



nmds-scTM
national minimum
data set for social care

organisational help
version one 2005



Welcome to the National Minimum Data Set for Social Care (NMDS-SC)

INTRODUCTION

The NMDS-SC is a workforce tool that will streamline the collection of robust information for the social care sector. For employers and key stakeholders in the sector the benefits of the NMDS-SC are numerous. The NMDS-SC will:

- Benchmark your services with other organisations in your locality or region.
- Identify staff skills, needs and achievements.
- Enable you to create a staff development and training plan that meets the needs of the organisation and which reflects the National Minimum Standards.
- Plan effectively for your current and future social care workforce.
- Enable personal development planning for individual staff.
- Identify recruitment and retention issues and enable you to develop succession-planning strategies.
- Enable you to develop staff skills and competence in line with regulation and good social care practice.
- Provide anonymous information for Skills for Care to represent the social care sector and to attract resources to support the social care skills agenda.
- Identify skill shortages.
- Enable your business/organisation to be recognised by the different strategic and funding agencies in your region when they consider the economic and educational support available in your locality.

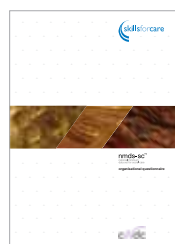
This guidance booklet is a means of assisting you in completing the information needed in the NMDS-SC. Where possible, examples have been given to illustrate the information that we need. The guidance booklet follows the NMDS-SC numerically, so you can refer either to individual parts of the NMDS-SC or you can use this guidance booklet number by number when you complete the NMDS-SC for the first time.

The guidance booklet has been separated into two parts. The first part follows the 'Organisation questionnaire' and the second part follows the questions asked in the 'Employee/worker questionnaire'.

The NMDS-SC is new. The NMDS-SC will take some thought and time to complete but once completed and stored by Skills for Care you will only need to update the information instead of completing the whole NMDS-SC again. The NMDS-SC is a valuable tool which will enable us to inform national, regional and local policymaking for the social care sector.

This will only happen with your contribution to the information set.

If you have any queries about completing the NMDS-SC which can't be resolved by this help booklet then please contact us: nmds@skillsforcare.org.uk



SECTION ONE

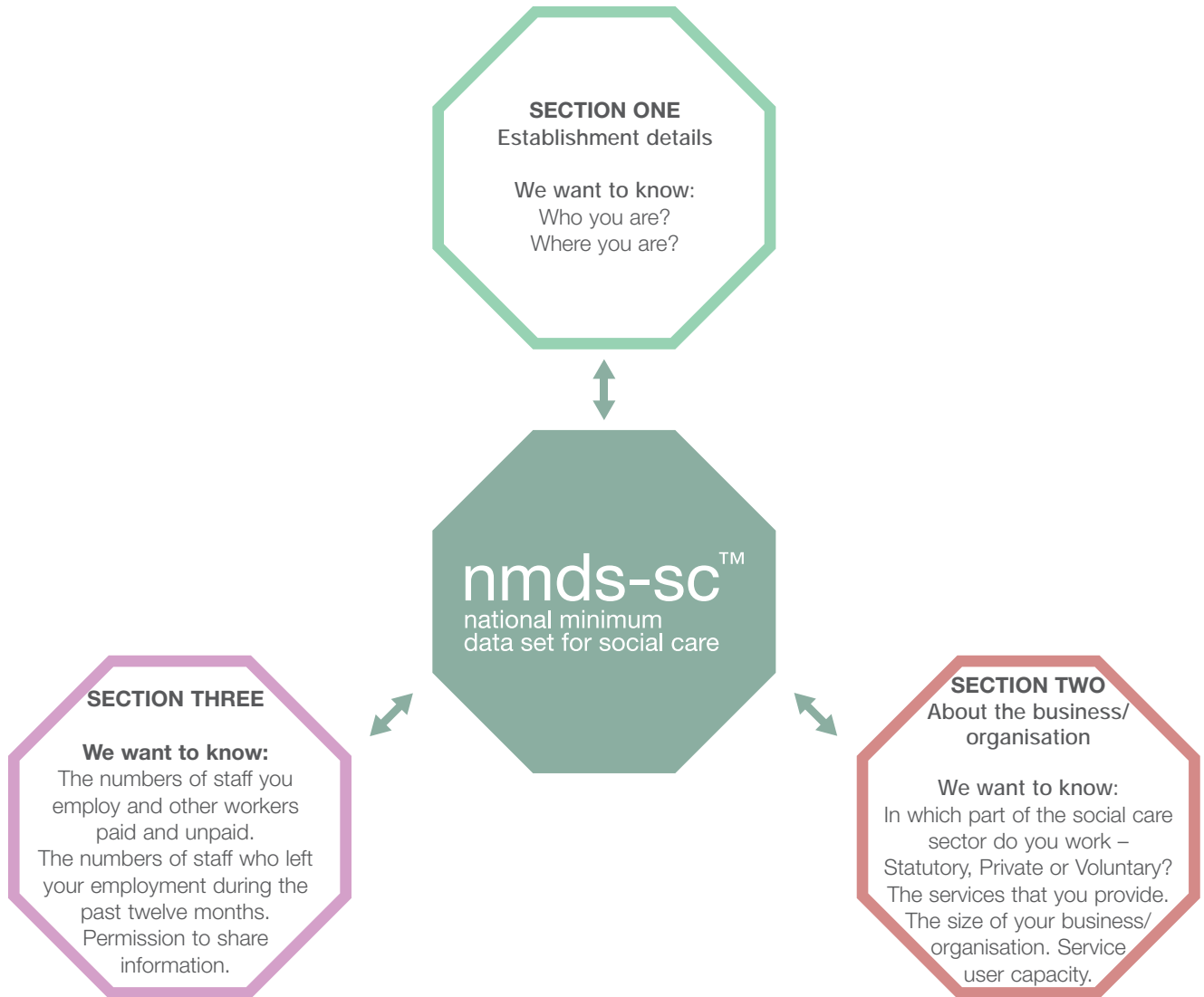
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Section One - Establishment details

COMPLETED BY ALL RESPONDENTS

We want to know:

- Who you are
- Where you are

This information will indicate the number of employers in the social care sector. This may have a direct influence on attracting resources to support the skills agenda in social care.

QUESTION	INFORMATION ITEM	GUIDANCE
1.	Name of business/ organisation	<p>It is the name of your business or organisation at the establishment that your business is managed from at a local level.</p> <p>For example your establishment might have one name but you are part of a larger parent organisation, which has other care settings in different locations. The information that we want is the name of the place in which you work and manage a social care activity.</p>
2.	Parent organisation name (if none, leave blank)	Some employers are part of a chain of businesses or are part of a larger, regional organisation or national organisation. If this applies to your business or organisation enter the name of the parent business / organisation. If not leave it blank. For establishments which are part of a local authority and employ local authority staff, the parent organisation is the local authority.
3.	Address and postcode	This is the full address including building name (if none leave blank), number of building, name of road, locality name, post town and postcode
4.	Telephone no.	The telephone number for the address indicated above.
5.	Email	An accurate email address for the establishment. (if none, leave blank)
6.	CSCI registration number	<p>If the business or organisation operating at this establishment is registered with the Commission for Social Care Inspection (CSCI), enter your registration number.</p> <p>If the business or organisation operating at this establishment is registered to provide more than one service, and therefore has more than one CSCI registration number, you need to complete a separate NMDS-SC for each registered service. Shared staff should be included in the NMDS-SC for each service, and their hours allocated on the basis of 'best estimate' of time spent on each service, unless time sheets are kept. Which non-registered service(s) to include with which registered one should be based on best fit with the operation as a whole.</p>
	Date of registration	The date on which the service referred to above was registered. If not registered, or if the application for registration is being processed, leave blank.
7.	Current Investors in People status	<p>Recognised: Currently recognised as having achieved Investors in People (IIP) Standards and received IIP award, either at this establishment, or within the whole organisation, or within part of the organisation including this establishment. This category includes establishments / organisations re-recognised as part of 3 - yearly renewal process.</p> <p>Committed: A formal commitment currently exists to work towards Investors in People Standards, either at this establishment, or within the whole organisation, or within part of the organisation including this establishment.</p> <p>Neither: Neither of the above. This category includes establishments / organisations de-recognised, ie no longer working with IIP Standards.</p>
8/ 9/ 10.	Details of person completing the questionnaire	The information that we need in these questions will not be reported as part of the NMDS-SC but will enable us to contact you if there is a query about the information that has been provided. We want to know your name, job title and a contact email address (if any).
11.	Date to which the NMDS-SC information for this establishment relates (Subsequently referred to as the completion date)	<p>We also want to know the date that you completed the questionnaire. For many smaller employers this will be the date on which the questionnaire/form is completed, but for large employers information completion may take some time and therefore all information should refer to one date i.e. the date on which the form is complete and sent to Skills for Care.</p> <p>Each year there will be a Census Day, so that Skills for Care has time-comparable information for the purposes of statistical analysis and reporting to national bodies. This day will be in the last full working week in September. Businesses and organisations will be asked to choose as their completion date the day in that week which is most typical or representative of the services they provide.</p> <p>We have used the following definition of establishment: "An establishment is the operation at this single location, even if it comprises more than one building".</p>

Section Two - About the business/organisation at this establishment COMPLETED BY ALL RESPONDENTS

We want to know:

- In which part of the social care sector do you work – statutory, private or voluntary?

This information will indicate how services are provided across a range of employers within the social care sector. This will enable us to know how the sector is positioned within the national and regional economies.

QUESTION	INFORMATION ITEM	GUIDANCE
12.	Nature of the business/organisation at this establishment	This part of the NMDS-SC is designed to pick up which part of the social care sector your business or organisation is in the statutory, private or voluntary sector. Local authorities: we have separated the organisation into their commissioning / support role and their provider role, where services are owned and run by the local authority.
	Statutory: a local authority Adult Services	The central support staff teams and social work teams of the local authority adult social care services, i.e. non-direct care for older people and adults aged 18+
	Statutory: a local authority Children's Services	The central support staff teams and social work teams of the local authority children's social care services, i.e. non-direct care for children and young people aged under 18.
	Statutory: a local authority Generic/other services	The central support staff teams and social work teams of the local authority social care services, i.e. non-direct care for people of all ages, not specifically for adults or children.
	Statutory: local authority Owned provision	A local authority employing organisation where the care setting is owned and operated by a local authority with local authority-employed staff, e.g. day care centre, care home, domiciliary care etc.
	Statutory: health	An NHS employing organisation, e.g. Primary Care Trust, a Health or Care Trust, a Special Health Authority or a GP Practice, or another public sector health service organisation
	Private	Private sector (even if all services provided are purchased by a local authority or more than one local authority).
	Voluntary	Includes a range of organisations: voluntary and community sector organisations, registered charities, non-charitable non-profit organisations, associations, self-help groups, community groups, social enterprises, mutual and co-operatives, generally operating as 'not for profit' or non-profit distributing.
	Other	Please write on the line provided any other type of provision not covered by the previous information items.

Section Two - About the business/organisation at this establishment COMPLETED BY ALL RESPONDENTS

We want to know:

- The type(s) of services that you provide.

This information will indicate how services are provided across a range of employers within the social care sector. This will enable us to know how the sector is positioned within the national and regional economies.

QUESTION	INFORMATION ITEM	GUIDANCE
13 / 14.		<p>In this section we want to know all the types of service that you provide.</p> <p>In question 13 you are asked to tick all the care services that you provide.</p> <p>In question 14 you are asked to tick the category that best describes the main care service that you provide ie: the one that employs the most staff or, if equal, the one that requires the greater number of staff working hours.</p> <p>Where possible we have used National Minimum Standards categories to define the service you provide.</p>
	Adult residential	
	Care home with nursing provision	Care home providing nursing. NMS category NC
	Care home without nursing provision	Care home providing personal care without nursing, and those not providing medication or medical treatments. NMS categories PC and NM
	Adult placement home	<p>Short or long term accommodation, care or support provided by an approved adult placement carer, working with a maximum of 3 adults. (Even if the service is non-registerable)</p> <p>NMS category AP Care home providing adult placement. Note that adult placement schemes come under adult community care page 8</p>
	Sheltered housing	Provision of sheltered/very sheltered/extra care housing; assisted living; supported living for older people and adults aged 18+
	Other adult residential care service	Other type of residential provision for older people and adults aged 18+
	Adult day care	
	Day care or day services	<p>Day care and day services for older people and adults aged 18+.</p> <p>Day services are where service users participate in activities, excursions etc. not at one centre only. Note that 'employment related' services come under adult community care page 8.</p>
	Other adult day care	Any other types of day care provision where service users are older people and adults aged 18+ e.g. Might be provision for Mental Health services.

Section Two - About the business/organisation at this establishment COMPLETED BY ALL RESPONDENTS

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QUESTION	INFORMATION ITEM	GUIDANCE
13 / 14. CONTINUED	<p>Adult domiciliary</p> <p>Domiciliary care / Home care</p> <p>Home nursing care</p> <p>Domestic services and home help</p> <p>Meals on wheels</p> <p>Other adult domiciliary care service</p> <p>Adult community Care</p> <p>Carers' support</p> <p>Short breaks / respite care</p> <p>Community support and outreach</p> <p>Social work and care management</p> <p>Adult placement service</p> <p>Disability adaptations, assistive technology services</p> <p>Occupational / employment-related services</p>	<p>GUIDANCE</p> <p>A domiciliary care agency (including employment business) providing a service which consists of or includes arranging the provision of personal care in their own home for persons who by reason of illness, infirmity or disability are unable to provide it for themselves without assistance. Also includes employment agencies which act solely as introducers of workers with no further management role. (Service user pays worker directly)</p> <p>Operating as an employment business: hiring nurses directly to patients in their own home. May also provide similar services to others such as the NHS, private hospitals, nursing homes and directly to patients in their own home. Also includes employment agencies which act solely as introducers of workers with no further management role. (Service user pays worker directly)</p> <p>A service providing non-personal care services, such as cleaning, cooking, meal preparation, shopping, for older people and adults aged 18+</p> <p>Meals on wheels for older people and adults aged 18+</p> <p>Another type of domiciliary care provision for older people and adults aged 18+ in their own home.</p> <p>For older people and adults aged 18+. An adult placement scheme means a scheme carried on (whether or not for profit) by a local authority or other person for the purposes of:</p> <ul style="list-style-type: none"> • recruiting and training adult placement carers; • making arrangements for the placing of service users with adult placement carers; and • supporting and monitoring placements, <p>Does not include arrangements made by a person solely for the provision of care and support for his or her relative. Adult placement care homes come under adult residential page 7</p>

Section Two - About the business/organisation at this establishment COMPLETED BY ALL RESPONDENTS

We want to know:

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QUESTION	INFORMATION ITEM	GUIDANCE
13 / 14. CONTINUED	Information and advice services	
	Other adult community care service	Another type of community provision for older people and adults aged 18+
	Children's residential care	
	Care home / hostel	If you provide any of the following services then tick care home / hostel category <ul style="list-style-type: none"> • Children's home (which is not in any of the categories below) NMS category CH • Children's home providing accommodation for the purpose of restricting liberty (secure unit) NMS category SU • Half-way house children's home (for children aged 16 or over preparing for independent living) NMS category HH • Refuge under section 51, Children Act 1989 NMS category RFG
	Family centre (residential)	Provides accommodation for children and their parents to develop parenting skills, where the parents' capacity to respond to the children's needs and to safeguard their welfare is monitored or assessed, and the parents are given such advice, guidance or counselling as is considered necessary.
	Residential school	<ul style="list-style-type: none"> • Residential special school (accommodating any child over 295 days a year) NMS category SCH • Boarding school (other than a special school – accommodating any child over 295 days a year) NMS category SCH
	Other children's residential care services	Please write on the line provided any other type of residential provision for children aged under 18 not covered by the information items listed previously
	Children's day care	
	Full day care facility, e.g. day nursery	Provides day care for children under 8 for a continuous period of 4 hours or more per day in non-domestic premises. Includes day nurseries and children's centres, and some family centres
	Sessional day care facility e.g. play group/pre-school	Provides day care for children under 8 for a session which is less than a continuous period of 4 hours in any day in premises that are not domestic premises. Where 2 sessions are offered in any one day, individual children must not attend more than 5 sessions in a week
	Out of school club	Provides day care for children, and operates before school and/or after school. The total care provided is for more than 2 hours in any day and for more than 5 days a year. Open Access Schemes are included
	Holiday club	Provides day care for children, and operates during the school holidays. The total care provided is for more than 2 hours in any day and for more than 5 days a year. Open Access Schemes are included
	Crèche	Provides occasional care for children under 8 on particular premises on more than 5 days a year. They need to be registered where they run for more than 2 hours a day, even when individual children attend for shorter periods
	Childminder	Person registered to look after 1 or more children under the age of 8 to whom they are not related, on domestic premises, for reward and for a total of more than 2 hours in any day

Section Two - About the business/organisation at this establishment COMPLETED BY ALL RESPONDENTS

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QUESTION	INFORMATION ITEM	GUIDANCE
13 / 14. CONTINUED	Other children's day care service	Any other type of day care provision for children and young people aged under 18. Social care in schools could be recorded here.
	Children's domiciliary care	Any type of domiciliary care provision for children
	Children's community	
	Fostering or adoption service / agency	An agency discharging functions of one or more local authorities in connection with the placing of children with foster parents or a private or a voluntary organisation which places children with foster parents.
	Child protection	For children and young people aged under 18
	Family centre	For children and young people aged under 18 and their families
	Social work and care management	For children and young people aged under 18
	Family support	For children and young people aged under 18 and their families
	Information and advice services	For children and young people aged under 18
	Mental health	Children's and Adolescents' Mental Health Services (CAHMS)
	Other children's community care service	Any other type of community provision for children and young people aged under 18
	Healthcare	
	NHS Primary Care Trust	Part of NHS Hospital and Community Health Services (HCHS)
	Social Care NHS Trust	Part of NHS Hospital and Community Health Services (HCHS). Combined Mental Health and Social Care Trusts to be classified under Social Care NHS Trusts
	Mental Health NHS Trust	Part of NHS Hospital and Community Health Services (HCHS)
	Other NHS Trust or NHS Foundation Trust	Part of NHS Hospital and Community Health Services (HCHS)
	Any other part of NHS Hospital and Community Health Services (HCHS)	Includes strategic health authorities, special health authorities and other statutory bodies which are part of NHS Hospital and Community Health Services (HCHS)
	Any other part of the NHS	Any other NHS organisations not included in the above, e.g. GP surgeries, pharmacists, dentists, opticians employing staff via General Medical Services (GMS) or Primary Medical Services (PMS).
	Independent acute or mental health hospital	A private, voluntary, not for profit or independent acute or mental health hospital.
	Independent hospice	A private, voluntary, not for profit or independent hospice.
	Independent out-patient service, day service, clinic	A private, voluntary, not for profit or independent out-patient service, day service or clinic where services are provided by medical practitioners.

Section Two - About the business/organisation at this establishment COMPLETED BY ALL RESPONDENTS

We want to know:

- About the people that you provide services for.

This information will indicate the number of employers and the Service User Groups that are covered in the social care sector. This may enable us to look at the need for increased services in localities or regions. It could be used for regional planning purposes.

QUESTION	INFORMATION ITEM	GUIDANCE
13 / 14. CONTINUED	Other independent healthcare setting	Any other private, voluntary, not for profit or independent healthcare service not in the above three categories.
	Other	
	Other care services not included in the categories listed in questions 13 / 14.	Any other types of service provision not covered by the above information items.
15.		Your establishment / organisation might provide care for service users who might be best described by more than one of these categories. You are asked to tick as many descriptions that apply.
		We have used NMS categories to capture this information.
	Older people aged 65 and over	
	Older people with dementia	Aged 65 and over. Includes the following National Minimum Standard category: <ul style="list-style-type: none"> • Dementia DE
	Older people with mental disorders or infirmities	Aged 65 and over. Includes the following National Minimum Standard category: <ul style="list-style-type: none"> • Mental disorder, excluding learning disability or dementia (NMS category MD)
	Other	Older people not in the descriptions above.
	Adults	
	Adults with physical disabilities	Aged 18 – 64
	Adults with learning disabilities	Aged 18 – 64
	Adults with mental health needs	Aged 18 – 64 includes those with mental health problems
	Adults with sensory impairments including dual sensory impairment	Aged 18 – 64 includes those with sensory loss including dual sensory impairment
	Adults who misuse alcohol or drugs	Aged 18 – 64
	Other adults	Any other adults aged 18 – 64 not covered by the above categories.

Section Two - About the business/organisation at this establishment COMPLETED BY ALL RESPONDENTS

We want to know:

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This information will indicate the number of employers and the Service User Groups that are covered in the social care sector. This may enable us to look at the need for increased services in localities or regions. It could be used for regional planning purposes.

QUESTION	INFORMATION ITEM	GUIDANCE
15. CONTINUED	<p>Children and young people</p> <p>Children & young people with emotional or behavioural difficulties</p> <p>Children & young people with physical disabilities</p> <p>Children & young people with learning disabilities</p> <p>Children & young people with mental health needs</p> <p>Children & young people with sensory impairments</p> <p>Children & young people who misuse alcohol/drugs</p> <p>Other children & young people</p> <p>Families</p> <p>Carers</p> <p>Of older people</p> <p>Of adults</p> <p>Of children and young people</p> <p>Other service users</p>	<p>Aged under 18 years</p> <p>Includes the following NMS category: EBD Children with emotional or behavioural difficulties.</p> <p>Includes the following NMS category: PD Children with physical disabilities</p> <p>Includes the following NMS category: LD Children with learning disabilities</p> <p>Children with mental disorders, excluding learning disability</p> <p>Includes the following NMS category: SI Children with sensory impairment</p> <p>Includes the following NMS categories: D Children with present drug dependence and A Children with present alcohol dependence.</p> <p>Any other children & young people aged under 18</p> <p>Includes children and young people and their families</p> <p>People who care on an unpaid basis for family or friends</p> <p>Of older people aged 65 and over</p> <p>Of adults aged 18-64</p> <p>Of children & young people aged under 18</p> <p>Any other types of service user not covered by the above categories</p>

Section Two - About the business/organisation at this establishment COMPLETED BY ALL RESPONDENTS

We want to know:

- The size of your business/organisation
- Service user capacity.

This information will indicate the capacity and the volume of service users being cared for within the sector. It will also provide valuable information about staff recruitment; hours worked and pay within the sector.

QUESTION	INFORMATION ITEM	GUIDANCE	
16.	Service user capacity	The total number of service users for whom care services can be provided by the business/organisation operating at / from this establishment. CSCI registered providers should record their registered capacity. Non-registered providers should use the appropriate capacity measure(s) below.	
17.	Number of service users on completion date	The total number of service users who were receiving care services on the date at which you completed the NMDS-SC. If you are unsure how to count this, use the appropriate capacity measure(s) below. Most community services and healthcare services are excluded from these questions.	
INFORMATION ITEM	SERVICE TYPE	16. SERVICE USER CAPACITY: TOTAL NUMBER OF SERVICE USERS FOR WHOM CARE CAN BE PROVIDED BY OR OTHER MEASURE OF CAPACITY OF THE BUSINESS/ ORGANISATION OPERATING AT /FROM THIS ESTABLISHMENT.	17. NUMBER OF SERVICE USERS ON THE COMPLETION DATE
Adult residential	Care home with nursing provision	Registered beds	Beds occupied on the completion date (including any reserved for those in hospital or on holiday)
	Care home without nursing provision	Registered beds	Beds occupied on the completion date (including any reserved for those in hospital or on holiday)
	Adult placement home (home share)	Number of beds in the home	Beds occupied on the completion date (including any reserved for those in hospital or on holiday)
	Sheltered housing	Hours of care actually delivered on the completion date (this is a proxy measure as there are no realistic total capacity measures for this type of service)	Numbers of service users being supported on the completion date. Include those not receiving service on the day but where service was planned to be delivered – user may be temporarily in hospital / on holiday.
Adult day	Day care and day services	Number of places available on the completion date	Number of service users being supported on the completion date. Include those not receiving service on the day but where service was planned to be delivered – user may be temporarily in hospital / on holiday.
Adult domiciliary	Domiciliary care/Home care	Hours of care actually delivered on the completion date (this is a proxy measure as there are no realistic total capacity measures for this type of service)	Number of service users being supported on the completion date. Include those not receiving service on the day but where service was planned to be delivered – user may be temporarily in hospital / on holiday.
	Home nursing care	Hours of nursing care actually delivered on the completion date (this is a proxy measure as there are no realistic total capacity measures for this type of service)	Number of service users being supported on the completion date. Include those not receiving service on the day but where service was planned to be delivered – user may be temporarily in hospital / on holiday.

Section Two - About the business/organisation at this establishment COMPLETED BY ALL RESPONDENTS

We want to know:

- The size of your business/organisation
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This information will indicate the capacity and the volume of service users being cared for within the sector. It will also provide valuable information about staff recruitment; hours worked and pay within the sector.

INFORMATION ITEM	SERVICE TYPE	16. SERVICE USER CAPACITY: TOTAL NUMBER OF SERVICE USERS FOR WHOM CARE CAN BE PROVIDED BY OR OTHER MEASURE OF CAPACITY OF THE BUSINESS/ ORGANISATION OPERATING AT /FROM THIS ESTABLISHMENT.	17. NUMBER OF SERVICE USERS ON COMPLETION DATE (ESTABLISHMENT)
Adult domiciliary	Domestic services and home help	Hours of care actually delivered on the completion date (this is a proxy measure as there are no realistic total capacity measures for this type of service)	Number of service users being supported on the completion date. Include those not receiving service on the day but where service was planned to be delivered – user may be temporarily in hospital / on holiday.
	Meals on wheels	Numbers of meals actually delivered on the completion date (this is a proxy measure as there are no realistic total capacity measures for this type of service)	Number of service users being supported on the completion date. Include those not receiving service on the day but where service was planned to be delivered – user may be temporarily in hospital / on holiday.
	Other adult domiciliary care service	Hours of care actually delivered on the completion date (this is a proxy measure as there are no realistic total capacity measures for this type of service)	Number of service users being supported on the completion date. Include those not receiving service on the day but where service was planned to be delivered – user may be temporarily in hospital / on holiday.
Adult community	Adult placement service	Numbers of potential places across all homes, including temporarily suspended places because of adults not to be placed with others or carer due to be going on holiday or being pregnant etc	Number of adults actually placed on the completion date. Include those not receiving service on the day but where service was planned to be delivered – user may be temporarily in hospital / on holiday.
Children's residential	Care home / hostel / secure unit	Maximum numbers of boys and girls for which establishment is registered	Beds occupied on the completion date (including any reserved for those in hospital or on holiday or absconded)
	Family centre (residential)	Maximum number of families (1+ adults and 1+ children) for which establishment is registered	Beds occupied on the completion date (including any reserved for those in hospital or on holiday or absconded)
	Residential (boarding / special) school	Maximum number of children allowed to board	Beds occupied on the completion date (including any reserved for those in hospital or on holiday or absconded)
	Other children's residential care service	Maximum number of children allowed to reside	Beds occupied on the completion date (including any reserved for those in hospital or on holiday or absconded)
Children's day services	Full day care e.g. day nursery	Number of OFSTED - registered full-time places (2 half-day places count as 1)	Numbers enrolled on the completion date.
	Sessional day care facility eg playgroup/pre-school	Number of OFSTED - registered full-time places (2 half-day places count as 1)	Numbers enrolled on the completion date.

Section Two - About the business/organisation at this establishment COMPLETED BY ALL RESPONDENTS

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INFORMATION ITEM	SERVICE TYPE	16. SERVICE USER CAPACITY: TOTAL NUMBER OF SERVICE USERS FOR WHOM CARE CAN BE PROVIDED BY OR OTHER MEASURE OF CAPACITY OF THE BUSINESS/ ORGANISATION OPERATING AT /FROM THIS ESTABLISHMENT.	17. NUMBER OF SERVICE USERS ON COMPLETION DATE (ESTABLISHMENT)
Children's day services	Out of school club	Number of OFSTED - registered full-time places (2 half-day places count as 1)	Numbers enrolled on the completion date.
	Holiday club	Number of OFSTED - registered full-time places (2 half-day places count as 1)	Numbers enrolled on the completion date.
	Crèche	Number of OFSTED - registered full-time places (2 half-day places count as 1)	Numbers enrolled on the completion date.
	Childminder	Number of OFSTED - registered full-time places (2 half-day places count as 1)	Numbers enrolled on the completion date.
Children's domiciliary	Children's domiciliary	Hours of care actually delivered on the completion date (this is a proxy measure as there are no realistic total capacity measures for this type of service)	Numbers being supported on the completion date. Include those not receiving service on the day but where service was planned to be delivered – child may be temporarily in hospital or on holiday or absconded.
Children's community	Fostering or adoption services /agency (independent or local authority)	Numbers of approved places across all carers, including vacant places and any temporarily unavailable places– (because of children not to be placed with others, the carer being temporarily unavailable for various reasons, etc).	Numbers of children actually placed on the completion date. Include those not receiving service on the day but where service was planned to be delivered – child may be temporarily in hospital or on holiday or absconded.

Section Three

COMPLETED BY ALL RESPONDENTS

We want to know:

- The numbers of staff you employ and other workers paid and unpaid.

This will enable us to determine how many people work in the social care sector. This will impact on encouraging resources to support the sector.

QUESTION	INFORMATION ITEM	GUIDANCE																											
18.	The total number of staff employed by the business / organisation operating at this establishment	Please state the total number of staff (headcount) employed (ie on the payroll) by the business / organisation operating at this establishment on the completion date. Include all employed staff whether permanent or temporary.																											
19 - 24.		<p>In this section of the NMDS-SC we need to establish how many staff in which job roles are employed in your business/organisation. For most employers there will only be a few job roles that are used within your business.</p> <p>The job roles are 'categories' of jobs. There is a separate job roles booklet enclosed with the NMDS-SC documentation which shows: job category, examples of job titles, description of role and relevant qualifications for the job role.</p> <p>The job roles are:</p> <table border="1"> <tbody> <tr> <td>1. Senior Management</td> <td>10. Employment Support</td> <td>19. Childcare Worker or Childcare Assistant</td> </tr> <tr> <td>2. Middle Management</td> <td>11. Advice, Guidance and Advocacy</td> <td>20. Teacher (qualified)</td> </tr> <tr> <td>3. First Line Manager</td> <td>12. Educational Support</td> <td>21. Educational Assistant</td> </tr> <tr> <td>4. Registered Manager</td> <td>13. Youth Offending Support</td> <td>22. Technician</td> </tr> <tr> <td>5. Supervisor</td> <td>14. Counsellor</td> <td>23. Other job roles directly involved in providing care.</td> </tr> <tr> <td>6. Social Worker</td> <td>15. Occupational Therapist</td> <td>24. Managers and staff in care-related but not care providing roles.</td> </tr> <tr> <td>7. Senior Care Worker</td> <td>16. Registered Nurse</td> <td>25. Administration / office staff (not providing care)</td> </tr> <tr> <td>8. Care Worker</td> <td>17. Allied Health Professional (other than Occupational Therapist)</td> <td>26. Ancillary staff (not providing care)</td> </tr> <tr> <td>9. Community, Support and Outreach Work</td> <td>18. Nursery Nurse</td> <td>27. Other job roles (not providing care)</td> </tr> </tbody> </table> <p>If you are unsure of individual job roles then please refer to the job roles booklet enclosed with the NMDS-SC documents.</p>	1. Senior Management	10. Employment Support	19. Childcare Worker or Childcare Assistant	2. Middle Management	11. Advice, Guidance and Advocacy	20. Teacher (qualified)	3. First Line Manager	12. Educational Support	21. Educational Assistant	4. Registered Manager	13. Youth Offending Support	22. Technician	5. Supervisor	14. Counsellor	23. Other job roles directly involved in providing care.	6. Social Worker	15. Occupational Therapist	24. Managers and staff in care-related but not care providing roles.	7. Senior Care Worker	16. Registered Nurse	25. Administration / office staff (not providing care)	8. Care Worker	17. Allied Health Professional (other than Occupational Therapist)	26. Ancillary staff (not providing care)	9. Community, Support and Outreach Work	18. Nursery Nurse	27. Other job roles (not providing care)
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We want to know:

- The numbers of staff you employ and other workers paid and unpaid.

This will enable us to determine how many people work in the social care sector. This will impact on encouraging resources to support the sector.

QUESTION	INFORMATION ITEM	GUIDANCE
19.	Number of staff at this establishment by job role Permanent employees	<p>Indicate the numbers of persons (headcount) in each job role employed on the completion date (establishment) by the business/organisation operating at this establishment, for an unlimited duration. Include all staff based at this establishment even if they work at other location(s).</p> <p>Staff who work in more than one role should be counted only once, in the role that they spend most of their time doing. Include trainees under the job role they are training for.</p>
20.	Temporary or casual employees	<p>Indicate the number of persons (headcount) in each job role employed on the completion date by the business/organisation operating at this establishment, for a limited duration, normally either on a fixed term contract or for a fixed task, or on a spell of casual or seasonal employment as a 'temp'. Include all staff based at this establishment even if they work at other location(s).</p> <p>Staff who work in more than one role should be counted only once, in the role that they spend most of their time doing. Include trainees under the job role they are training for.</p>
21.	Started in the past twelve months	Please state how many staff in which roles commenced permanent or temporary employment at this establishment in the past twelve months.
22	Bank or pool	Number of persons (headcount) in each job role supplied from a pool or bank of staff available to the organisation as a whole, who did paid or unpaid work for the care-providing operation at this establishment on the completion date. Bank or pool staff are staff who are retained by the organisation as a whole, but are deployed on a casual or short term basis.
	Agency	Number of persons (headcount) in each job role supplied by an outside employment agency / bureau who did paid or unpaid work for the care-providing operation at this establishment on the completion date. Includes staff employed by NHS Professionals.
	Student on practice learning placement/ work experience	Number of students (headcount) on practice learning placement / work experience in each job role, who did paid or unpaid work for the care-providing operation at this establishment on the completion date.
	Volunteer or volunteer worker	<p>Number of persons (headcount) in each job role who did paid or unpaid work on a voluntary basis for the care-providing operation at this establishment on the completion date.</p> <p>A volunteer is someone who does: "any activity which involves spending time, unpaid, doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives, or to benefit the environment".</p> <p>A volunteer worker is someone who does similar work to a volunteer but who receives a small financial contribution towards the time spent.</p> <p>Both volunteers and volunteer workers may receive board and lodging or payment of expenses.</p>
	Any other workers	Number of persons (headcount) not in the above categories in each job role who did paid or unpaid work for the care-providing operation at this establishment on the completion date.

Section Three

COMPLETED BY ALL RESPONDENTS

We want to know:

- The numbers of staff who left your employment during the past twelve months.

This will enable us to determine vacancy and turnover rates in the sector. This will impact on encouraging resources to support the sector.

QUESTION	INFORMATION ITEM	GUIDANCE
23.	Number of staff leaving during past 12 months	<p>Using the job roles table indicate the number of permanently or temporarily employed staff who left your employment, by job category, in the past twelve months.</p> <p>Do not include:</p> <ul style="list-style-type: none"> • Agency, bank and pool staff in the relevant job roles they have been working in • Students (paid or unpaid) on practice learning placement or work experience • Volunteers or volunteer workers.
24.	Current number of vacancies	<p>Using the job roles table, indicate the number of vacancies in each job role at the completion date of this questionnaire.</p> <p>Definition of a vacancy: A position for which budget or funding is agreed, that currently has no employee in post and for which a replacement is being or will be sought. "Frozen" posts should not be included. If the position is being recruited as full-time or part-time it counts as 1.</p> <p>Example</p> <ul style="list-style-type: none"> • if 2 part-time workers are required to fill a full-time position, the number of vacancies is 2 not 1. <p>Do not include positions which would be filled by the following types of staff</p> <ul style="list-style-type: none"> • Students (paid or unpaid) on practice learning placement or work experience • Volunteers or volunteer workers. <p>'Temporarily filled' vacancies, which have been filled by an employee on a short term contract, or by an employee 'acting up' do not count as vacancies. But if the vacant post is being filled by an existing employee on a casual or ad hoc basis, then it counts as a vacancy.</p>

We want to know:

- The numbers of staff who left your employment during the past twelve months.

This will enable us to determine vacancy and turnover rates in the sector. This will impact on encouraging resources to support the sector.

QUESTION	INFORMATION ITEM	GUIDANCE
25.	Main reason for staff leaving during the last 12 months	In this question we are trying to establish why workers leave the sector. This will help inform recruitment activity and resources at a national, regional and local level. Indicate the number of staff who left your organisation against the relevant reason for leaving. The total should be the same as the total that you gave in question 23.
	Per categories below:	If there is more than one reason why an individual left then record the one that was given as the most important.
		This information item does not apply to the following types of staff: <ul style="list-style-type: none"> • Agency, bank and pool staff in the relevant job categories they have been working in • Students (paid or unpaid) on practice learning placement or work experience • Volunteers or volunteer workers
	Pay	Voluntary resignation: to get more pay / better reward package.
	Conditions of employment	Voluntary resignation to get better conditions of employment.
	Nature of the work	Voluntary resignation because did not like the nature of the work.
	Competition from other employers	Voluntary resignation, attracted to another employer.
	Transferred to another employer	Employment transferred to another organisation under contracting-out or similar arrangements. Does not include staff who are seconded to another organisation but still employed by the care-providing organisation at this establishment.
	Career development	Voluntary resignation to move to a more senior or more challenging job, or a change of career pathway.
	Personal reasons	Voluntary resignation for personal or family reasons. Pregnancy included here, also care of child or adult dependents, or relocation by another family member.
	Resignation for other or undisclosed reasons	Voluntary resignation for other or undisclosed reasons.
	Retirement	Retirement due to age or ill-health, or voluntary early retirement.
	Death	Death in service.
	Dismissal	Dismissal on grounds of capability, conduct, some other reason or a statutory reason.
	Redundancy	Compulsory or voluntary redundancy.
	End of contract term	For staff on fixed-term contracts.
	Other reasons	Not covered by the above categories.
	Not known	Include here, all staff where the reason for leaving is not known.

Section Three

COMPLETED BY ALL RESPONDENTS

We want to know:

- The numbers of staff who left your employment during the past twelve months.

This will enable us to determine vacancy and turnover rates in the sector. This will impact on encouraging resources to support the sector.

QUESTION	INFORMATION ITEM	GUIDANCE
26.	Main destinations of staff leaving during the past 12 months	<p>In this question we are trying to establish where people go when they leave you. This will enable us to look at trends in employment and will inform recruitment and retention activities at a national, regional and local level. We want you to indicate the number of staff who have left your employment against the categories below. Again this figure should tally with the total number of staff who have left your employment which was indicated in question 23.</p> <p>Record one destination per member of staff leaving during past 12 months.</p>
	Adult care sector: local authority	Employment in adult care or care-related work in a local authority within the UK, including social care, probation, community work, housing.
	Adult care sector: private or voluntary sector	Employment in adult care or care-related work in a private or voluntary sector organisation within the UK, including social care, probation, community work, housing.
	Children's sector: local authority	Working within the UK in local authority childcare, early years, education, children's and young people's services including youth work, youth justice, family services, children's homes.
	Children's sector: private or voluntary sector	Working within the UK in private or voluntary sector childcare, early years, education, children's and young people's services including youth work, youth justice, family services, children's homes.
	Health sector	The NHS or other health-related work. NHS Trusts included here, so destination of staff transferred to NHS Trusts under contracting-out arrangements would be recorded here.
	Retail sector	Retail / shop / supermarket work in the UK.
	Other sector	Other types of employment (not care, education, health or retail) in the UK.
	Elsewhere within the organisation	At another establishment within the same organisation.
	Abroad	Work based outside the UK, including return to home country.
	Other destinations	Other destinations not covered in the above.
	Not to another job (straight away)	Any permanent or temporary cessation of employment. Includes return to education; retirement; death. Includes redundancy if it involved a break in employment.
	Destination not known	Include here all staff where the destination is unknown.

Section Three

COMPLETED BY ALL RESPONDENTS

Permission to share information

The information collected in the NMDS-SC is collected in compliance with the Data Protection Act. Hence the need for the following information sharing permissions.

QUESTION	INFORMATION ITEM	GUIDANCE
	Do you agree to a copy of the establishment's Skills and Training Profile derived from data in this questionnaire and accompanying employee questionnaires being passed to the relevant Skills for Care Regional Office and Learning Resource Network(s)?	<p>We would like to support your skills gaps and business development at a local and regional level. To do this we need your permission for a copy of information derived from the organisational questionnaire and the accompanying employee/worker questionnaires to be passed to the relevant Skills for Care regional office and Learning Resource Network. This will enable Skills for Care to share funding opportunities and resources as they become available to support your staff development.</p> <p>The information that will be shared is:</p> <ul style="list-style-type: none"> • Your business/organisational name, address and telephone number • Type of organisation, types of service provided and types of people for whom services are provided • Numbers of workers by employment status and job role • Workers' qualifications held and being studied for. <p>If you tick YES this information will be shared with two organisations: the relevant Skills for Care regional office and the Learning Resource Network. All information about individual workers will be anonymised and so it will be impossible to identify any individual. The only exception to this will be cases where there are only one or two staff in a particular job category and it may then become clear which is which.</p>
	If the establishment is registered with the Commission for Social Care Inspection (CSCI), do you agree to the establishment's Workforce Profile derived from data in this questionnaire and accompanying employee questionnaires being accessed by the CSCI?	<p>For business and organisations registered with the Commission for Social Care Inspection (CSCI) the following information would be made available to CSCI for matters relating to regulation and inspection:</p> <ul style="list-style-type: none"> • All of the information in the organisational questionnaire • Workers' main and other job roles • Date workers started in main job • Workers' contracted / agreed hours worked per week • Workers' induction training • Workers' qualifications held and being studied for. <p>If you tick YES this information will be shared with CSCI. All information about individual workers will be anonymised and so it will be impossible to identify any individual. The only exception to this will be cases where there are only one or two staff in a particular job category and it may then become clear which is which.</p>

Individual employees/workers have the right to refuse to participate in the NMDS-SC, and not to allow the information in the questionnaire relating to them to be passed on to third parties, as described above, but must advise the employer if that is their wish.

All personal data will be kept safe and secure and, beyond what is set out above, will not be passed on to any third parties, unless we are instructed to do so by a competent legal authority.

Skill for Care Ltd is a data controller required to notify under the Date Protection Act 1998. Our registration number is: Z6220820.