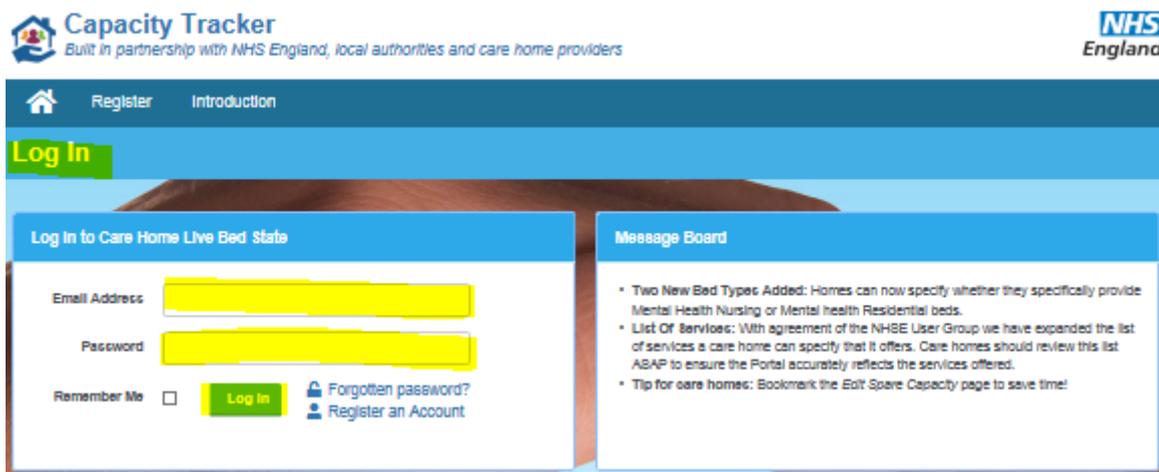


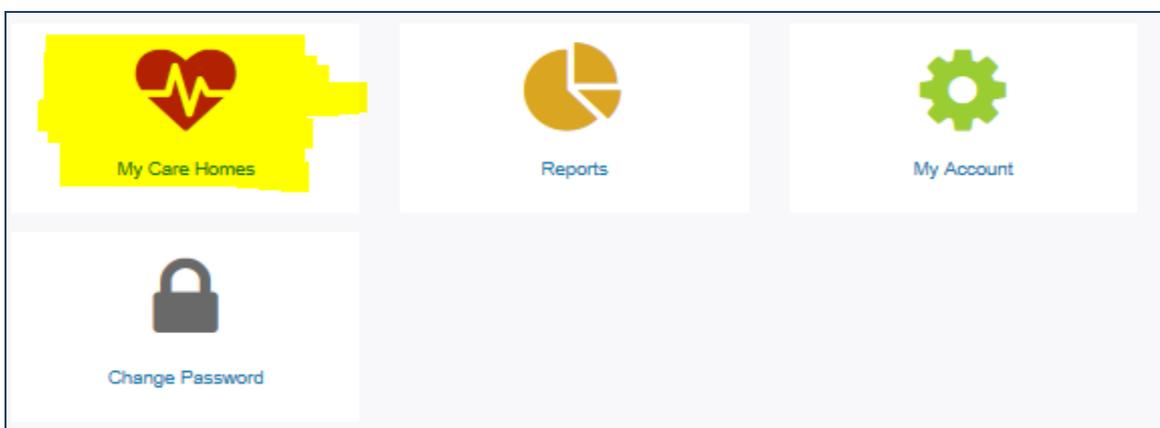
How to... input your care home details

After you have registered yourself on the Capacity Tracker and have been approved as a user fully inputting your Care Home details is simple and as a one off exercise should take no more than 10–15 minutes. Once completed, updating your latest vacancies thereafter takes no more than 30 seconds.

Step 1: Select the link <https://carehomes.necu.nhs.uk> and log on to the Capacity Tracker



Step 2: From the Dashboard screen, select the **My Care Homes** Icon:



Step 3: From the **Manage your Care Homes** screen you will see your Care Home name(s) listed. There are 6 sections that need to be checked and updated with your Care Home information.

- Care Home Edit
- Services Offered
- Bed Costs
- Total Capacity
- Spare Capacity
- Contracts



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Please note that all 6 sections need to be fully completed to ensure that your care home appears on find capacity lists.

Care Homes Manage your care homes

Parent Organisation: All organisations
NHS Region: All regions
Ownership Type: All Ownership Types
[Reset filters](#)

[+ Add Care Home](#)

Show: 10 entries Search: cranberry

Care Home	Care Quality	Services	Bed Costs	Total Capacity	Spare Capacity	Contracts
Cranberry Care Home (OX3 2RX) Edit	Care Quality	Services offered	Bed costs	Total capacity	Spare capacity	Contracts

Step 4: Care Home Edit: There are a number of sections that will be pre-populated with information. This information will be shown in grey and any incorrect information overtyped.

- **Address details:** Please check this information is correct for your care home and amend if necessary.

Edit Provider Cranberry Care Home (Cranberry Care Services)

[Edit organisation \(Cranberry Care Services\)](#)

[Provider Details](#) | [Care quality](#) | [Edit services](#) | [Edit costs](#) | [Edit total capacity](#) | [Edit spare capacity](#) | [Edit contracts](#)

Name: Cranberry Care Home

Short Name: Cranberry Care Home
A shortened name for use where screen space is restricted

Address line 1: 138-140
Address line 2: Oxford Street
Address line 3: Fitzrovia
Address line 4:
Address line 5: Oxford
Postcode: OX3 2RX

- **Classification and Funding:** Please check the grey font pre-populated information in this section is correct. In the unlikely event that information is incorrect please contact the I.T. helpdesk on **0300 555 0340** for assistance.



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Classification and Funding

Provides Home Care

Provides Care Home Services

Local Authority

CCG

STP

NHS Region

NHS Sub-Region

Parent Organisation

CQC Rating (Overall) Good

Care Type Residential Nursing

Funding Sources Accepted CCG Local Authority Private PHB

- **Care Type:** These are shaded green and defaulted to offering both Residential and Nursing Care. Should you only offer one of these care types simply click on the care type not offered and it should then turn grey to indicate that service is not offered by your Care Home.
- **Funding sources accepted:** These are shaded green and defaulted to offering CCG, Local Authority and Private funding sources. Should you not accept all of these funding sources, click on the ones(s) not accepted and they will turn grey to indicate this is not accepted by your Care Home.

- **Misc Details:**

Misc. Details

CQC Report URL

Public URL

Accepts out of hours admissions?

Active

Send automated capacity reminder emails

- **CQC Report URL:** This will be automatically imported and updated on a monthly basis. There is no need to take any action here.
- **Report URL:** If your Care Home has its own website then you are able to populate this section with the URL.
- **Accepts out of hour's admissions:** If your Care Home offers the facility to accept admissions out of hours then click on this box and ensure it is ticked.
- **Active:** The default position for your Care Home is Active which means that your Care Home will be listed should you declare vacancies. However, if there is a time when you are not accepting admissions (Outbreak of D&V etc.) you can click on this



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box to de-activate your Care Home for the period concerned. To reactivate your Care Home simply click on the box and a tick will be re-inserted.

- **Send automated capacity reminder emails:** This is a mandatory field and should not be deselected
- **Care Home Managers Details:** The Care Home Managers details will be displayed when searches for Care Home Vacancies are made.

Manager Details

This information will be displayed when your home/provider appears in search results.

Manager name	Hermes Conrad
Manager phone	020 2020 2020
Manager email	manager@oranberrycare.com

Please ensure that all 3 fields are populated with the correct information

- Manager name
- Manager phone
- Manager email

Replace any incorrect information.

Users With Access

- stu (Access rejected)
- lsbuhd (Access rejected)
- Anne Other

- **Users with access:** This provides you with governance information by listing all those users with access to your care homes information on the Capacity Tracker. Should this be incorrect please contact the Helpdesk on 0300 555 0340



- **Save Details:** at the bottom of each screen you will be asked to select the green tab **Save Details** to ensure your entries are saved. When selected your information will be updated and a message **Care Home updated** at the top of the screen displayed.

Note Log

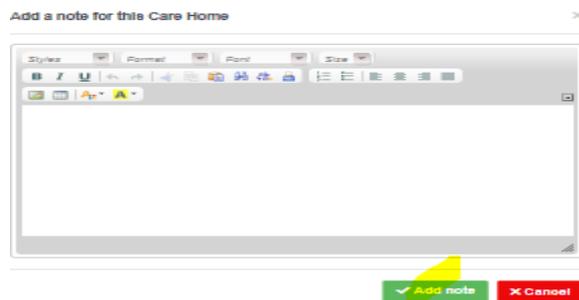
Add a Note for this Care Home

Date: 25/10/2018	Added By: Stuart Flanagan	Edit	Delete
------------------	---------------------------	------	--------

Current building work restricts access . Please access via the side entrance
Additional top up fees may apply
All vacant bed types can flex across the stated bed types offered

- **Note Log:** Should Care homes wish to write any additional notes relating to not taking admissions/ ability of bed type vacancies to be flexed , top up fees etc. they can do this by selecting the blue tab in the note log below

Then input into the following pop note log box



Then to save select the green **add note** tab

Step 5: Edit Services: From this screen you are able to enter the following for your care home:

Services	Bed Types	Languages
Alcohol Abuse <input type="checkbox"/>	Dementia Nursing <input checked="" type="checkbox"/>	English <input checked="" type="checkbox"/>
Autism Spectrum Disorder <input type="checkbox"/>	Dementia Residential <input checked="" type="checkbox"/>	Polish <input checked="" type="checkbox"/>
Bereavement <input type="checkbox"/>	General Nursing <input checked="" type="checkbox"/>	
Brain Injury <input type="checkbox"/>	General Residential <input checked="" type="checkbox"/>	Add New Language
Caring for Adults (65+) <input checked="" type="checkbox"/>	Mental Health Nursing <input type="checkbox"/>	Language Name
Caring for Adults (18-65yrs) <input type="checkbox"/>	Mental Health Residential <input type="checkbox"/>	<input type="text"/>
Caring for Young People (< 18yrs) <input type="checkbox"/>	Transitional <input type="checkbox"/>	
Dementia <input checked="" type="checkbox"/>	YPD - Young Physically Disabled <input type="checkbox"/>	
Eating Disorders <input type="checkbox"/>		
End of Life Care <input type="checkbox"/>		
Learning Difficulties <input type="checkbox"/>		
Mental Health <input type="checkbox"/>		
Mental Health (MHA Clients) <input type="checkbox"/>		
Physical Disabilities (< 65yrs) <input type="checkbox"/>		
Physical Disabilities (65+) <input checked="" type="checkbox"/>		
Sensory Impairment <input type="checkbox"/>		
Substance Misuse <input type="checkbox"/>		

- **Services:** From the list of Services displayed, click on the Services your Care Home offers, when clicked on the service will turn green and a tick automatically populates the box. Simply click again to deselect. Green indicates your Care Home offers the Service, White indicates it does not.
- **Bed Types:** From the list of Bed Types displayed, click on the Bed Types your Care Home offers as with Services as when clicked on they will turn green and a tick automatically populates the box. Green indicates your Care Home offers the Service, White indicates it does not.
- **Languages:** On the Capacity Tracker you have the facility to record if your Care Home has a member of staff who can speak another language. Simply type in the language name box, the language a member of your staff can speak and press enter.



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Languages

English x

Add New Language

Language Name

polish

This will then be displayed under the English line. To cancel simply click on the x to the right of the language and this will be removed.

- Once all the Services, Bed Types and Languages have been entered select the green box **Save Services**. A message at the top of the screen will then be displayed **updated services**.

Step 6: Edit Costs: From this screen the bed types that you selected on the previous screen are displayed and you are required to input an indicative cost against each of them.

Bed Type	Indicative Price per Week
Dementia Nursing	£ 575
Dementia Residential	£ 585
General Nursing	£ 535
General Residential	£ 555

Save

Once all costs are input against each of the bed types, select the green **save these costs**. A message at the top of the screen will then be displayed **updated services**.

Step 7: Edit Total Capacity: Within this screen you should enter the total capacity that your care home is registered for with CQC. (please note: If you exceed this number then you will be prompted with the following message to check again and revise your numbers)

Confirm Capacity

Our records show that this care home has 9 beds registered with the CQC, but you've entered a total of 60. Is this correct?

Yes, this capacity is correct No, double check capacity

Against each of the bed types then you should list the total number that you have within your care home. Please note if beds can flex across bed types then you can divide the total number across the bed types listed and place a note stating this in the notes log in previous **Section 4**.



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Bed Type	Total Bed Capacity
Dementia Nursing	<input type="text" value="1"/>
Dementia Residential	<input type="text" value="1"/>
General Nursing	<input type="text" value="1"/>
General Residential	<input type="text" value="1"/>
Total Entered Capacity	
CGC Stated Bed Capacity	60

Once your figures are input you select the green **Save**.

A message at the top of the screen will then be displayed **updated capacities**.

Step 8: Edit Spare Capacity: Within this screen you should enter your current spare vacancy capacity against the bed types listed on screen and your overall declared maximum capacity.

Bed Type	Current Spare Capacity	Declared Maximum Capacity
Dementia Nursing	<input type="text" value="0"/>	1 total
Dementia Residential	<input type="text" value="0"/>	1 total
General Nursing	<input type="text" value="1"/>	1 total
General Residential	<input type="text" value="0"/>	1 total
Total Available Beds		
Last Updated	25 Oct 2018 11:00 by stuart.flanagan1@nhs.net	

Once your figures are input you select the green **Save**.

A message at the top of the screen will then be displayed **updated spare capacities**.

Please note that if you have bed types that can flex you can record this information in the notes log outlined in **Step 4**. In addition, you can split these flexed bed numbers across the bed types to ensure that your current vacancies are captured in any searches

Step 9: Contract information: With this last step in the registration process care homes have the ability to record which organisations they have valid contracts with. This can aid faster movement for cross border movement.

Recording these contracts is straightforward, simply click on the CCG(s) or Local Authority(s) that your care home has a contract with *from* the lists displayed on screen. They will turn green once selected. Green means that you have a contract with those organisations and white means that you do not. Once completed select the green **Save**.

A message at the top of the screen will then be displayed **updated contracts**.



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Please select the organisations with which you have a valid contract.

Local Authorities

North East

Darlington Borough Council
Durham County Council
Gateshead Metropolitan Borough Council
Hartlepool Borough Council
Middlesbrough Borough Council
Newcastle-upon-Tyne City Council
North Tyneside Metropolitan Borough Council
Northumberland Council (Unitary)
Redcar and Cleveland Council
South Tyneside Council
Stockton-on-Tees Borough Council
Sunderland City Council

Yorkshire and The Humber

Barnsley Metropolitan Borough Council
Bradford Metropolitan District Council
Calderdale Metropolitan Borough Council
City of York Council
Doncaster Metropolitan Borough Council
East Riding of Yorkshire Council
Kingston-upon-Hull City Council
Kirklees Council

CCGs

Yorkshire & Humber

NHS Alredale, Wharfedale And Craven CCG
NHS Barnsley CCG
NHS Bassetlaw CCG
NHS Bradford City CCG
NHS Bradford Districts CCG
NHS Calderdale CCG
NHS Doncaster CCG
NHS East Riding Of Yorkshire CCG
NHS Greater Huddersfield CCG
NHS Hambleton, Richmondshire And Whitby CCG
NHS Harrogate And Rural District CCG
NHS Hull CCG
NHS Leeds CCG
NHS North East Lincolnshire CCG
NHS North Kirkstons CCG
NHS North Lincolnshire CCG
NHS Rotherham CCG
NHS Scarborough And Ryedale CCG
NHS Sheffield CCG
NHS Vale Of York CCG
NHS Wakefield CCG

South East

West Midlands

NHS Birmingham and Solihull CCG
NHS Birmingham Crosscity CCG
NHS Coventry And Rugby CCG
NHS Dudley CCG
NHS Herefordshire CCG
NHS Redditch And Bromsgrove CCG
NHS Sandwell And West Birmingham CCG
NHS Solihull CCG
NHS South Warwickshire CCG
NHS South Worcestershire CCG
NHS Walsall CCG
NHS Warwickshire North CCG
NHS Wolverhampton CCG
NHS Wyre Forest CCG

Lancashire

NHS Blackburn With Darwen CCG
NHS Blackpool CCG
NHS Chorley And South Ribble CCG
NHS East Lancashire CCG
NHS Fylde & Wyre CCG
NHS Greater Preston CCG

Should you experience any issues registering your information, please contact the Helpdesk on 0300 555 0340,