

Accessing your Establishment Reports in NMDS

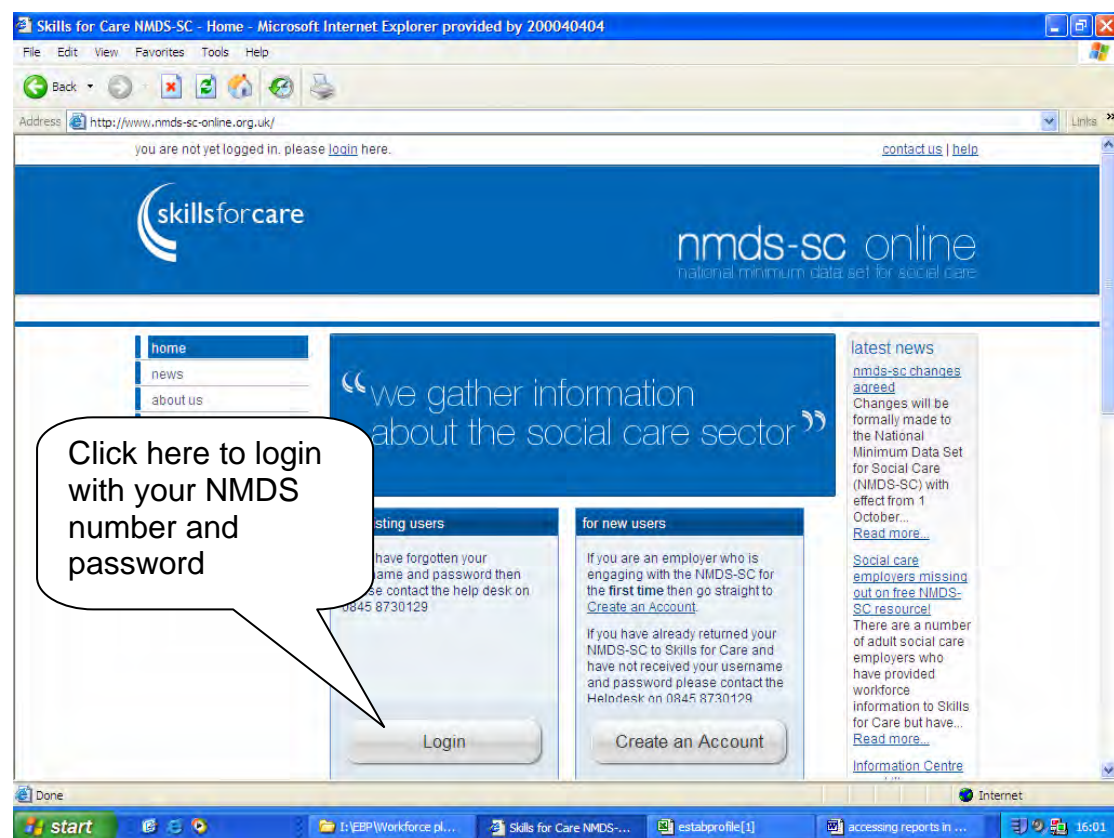
The National Minimum Data Set for Social Care (NMDS-SC) is not just another form to fill in. If used properly, it provides you with precise statistical information which gives a solid base to your workforce planning and company budgets.

NMDS can:

- ❖ Calculate your rates of staff turnover and vacancies
- ❖ Compare your organisation against regional averages
- ❖ Break down as well as give overviews on your workforce data in a range of formats to make it flexible to use

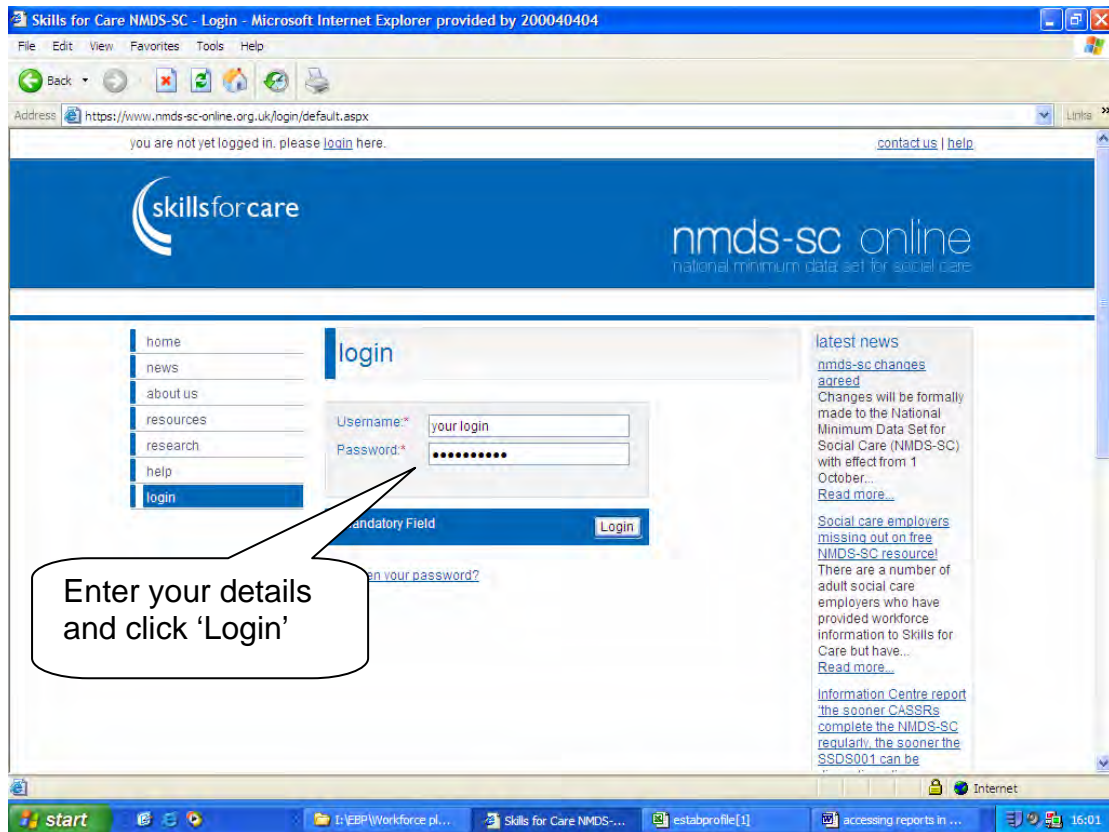
To access your reports and begin benefiting from your own data, follow the instructions below.

1. Go to the NMDS website - www.nmds-sc-online.org.uk

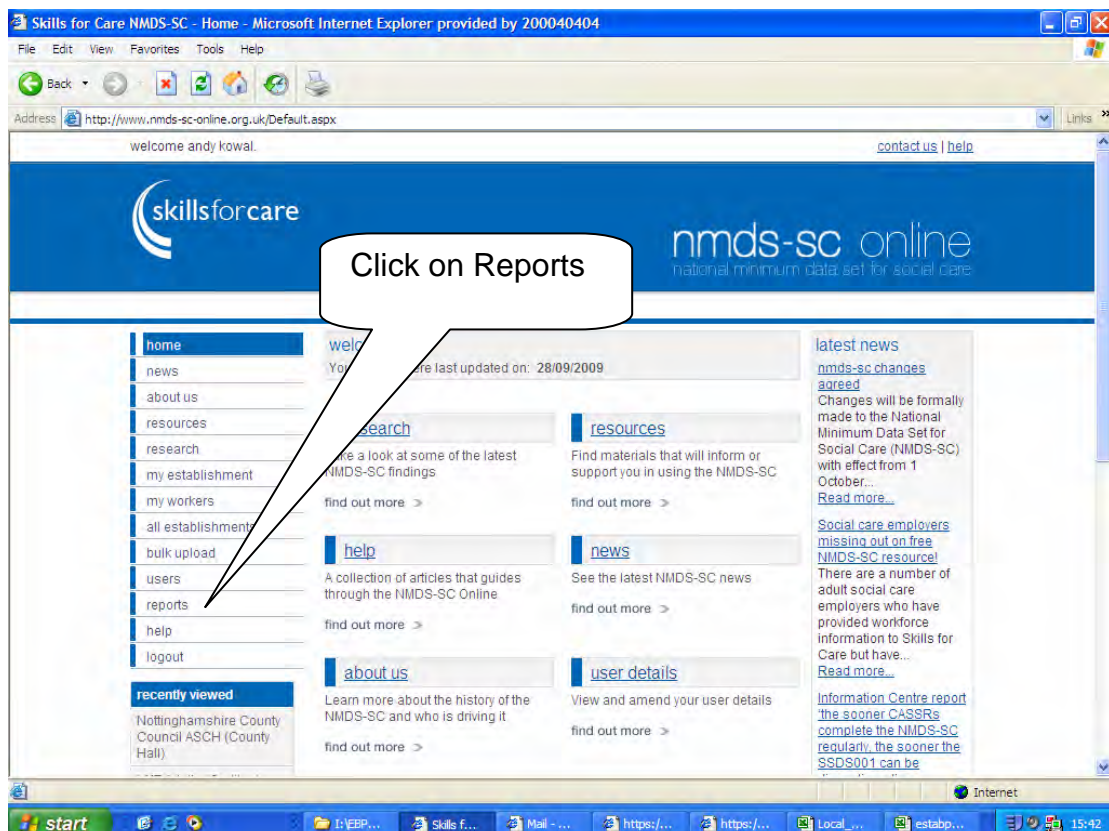


The screenshot shows the Skills for Care NMDS-SC website in a Microsoft Internet Explorer browser window. The address bar shows the URL <http://www.nmds-sc-online.org.uk/>. The page features a blue header with the Skills for Care logo and the text "nmds-sc online national minimum data set for social care". A navigation menu on the left includes "home", "news", and "about us". The main content area has a quote: "we gather information about the social care sector". Below this, there are two columns: "existing users" with a "Login" button and "for new users" with a "Create an Account" button. A speech bubble points to the "Login" button with the text "Click here to login with your NMDS number and password". On the right, there is a "latest news" section with links to "nmds-sc changes agreed" and "Social care employers missing out on free NMDS-SC resource!". The Windows taskbar at the bottom shows the Start button and several open applications, including "I:\EBP\Workforce pl...", "Skills for Care NMDS-...", "estabprofile(1)", and "accessing reports in ...". The system clock shows 16:01.

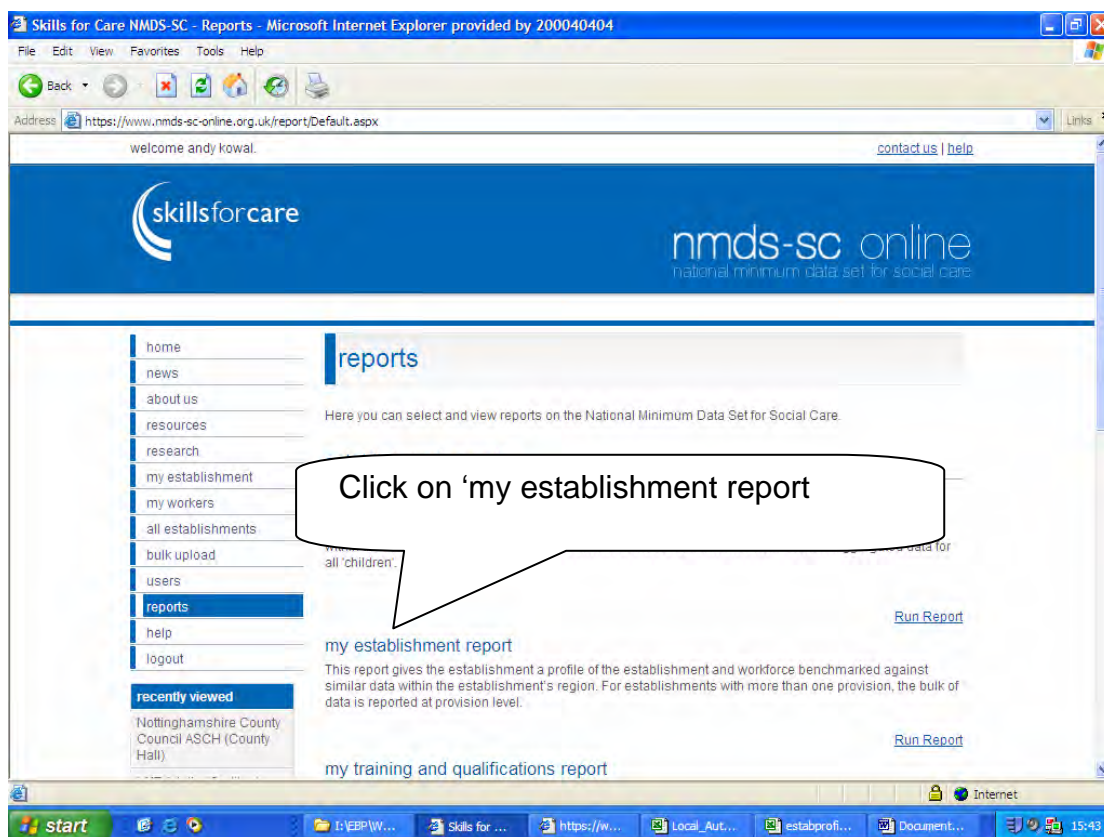
2. Login with your own establishment details. You will have received this when you first registered your organisation. If you don't know your login details, contact Andy Kowal on 0115 977 4618 or email andrew.kowal@nottsc.gov.uk



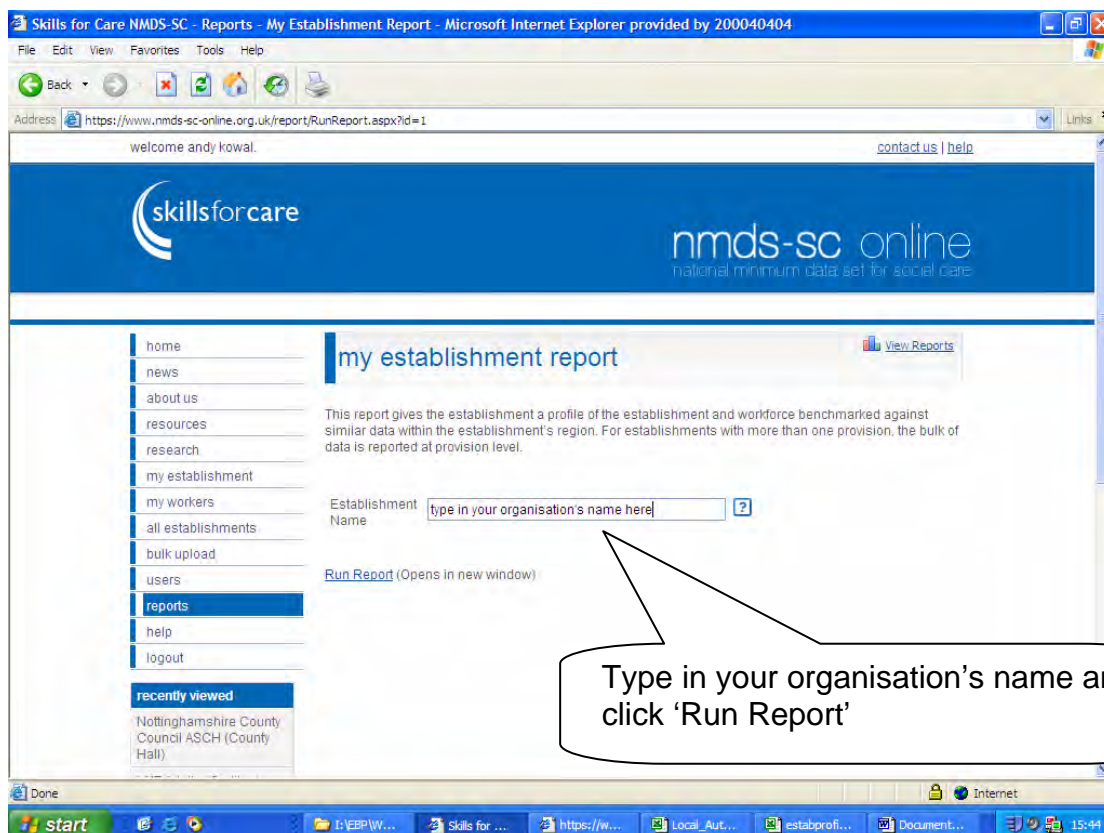
3. To access your reports, go to the left hand column and click on Reports.



4. Once in Reports, you have a number of options. To get an overview of your reports, you can click on 'my establishment report'.



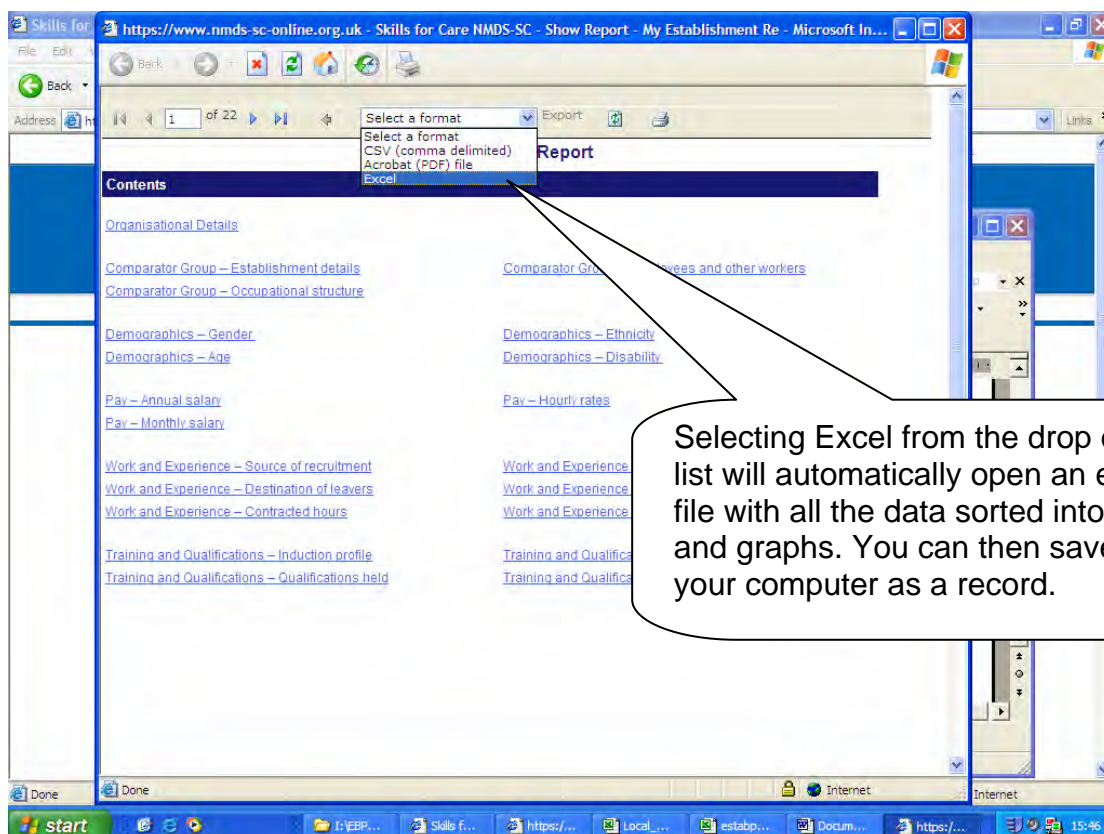
5.



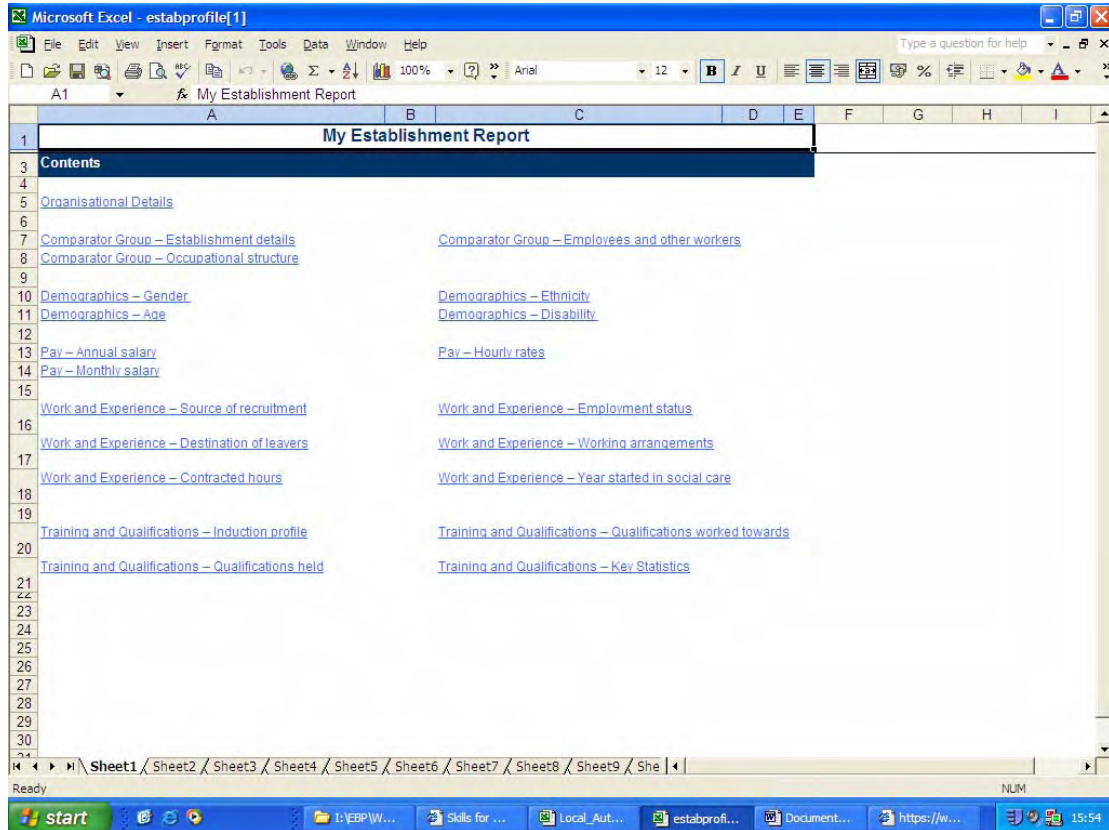
6. A new window will open showing all the potential reports you can run. Click on each title to look at your analysis.



7. You can access your reports online or download them in other formats such as Excel.



Below is an example of the Excel spreadsheet you will open up. Click on the tabs at the bottom of the page (sheet 1, sheet 2, etc) to view your different reports, or click on each underlined heading.



Example data table from NMDS

The screenshot shows the 'Comparator Group' data table in Microsoft Excel. The table is divided into three main sections:

Employment status, vacancy statistics and turnover information for establishment and comparator group

Employment Status	Your Establishment		Comparator Group	
	Number	%	Number	%
Permanent	20.0	91%	20874.0	97%
Temporary	2.0	9%	551.0	3%
Total Workers	22.0	100%	21425.0	100%
Vacancies	0.0	0%	552.0	3%
Started in last 12 months	3.0	14%	3179.0	15%
Left in last 12 months	4.0	17%	3303.0	15%

Key statistics

	Your	Comparator Group
Vacancy Rate (%)	5%	3%
Turnover Rate (%)	17%	15%

Number of other types of workers used by establishments within comparator group

Worker Type	Your Establishment		Comparator Group	
	Number	%	Number	%
Bank or Post	0.0	0%	700.0	3%
Agency	0.0	0%	78.0	0%
Practice learning/work experience student	0.0	0%	42.0	0%
Volunteer or volunteer worker	0.0	0%	43.0	0%
Other	0.0	0%	116.0	1%
Total other workers	0.0	0%	979.0	4%
All workers (employees and others)	22.0	100%	22404.0	100%

Key Statistics: Other Workers

	Your	Comparator Group
Vacancy Rate (%)	5%	3%
Turnover Rate (%)	17%	15%