

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.

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 is on or after 1 April 2010 and the last is before 31 March 2011. But 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.

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 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
- 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