

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



## Guidance on completing the NMDS-SC for compliance with TSI funding eligibility criteria in 2010-11

### Introduction

For an establishment to be eligible for TSI funding in 2010-11, the following three criteria must be met:

1. An establishment which has completed an NMDS-SC organisational record before 1 April 2010 must fully update its organisational data.
2. The establishment must fully complete individual NMDS-SC worker records for a minimum of 90% of its total workforce (this includes any staff who are not care-providing).
3. Individual records for workers completed before 1 April 2010 which are included in the 90% calculation must be both fully completed and updated.

The purpose of this guidance is to define these three criteria and explain how compliance will be assessed and checked.

This guidance does not apply to people who employ their own care and support staff (direct employers). For 2010-11, they will only need to complete or update their 'organisational' record. This is because the changes to the NMDS-SC Online to provide a version that is more accessible and relevant to direct employers will not be available until later in 2010.

### Achieving compliance

Once a week, the NMDS-SC system will check that the relevant data has been completed or updated, and will produce a weekly report for Skills for Care's Contracts Department listing all compliant establishments.

Compliance is achieved when all three of the above criteria are met, on or after 1 April 2010 and before 31 March 2011.

It is acceptable for an establishment to complete or update different parts of the NMDS-SC on different dates, as long as the first update is on or after 1 April 2010 and the last update is before 31 March 2011. Compliance will only be achieved when all three criteria are met **at one given point**. For example, the 90% calculation could change if the numbers of workers in the organisational record are subsequently altered. Care should therefore be taken to ensure that late-entered data do not alter already-met criteria.

However, once an establishment has achieved compliance it **will retain that status for the entire financial year**, i.e. until 31 March 2011, irrespective of further updates or changes made to its NMDS-SC record during the remainder of the financial year.

A single establishment with more than one provision at the same establishment e.g. an establishment that is running both a day centre and a residential care unit but with a single NMDS-SC registration number would need to submit worker records for both provisions to be eligible for TSI funding.

As these eligibility criteria have been agreed by the Skills for Care Board it is not possible for employers to challenge their application to the provision of TSI funding. However, if an employer can demonstrate through written evidence that to apply the policy to them would be fundamentally unfair for reasons beyond their control, then an appeal can be submitted to Skills for Care. This is to ensure that the policy is applied fairly and consistently across all regions. However, it is envisaged that such appeals will be rare.

### **Eligibility Criterion 1. Full completion or updating of the organisational part of the NMDS-SC return**

To be eligible for TSI funding in 2010-11:

- Establishments which have completed an NMDS-SC organisational record before 1 April 2010 must **fully update** their organisational data once, on or after 1 April 2010.
- Establishments which have not completed an NMDS-SC organisational return before 1 April 2010 must **fully complete** one, on or after 1 April 2010.

**Full** completion or updating means that **each** of the following data items must be either completed, or updated on or after 1 April 2010, so as to accurately reflect the position at the establishment on the completion date:

- 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 past 12 months
- Numbers of vacancies
- Reasons for leaving
- Destination of leavers

The NMDS-SC system will check that these data items have been completed. Establishments which have not done so will not be eligible for 2010-11 TSI funding.

## **Eligibility Criterion 2. Full completion of individual NMDS-SC worker records for 90% of workers**

The 90% is calculated on the **total number of workers** in the establishment's organisational record. The total is calculated by adding together the number of directly employed permanent and temporary staff and the number of any staff not directly employed (i.e. agency, bank and pool workers, students, voluntary workers and others) who were present on the completion date. The completion date must be on or after 1 April 2010 and before 31 March 2011.

Individual worker records must be completed for 90% or more of this total. The NMDS-SC system will check that the number of individual worker records equals or exceeds 90% of the total as defined above, and does not exceed 100% of this total. Any establishment which submits individual worker records for less than 90% of this total will not be eligible for 2010-11 TSI funding.

Larger establishments should note that no rounding up of decimal places will be used in the 90% calculation. For example, an establishment with 160 permanent staff, 2 temporary staff and 15 agency staff, i.e. a total of 177 workers, must complete individual worker returns for a minimum of 160 of these, i.e. 90.40%. If only 159 individual worker returns were submitted, the % calculation would be 89.83%, which would be below 90% and therefore would be ineligible.

## **Eligibility Criterion 3. Full completion or updating of the individual worker records**

**Full** completion or updating means that the following data items **must** be either completed, or updated on or after 1 April 2010, so as to accurately reflect the worker's details on the completion date, in **each** individual worker record which contributes to the 90% figure.

- 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
- Qualifications held

The NMDS-SC system will check that these data items have been completed or updated on or after 1 April 2010 in **each** of the individual worker records submitted which contributes to the 90% total. Establishments which have not done so will not be eligible for 2010-11 TSI funding.

Additionally, the following data items provide important statistical information to Skills for Care and therefore should also be completed, or updated on or after 1 April 2010, in each individual worker record which contributes to the 90% figure:

- National Insurance Number
- Home postcode
- Ethnic origin
- Country of birth
- Date of arrival in UK (if applicable)
- Disability
- Qualifications working towards

**The NMDS-SC Help Desk can help with any NMDS-SC queries. Telephone 0845 873 0129**

**Who to contact for additional support**

Below are contact details for your NMDS-SC regional leads, who you can contact with specific questions relating to the NMDS-SC, and your TSI regional lead who can help you any other questions relating to TSI funding.

**If you have any questions about the NMDS-SC please contact your NMDS-SC regional lead:**

**North West:** contact Gillian McCormack on 01772 459 401 or email

[gillian.mccormack@skillsforcare.org.uk](mailto:gillian.mccormack@skillsforcare.org.uk)

**North East:** contact Bernard Groen on 0191 210 6481 or email

[bernard.groen@northeast.nhs.uk](mailto:bernard.groen@northeast.nhs.uk)

**Yorkshire and the Humber:** contact Sarah Buglass on 01904 461 050 or email

[sarah.buglass@skillsforcare.org.uk](mailto:sarah.buglass@skillsforcare.org.uk)

**West Midlands:** contact Stuart Baird on 0121 250 3800 or email

[stuart.baird@skillsforcare.org.uk](mailto:stuart.baird@skillsforcare.org.uk)

**East Midlands:** contact Amanda Ashworth on 01332 345 270 or email

[amanda.ashworth@skillsforcare.org.uk](mailto:amanda.ashworth@skillsforcare.org.uk)

**Eastern:** contact Lee Stribling on 07811 392 584 or email

[lee.stribling@skillsforcare.org.uk](mailto:lee.stribling@skillsforcare.org.uk)

**South West:** contact Rosie Mainwaring on 01752 895 793 or email [rosalita.mainwaring@skillsforcare.org.uk](mailto:rosalita.mainwaring@skillsforcare.org.uk)

**London:** contact John Clegg on 07791 594 718 or email [john.clegg@skillsforcare.org.uk](mailto:john.clegg@skillsforcare.org.uk)

**South East:** The South East office has contracted with consultants to provide assistance to employers to activate their NMDS-SC accounts and to submit worker/employee data up until April 2010.

- If you are in Milton Keynes, Oxfordshire, Buckinghamshire, Surrey, Kent or Medway then please contact:  
Stuart Cardow from Slade Consultants on 020 8681 3161 or 07811 578 354
- If you are in Hampshire, the Isle of Wight, Southampton, Portsmouth, East or West Sussex, Brighton and Hove or in any local authority area in 'Berkshire' please contact:  
Marianne Davis from Management Orient on 07790 976 015

Or contact David Cubey, Skills for Care South East on 01273 564607 or email [david.cubey@skillsforcare.org.uk](mailto:david.cubey@skillsforcare.org.uk)

**If you have any questions relating to TSI please contact your TSI regional lead:**

**North West:** contact Carole MacKenzie on 01772 459401 or [carole.mackenzie@skillsforcare.org.uk](mailto:carole.mackenzie@skillsforcare.org.uk)

**North East:** contact Bob Little at [bob.little@skillsforcare.org.uk](mailto:bob.little@skillsforcare.org.uk)

**Yorkshire and the Humber:** contact Rachael Ross on 07815 429170 or [rachael.ross@skillsforcare.org.uk](mailto:rachael.ross@skillsforcare.org.uk)

**West Midlands:** contact Stuart Baird, Workforce Development Manager, on 07791 594703 or [stuart.baird@skillsforcare.org.uk](mailto:stuart.baird@skillsforcare.org.uk)

Or

Ruth Beard, Regional Coordinator, on 07817 876293 or [ruth.beard@skillsforcare.org.uk](mailto:ruth.beard@skillsforcare.org.uk)

**East Midlands:** contact Lauren Atkinson on 01332 345270 or [lauren.atkinson@skillsforcare.org.uk](mailto:lauren.atkinson@skillsforcare.org.uk)

**Eastern:** contact Michelle Vinall on 07794622668 or email [michelle.vinall@skillsforcare.org.uk](mailto:michelle.vinall@skillsforcare.org.uk)

**South West:** contact John Nash on 01305 757 569 or email: [john.nash@skillsforcare.org.uk](mailto:john.nash@skillsforcare.org.uk)

**London:** contact Cheryl Gregory on 07969 749 642 or [cheryl.gregory@skillsforcare.org.uk](mailto:cheryl.gregory@skillsforcare.org.uk)

**South East:** contact Pippa Doran on 07792 907592 or [pippa.doran@skillsforcare.org.uk](mailto:pippa.doran@skillsforcare.org.uk)