



how to complete NMDS-SC in order to claim TSI funding in 2010/11

National Minimum Data Set for Social Care (NMDS-SC) Training Strategy Implementation (TSI)

Skills for Care has continued to make the completion or refresh of NMDS-SC data in 2010/11 a requirement in order for you to claim TSI funding.

This summary provides you with the steps you need to take to complete or refresh your NMDS-SC profile so you can claim TSI funding.

3 key steps

Step 1 - Look at what questions the NMDS-SC includes

Step 2 - Find the answers to these questions across your organisation

Step 3 - Bring all the answers together and enter them into your NMDS-SC online account

not completed the NMDS-SC for your organisation?

If you are an employer who has never completed the NMDS-SC for your organisation, then you must fully complete the NMDS-SC on, or after, the 1st April 2010 to reflect the position at your organisation on the day you complete it. If you are completing the NMDS-SC for the first time, insert the following link to the internet address bar and follow the steps provided - www.nmds-sc-online.org.uk/Get.aspx?id=294152

yes, as a business we've completed the NMDS-SC

So, you or a colleague have completed the NMDS-SC for the organisation in the past. If this is the case, you will have a **username** and **password** to log in to your profile on the NMDS-SC website.

If you have forgotten your password but know what your username is (this could be your email address) then visit the following page of the website to recover your password.

www.nmds-sc-online.org.uk/users/ForgottenPassword.aspx

If you have forgotten both your username and password, contact the **NMDS-SC Helpdesk** on: 0845 873 0129

ready to login to your NMDS-SC profile?

You have your username and password to hand (if not look at the section above). Visit the NMDS-SC website at www.nmds-sc-online.org.uk. Then, follow the two guides below to complete or update your profile:

1. Updating establishment information - www.nmds-sc-online.org.uk/Get.aspx?id=393153
2. Updating worker information - www.nmds-sc-online.org.uk/Get.aspx?id=294155

your organisation has answered some of the questions but not all of them?

If you are an organisation who has completed the NMDS-SC in the past year or so, it is likely that you have answered the questions that relate to the establishment, but have not yet answered the questions that relate to your workers.

In order for the sector to better understand the providers and people that deliver care across England, we ask that you make sure the answers you provided in relation to your establishment are **up to date** and, importantly, that you **also** now complete the questions relating to your workers. This must be done on, or after, the 1st April 2010.

you **MUST** complete the following sections:

■ questions about your establishment

- current Investors in People status
- establishment type
- main and other services provided
- service users for whom services are provided
- service capacity and uptake level
- numbers of staff permanently and temporarily employed
- numbers of bank/pool, agency, student, voluntary and other staff
- numbers of staff leaving and starting in the past 12 months
- number of vacancies
- reasons for leaving, and destination of leavers

■ questions about your workers (answers for each worker required)

There are a set number of questions we ask about each worker. This set of questions must be repeated and answered for each individual worker. The questions for each worker must be answered for a minimum of 90% of your workforce (i.e. if there are 10 people that work for an organisation then the set of questions must be answered for a least 9 of those people).

For each worker, questions on the following must be answered: gender, date of birth, nationality, main job role, other job roles (if applicable), start date (in main job), source of recruitment, employment status, contracted hours of work, additional hours worked (if applicable), full-time or part-time, working arrangements, sickness absence, salary, date first employed in social care, induction status, and qualifications held.

look here for more detailed guidance

Detailed guidance on completing the NMDS-SC in relation to being eligible for TSI funding can be found on www.skillsforcare.org.uk/funding and follow the pages to Skills for Care funding.

Further information on the reasons for NMDS-SC and TSI to be linked can also be access on the same funding webpage

Once you've completed the above and answered both the questions about your establishment and your workers...

You're done! You have completed the necessary NMDS-SC requirements in terms of eligibility for claiming TSI funds.

Thank you for helping to paint a clearer picture of the social care workforce in England.

The benefits to your business that NMDS-SC provides for workforce planning activity can be viewed on the NMDS-SC website on www.nmds-sc-online.org.uk

if you need any further support, contact your TSI partnership – see below for details.



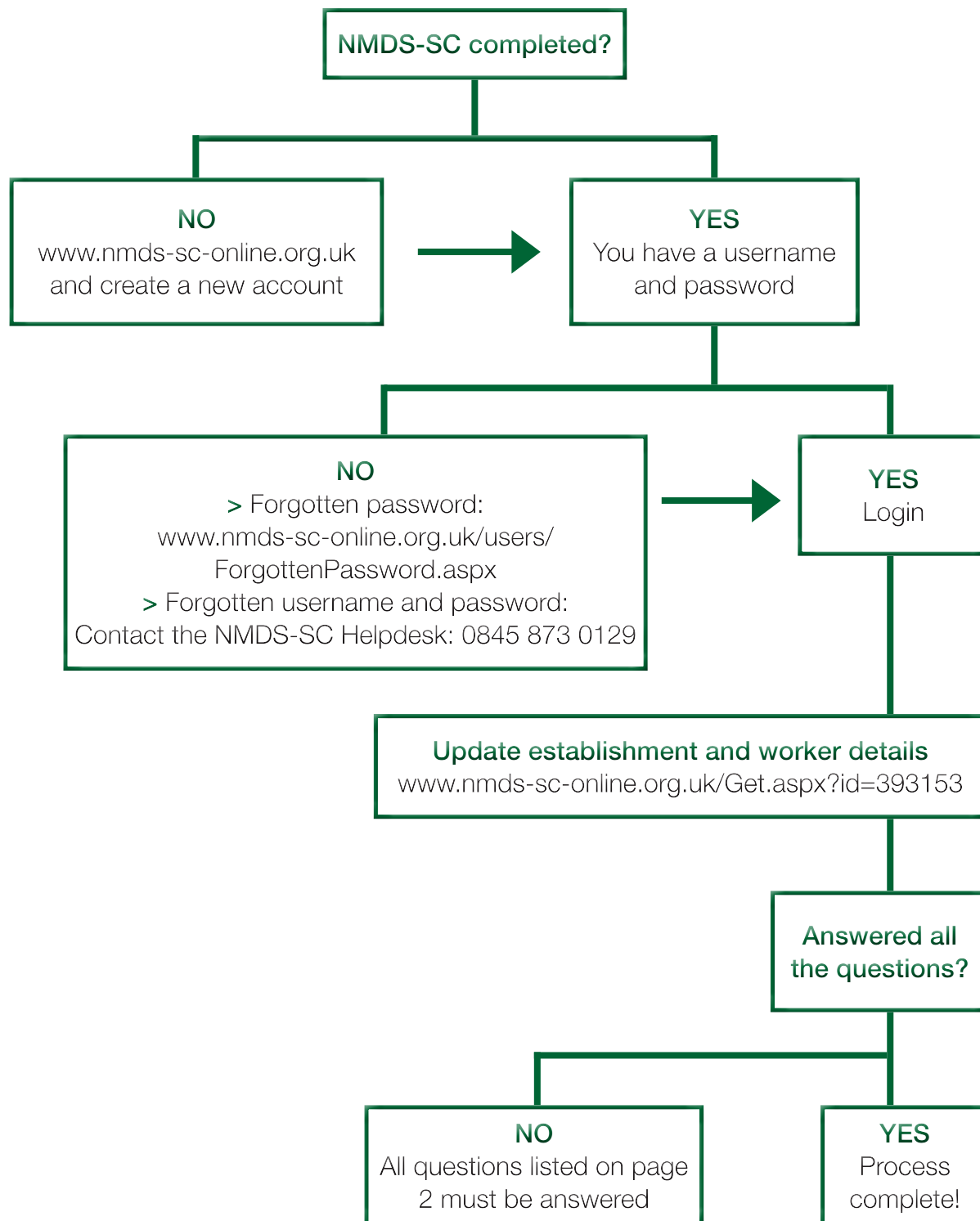
why NMDS-SC is important

The Department of Health and Skills for Care (responsible for the wider planning and improvement of the adult social care sector) simply do not know enough about the providers and people that deliver care across England.

Together, if we are to improve services and make them more tailored to the needs of people who use services, we must have a clearer picture of the providers and the workforce that are at the heart of our sector. Therefore we can ensure that the funding available to support the development of the sector can be used in the best possible way.

For further information on NMDS-SC please visit www.nmds-sc-online.org.uk

NMDS-SC completion process



www.nmds-sc-online.org.uk