How to complete NMDS-SC in order to claim the Workforce Development Fund in 2016/17

Skills for Care has continued to make the completion or refresh of NMDS-SC data in 2016/17 a requirement in order for you to claim the Workforce Development Fund. This summary provides you with the steps you need to take to complete or refresh your NMDS-SC online account so you can claim the Workforce Development Fund.

We expect your NMDS-SC account to be an accurate reflection of your service and workforce. If your service or workforce changes significantly during the year it is expected that NMDS-SC will be updated. Failure to do so could affect your ability to claim funding.

Getting started

Not completed the NMDS-SC for your organisation before?

If you're an employer who has never completed the NMDS-SC for your organisation, then you must fully complete the NMDS-SC on, or after 1 April 2016 to reflect the position at your organisation on the day you complete it. To be fully completed, you must ensure all the information in step 2 of this guide has been entered into your NMDS-SC account.

If you are completing the NMDS-SC for the first time visit www.nmds-sc-online.org.uk, click on 'Create an Account' and follow the steps provided.

Already completed the NMDS-SC?

If you or a colleague has completed the NMDS-SC for your organisation in the past, you will have a username and password to log in to the NMDS-SC website.

If you have forgotten your password but know what your username is then go to the 'login' section and click on 'Forgotten your password?' and then follow the instructions to re-set your password.

Completing the NMDS-SC

There are 3 key steps to help you complete your NMDS-SC to meet WDF requirements.

Step 1 – Log in to your account and look at what details the NMDS-SC includes.

Step 2 - Gather the right information from your organisation

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

Step 1: Log in to your NMDS-SC account and look at what details the NMDS-SC includes.

Log in to your NMDS-SC account. You need your username and password to hand.

Visit the NMDS-SC website at www.nmds-sc-online.org.uk and log in to your account. You need your username and password to hand.

Click on 'Help and Guidance' and then click on the relevant Help and Guidance link.

The two guides outlined below will help you to complete or update your details.

1. Updating Establishment Details

2. Adding/Deleting/Updating a Worker Record

Step 2: Check and gather your organisation details

If your organisation already had an NMDS-SC account, you may 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 details you provided in relation to your establishment are up to date and, importantly, that you also now complete the information relating to your workers. This must be done on, or after 1 April 2016.

Everyone MUST complete the following sections:

Details about your establishment

- Current Investors in People status
- Establishment type (sector)
- Main and other services provided
- Service users for whom services are provided
- Service capacity and uptake level (based on daily figures)
- Numbers of staff permanently and temporarily employed (by job role)
- Numbers of bank/pool, agency, student, voluntary and other staff (by job role)
- Numbers of staff leaving and starting in the past 12 months* (by job role)
- Number of vacancies* (by job role)
- Reasons for leaving, and destination of leavers

* If you genuinely don't know the information on a specific field above then selecting 'Don't know' is an acceptable response

Information 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 answered for each individual worker. The questions for each worker must be answered for a minimum of 90% of your workforce (e.g. 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).

- Gender
- Workers date of birth
- Workers nationality
- Main job role
- Other job roles (if applicable)
- Start date (in main job)
- Source of recruitment (for main job role)
- Employment status (permanent, temporary, bank etc.)
- Contracted hours of work (if not applicable enter 0)
- Additional hours worked (if not applicable enter 0)
- Status of main job role (full-time or part-time)
- Zero hour contracts
- Sickness (absent due to sickness/injury in the past 12 months)
- Salary
- Induction training
- Care Certificate
- Qualifications (held and/or working towards)

Appendix 1 explains what information is needed under each question and can help you complete your NMDS-SC worker records.

Step 3: Enter all of the information you have gathered above into your NMDS-SC account

Once you've entered all the information you are done and have completed the necessary NMDS-SC requirements in terms of eligibility for claiming the Workforce Development Fund.

Remember there are guides to help you enter the above information into the NMDS-SC.

Our friendly in-house support team are here to help if you have any problems. Their contact number is 0845 873 0129 or you can email at nmds-support@skillsforcare.org.uk

Further help and guidance

We have produced a 'step by step guide' to help you complete your NMDS-SC worker records in order to claim the Workforce Development Fund. This guide is on the following pages of this document.

You can also follow our e-Guide to guide you through setting up an NMDS-SC account and completing your data to claim funding. It can be accessed from https://www.nmds-sc-online.org.uk/eguide/Default.aspx

We've developed a report so you can see if you have completed your NMDS-SC account in line with WDF requirements and are therefore eligible to apply for funding.

To access these reports, login to your account at www.nmds-sc-online.org.uk. Click on the 'reports section' on the right hand side of the screen, scroll down to 'My Reports' and click on the link 'click here to view My Reports'.

Scroll down to 'My Workforce Development Fund NMDS-SC Requirements Report' and click on 'run report'.

It also provides a link to the 'My establishment information report' which highlights any gaps or errors in the questions about your establishment and to the 'My worker list' report. This includes a full list of all your workers, highlighting in red where there are missing data items, for each individual worker.

For further information on NMDS-SC please visit www.nmds-sc-online.org.uk and for further information about WDF please visit www.skillsforcare.org.uk/wdf

Why NMDS-SC is important

There are many benefits to having an NMDS-SC account, apart from claiming funding. You can read more about these on at www.skillsforcare.org.uk/NMDSbenefits

In addition to these benefits, completing the NMDS-SC allows us to inform the Department of Health (responsible for the wider planning and improvement of the adult social care sector) about the thousands of 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 so we can ensure that the funding available to support the development of the sector can be used in the best possible way.

Appendix 1: East step guidance to help you complete your NMDS-SC worker record to meet the Workforce Development Fund requirements

The following table lists the NMDS-SC worker information you need to complete in your NMDS-SC account.

NMDS-SC question	Why do we need this information?
Worker identification	This can be name or payroll number and is solely for use by the employer to identify the individual records
National insurance number	The employee's National insurance number is used to distinguish between staff but not identify individuals. It is also used to ensure training is not double funded.
Worker home postcode	The home postcode is used to find out how far people travel to work.
Workers date of birth*	This is used with the National insurance number to distinguish between staff. It is also used statistically to produce reports on the age profile of the social care workforce.
Gender*	This is used for equal opportunity monitoring, which is of interest to CQC and local authorities, as well as Skills for Care and Department of Health.
Disability	This is used for equal opportunity monitoring, which is of interest to CQC and local authorities, as well as Skills for Care and Department of Health.
Ethnic origin	This is used for equal opportunity monitoring, which is of interest to CQC and local authorities, as well as Skills for Care and Department of Health.
Worker's nationality	This question helps establish the degree of dependence on migrant labour.
Was the worker born in UK?	This question helps establish the degree of dependence on migrant labour. If the worker was born in the UK tick this box and then miss next two boxes.
If no, give country of birth	This question helps establish the degree of dependence on migrant labour.
Year of arrival in UK	This question helps establish the degree of dependence on migrant labour.
Induction training*	You can select 'achieved in/ in progress' or 'not applicable' for those staff who were employed before the induction standards were introduced.
Care Certificate*	You can select 'No, Yes, or in progress' to record workers Care Certificate status.

Date completed induction	If achieved, date of completion is required.
Employment status*	Permanent/ temporary/ agency/ volunteer etc. This is used to gain understanding of the workforce.
Year first employed in social care	This is the year first started in social care. No facility for 'not known' so if you are unsure it is probably best to input the date started employment with your organisation.
Continuity of employment	You can select 'no breaks,' 'breaks of 12 months.' 'not known,' or 'not applicable.'
Additional hours, worked in previous 7 days	Input zero if not applicable.
Sickness*	Input zero if not applicable.
Start date*	This is the date employee started with your organisation.
Source of recruitment*	This related to where the employee was recruited from. You can select 'not known' if you are unsure. This is used to find out how/ if people are moving into the social care sector.
Status of main job role*	This is full time/ part time or neither of these.
Salary interval*	This depends on whether the salary you've inputted relates to either a hourly or annual rate.
Salary*	This is the rate of pay for the interval listed above. It is used to capture pay rates for different levels of staff for comparison. No individual data can be identified.
Contracted hours of work*	This is the hours the employee is contracted to work per week. It is used to get a picture of hours worked in the sector.
Main job role*	This is the main job role the person is employed to do. It is used to identify the different jobs and the numbers employed in each.
Other job roles (if applicable)*	This is any other jobs the person may have.
Zero hours contract*	Please tell us whether your worker is on a Zero hours contract or not.
Separate section of the questionnaire	**Please remember to save and then return to complete the next section**
Qualifications held*	You are required to enter the qualification and the year it was achieved. You can select 'no qualifications held.' You are able to use this to develop workforce plans to

	see where to direct funding and lobby for funding. Local authorities, CQC and the Department of Health are interested in these.
Qualifications working towards	Enter the qualification being worked towards. If the employee is not working towards any qualifications please select 'no qualifications being worked towards.' Local authorities, CQC and the Department of Health are interested in these.
Please note if 'no qualifications are held' and 'none are being worked towards' both boxes are required to be ticked.	**Also remember to 'add' qualifications and 'update' if none are held.**

*These data items are required to achieve the Workforce Development Fund eligibility. The fields not highlighted provide important statistical information and therefore should also be completed.