

CareFind – Tasks to Complete Ahead of Training

December 2023

Tasks to complete ahead of the CareFind training

In January, all CQC Registered Care Home providers who appear on Capacity Tracker will be able to attend training and awareness sessions for CareFind, this is the Public Accessible website that has been developed by Capacity Tracker Team and is supported by DHSC and NHSE.

CareFind will take specific existing information from Capacity Tracker, to provide searchable details about each location.

Ahead of the training sessions we ask that providers review and update the following sections of their Capacity Tracker profile:

- Provider Details Tab
- Services Tab
- Provider Update Tab

We want to ensure that all information displayed on CareFind is as up to date as possible; as providers you are responsible for making this happen.

Tasks to complete ahead of the CareFind training

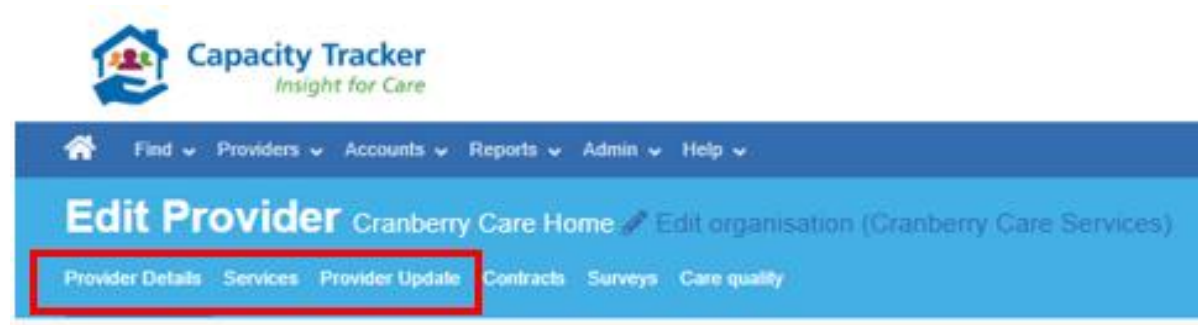
Update Provider Details, Services and Provider Update Tabs

Review their provider data, ensuring that the following details are up to date:

- Contact details (if not please contact CQC enquiries@cqc.org.uk)
- Extended Room Detail
- Accessibility information
- Care Type
- Funding Sources
- Short Stay/Long Term services
- Languages
- Costs and Vacancies (to be updated as and when things change)
- Out of hours placements

Don't forget to

1. Opt in to receive communications
2. Ensure there is more than 1 registered Capacity tracker user



Tasks to complete ahead of the CareFind training

You can update the following in the Provider Details Tab

- Contact details
- Extended Room Detail
- Accessibility information
- Care Type
- Funding Sources

Home Find Providers Accounts Reports Admin Help

Edit Provider Cranberry Care Home Edit organisation (Cranberry Care Services)

Provider Details Services Provider Update Contracts Surveys Care quality Public Profile

Contact Directory

This information can be quickly updated using the Excel Template on the Bulk Capacity Update page for those wishing to add multiple rows (e.g more than 10).

Please ensure that you check the information below and ensure that the contact details for the location are up to date. Data marked as From CQC cannot be edited. If this information is incorrect please contact CQC. Please ensure as a minimum, there is an entry showing an accurate and up to date Care Home Manager name, phone number, location email address and where allocated the NHS.net email address should be entered.

NB: This information is essential for those wishing to discuss a vacancy with you and should be an address that is monitored frequently in relation to referrals and admissions to your location

Extended Room Detail

Ensuite Facilities

No **Yes** Shared Bathroom Shared Toilet/Sink

Equipment

None **Bariatric Equipment** Hoist

Female Only unit

No **Yes**

Male Only unit

No **Yes**

Accessibility

- **Whole site:** Stairs, Lifts, Level access [Edit](#) | [Delete](#)
- : Stairs, Lifts [Edit](#) | [Delete](#)
- : Stairs, Lifts, Wheelchair [Edit](#) | [Delete](#)
- : Lifts, Wheelchair [Edit](#) | [Delete](#)

Care Type

Residential **Nursing**

Funding Sources Accepted

CCG **Local Authority** **Private** **PHB**

Commercial

Tasks to complete ahead of the CareFind training

You can update the following in the Services Tab

- Short Stay /Long Term services
- Languages

Edit Services at Cranberry Care Home

Provider Details **Services** Provider Update Contracts Surveys Care quality Public Profile

Specify vacancy types and languages offered before setting costs and capacity.

If bed types have non-zero capacity, this must be removed in order to remove a bed type.

Short Stay Services

- Discharge to Assess
- Intermediate Care
- Reablement Support
- Rehabilitation
- Respite Care
- Short stay services not provided

Long Term Vacancy Types (Required)

- Community Care
- Dementia Nursing
- Dementia Residential**
- General Nursing
- General Residential
- Learning Disability Nursing
- Learning Disability Residential
- Mental Health Nursing
- Mental Health Residential
- Transitional
- YPD - Young Physically Disabled

Languages

- English ✕
- French ✕
- Polish ✕

Add New Language

Language Name

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You can update the following in the Provider Update Tab

- Costs and Vacancies (to be updated as and when things change)
- Out of hours placements

Provider Update at Cranberry Care Home

Provider Details Services **Provider Update** Contracts Surveys Care quality Public Profile

Costs and Vacancies

* Questions that are part of the monthly ASC submission for DHSC are identified with a red asterisk

Vacancy Type	Weekly Price from *	Maximum Capacity *	Occupied/Used (Number of residents) *	(Vacant) Reserved *	(Vacant) Accepting Admissions *	(Vacant) Not available for admission	Flexible? *
Dementia Residential	£ 500.00	24	22	0	1	1 Reason(s) not available Local Authority Safeguarding	No
General Nursing	£ 600.00	0	0	0	0	0	Flexible
General Residential	£ 550.00	0	0	0	0	0	No

Admission Status Accepting Admissions **Accepting Out of Hours Admissions** Yes No

Useful Information

Where to get help – Contact Details

CT Support Centre	0191 691 3729, necsu.capacitytracker@nhs.net Monday to Friday from 8am to 5pm (excluding public holidays) For registration, password, technical support and queries about updating data.
DHSC	capacitytracker-guidance@dhsc.gov.uk for non-technical assistance providerdata@dhsc.gov.uk for queries about DHSC Mandated Data Collection
CQC National Customer Service	03000 616161, enquiries@cqc.org.uk <ul style="list-style-type: none">• If a provider is no longer active – please contact CQC to de-register• If a provider is missing from CT & needs to be onboarded – please contact CQC as we cannot create provider accounts!
NHSBSA – NHS Business Services Authority ASC Enforcement Team	0300 330 2088, nhsbsa.adultsocialcareenforcement@nhs.net Monday to Friday from 8:30am to 4:30pm. Website: https://www.nhsbsa.nhs.uk/adult-social-care-enforcement