

## Guidance Document

# Updating Business Continuity, Vacancy and Adult Social Care Questions on the National Tracker

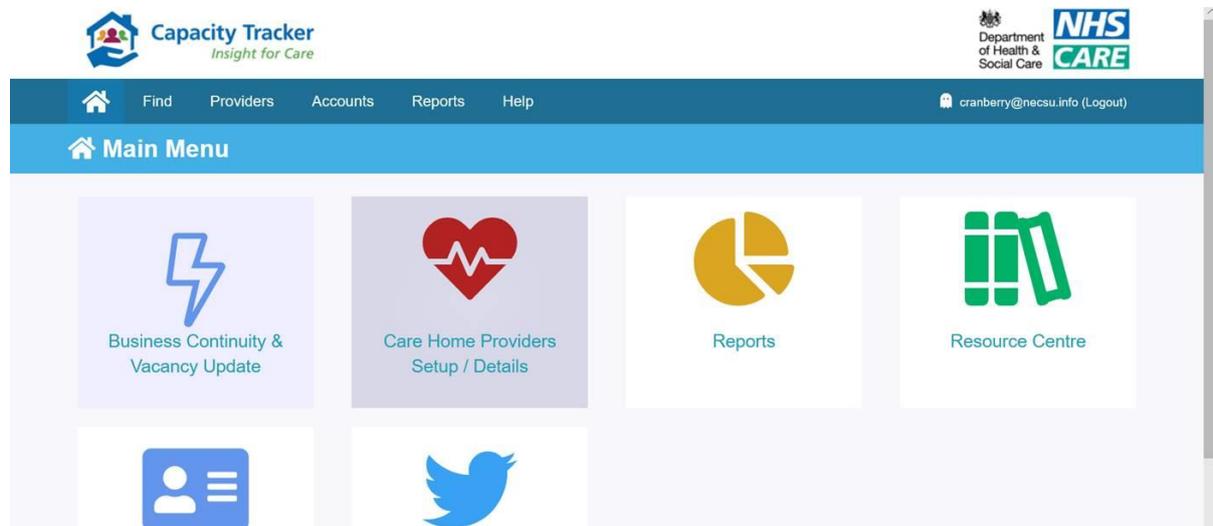
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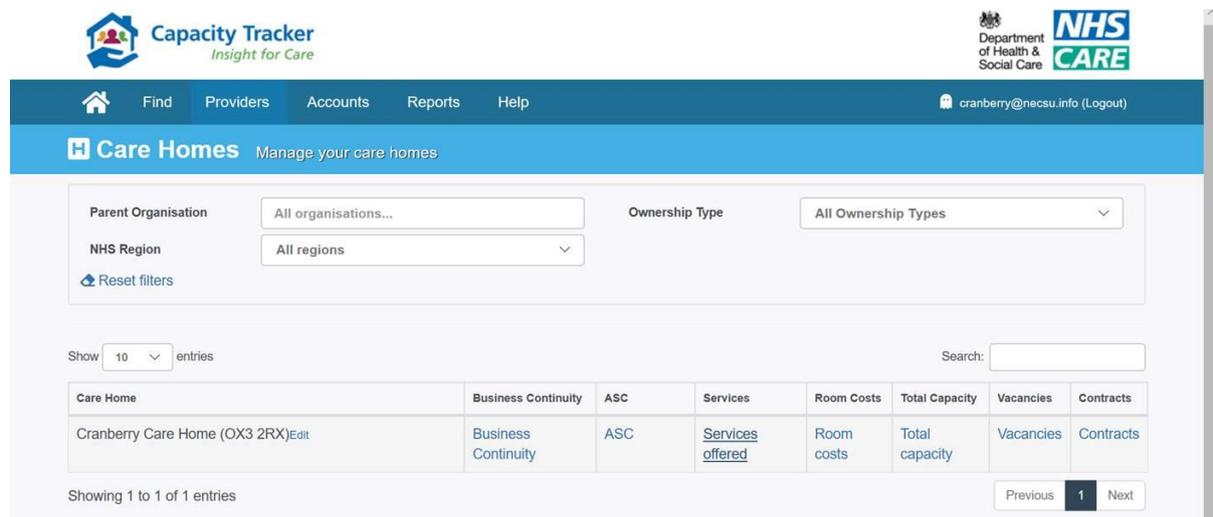
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## Setting up the Vacancy Information

From the Main Menu click on the “Care Home Providers Setup / Details” tile.



To set up any of the different areas click on the respective link.



You first need to set up the Services Offered by your home. You do this by checking the boxes that are applicable for you home. When you complete each section, it is imperative that you click the **green save button**, as that will save any changes you have made on that page.

Depending on what boxes you check will dictate the number of vacancy types you have to input information for. Below is the where you input an indicative price per week for each of the vacancy types.

Vacancy Type	Indicative Price per Week
Dementia Nursing	£ 550
General Nursing	£ 500
General Residential	£ 500
Transitional	£ 500

Vacancy Type	Indicative Price per Week
Short stay	£ 500

The next section requires you to enter the total number of beds of that vacancy type at the home. If this capacity is flexible this can be indicated when you enter the number of vacancies, you have by vacancy type. The total capacity should be the total number of active beds, if there are rooms that are not being used, perhaps the room is being refurbished, then this can be deducted from the total capacity.

## Edit Total Capacity for Cranberry Care Home

[Provider details](#) | [Business continuity](#) | [Adult social care fund](#) | [Care quality](#) | [Edit services](#) | [Edit costs](#) | **Edit total capacity** | [Edit vacancies](#) | [Edit contracts](#)

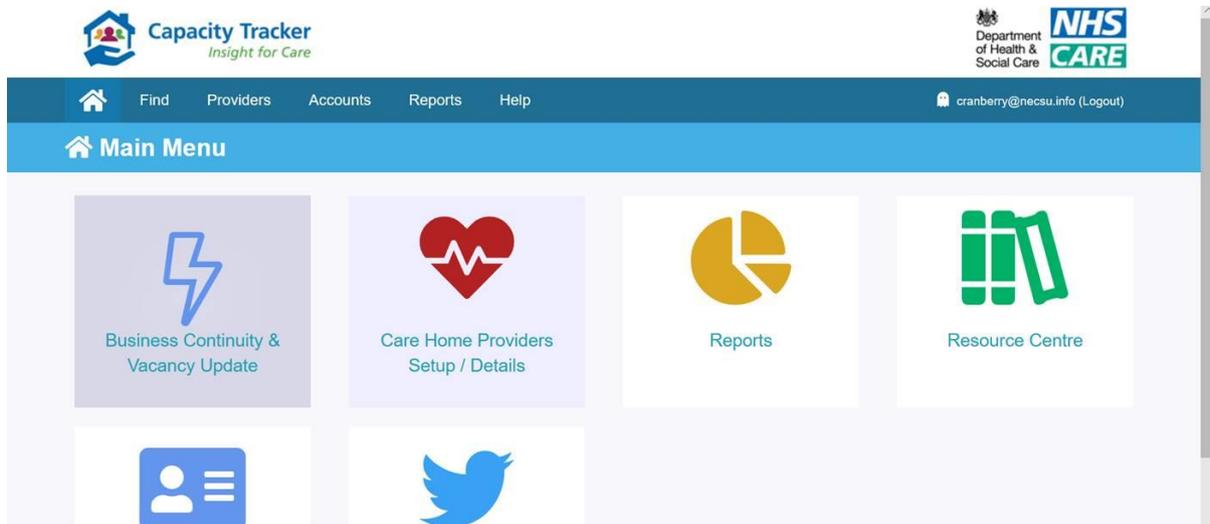
**Care Home guidance:** This page is intended for you to define the breakdown of the total number of beds in your care home. *Actual vacancies* should be entered and managed via the Edit Vacancies page.

Vacancy Type	Total Capacity
Dementia Nursing	<input type="text" value="10"/>
General Nursing	<input type="text" value="18"/>
General Residential	<input type="text" value="30"/>
Transitional	<input type="text" value="2"/>
<b>Total Entered Capacity</b>	<b>60</b>

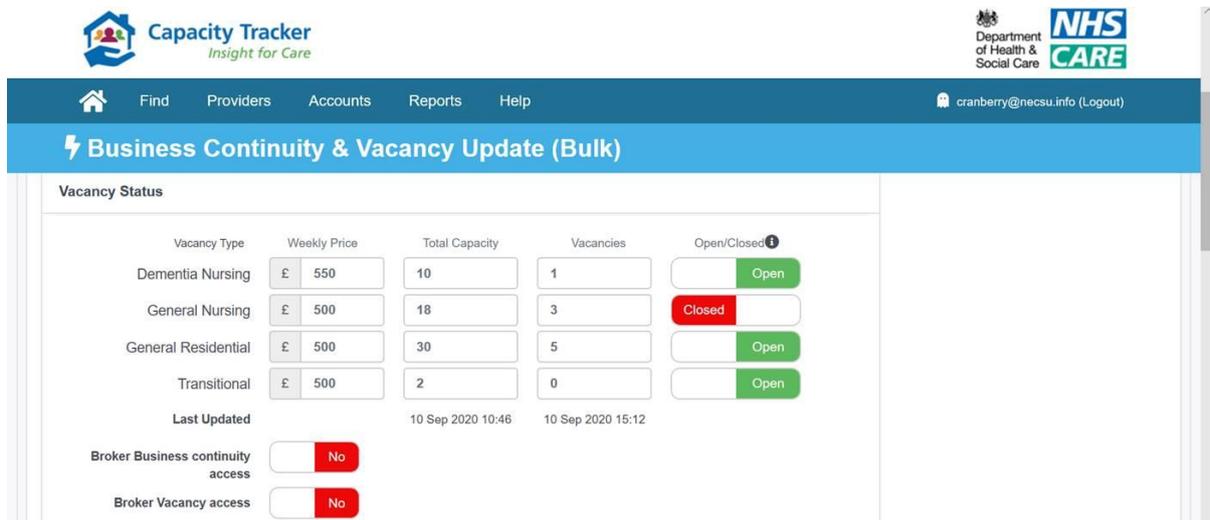
The final section to complete to set your home up is the vacancies. You are asked to enter the number of current vacancies by vacancy type. You also have the ability to show that the vacancies submitted are flexible across the different vacancy types.

## How to Update your Vacancy Information

Once you have set up your home you can quickly update your vacancy information. To do this you need to click on the “Business Continuity & Vacancy Update” tile on the Main Menu page. This will take you through the Business Continuity & Vacancy update page.



This page allows you to update the information from the previous time you submitted information. This includes updating the indicative weekly price, total capacity, vacancies and whether the vacancies are open or closed to referrals. It is important that even if the home is close to admissions that the vacancy information is still updated.

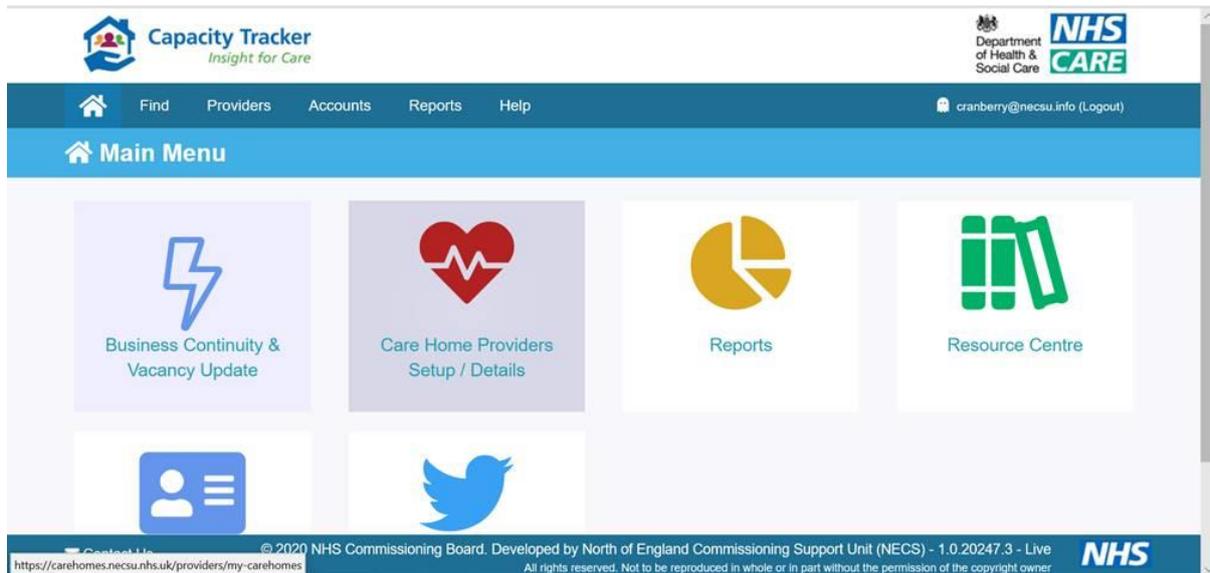


Once updated, please ensure you click the green save button to ensure that the information on the national tracker is updated.

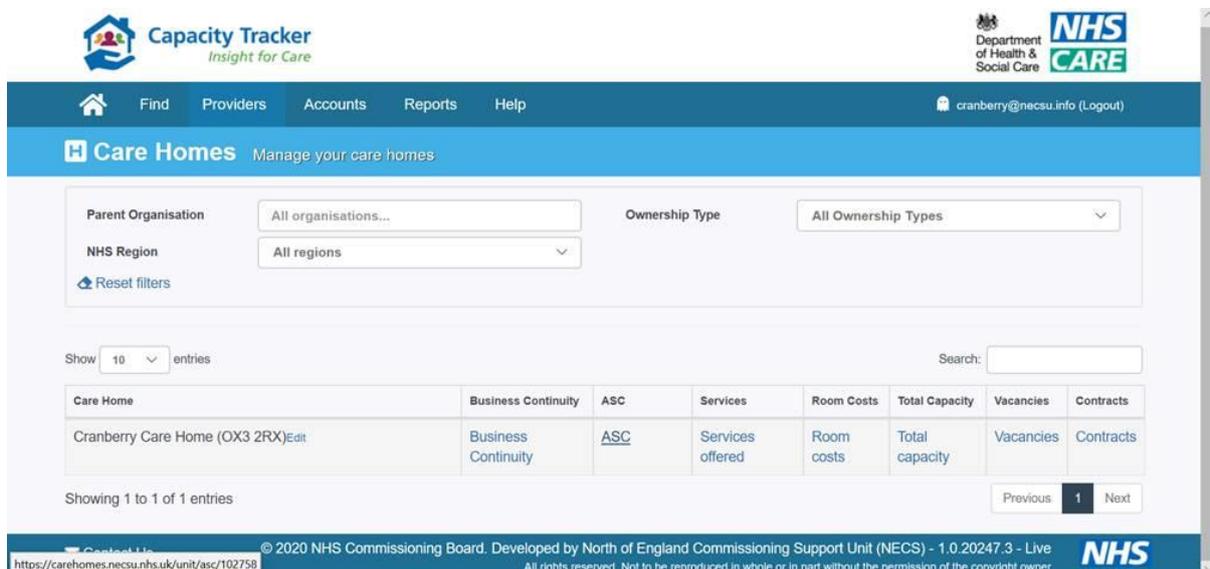
## How to complete Adult Social Care Questions

The Adult Social Care questions have been moved within the Capacity Tracker. The below steps will demonstrate how to complete the questions in their new location.

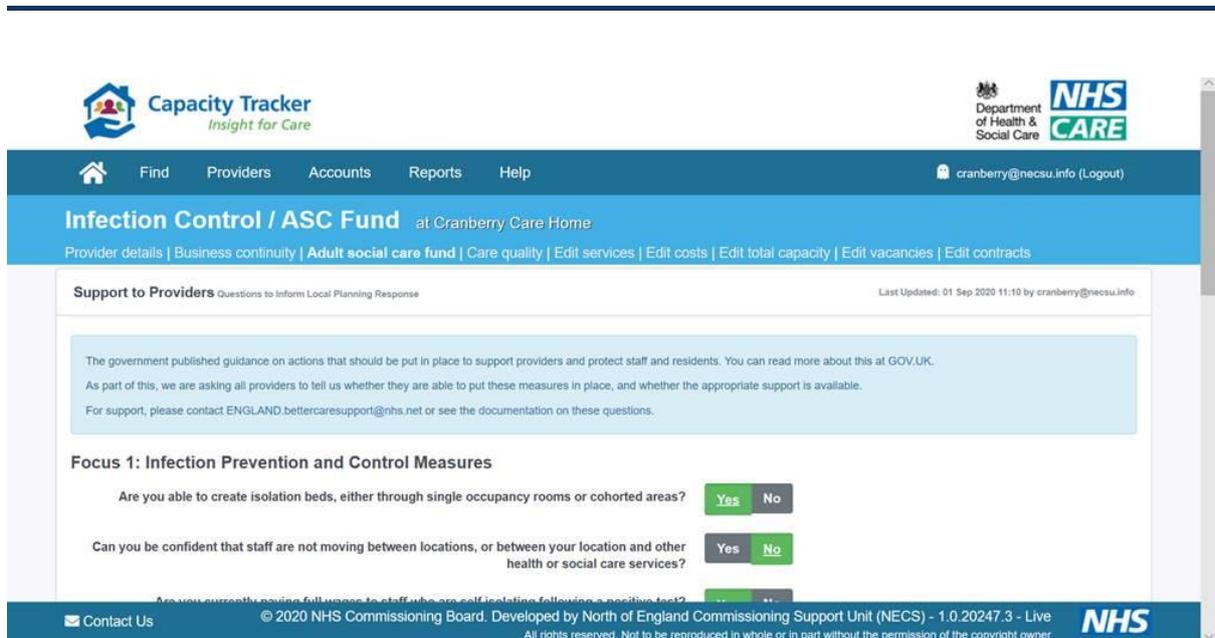
To get to the Adult Social Care questions click on the “Care Home Providers Setup / Details” tile on the Main Menu.



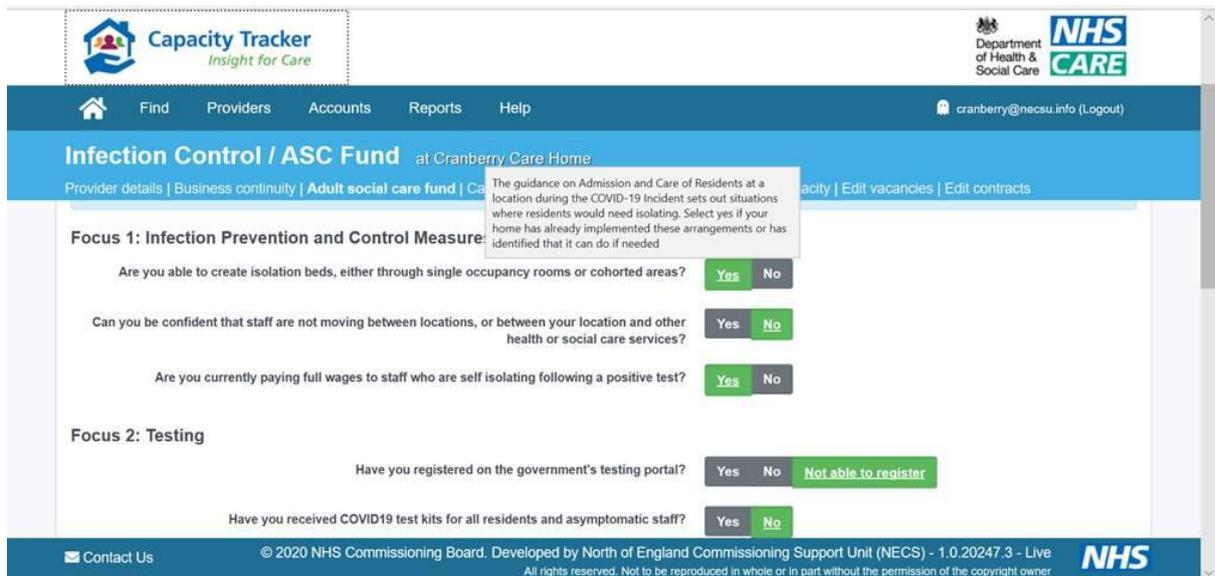
Then select the questions by clicking on the hyperlink “ASC”.



The below page will appear and you need to complete all of the sections.



Each of the questions have a help bubble that can be used to assist you in answer the question, should it not be clear what the question is asking. This can be accessed by hoovering over the question. It will appear in a grey box, as demonstrated in the below screenshot of the first question.



When you get the bottom on the page it is important that you click on the green “Save Details” button, as this will submit the answers you have provided.

## Infection Control / ASC Fund at Cranberry Care Home

[Provider details](#) | [Business continuity](#) | [Adult social care fund](#) | [Care quality](#) | [Edit services](#) | [Edit costs](#) | [Edit total capacity](#) | [Edit vacancies](#) | [Edit contracts](#)

### Focus 5: Clinical Support

Please indicate whether you have been offered other support from the NHS through their mutual aid offer.

Clinical Lead is?  Yes  No

Are you aware of, and able to access, primary and community health support, through the offer of mutual aid from the NHS, when needed?  Yes  No  Not currently needed

The CQC, NHS and DHSC guidance on Admissions and Care of residents during COVID-19 published 2nd April 2020 states: *Any information gathered will not be used to drive any regulatory enforcement activity. The intention is for this information to be used to support collective planning across the health and social care sector and swiftly resolve issues wherever possible, whether through local or national actions.*