

Bulk Uploading Data Items Workplace Records

November 2023
Version 12

Introduction

A workplace (was organisation) file can be used to create a new workplace or update an existing one.

When an upload is carried out the system will read the status column of every workplace and carry out the actions described below.

The LOCALESTID is the identifier that tells the system which workplace you are referring to. The LOCALESTID's/Workplace reference for existing workplaces can only be changed manually by logging into your workplace account (parent account if you have ownership for your workplaces (was subsidiaries). For new workplaces created within your file the LOCALESTID should be set within your file at the time of creation.

As a parent account you can bulk upload for any of your workplaces providing you have full ownership of the accounts. Any workplace accounts that you have ownership for should always be included in every upload otherwise the system will delete them. Fields marked “mandatory for all users” must be present within your CSV file otherwise your upload will fail.

All validation rules below must be followed; any data that does not follow the specific rules will be ignored. Leading zeros should not be used. The codes should be used as you see them in this guidance booklet. Upper and lowercase letters must be used how shown.

If your files fail validation you can look at a full results report (on your bulk upload page) this will tell you firstly the errors that the system has encountered and then the warnings. Errors must be corrected to enable your file to pass validation, warnings will let you upload but will mean that certain data within your file has been ignored as it does not fall in line with the rules set up for that particular question. It is vital that you read these warnings and decide whether they should be corrected before you upload or whether you want to work through them at a later stage. If you decide to work through the warnings at a later stage please note that it will leave blanks in your data. Remember to save the full results report for future reference before carrying on with your upload.

You must upload both workplace (was organisation) file and staff records (was worker) file together otherwise you will not be able to validate your files.

Changes to bulk upload

Update to PERMCQC and PERMLA wording

LOCALESTID	Maximum 50 characters	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>This is a unique identifier that is set by the user to identify the workplace. For a new workplace this can be set within the CSV file prior to uploading. For an existing workplace this identifier must always match what is set in the online system. If you want to change it you have to log into your account and click Bulk upload on your Home tab, then View workplace references. This identifier can be in any format i.e. Workplace name, post room identifier etc. Where possible include the company name i.e. instead of just Westgate call it SfC Westgate. Do not include commas in the workplace reference.</p>					
STATUS	Must be one of the following DELETE UPDATE UNCHECKED NOCHANGE NEW	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>To ensure the system knows how you want each workplace record to be treated you must include a status for each one. The LOCALESTID must be present regardless of what status you select in this question. DELETE = Delete this workplace – no further data required UPDATE = Update this workplace replacing all data already in system with the data in this file – all required fields must be complete UNCHECKED = This workplace record has not been checked – the system will leave all data already held against this workplace and not update it – no further data required NOCHANGE = This workplace record has been checked and is up to date. All data will remain the same but will be counted as updated – no further data required NEW = This is a completely new record and will be created on import – all required fields must be completed</p>					
ESTNAME	Maximum 120 characters	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>This is the name of your workplaces, it should reflect the name used within your company for ease of identification when using the data. For Head Offices please remember to include your company name as well as head office e.g. Skills for Care Head Office or SfCHO but not simply Head Office.</p>					
ADDRESS1	Maximum 40 characters	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>This is the first line of your address and must be included in your file otherwise the system will not be able to create your workplace records.</p>					
ADDRESS2	Maximum 40 characters				
ADDRESS3	Maximum 40 characters				

POSTTOWN	Maximum 40 characters										
<p>If this field is left blank the system will create this by using your postcode and matching it against the Postcode Address File (PAF) which is provided to us by the Royal Mail and contains postal addresses for the entire country.</p>											
POSTCODE	Maximum 10 characters	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions							
<p>Postcodes are checked against the Ordnance Survey postcode database and if a new workplace has an incorrect or unfound postcode this workplace must be manually registered on ASC-WDS. For a workplace that has an incorrect or unfound postcode but already has an ASC-WDS account the postcode will be ignored.</p>											
ESTTYPE	Must be a number 1 – 8 from the list below	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions							
<p>Workplace Type Must be one of the following: -</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1 – Statutory: Local Authority (adult services)</td> <td style="width: 50%;">6 – Private Sector</td> </tr> <tr> <td>3 – Statutory: Local Authority (Generic/Other Services)</td> <td>7 – Voluntary or “Third” Sector</td> </tr> <tr> <td></td> <td>8 – Other</td> </tr> </table>						1 – Statutory: Local Authority (adult services)	6 – Private Sector	3 – Statutory: Local Authority (Generic/Other Services)	7 – Voluntary or “Third” Sector		8 – Other
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3 – Statutory: Local Authority (Generic/Other Services)	7 – Voluntary or “Third” Sector										
	8 – Other										
OTHERTYPE	Maximum 120 characters										
<p>Workplace type description – this should only be filled in if you have selected No 8 – Other as your workplace type from the list above</p>											
PERMCQC	Must be either 0 or 1	Mandatory for CQC regulated Services	Mandatory for Claiming Funding	Mandatory for Local Authority submissions							
<p>You should indicate whether you agree to share your data with CQC: 0 = No 1 = Yes</p> <p>Only applicable if you are registered with CQC REGTYPE 2. If entered against a non-regulated service REGTYPE 0 it will be ignored.</p> <p>The CQC use the data as part of their overall suite of intelligence about adult social care providers and the wider sector. Not everything is shared with the CQC, we do not share record ID, pay, sickness/absence, date of birth, national insurance number, ethnicity, nationality, country of birth, year of arrival in the UK and hours worked in the last 7 days. The CQC cannot identify workers from the data that is shared with them.</p>											

PERMLA	Must be either 0 or 1	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>You should indicate whether you agree to share your data with local authorities: 0 = No 1 = Yes</p> <p>Local authorities would like to access your data to help them monitor where they've made ASC-WDS a condition of contract. Having access to care provider data allows local authorities to plan the sector by area. It helps them to tackle recruitment issues and to understand the types of training needed by care providers. Not everything is shared with local authorities, we do not share record ID, date of birth, national insurance number, ethnicity, nationality, country of birth, year of arrival in the UK. Local authorities cannot identify workers from the data that is shared with them.</p>					
REGTYPE	Must be 0 or 2	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>0 = Not registered 2 = CQC registered</p>					
PROVNUM	Must be in the correct format of n-nnnnnnnnn (where n is a number between 0 and 9)	Mandatory if registered with CQC	Required for claiming Funding (If registered with CQC)	Required for Local Authority completion (if registered with CQC)	
<p>If you are CQC registered please enter your provider number – this is given to the head office by CQC. The format must be as above e.g. 1-123456789.</p>					
LOCATIONID	Must be in the correct format of n-nnnnnnnnn (where n is a number between 0 and 9)	Mandatory if registered with CQC	Required for claiming Funding (If registered with CQC)	Required for Local Authority completion (if registered with CQC)	
<p>CQC registered workplaces only Location ID – this is given to each location by CQC and should be a unique number to that specific location. Head office may not have a location ID if they do not carry out any registered service from the head office, if this is the case main service should be set to “Head office services”. The format must be as above e.g. 1-134567890. A location ID can only be entered against one ASC-WDS account.</p>					
MAINSERVICE	For full list of services please see Appendix A	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>This is the service that you consider is the main one for each workplace. You must enter the code next to the service you have chosen from the list of services at Appendix A. If you have specified above that you are registered with CQC the main service you select must be the service CQC have regulated you to provide.</p>					

ALLSERVICES	For full list of services please see Appendix A		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>From the list of services (Appendix A) you should select the corresponding number for all the services you provide and enter it in this column for each workplace. Services should be separated by a semi colon and should also include the number for the main service that you selected in the previous question. However, if you do not provide any other services please put a 0 (zero) after your main service. E.g. 8;0</p>					
CAPACITY	Must be a number up to 4 digits		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>This is the service capacity for each of the services that you have selected in the previous question. This must match the order of the “ALLSERVICES” question and each number must be separated by a semi-colon. E.g. if the service you provide is a care home then the capacity would be the maximum number of beds. Please refer to Appendix A to see if Capacity is required for your service(s).</p>					
UTILISATION	Must be a number up to 4 digits		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>These are daily measures of the uptake of your services at completion date. These numbers must match the order of the “ALLSERVICES” question and each number must be separated by a semi-colon. E.g. If your care home has a maximum of 5 beds but on the day of completion only 3 were being used then 3 would be the utilisation (uptake). Please refer to Appendix A to see if Utilisation is required for your service(s).</p>					
SERVICEDESC	Maximum 120 characters per description				
<p>This should only be used to describe your “other” services in the question above called ALLSERVICES under numbers 5,7,12,21 and 52. The descriptions have to be in the same order as the answers in ALLSERVICES separated by a semi colon.</p>					
SERVICEUSERS	For full list of users please see Appendix B		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>This must be a list of all users separated by a semi colon i.e. 2;3;4 Please include all types of service user that you provide a service for.</p>					
OTHERUSERDESC	Maximum 120 characters per description				
<p>This is a description of any service user that comes under the following: 3 – Older people not in above categories, 9 – Adults not in above categories, 21 – Other service users. And must match the order of the “SERVICEUSERS” above separated by semi colons</p>					

TOTALPERMTEMP	Must be a number between 0 and 999	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
This is the total of all staff that work at each workplace (not including volunteers)					
ALLJOBROLES	Must be a number from the Job Roles List see Appendix C		Mandatory for Claiming Funding if you have any starters leavers and/or vacancies within the last 12 months	Mandatory for Local Authority submissions if you have any starters leavers and/or vacancies within the last 12 months	
From the 29 job roles on ASC-WDS you must list all jobs roles that are required to complete starters, leavers and vacancies questions and be separated by semi colons.					
STARTERS	Number up to 4 digits		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
This is a total by job role of any permanent or temporary member of staff that have started working for you in the last 12 months. They must match the order of the ALLJOBROLES above and be separated by semi colons. Totals that are three times greater than TOTALPERMTEMP will need to be confirmed/validated by Support. Contact us on 0113 241 0969 If you do not know whether you have starters or not please simply enter 999 – do not add any semi colons					
LEAVERS	Number up to 4 digits		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
This is a total by job role of any permanent or temporary member of staff that have ceased working for you in the last 12 months. They must match the order of the ALLJOBROLES above and be separated by semi colons. Totals that are three times greater than TOTALPERMTEMP will need to be confirmed/validated by Support. Contact us on 0113 241 0969 If you do not know whether you have leavers or not please simply enter 999 – do not add any semi colons					
VACANCIES	Number up to 4 digits		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
Are any of the ALLJOBROLES vacancies? This is a total by job role of any permanent or temporary vacancies that you have. They must match the order of the ALLJOBROLES above and be separated by semi colons. Totals that are three times greater than TOTALPERMTEMP will need to be confirmed/validated by Support. Contact us on 0113 241 0969 If you do not know whether you have vacancies or not please simply enter 999 – do not add any semi colons					

REASONS	Must be a number from the list below		Mandatory for Claiming Funding		
<p>Leaver reasons must be selected from the following list for each leaver within the last 12 months, separated by a semi colon</p> <p>21 - They moved to another adult social care employer 22 - They moved to a role in the health sector 23 - They moved to a different sector (e.g. retail) 24 - They moved to another role in this organisation 25 - The worker chose to leave (destination unknown) 26 - The worker retired 27 - Employer terminated their employment 14 – Other reasons 15 – Reason not known</p>					
REASONNOS	Numbers of up to 9 digits		Mandatory for Claiming Funding		
<p>This is a list of numbers leaving in the last 12 months of each of the reasons selected in the above question, separated by a semi colon. This list must match the order of the reasons and must total the same as leavers entered above.</p>					
ADVERTISING	£ and P, 0 or unknown				
<p>How much money have you spent on advertising for staff in the last 4 weeks?</p> <p>Enter amount spent in pounds (and pence if applicable) i.e. 1500 or 1500.50 but do not use a pound sign £ 0 = nothing has been spent in the last 4 weeks unknown = I do not know how much has been spent in the last 4 weeks</p>					
INTERVIEWS	Number, 0 or unknown				
<p>How many people have you interviewed for care worker roles in the last 4 weeks?</p> <p>Enter number of people interviewed 0 = nobody has been interviewed unknown = I do not know how many have been interviewed</p>					

REPEATTRAINING	Must be a number from the list below				
<p>Do new care workers have to repeat training they've done with previous employers?</p> <p>1 = Yes, always 2 = Yes, very often 3 = Yes, but not very often 4 = No, never</p>					
ACCEPTCARECERT	Must be a number from the list below				
<p>Would you accept a Care Certificate from a worker's previous employer?</p> <p>1 = Yes, always 2 = Yes, very often 3 = Yes, but not very often 4 = No, never</p>					
BENEFITS	1;nnn, 0 or unknown				
<p>Do you pay care workers a cash loyalty bonus within their first 2 years of employment?</p> <p>1 = Yes followed by semi colon amount in pounds (and pence if applicable) i.e. 1;250 or 1;250.50 but do not use a pound sign £ (if you do not know the exact amount leave it blank and just enter 1) 0 = No unknown = Don't know</p>					
SICKPAY	1, 0 or unknown				
<p>Do you pay your care workers more than Statutory Sick Pay if they cannot work because of illness?</p> <p>1 = Yes 0 = No unknown = Don't know</p>					

PENSION	1,0 or unknown				
<p>Do you contribute more than the minimum 3% into workplace pensions for your care workers?</p> <p>1 = Yes 0 = No unknown = Don't know</p>					
HOLIDAY	Number				
<p>How many days leave do your full-time care workers get each year?</p> <p>Enter number of days leave</p>					

Appendix A - Service Types – Used as a value in **MAINSERVICE** and **ALLSERVICES**

Code	Adult Residential	Capacity	Utilisation
1	Care home services with nursing – CQC Regulated	Total Beds	How many beds currently in use
2	Care home services without nursing – CQC Regulated	Total Beds	How many beds currently in use
53	Sheltered housing	Not applicable	How many service users
5	Other adult residential care service	Total Beds	How many beds currently in use
	Adult Day Care		
6	Day care and day services	Total places	How many service users
7	Other adult day care services	Total places	How many service users
	Adult Domiciliary		
8	Domiciliary Care services – CQC Regulated	Not applicable	How many service users
73	Live-in Care (can only be used as Other Service for ALLSERVICES not as MAINSERVICE)- CQC Regulated	Not applicable	How many service users
74	Nurses agency – CQC Regulated	Not applicable	How many service users
54	Extra Care housing services – CQC Regulated	Not applicable	How many service users
55	Supported living services – CQC Regulated	Not applicable	How many service users
10	Domestic services and home help	Not applicable	How many service users
12	Other adult domiciliary care services	Not applicable	How many service users
	Adult Community Care		
17	Shared lives – CQC Regulated	Total places	How many service users
13	Carers support	Not applicable	Not applicable
14	Short breaks or respite care	Not applicable	Not applicable
15	Community support and outreach	Not applicable	Not applicable
16	Social work and care management	Not applicable	Not applicable
18	Disability adaptations or assistive technology services	Not applicable	Not applicable
19	Occupational or employment related services	Not applicable	Not applicable
20	Information and advice services	Not applicable	Not applicable
21	Other adult community care services	Not applicable	Not applicable

Appendix A - Service Types – Used as a value in **MAINSERVICE** and **ALLSERVICES**

Code	Healthcare	Capacity	Utilisation
61	Community based services for people with a learning disability – CQC Regulated	Not applicable	Not applicable
62	Community based services for people with mental health needs – CQC Regulated	Not applicable	Not applicable
63	Community based services for people who misuse substances – CQC Regulated	Not applicable	Not applicable
64	Community healthcare services – CQC Regulated	Not applicable	Not applicable
66	Hospice services – CQC Regulated	Not applicable	Not applicable
67	Long Term conditions services – CQC Regulated	Not applicable	Not applicable
68	Hospital services for people with mental health needs and/or learning disabilities and/or problems with substance misuse – CQC Regulated	Not applicable	Not applicable
69	Rehabilitation services – CQC Regulated	Not applicable	Not applicable
70	Residential substance misuse treatment/rehabilitation services – CQC Regulated	Not applicable	Not applicable
71	Other healthcare service	Not applicable	Not applicable
	Other		
52	Any Other Services	Not applicable	Not applicable
72	Head Office Services	Not applicable	Not applicable
75	Any children’s young peoples services	Not applicable	Not applicable
60	Specialist College Services – SPC	Not applicable	Not applicable
0	No other service provided	Not applicable	Not applicable

Appendix B - Service Users – Used as a value in **SERVICEUSERS**

Category	Older People	Adults	Children and Young People
With Dementia	1	28	Not applicable
With mental disorders or infirmities, excluding learning disability or dementia	2	6	Not applicable
Detained under the mental health act	22	29	Not applicable
With learning disabilities and/or autism	23	5	Not applicable
With physical disabilities	25	4	Not applicable
With sensory impairment(s)	26	7	Not applicable
Who misuse alcohol/drugs	27	8	Not applicable
With an eating disorder	46	31	Not applicable
With emotional or behavioural difficulties	Not applicable	Not applicable	Not applicable
Any children and young people	Not applicable	Not applicable	45
Not in above categories	3	9	Not applicable

Carers		Others	
18	Carers of older people	21	Other service users
19	Carers of adults		
20	Carers of children and young people		

Appendix C - Job Roles – Used as a value in **ALLJOBROLES**

1	Senior Management	26	Ancillary staff not care-providing
2	Middle Management	27	Other job roles not directly involved in providing care
3	First Line Management	34	Activities worker or co-ordinator
4	Registered Manager (Only CQC registered services)	35	Safeguarding & Reviewing Officer
5	Supervisor	36	Occupational Therapist Assistant
6	Social Worker	37	Nursing Associate
7	Senior Care Worker	38	Nursing Assistant
8	Care Worker	39	Assessment Officer
9	Community, Support and Outreach Work	40	Care Co-ordinator
10	Employment Support	41	Care Navigator
11	Advice, Guidance and Advocacy	42	Any children's/young people's job roles
15	Occupational Therapist	43	Deputy manager
16	Registered Nurse	44	Learning and development lead
17	Allied Health Professional (not Occupational Therapist)	45	Team leader
22	Technician		
23	Other job roles directly involved in providing care		
24	Managers and staff care – related but not care-providing		
25	Administrative/Office staff not care-providing		