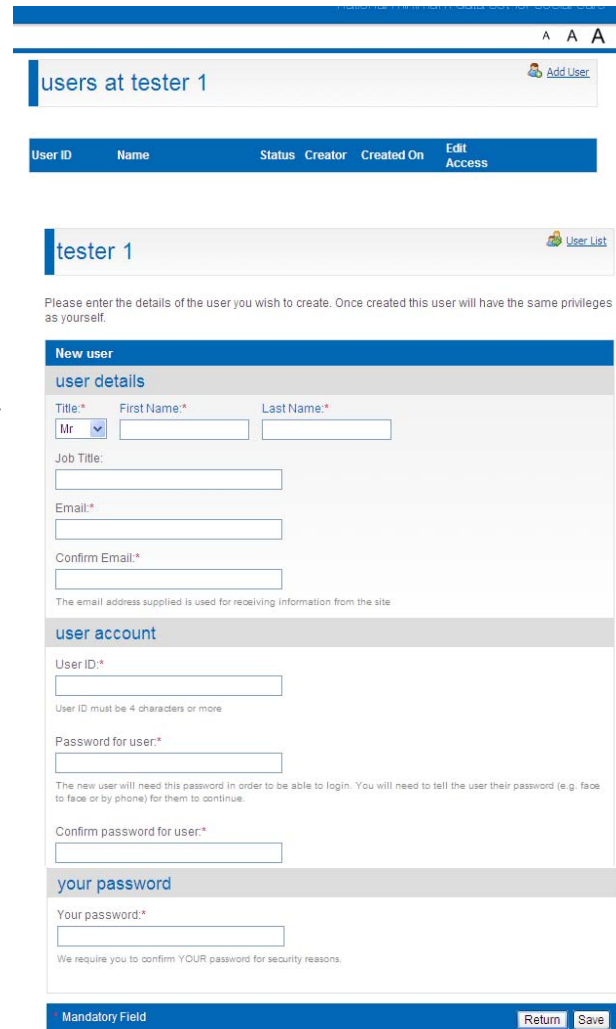
Contact Details	
NMDS-SC Id:	J149647
Establishment Address:	Albion Place Leeds LS1 6JL View Map
Establishment Telephone Number:	01234 56789
Establishment Email:	

Establishment Details	
Type:	Statutory: local authority (adult services)
Current Investors in People (IIP) Status:	Recognised
Data Sharing Permission Skills for Care:	Yes

Click “Add User” in the top right hand corner

Enter the details of the person that will be using this account ensuring the email address is correct as this will be used to email the person with details of their account. Set up a temporary password and make a note of this, the new user will need to be informed of this.

When you have clicked save an email will be sent to the new user informing them of their username and asking them to obtain their password from you. They must do this and follow the link in their email to activate their account.



The screenshot shows the 'users at tester 1' page with an 'Add User' button. Below is a table with columns: User ID, Name, Status, Creator, Created On, and Edit Access. The 'tester 1' user is listed. Below the table is the 'New user' form with sections for 'user details', 'user account', and 'your password'.

users at tester 1 [Add User](#)

User ID	Name	Status	Creator	Created On	Edit Access
	tester 1				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:*

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

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.

Mandatory Field