

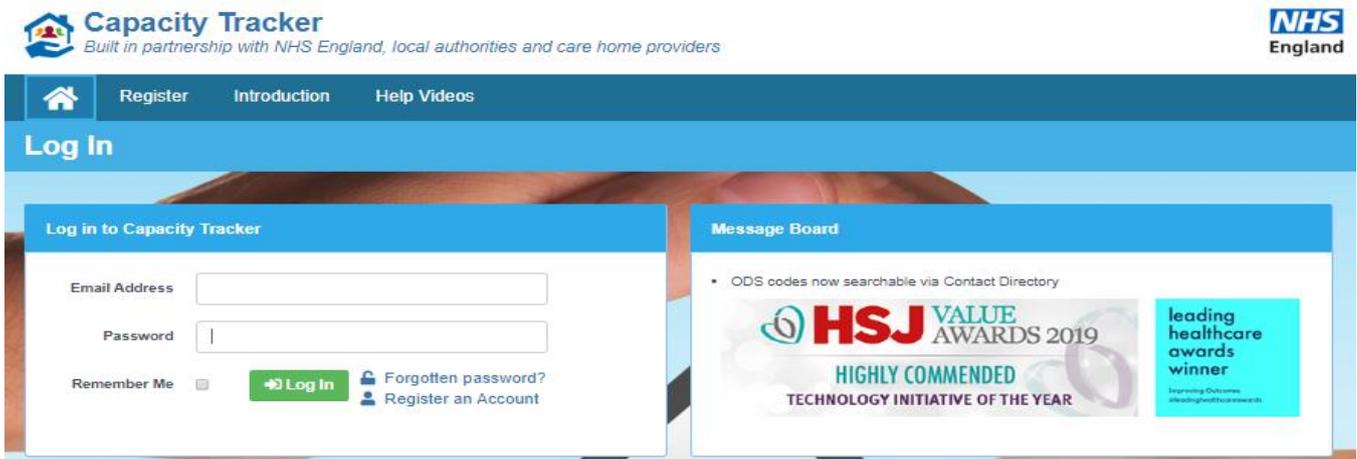
How to... remove your Transition Long Term Vacancy Type and replace with Short Stay Services

Following consultation with all stakeholder groups, the Capacity Tracker User Group and supporting our ethos of continuous improvement we have made changes to how the Capacity Tracker records **Transitional** vacancy types. This option will shortly cease to exist and has been replaced with the following **Short Stay Services**:

- Discharge to Assess
- Intermediate Care
- Reablement Support
- Rehabilitation
- Respite Care

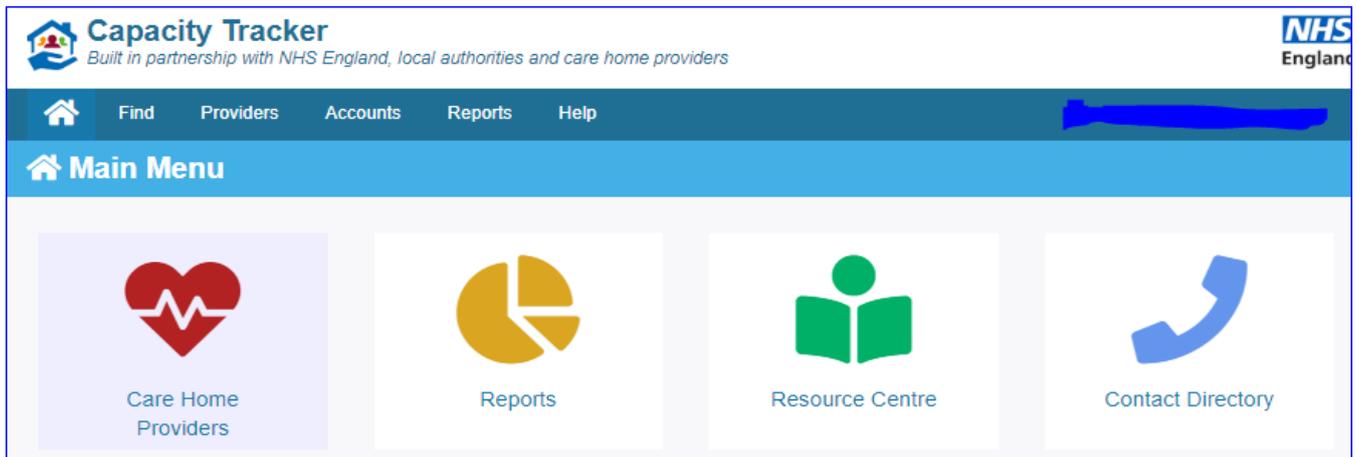
Care Homes, can now update their profiles on the Capacity Tracker to show that they offer short stay services and would be willing to consider requests to fill their current vacancies. Any Care Homes whose current profile shows that they offer **Transitional** as a Long Term Vacancy type will need to deselect this option by following the steps outlined below.

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

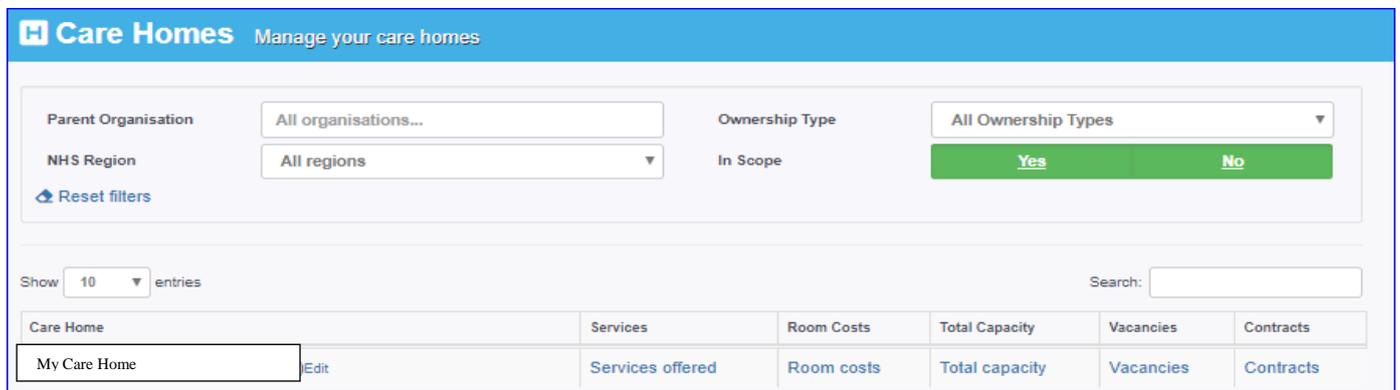


The screenshot shows the Capacity Tracker login page. At the top left is the Capacity Tracker logo and tagline. At the top right is the NHS England logo. Below the logo is a navigation bar with links for Register, Introduction, and Help Videos. The main heading is 'Log In'. On the left is a 'Log in to Capacity Tracker' form with fields for Email Address and Password, a Remember Me checkbox, and buttons for Log In, Forgotten password?, and Register an Account. On the right is a 'Message Board' section with a bullet point about ODS codes and a banner for the HSJ VALUE AWARDS 2019, specifically 'HIGHLY COMMENDED TECHNOLOGY INITIATIVE OF THE YEAR'. There is also a small box for 'leading healthcare awards winner'.

Step 2: From the Dashboard screen, select the **Care Home providers** Tile:



Step 3: From the **Manage your Care Homes** screen you will see your Care Home name(s) listed. Please select **Services offered**.



Step 4: Then from the **Services Offered** screen, below, if you have previously offered **Transitional** long term vacancy types this will need to be removed as this will shortly no longer be available on the Capacity Tracker. Please note that if you have not previously offered Transitional as a long term vacancy action you should proceed to **Step 6**.

To remove the **Transitional vacancy type** simply click on the tick box to deselect this option. It should then turn from green to white and then click on save services.



Capacity Tracker

Built in partnership with NHS England, local authorities and care home providers

Provider details | Care quality | **Edit Services** | Edit costs | Edit total capacity | Edit vacancies | Edit contracts

◀ My Care Homes

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

Short Stay Services	Long Term Vacancy Types (Required)	Languages
<input type="checkbox"/> Discharge to Assess	<input type="checkbox"/> Community Care	English ✖
<input type="checkbox"/> Intermediate Care	<input type="checkbox"/> Dementia Nursing	Add New Language
<input type="checkbox"/> Reablement Support	<input checked="" type="checkbox"/> Dementia Residential	Language Name
<input type="checkbox"/> Rehabilitation	<input type="checkbox"/> General Nursing	<input type="text"/>
<input type="checkbox"/> Respite Care	<input checked="" type="checkbox"/> General Residential	
	<input type="checkbox"/> Learning Disability Nursing	
	<input type="checkbox"/> Learning Disability Residential	
	<input type="checkbox"/> Mental Health Nursing	
	<input type="checkbox"/> Mental Health Residential	
	<input checked="" type="checkbox"/> Transitional	
	<input type="checkbox"/> YPD - Young Physically Disabled	

Step 5: You will then need to select the **Edit Total Capacities** Tab and reallocate the bed numbers you had against **Transitional** vacancy type to your remaining vacancy types so that the total beds equal the total registered with CQC for your care home.

Provider details | Care quality | Edit services | Edit costs | **Edit total capacity** | Edit vacancies | Edit contracts

◀ My Care Homes

Costs for some vacancy types have not been specified. Ensure room costs are entered on the *Edit Costs* page before setting capacity.

Vacancy Type	Total Capacity
Dementia Residential	<input type="text" value="8"/>
General Residential	<input type="text" value="1"/>
Transitional	<input type="text" value=""/>
Total Entered Capacity	9
CQC Stated Bed Capacity	9

Step 6: To update your profile to incorporate the new Short Stay Services functionality select the **Edit Services** screen. You will then see the display of 5 **Short Stay Services**. Simply select the services you offer as appropriate. Selection will turn the Short Stay Service name green. You can select 1,2,3,4 or all 5 services. When complete select the **Save Services** button.



Capacity Tracker

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Edit Services My Care Home

Provider details | Care quality | **Edit Services** | Edit costs | Edit total capacity | Edit vacancies | Edit contracts

◀ My Care Homes

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

Short Stay Services	Long Term Vacancy Types (Required)	Languages
Discharge to Assess <input type="checkbox"/>	Community Care <input type="checkbox"/>	English <input checked="" type="checkbox"/>
Intermediate Care <input type="checkbox"/>	Dementia Nursing <input type="checkbox"/>	Add New Language
Reablement Support <input type="checkbox"/>	Dementia Residential <input checked="" type="checkbox"/>	Language Name
Rehabilitation <input type="checkbox"/>	General Nursing <input type="checkbox"/>	<input type="text"/>
Respite Care <input type="checkbox"/>	General Residential <input checked="" type="checkbox"/>	
	Learning Disability Nursing <input type="checkbox"/>	
	Learning Disability Residential <input type="checkbox"/>	
	Mental Health Nursing <input type="checkbox"/>	
	Mental Health Residential <input type="checkbox"/>	
	Transitional <input type="checkbox"/>	
	YPD - Young Physically Disabled <input type="checkbox"/>	

Step 7: Then from the current screen select the **Edit Costs** tab to go to the **Edit Room Costs** screen.

Edit Room Costs My Care Home

Provider details | Care quality | Edit services | **Edit costs** | Edit total capacity | Edit vacancies | Edit contracts

◀ My Care Homes

Long Term Vacancies	Short Stay Services										
<table border="1"><thead><tr><th>Vacancy Type</th><th>Indicative Price per Week</th></tr></thead><tbody><tr><td>Dementia Residential</td><td>£ 1225</td></tr><tr><td>General Residential</td><td>£ 1225</td></tr></tbody></table>	Vacancy Type	Indicative Price per Week	Dementia Residential	£ 1225	General Residential	£ 1225	<table border="1"><thead><tr><th>Vacancy Type</th><th>Indicative Price per Week</th></tr></thead><tbody><tr><td>Short stay</td><td>£ <input type="text"/></td></tr></tbody></table>	Vacancy Type	Indicative Price per Week	Short stay	£ <input type="text"/>
Vacancy Type	Indicative Price per Week										
Dementia Residential	£ 1225										
General Residential	£ 1225										
Vacancy Type	Indicative Price per Week										
Short stay	£ <input type="text"/>										

From within this screen you will need to add one overall indicative cost for the short stay services selected. Once you have entered a figure then select **Save**.

Please note: If no costs are added and saved your profile will not be fully updated and your care home short stay services will not be registered on the Capacity Tracker.