Adult Social Care Client Level Data

Local Authority DLP registration & data submission guide

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

Tis 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 Digitals 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 Digitals 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'.

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

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

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.
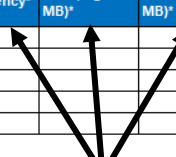
1.4 Data Submission Details

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

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**

NWDSCRO_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:

0CP - DSCRO CENTRAL MIDLANDS
0CK - DSCRO CENTRAL SOUTHERN
0CL - DSCRO GEM
0CT - DSCRO NORTH AND EAST LONDON
0CM - DSCRO NORTH OF ENGLAND
0CW - DSCRO SOUTH
0CN - DSCRO SOUTH WEST
0CQ - DSCRO YORKSHIRE

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

2.1 Common Submission Errors

2.1.1 Check that the column headers in your file all match exactly to the headers found in the DLP schema **DSCRO NORTH WEST NWDSCRO_ASC_Client_Level_v5 +8.** Copy & paste will ensue that there are no differences.

2.1.2 Validation errors
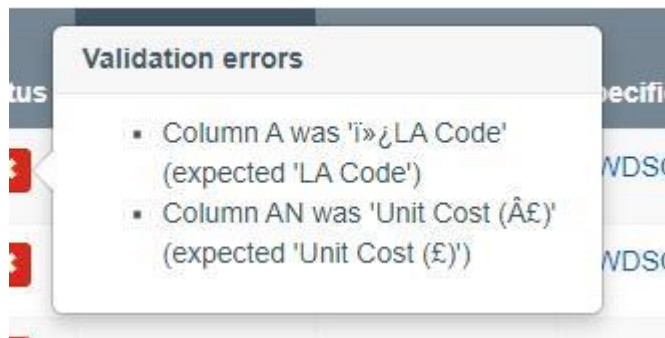
Try opening the file in excel and resaving as a new .csv (Comma delimited) copy, then attempt to upload the file to DLP again.

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