

Private Supported Care Home Residents

Private supported care home resident data is mandatory, but it will not be collected with the main 2020/21 exercise. The data will be collected to a different timetable and participants will be notified of this timetable in due course.

Requirements

- In line with good practice when handling personal data, you are required to password protect each dataset once extracted from the relevant systems. If required refer to our guidance showing how to [password protect data \(PDF document\)](#)
- Data submitted should meet this data specification i.e. include all field names
- Data should only be submitted via the Data File Upload (DFU) facility. This is the only acceptable method to supply data. If another submission method is used our policy is to inform the Senior Responsible Officer/Director of Finance that data has been put at risk unnecessarily.
- Data should only relate to current care home residents where the council is paying for all or part of the care.

Field name	Data format	Comments
Case reference	Character	
Title	Character	
Surname	Character	
Forename(s)	Character	
Middle name(s) or Middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred.
Current address line 1	Character	This should be the care home address.
Current address line 2	Character	
Current address line 3	Character	
Current address line 4	Character	
Current address postcode	Character	
Date of admission	Date	

Field name	Data format	Comments
Previous address line 1	Character	
Previous address line 2	Character	
Previous address line 3	Character	
Previous address line 4	Character	
Previous address postcode	Character	
Date of birth	Date	
National Insurance Number	Character	
Weekly cost of care	Numeric	Provide the amount the individual receives for care costs per week. This is to enable Cabinet Office to more accurately estimate the value of fraud or error prevented.