skillsforcare

nmds-sc online
national minimum data set for social care

# Quick Start Guide – Registration

## For Establishments without an NMDS-SC Number

November 2007

Version 0.1

TRIBAL

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

**1.**

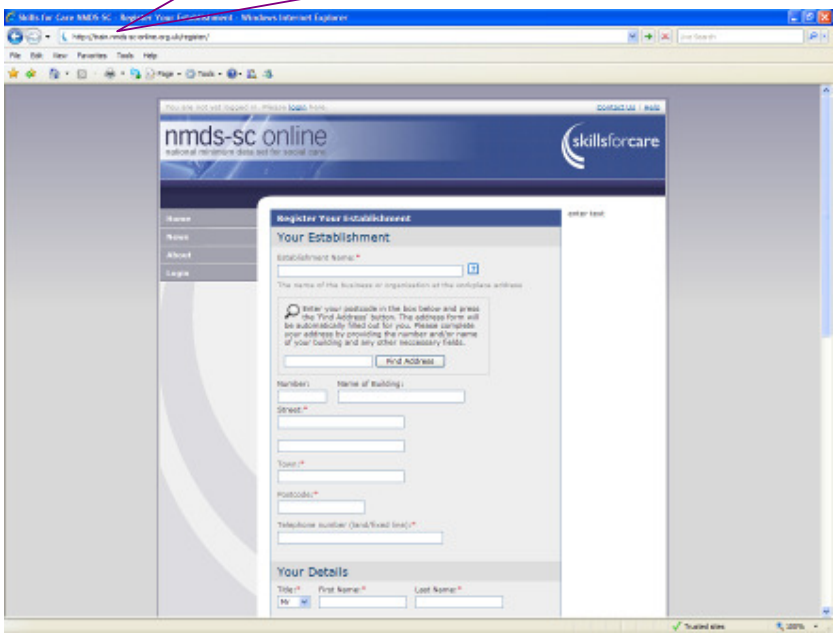
NMDS-SC Online is a web-based application – to access it you need an internet connection.
In your web browser (for example, Internet Explorer) type in the web address:

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

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

This will take you to the registration webpage:

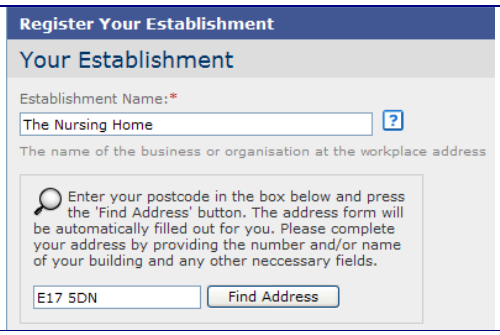
http://www.nmds-sc-online.org.uk/register



**2.**

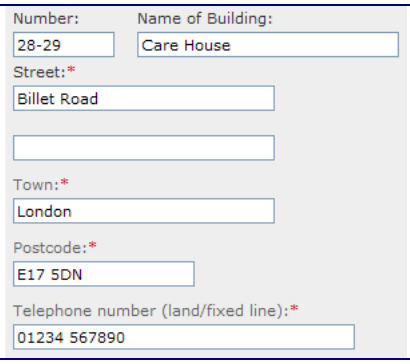
Enter your Establishment Name in the box provided.

Enter your postcode and click the Find Address button



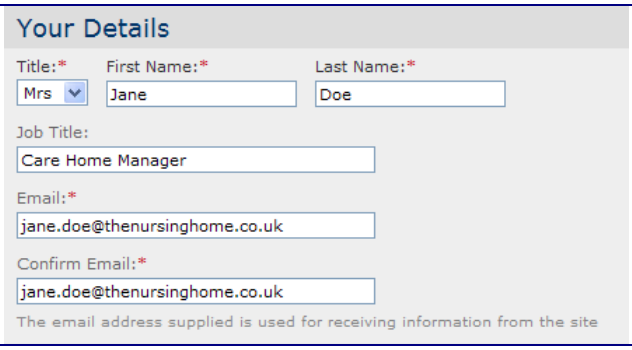

**3.**

Enter the Building Number and/or Name and the Establishment Contact Telephone Number (land or fixed line only please)




**4.**

Enter your personal details as shown



**5.**

Enter a User ID that you will remember and make a note of this.

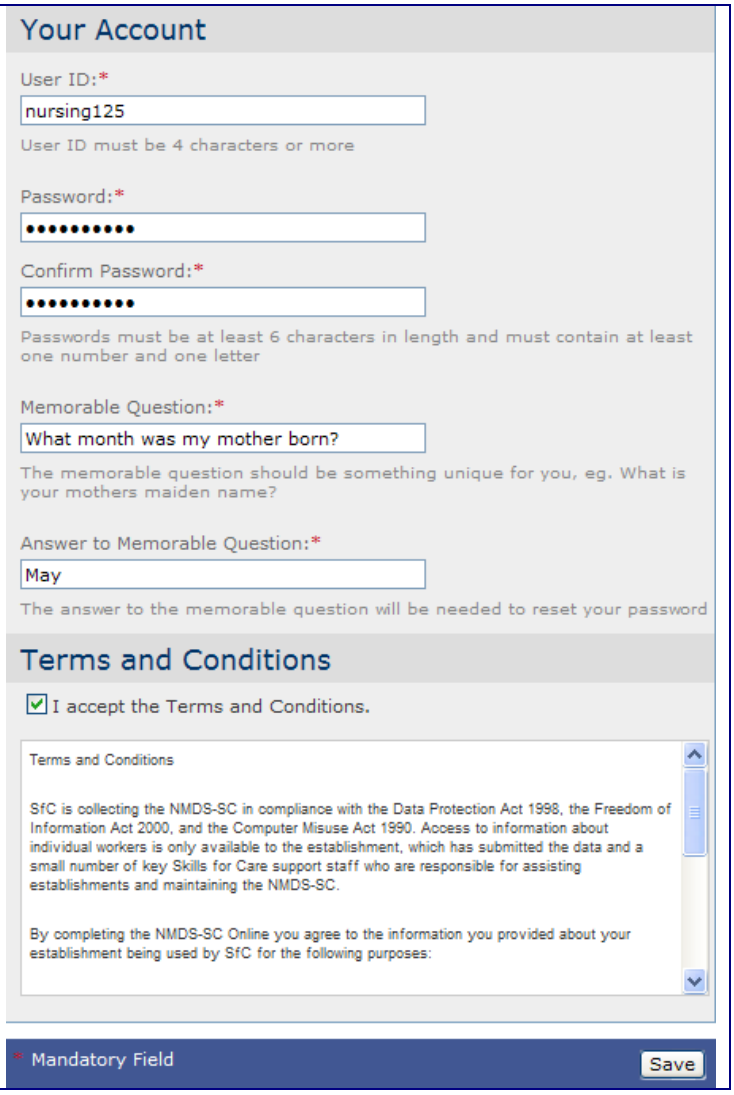
Enter a Password that you will remember and make a note of it.

Enter a memorable question that you will automatically know the answer to.

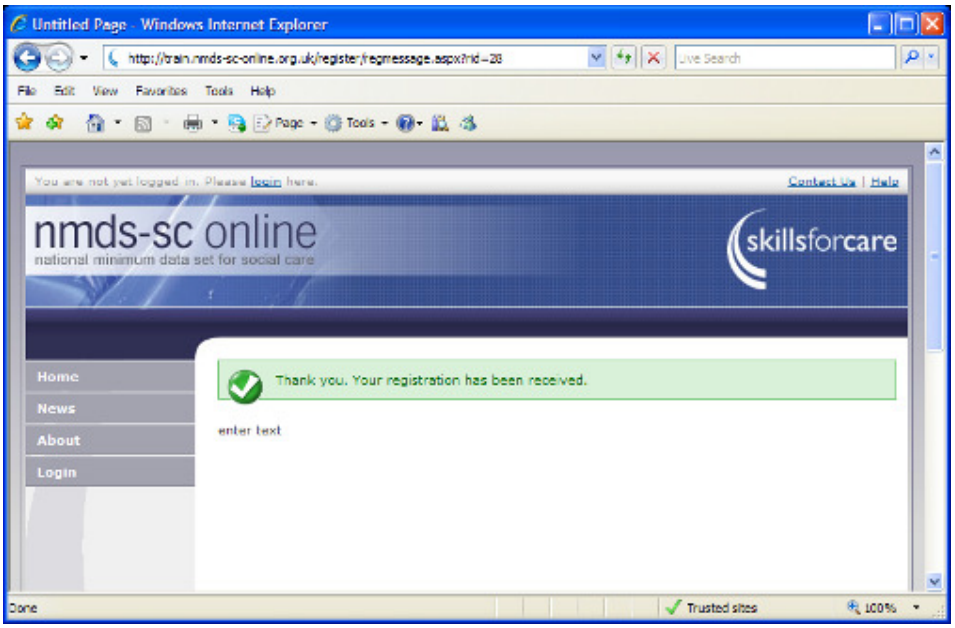
Enter the answer to your memorable question.

After reading the Terms and Conditions, tick the acceptance box and Click the Save button.

If any of your details are ineligible, such as requesting a username that has already been allocated, a warning notice will be displayed after clicking Save and you will be able to change the required details as specified.



**6.** You will see this message once all your details are acceptable.




The Skills for Care Business Support Team will validate all registrations. This is not an immediate action, as there is a specific validation process that has to be completed.

**7.**

Once validated, you will receive an email confirming your registration has been approved.

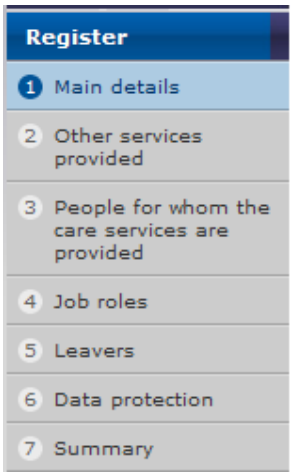
Click on the link to Login in this email and you will be directed to the http://www.nmds-sc-online.org.uk website.

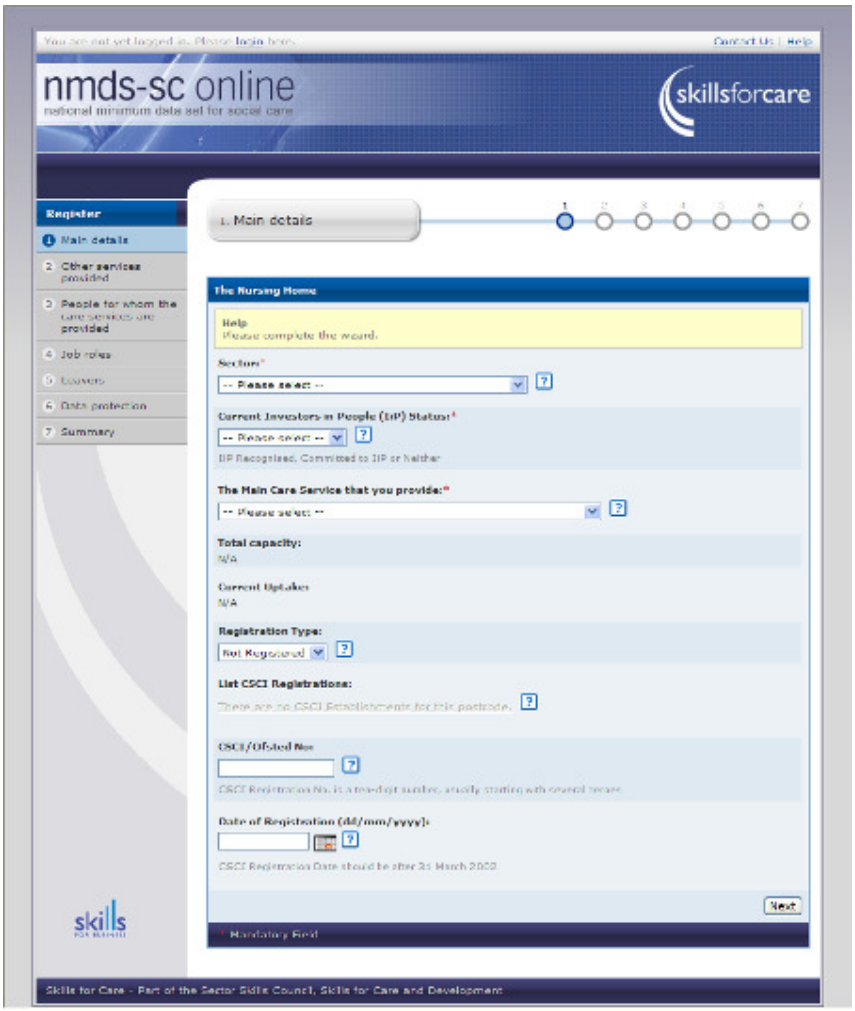
The Navigation Menu is on the left of the screen – click on the 'Login' menu button. Alternatively, click on the Login button in the middle of the homepage.

**8.** Use the **User ID** and **Password** that you created in Step 5.

**9.** Now you should work through the 7 page Establishment Wizard completing all the details about your establishment.

Page 1 is shown below.



**10.**

**Page 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 CSCI or Ofsted registered, select the registration type, enter the registration number and the date of this registration in the appropriate boxes.

Then click on the Next button in the bottom right-hand corner.

**Sector:***
Voluntary or 'third' sector

**Current Investors in People (IiP) Status:***
Recognised
IiP Recognised, Committed to IiP or Neither

**The Main Care Service that you provide:***
Care home with nursing provision

**Total capacity:**
10 places

**Current Uptake:**
10 beds

**Registration Type:**
CSCI

**List CSCI Registrations:**
There are no CSCI Establishments for this postcode.

**CSCI/Ofsted No:**
0000012345
CSCI Registration No. is a ten-digit number, usually starting with several zeroes

**Date of Registration (dd/mm/yyyy):**
04/05/2003
CSCI Registration Date should be after 31 March 2002

## 11. Page 2 – Other Services Provided

Please tick the box next to each other **Service Type** your Establishment provides apart from your Main Service Type.

Other services provided

1 2 3 4 5 6

**The Nursing 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** | | |
| ☐ Care home without nursing provision / care only | | |
| ☐ Adult placement home | | |
| ☐ Sheltered housing | | |
| ☐ Other adult residential care service | | |
| **Adult day** | | |
| ☐ Day care and day services | | |
| ☐ Other adult day care services | | |
| **Adult domiciliary** | | |
| ☐ Domiciliary care / home care | | |
| ☐ Home nursing care | | |
| ☐ Domestic services and home help | | |
| ☐ Meals on wheels | | |
| ☐ Other adult domiciliary care service | | |
| **Adult community care** | | |
| ☐ Carers support | | |
| ☐ Short breaks / respite care | | |
| ☐ Community support and outreach | | |
| ☐ Social work and care management | | |
| ☐ Adult placement service | | |
| ☐ Disability adaptations / assistive technology services | | |

Two boxes will appear in the **Total Capacity** and **Current Uptake** columns.
Enter the appropriate information in these boxes for each Service Type.

**Adult day**
☐ Day care and day services
☑ Other adult day care services
Activity Day Centre | 42 places | 28 service users

If you select a Service Type classed as "Other", a Description box is offered to describe your specific service.

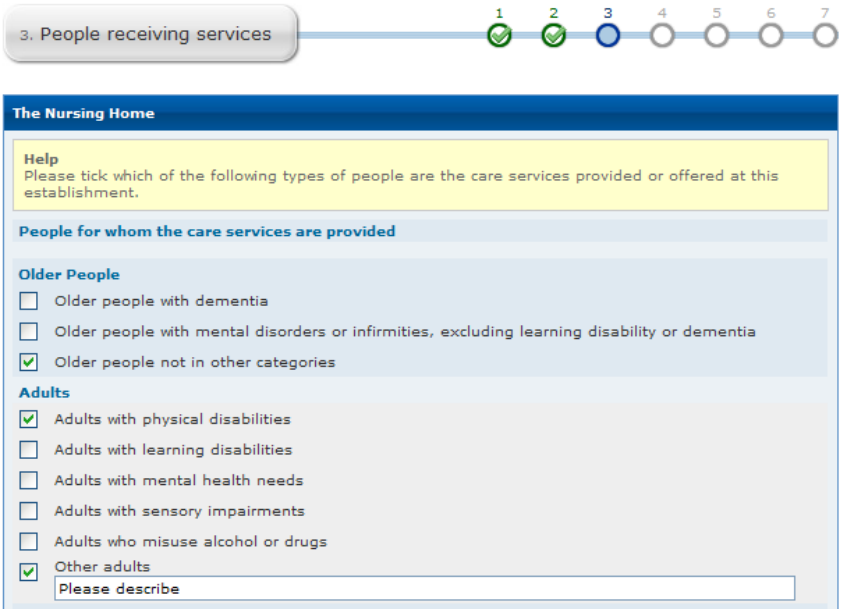
Once complete, click on the Next button in the bottom right-hand corner.

## 12.

**Page 3 – People receiving services**

Please tick the box/boxes next to each type of people receive the services you provide at your Establishment.

Then click on the Next button in the bottom right-hand corner.



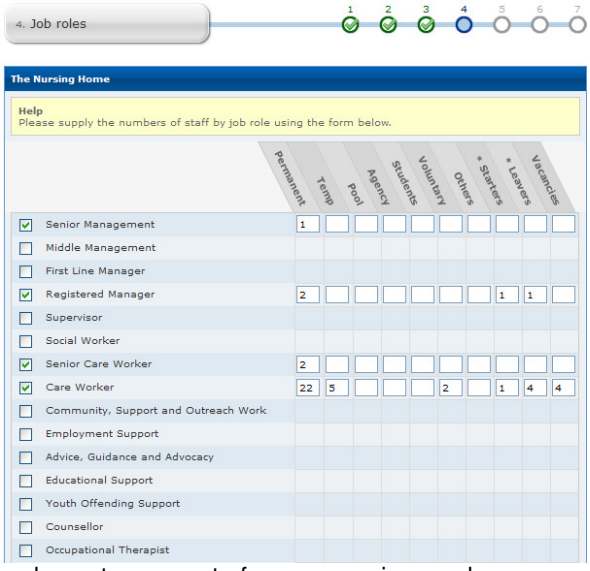

## 13.

**Page 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.)

If you have anyone who has started or left work in the last 12 months, include these counts in the Starters and Leavers column.




You can also enter a count of any vacancies you have

Once completed, click on the Next button in the bottom right-hand corner.

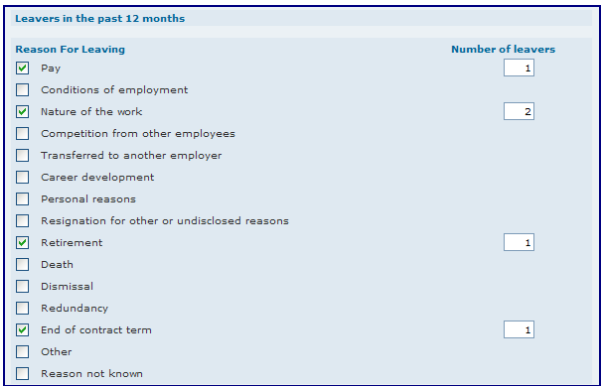
**14.**

**Page 5 – Leavers**

Please tick the box/boxes next to each Reason for Leaving and each 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 on Page 4 – Job Roles.

If your numbers don't add up, you will be advised of this on completion of the wizard.

Once completed, click on the Next button in the bottom right-hand corner.

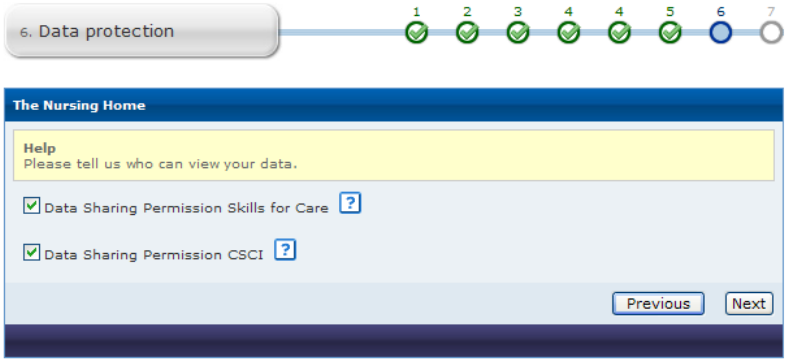


**15.**

**Page 6 – Data Protection**

Please tick the box for each Data Sharing Permission you are happy to permit.

Once completed, click on the Next button in the bottom right-hand corner.



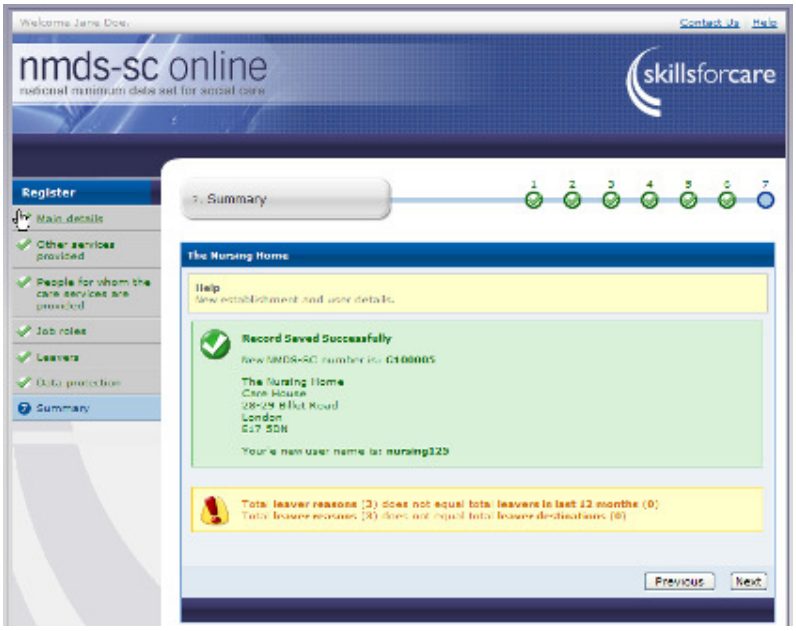
**16.**

**Page 7 – Summary**

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

Your new NMDS-SC ID Number will appear under the "Record Saved Successfully" line and will be one letter and 6 numbers long.

Any inconsistencies or issues will be displayed next to the exclamation mark in the lower section of this page.




Once you've read this, click on the Next button in the bottom right-hand corner and you will be directed to your My Establishment page.

**17.**

You are now logged in and your name should be visible. By clicking on your name you can update your details at any time.

Now that you are logged in you will be able to use the **Menu** to navigate to the sections for your **Establishment**, your **Workers**, and your **Reports**.

Whenever you return to the http://www.nmds-sc-online.org.uk/ website to update your data, you should click on either of the Login buttons and enter your username and password to log in.