

Adult Social Care Client Level Data

Local Authority DLP User Guide for ASC data submissions

Introduction

NHS Digital's **Data Landing Portal (DLP)** allows data to be transferred securely between organisations through a centrally managed system. This will be the method used for Local Authorities to submit their data specification to the Lead DSCRO (North West DSCRO) where it will be held in a central repository utilised by Department of Health & Social Care. The data can also be submitted to the Local Authority's 'local' DSCRO at the same time. This data can then be used for NHS number tracing and / or DSA dissemination via the CSU back to the Local Authority and/or the CCG.

Please Note: Only .csv submissions are accepted through the DLP.

Purpose of Document

This document has step by step instructions on how to complete the DLP account registration form and details the screen/area you will see when your access is in place and you are able to submit. **N.B.** You must have a Data Provision Notice (DPN) from NHS Digital before you can submit data via DLP. Please email agem.adultsocialcare@nhs.net if you require a DPN issuing.

The DLP page on NHS Digital's website, found [HERE](#) contains all the information you will need to navigate and use DLP including information on browser support and service availability.

This document should be used in conjunction with the **"Data Landing Portal (DLP) Data sender user guide"** which can be found [HERE](#) – scroll down the page to the 'Resources' section to locate the user guide.

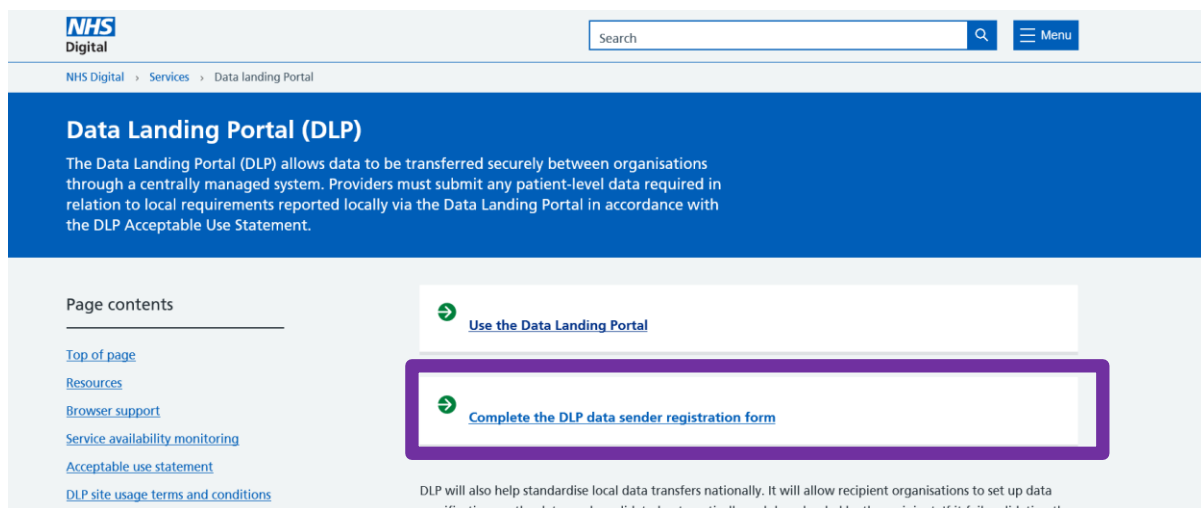
Sections highlighted with  show where your input is required.



Please ensure you read the "Data Landing Portal (DLP) Data sender user guide" before you start

1 Registration Process and Form

Access NHS Digital's DLP Landing Page found [HERE](#) and '**Complete the DLP data sender registration form**' highlighted below



Complete each section as instructed.

1.1 Organisation Details

Complete your 'Organisation Name' and 'ODS Code'.

ssd.national@nhs.net'. The '1 Organisation Details' section contains three main fields: 'Organisation Name', 'Organisation (ODS) Code (Mandatory)', and 'Is your organisation on the HSCN* network?'. The 'Organisation Name' field is a single text input. The 'Organisation (ODS) Code (Mandatory)' field is a grid of 10 boxes, with the first two boxes highlighted in grey. The 'Is your organisation on the HSCN* network?' field is a checkbox. A purple box highlights the 'Organisation Name' and 'Organisation (ODS) Code' fields. A purple box highlights the 'Is your organisation on the HSCN* network?' checkbox. A purple box highlights a link: 'Please click here to access the ODS portal if you are unsure of your organisations ODS code'. A black arrow points from the text 'Leave this blank - LA's will use NHS Identity to access DLP (unless you already have a Smartcard)' to the checkbox."/>

If you do not know the ODS code for your organisation please follow the link [HERE](#) (or access it through the link in the registration form) to the ODS Portal – see below

Organisation / Practitioner Search

Search for an organisation or practitioner using their code, type, name, address or postcode.

You must enter at least one search value, although partial matching is possible on postcodes.

GP Practice search criteria – please note GP Practice information is held as Prescribing Cost Centre in the Type drop down menu.

Search Criteria:-

Code: Address:

Type: Postcode:

Name:

Enter your organisation name into the 'Name' section and click the 'Search' button – the ODS code will be returned.

1.2 User Details

Fill in the name and emails for any members of your team that will need access to the DLP

2 User Details

Please be aware that details of individual users will be added to the DLP distribution list for communication purposes only. It is the responsibility of the organisation to ensure that the appropriate smartcard functions are in place, if accessing DLP via the HSCN network. The following role and business functions will need to be added to access DLP via the smartcard method; **Role R8008 and Business Functions B0167, B0145, and B1565.**

Full Name	Email	Does User have a Smartcard?*

As you are using NHS Identity answer 'No'

1.3 Recipient Organisation

From the drop list select '**North West DSCRO**'. Your 'local' DSCRO will be copied in to the submission by default.

3 Recipient Organisation

Recipient Organisation(s)
DSCRO NORTH WEST

1.4 Data Submission Details

Complete the 'Local Name of Data Submission' with *Adult Social Care CLD* and for 'Data Type' select Option 9 – Other Not Elsewhere Classified' from the drop-down menu

4 Data Submission Details

Local Name of Data Submission	Data Type	Submission Frequency*	Month 1 file size (e.g. 10 MB)*	Month 12 file size (e.g. 10 MB)*
Adult Social Care CLD	Other Not Elsewhere Classified			

You do not need to complete these

When the form is complete it should be emailed to ssd.nationalservicedesk@nhs.net and cc'd to us at agem.adultsocialcare@nhs.net

Once your account has been approved and activated you will receive an email asking you to log in to the DLP – please see the 'Logging into DLP for NHS Identity users' section in the User Guide found [HERE](#).

2 DLP Access and data submission

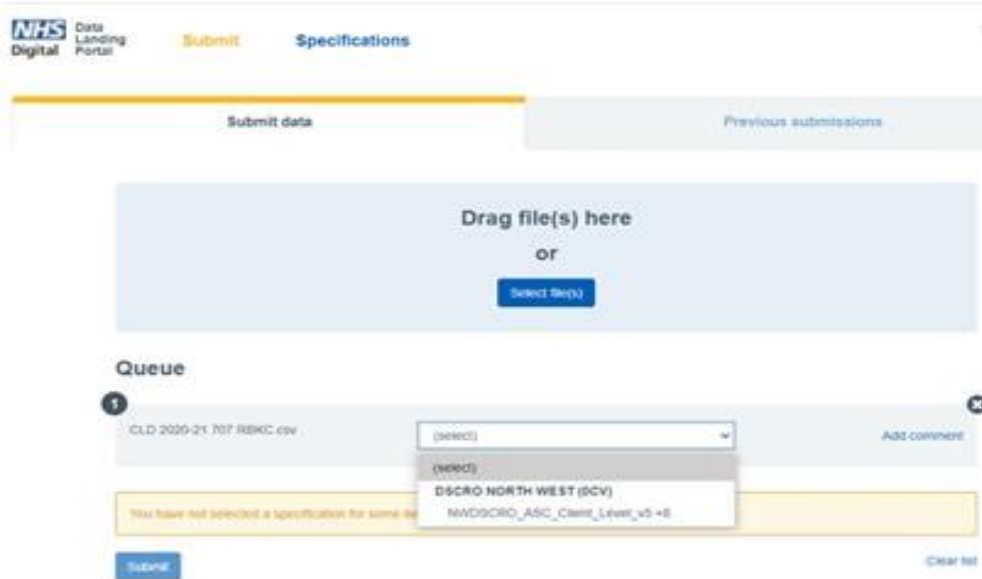
You should now be ready to submit Adult Social Care data in line with the current CLD specification document which can be found [HERE](#) in the 'CLD Specification' section, alongside a guidance document.

The schema template that will be used for the upload can be found [HERE](#) in the 'Data Landing Portal' section – '*NW DSCRO ASC Client level DLP template*'

To submit your ASC data please follow the instructions from the NHS Digital DLP user guide found [HERE](#) (and see screenshot below).

You should be able to see the upload schema which is called ***DSCRO NORTH WEST***

NW DSCRO_ASC_Client_Level_v5 +8



Once you select *DSCRO NORTH WEST NWDSCRO_ASC_Client_Level_v5 +8* you will see this message:

This submission will also be sent to:

*OCP - DSCRO CENTRAL MIDLANDS
OCK - DSCRO CENTRAL SOUTHERN
OCL - DSCRO GEM
OCT - DSCRO NORTH AND EAST LONDON
OCM - DSCRO NORTH OF ENGLAND
OCW - DSCRO SOUTH
OCN - DSCRO SOUTH WEST
OCQ - DSCRO YORKSHIRE*

This is correct and ensures your local DSCRO receives the submission too. DSCROs not 'related' to delete the data.

When saving the file to upload to DLP please ensure it is saved as a new .csv (Comma delimited) copy.

3 Additional Information and Troubleshooting Resources

NHS Digitals DLP pages found [HERE](#) contain FAQ and troubleshooting guides and information.

For further assistance or any questions please contact us at agem.adultsocialcare@nhs.net