





**Guidance Document** 

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

September 2020

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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.

Find Provid	ders Accounts	Reports	Help				😭 crant	berry@necsu.in	fo (Logout)
H Care Homes	Manage your care	homes							
Parent Organisation	All organisations			Owners	hip Туре	All Ownersh	nip Types		~
Falent Organisation	game and -								
NHS Region	All regions		~						
NHS Region	All regions		~						
NHS Region  Reset filters  how 10  v entries	All regions		~				Search:		
NHS Region  Reset filters  how 10  entries Care Home	All regions	В	✓ Jusiness Continuity	ASC	Services	Room Costs	Search: Total Capacity	Vacancies	Contracts

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.

Capacity Tracker Insight for Care				of Health & CARE
<b>Hind Providers Ac</b>	counts Re	ports Help		🔐 cranberry@necsu.info (Logout)
rovider details   Business continuity   Ad Short Stay Services	ult social care fu	nd   Care quality   Edit Services   Edit cos Long Term Vacancy Types (Require	sts   Edit total ca ed)	pacity   Edit vacancies   Edit contracts Languages
Discharge to Assess Intermediate Care		Community Care Dementia Nursing		British Sign Language <b>×</b> English <b>×</b>
Reablement Support Rehabilitation Respite Care		Dementia Residential General Nursing		Add New Language
Short stay services not provided		General residential Learning Disability Nursing Learning Disability Residential Mental Health Nursing Mental Health Residential		
		Transitional YPD - Young Physically Disabled		

Depending on what boxes you check will dictates 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.

A Find Providers Ac	ccounts Reports Help	🔐 cranberry@necsu.info (Logout)
dit Room Costs for Cre	anberry Care Home	
ovider details   Business continuity   Ad Long Term Vacancies	fult social care fund   Care quality	Edit services         Edit Costs         Edit Total Capacity         Edit vacancies         Edit contracts           Short Stay Services         Short Stay Services         State Serv
Vacancy Type	Indicative Price per Week ()	Vacancy Type Indicative Price per Week ①
Dementia Nursing	£ 550	Short stay £ 500
General Nursing	£ 500	
General Residential	£ 500	
Transitional	£ 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.

Insight for Care		of Heath & CARE
A Find Providers Acc	counts Reports	Help Cranberry@necsu.info (Logout)
Edit Total Capacity for c	Cranberry Care Home	
Provider details   Business continuity   Adu	It social care fund   Care o	quality   Edit services   Edit costs   Edit total capacity   Edit vacancies   Edit contracts
managed via the Edit Vacancies page.	ended for you to define the	e breakdown of the total number of beds in your care home. Actual vacancies should be entered and
Vacancy Type Dementia Nursing	Total Capacity	
Vacancy Type Dementia Nursing General Nursing	Total Capacity 10 18	
Vacancy Type Dementia Nursing General Nursing General Residential	Total Capacity 10 18 30	
Vacancy Type Dementia Nursing General Nursing General Residential Transitional	Total Capacity 10 18 30 2	

The final section to complete to set your home up is the vacancies. You are asked the 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.

Capacity Tra	or Care	2				bepartment of Health & Social Care
Find Provider	s	Accounts	Reports Help			🚆 cranberry@necsu.info (Logout)
Business Conti	nuit	t <mark>y &amp;</mark> Va	cancy Updat	te (Bulk)		
cancy Status						
Vacancy Type	Wee	ekly Price	Total Capacity	Vacancies	Open/Closed	
Dementia Nursing	£	550	10	1	Open	
General Nursing	£	500	18	3	Closed	
General Residential	£	500	30	5	Open	
Transitional	£	500	2	0	Open	
Last Updated			10 Sep 2020 10:46	10 Sep 2020 15:12		
Broker Business continuity access		No				
Broker Vacancy access		No				

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".

	iers Accounts Rep	ports Help				🛄 crant	perry@necsu.in	fo (Logout)
Parent Organisation	All organisations	3	Owner	ship Type	All Owners	nip Types		~
NHS Region	All regions	~						
show 10 v entries						Search:		
Care Home		Business Continuity	ASC	Services	Room Costs	Total Capacity	Vacancies	Contracts
Cranberry Care Home (OX	3 2RX)Edit	<u>ASC</u>	Services offered	Room costs	Total capacity	Vacancies	Contracts	

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.

ind Pr	roviders Accounts Reports Help	🛄 cranberry@necsu.info (Logout)
fection Con	trol / ASC Fund at Cranberry Care Home	
ovider details   Busines	ss continuity   Adult social care fund   Care quality   Edit services   Edit cos	its   Edit total capacity   Edit vacancies   Edit contracts
ocus 5: Clinical S	upport	
	Directed in the second state of the second sta	Yes No
	support from the NHS through their mutual aid offer.	
re you aware of, and able	e to access, primary and community health support, through the offer of mutual aid from the NHS, when needed?	Yes Not currently needed
Save Details × Ca	incel	
BOTTOT NHC and DH	SC guidance on Admissions and Care of residents during COVID-19 publish	ied 2nd April 2020 states: Any information gathered will not be used to
COC NHS and DH	SC guidance on Admissions and Care of residents during COVID-19 publish	ned 2nd April 2020 states: Any information gathered will not be used to