



## **The National Minimum Data Set for Social Care (NMDS-SC)**

### **The CSCI AQAA report from NMDS-SC Online: Guidance for Employers**

#### **What is the CSCI AQAA Workforce report?**

It is a single page report which CSCI-registered care homes, domiciliary care and nursing agencies can download from NMDS-SC Online instead of filling in the appendix of CSCI's 2008-9 Annual Quality Assurance Assessment (AQAA). The report takes the worker information in your establishment's NMDS-SC return and produces the statistics about your workforce that CSCI requires for the AQAA. So you don't have to provide the same information twice, and the Online system does all the calculations for you.

#### **What does the report show?**

It shows your establishment name and CSCI number, your staff numbers, and hours worked in the 7 days prior to the completion of the form. There are different versions of the form for care homes, domiciliary care agencies and nursing agencies.

#### **The Care Home report calculates and displays the following:**

Number of full time care staff/registered nurses; Number of part time care staff/ registered nurses; Number of other staff not care/nursing; Number of hours worked by registered nurses in the 7 days prior to the day this form is filled in; Number of hours worked by care staff in the 7 days prior to the day this form is filled in; Number of hours worked by support, but not personal care, staff in the 7 days prior to this day the form is filled in; Number of hours worked by other staff in the 7 days prior to the day this form is filled in; Number of care staff/registered nurses who have left employment in the home in the last 12 months; Number of female care staff; Number of male care staff; number of permanent care workers; Number of staff who have completed the induction training expected by the NMS (described and recommended by Topss England / Skills for Care); Number of permanent care staff with NVQ 2 level 2 or above (The NVQ is in Care or Health and Social Care); Number of permanent care workers / registered nurses who are in each ethnic group.

#### **The Domiciliary Care Agencies report calculates and displays the following:**

Total number of hours worked by care workers in the 7 days prior to the day this form is filled in; Number of permanent care workers; Number of care workers who have left the employment of the agency in the last 12 months; Number of female care workers; Number of male care workers; Number of permanent care workers with NVQ 2 level 2 or above (the NVQ is in Care or Health and Social Care); Number of permanent, full-time or part-time, care workers, appointed in the past 12 months, and, of these, the number who are working towards NVQ 2 or above; Number of permanent care workers who are in each ethnic group.

#### **The Nurses Agencies report calculates and displays the following:**

Number of hours worked by registered nurses in the 7 days prior to the day this form is filled in; Total number of registered nurses currently working for the agency; Number of registered nurses who have left the employment of the agency in the last 12 months; Number of female registered nurses; Number of male registered nurses; Number of permanent registered nurses who are in each ethnic group.

#### **How do I produce my CSCI AQAA report from NMDS-SC Online?**

If you are already registered with NMDS-SC Online, you can run your CSCI AQAA report as soon as you've checked that all relevant information is up-to-date (see below for what is needed). Once you're logged into the system, click on "Reports", then "CSCI AQAA Workforce Report". The appropriate report should be

displayed on screen for you to review. The first page shows the statistics, and the next page(s) contain the “small print” which explains how the statistics are calculated from the information in the NMDS-SC.

If the system detects discrepancies or missing numbers in the staffing information in your NMDS-SC, a yellow page listing the problems will appear. You will need to resolve these and then try producing the report again.

You can print the report direct from the screen. Or you can download the report, as an Adobe .pdf file which you can then save, by clicking “Select a format” at the top of the screen and selecting “Adobe (PDF) file” and clicking “Export”. You can then either print out and attach to the rest of your AQAA form, or send to CSCI by email.

If you don't have Adobe Reader, you can download it for free from [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html) . Adobe Reader is very widely used for sending and storing documents where alteration is not required.

## **What information do I need to complete or update before running the report?**

Your NMDS-SC “My establishment” section needs to be fully completed/updated.

In the “My workers” section, you need to complete or update individual worker records for all staff in the following job role categories:

- Care workers
- Senior care workers
- Registered nurses
- And, for care homes only, Community, support and outreach workers, Other direct care providing staff, Ancillary staff not care-providing, Other job roles not directly involved in providing care, and Administrative / office staff not care-

For each worker all information should be completed/updated, except the following items which are not required: pay; date started in social care.

## **What if I'm not registered with NMDS-SC Online?**

If you're not already registered with NMDS-SC Online, you need to do so. If you previously completed a paper or excel NMDS-SC questionnaire, you should log on using the unique ID and password you've been sent, and follow the instructions to update your original NMDS-SC information (if you can't find your ID and password, ring the NMDS-SC Helpdesk on 0845 873 0129).

If you **haven't previously completed the NMDS-SC**, go to [www.nmds-sc-online.org.uk](http://www.nmds-sc-online.org.uk) and follow the instructions for new users. However, if you are part of a larger organisation, it may be worth checking first with your head office in case they have already completed a NMDS-SC return on your behalf.

If you don't have internet access, you can still get the report run and sent to you. Please contact the NMDS-SC Helpdesk on 0845 873 0129 and they will be able to arrange this.

## **What if I think the numbers in the report aren't correct?**

At the end of the form you will find the “small print” which explains how the numbers are calculated from the information in the NMDS-SC. This “small print” is also shown, for all three types of report, at the end of this guidance document. If you think the numbers the report produces are incorrect, have a look at the small print to see what is included in the calculation – this may explain an apparent discrepancy if, for example, the calculation is based only on permanent employees and you have included some temporary or agency workers.

If this does not explain the discrepancy, check your individual worker records to see if any of the relevant data is incorrect.

## **Are there any Data Protection implications?**

Skills for Care processes information on individual workers in the NMDS-SC Online system in accordance with the Data Protection Act 1998. It does this in its role as Data Controller in Common with the employing organisation.0 This is explained in detail in the NMDS-SC Online data protection fair processing notices

layer 3, in the resources section of NMDS-SC Online at [www.nmds-sc-online.org.uk/content/Resources.aspx](http://www.nmds-sc-online.org.uk/content/Resources.aspx) .

Under the Data Protection Act 1998, information on an individual's gender is classed as personal data and information on his/her ethnicity as sensitive personal data. Employers in their role as Data Controllers are responsible for compliance with this Act, and therefore need to be satisfied that the processed information on gender and ethnicity contained in their CSCI AQAA Workforce report is accurate and has been fairly processed in accordance with the schedules of the Act.

It is employers' responsibility to comply with the Data Protection Act 1998 when passing this information on to CSCI.

The text of the Data Protection Act 1998 can be viewed at [www.opsi.gov.uk/acts/acts1998/19980029.htm](http://www.opsi.gov.uk/acts/acts1998/19980029.htm)

## How the numbers are calculated

### Care Homes report

#### 1a. Number of full time care staff/registered nurses

This is the number of individual worker records for staff whose main job roles are Senior Care Worker, Care Worker, Other job role directly involved in providing care or Registered Nurse, and who are permanently employed and are full-time.

#### 1b. Number of part time care staff/ registered nurses

This is the number of individual worker records for staff whose main or other job roles are Senior Care Worker, Care Worker, Other job role directly involved in providing care or Registered Nurse, and who are permanently employed and are part-time, plus the number of individual worker records for staff whose other job roles are Senior Care Worker, Care Worker, Other job role directly involved in providing care or Registered Nurse, and who are permanently employed and are full-time.

#### 1c. Number of other staff not care/nursing

This is the number of individual worker records for staff whose main or other job roles are Ancillary staff not care-providing, Other job roles not directly involved in providing care, or Administrative / office staff not care-providing, and who are permanently employed.

#### 1d. Number of hours worked by registered nurses in the 7 days prior to the day this form is filled in

This is the total contracted weekly hours plus any additional (paid or unpaid) hours worked in the 7 days preceding the completion date by staff whose main job role is Registered Nurse. Data derived from the individual worker record. Includes directly-employed and not directly employed workers.

#### 1e. Number of hours worked by care staff in the 7 days prior to the day this form is filled in.

This is the total contracted weekly hours plus any additional (paid or unpaid) hours worked in the 7 days preceding the completion date by staff whose main job roles are Senior Care Worker, Care Worker or Other job role directly involved in providing care. Data derived from the individual worker record. Includes directly-employed and not directly employed workers.

#### 1f. Number of hours worked by support, but not personal care, staff in the 7 days prior to this day the form is filled in.

This is the total contracted weekly hours plus any additional (paid or unpaid) hours worked in the 7 days preceding the completion date by staff whose main job role is Community, Support and Outreach Work. Data derived from the individual worker record. Includes directly-employed and not directly employed workers.

#### 1g. Number of hours worked by other staff in the 7 days prior to the day this form is filled in.

This is the total contracted weekly hours plus any additional (paid or unpaid) hours worked in the 7 days preceding the completion date by staff whose main job roles are Ancillary staff not care-providing, Other job roles not directly involved in providing care, or Administrative / office staff not care-providing. Data derived from the individual worker record. Includes directly-employed and not directly employed workers.

#### 1h. Number of care staff/registered nurses who have left employment in the home in the last 12 months

This is the number of staff recorded as Senior Care Worker, Care Worker, Other job role directly involved in providing care or Registered Nurse who ceased employment at the establishment in the 12 months preceding the completion date. Data derived from the organisational record.

#### 1i. Number of female care staff

This is the number of individual worker records for staff whose main or other job roles are Senior Care Worker, Care Worker or Other job role directly involved in providing care, and who are permanently employed and are female.

#### 1j. Number of male care staff

This is the number of individual worker records for staff whose main or other job roles are Senior Care Worker, Care Worker or Other job role directly involved in providing care, and who are permanently employed and are male.

## **2a. Number of permanent care workers**

This is the number of individual worker records for staff whose main or other job roles are Senior Care Worker, Care Worker or Other job role directly involved in providing care, and who are permanently employed.

## **2b. Number of staff who have completed the induction training expected by the NMS (described and recommended by Topss England / Skills for Care)**

This is the number of individual worker records for staff whose main or other job roles are Senior Care Worker, Care Worker or Other job role directly involved in providing care, and who are recorded as having completed the Induction Training prescribed by Topss England/Skills for Care/Children's Workforce Development Council. Includes directly-employed and not directly employed workers.

## **2c. Number of permanent care staff with NVQ 2 level 2 or above (The NVQ is in Care or Health and Social Care)**

This is the number of individual worker records for staff whose main or other job roles are Senior Care Worker, Care Worker or Other job role directly involved in providing care, who are permanently employed and who are recorded as having achieved one or more of the following qualifications: Care NVQ level 2; Care NVQ level 3; Care NVQ level 4; Health and Social Care NVQ level 2; Health and Social Care NVQ level 3; Health and Social Care NVQ level 4.

## **3a. Number of permanent care workers / registered nurses who are:**

This is the number of individual worker records in each ethnic group for staff whose main or other job roles are Senior Care Worker, Care Worker, Other job role directly involved in providing care or Registered Nurse, and who are permanently employed. The totals in the main ethnic categories (white, mixed etc.) will exceed those in the detailed categories if detailed ethnic information has not been provided for all the relevant workers.

## **Domiciliary Care Agencies report**

### **1a. Total number of hours worked by care workers in the 7 days prior to the day this form is filled in**

This is the total contracted weekly hours plus any additional (paid or unpaid) hours worked in the 7 days preceding the completion date by staff whose main job roles are Senior Care Worker, Care Worker or Other job role directly involved in providing care and who are permanently employed. Data derived from the individual worker record.

### **1b. Number of permanent care workers**

This is the number of individual worker records for staff whose main or other job roles are Senior Care Worker, Care Worker or Other job role directly involved in providing care, and who are permanently employed.

### **1c. Number of care workers who have left the employment of the agency in the last 12 months**

This is the number of staff recorded as Senior Care Worker, Care Worker or Other job role directly involved in providing care who ceased employment at the establishment in the 12 months preceding the completion date. Data derived from the organisational record.

### **1d. Number of female care workers**

This is the number of individual worker records for staff whose main or other job roles are Senior Care Worker, Care Worker or Other job role directly involved in providing care, and who are permanently employed and are female.

### **1e. Number of male care workers**

This is the number of individual worker records for staff whose main or other job roles are Senior Care Worker, Care Worker or Other job role directly involved in providing care, and who are permanently employed and are male.

## **2a. Number of permanent care workers with NVQ 2 level 2 or above (the NVQ is in Care or Health and Social Care)**

This is the number of individual worker records for staff whose main or other job roles are Senior Care Worker, Care Worker or Other job role directly involved in providing care, who are permanently employed

and who are recorded as having achieved one or more of the following qualifications: Care NVQ level 2; Care NVQ level 3; Care NVQ level 4; Health and Social Care NVQ level 2; Health and Social Care NVQ level 3; Health and Social Care NVQ level 4.

**2a.(a) Number of permanent, full-time or part-time, care workers, appointed in the past 12 months**

This is the number of individual worker records for staff whose main or other job roles are Senior Care Worker, Care Worker or Other job role directly involved in providing care, who are permanently employed and who are recorded as having started working in their main job at the establishment within the 12 months preceding the completion date.

**2a.(b) Of those, the number who are working towards NVQ 2 or above**

This is the number of individual worker records for staff whose main or other job roles are Senior Care Worker, Care Worker or Other job role directly involved in providing care, who are permanently employed and who are recorded as having started working in their main job at the establishment within the 12 months preceding the completion date, and who are recorded as working towards one or more of the following qualifications: Care NVQ level 2; Care NVQ level 3; Care NVQ level 4; Health and Social Care NVQ level 2; Health and Social Care NVQ level 3; Health and Social Care NVQ level 4.

**3a. Number of permanent care workers who are:**

This is the number of individual worker records in each ethnic group for staff whose main or other job roles are Senior Care Worker, Care Worker or Other job role directly involved in providing care, and who are permanently employed. The totals in the main ethnic categories (white, mixed etc.) will exceed those in the detailed categories if detailed ethnic information has not been provided for all the relevant workers.

## **Nurses Agencies report**

**1a. Number of hours worked by registered nurses in the 7 days prior to the day this form is filled in.**

This is the total contracted weekly hours plus any additional (paid or unpaid) hours worked in the 7 days preceding the completion date by staff whose main job role is Registered Nurse and who are permanently employed. Data derived from the individual worker record.

**1b. Total number of registered nurses currently working for the agency**

This is the number of individual worker records for staff whose main or other job role is Registered Nurse, and who are permanently employed.

**1c. Number of registered nurses who have left the employment of the agency in the last 12 months**

This is the number of staff recorded as Registered Nurse who ceased employment at the establishment in the 12 months preceding the completion date. Data derived from the organisational record.

**1d. Number of female registered nurses**

This is the number of individual worker records for staff whose main or other job role is Registered Nurse, and who are permanently employed and are female.

**1e. Number of male registered nurses**

This is the number of individual worker records for staff whose main or other job role is Registered Nurse, and who are permanently employed and are male.

**2a. Number of permanent registered nurses who are:**

This is the number of individual worker records in each ethnic group for staff whose main or other job role is Registered Nurse, and who are permanently employed. The totals in the main ethnic categories (white, mixed etc.) will exceed those in the detailed categories if detailed ethnic information has not been provided for all the relevant workers.

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