

What's Coming to Capacity Tracker – July 2023

Contents

Important Changes	2
Vaccination Changes (Provider Page)	2
Contact Directory	2
Occupancy Report.....	3
New Icon	4
Important Reminders	4
Updating Capacity Tracker?	4
Going Abroad?	4
Need Additional Support?.....	5
Need Help?.....	5

Important Changes

Vaccination Changes (Provider Page)

The red asterisk (*) will soon be removed from 'Number known to have received a full primary course of COVID vaccination' question on the Provider Update page, as Covid vaccination questions are no longer part of the mandated collection.

Old:

Vaccinations

Number known to have received a full primary course of COVID vaccination *	8	28	0
	Residents	Directly Employed Staff	Agency/Bank
Number known to have had the Seasonal (received this Spring) COVID vaccination booster	8		
	Residents		

New:

Vaccinations

Number known to have received a full primary course of COVID vaccination	55	50	1
	Residents	Directly Employed Staff	Agency/Bank
Number known to have had the Seasonal (received this Spring) COVID vaccination booster	50		
	Residents		

Contact Directory

Providers will soon see changes to the Contact Directory on the Edit Provider page. The Contact Directory will have new fields containing 'Last Updated' and 'Source' information showing when the contact was updated and the source of the update e.g., Added from CT, From CQC.

Data marked as 'From CQC' in the 'Source' field has been obtained from the information Capacity Tracker receives from CQC and cannot be edited. Providers should regularly review the information in the Contact Directory to ensure it is correct. If the information from CQC is incorrect please contact CQC directly on [Making changes to your registration | CQC Public Website](#)

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

Role	Name	Organisation Name	Phones	Email	Address	Last Updated	Source	Public?
Deputy Manager	test	test	0123456789	test@test		20 Jul 2023	Added from CT	✓ Yes

Occupancy Report

The 'Last Updated' toggle will soon be re-added, meaning that a user will have the ability to narrow down the locations who have updated within a specific time frame (All Results, 24 Hours, 48 Hours, or 7 Days) – the report automatically defaults to All Results. **This will only apply with 'today's' date – if any other date is selected, the 'Last Updated' filter will disappear.** Further information relating to these changes will be available soon.

Please Note!

If 24 Hours is selected, results will show locations that have updated 24 Hours prior to the Report being taken.

If 48 hours is selected, results will show locations that have updated 24 Hours and 48 Hours prior to the Report being taken.

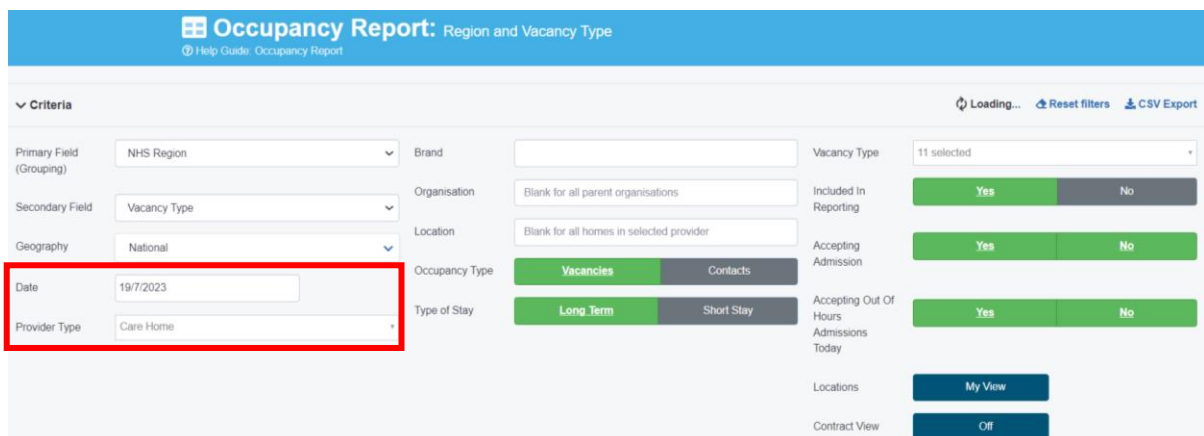
If 7 days is selected, results will show locations that have updated 24 Hours, 48 Hours and 7 Days, prior to the Report being taken.

All Results will show everything!

Example!

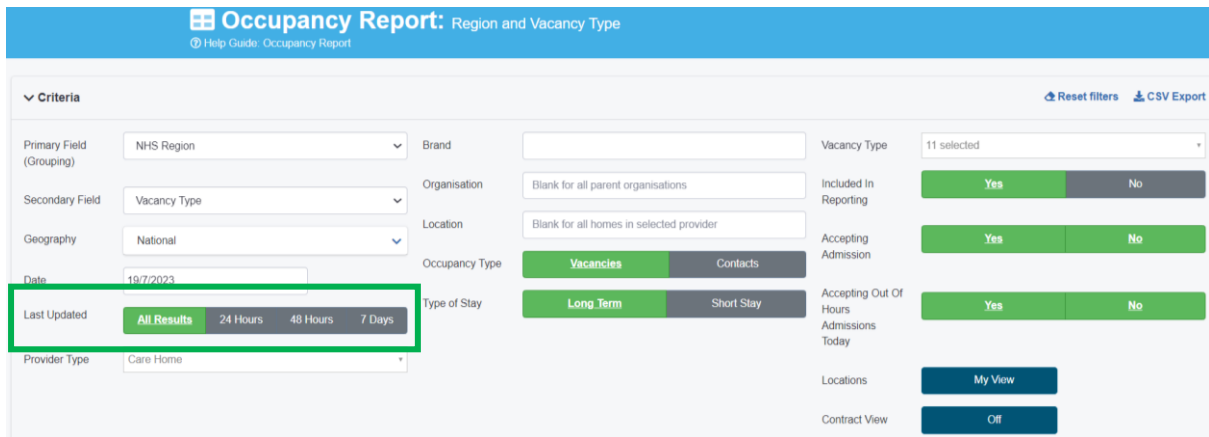
If a user downloads the Occupancy Report (selecting 'Last Updated' as '24 Hours') at 9am, the data will include those locations who updated within the last 24 Hours

Old:



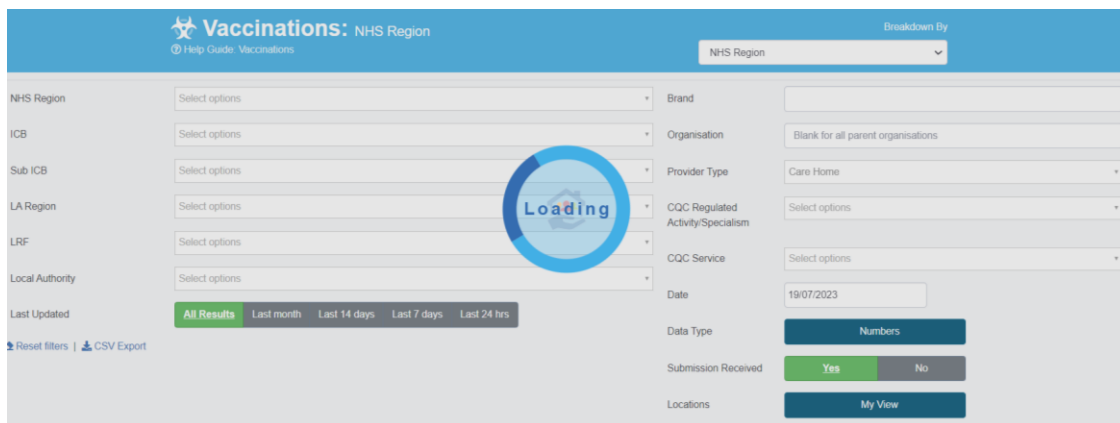
The screenshot shows the 'Occupancy Report: Region and Vacancy Type' interface. The 'Criteria' section on the left includes filters for Primary Field (NHS Region), Secondary Field (Vacancy Type), Geography (National), Date (19/7/2023), and Provider Type (Care Home). The 'Brand' and 'Organisation' fields are blank. The 'Location' field is also blank. The 'Occupancy Type' section has buttons for 'Vacancies' and 'Contacts', with 'Vacancies' selected. The 'Type of Stay' section has buttons for 'Long Term' and 'Short Stay', with 'Long Term' selected. The 'Vacancy Type' dropdown shows '11 selected'. The 'Included In Reporting' section has 'Yes' and 'No' buttons, with 'Yes' selected. The 'Accepting Admission' section has 'Yes' and 'No' buttons, with 'Yes' selected. The 'Accepting Out Of Hours Admissions Today' section has 'Yes' and 'No' buttons, with 'Yes' selected. The 'Locations' section has a 'My View' button. The 'Contract View' section has an 'Off' button.

New:



New Icon

The Capacity Tracker will soon display a 'Loading' image when navigating pages in the system – this provides assurance to users that the system is in the process of finding information and is helpful when data is downloading into reports.



Important Reminders

Updating Capacity Tracker?

We recommend that there is more than 1 user registered at each location who can update Capacity Tracker to cover periods of absence (*if you are an approver, you will be able to approve new users immediately*)

Going Abroad?

Users are reminded that Capacity Tracker is not accessible outside of the UK.

20.07.2023

Need Additional Support?

Provider Training Sessions are available. See [here](#) for further information (link to the Events page on Resource Centre [here](#)) - and remember to share these with colleagues who are also welcome to join our sessions!

Need Help?

For additional support, please contact our Support Centre, Mon - Fri (excluding Public Holidays) 8am - 5pm by phoning 0191 691 3729 or emailing necsu.capacitytracker@nhs.net