Adult Social Care Client Level Data

Local Authority DLP data submission guide

Contents

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.

Purpose of Document

To provide a step by step guide to submitting Adult Social Care data through the DLP.

N.B. You must have a Data Provision Notice (DPN) from NHS Digital before you can submit data via the DLP. Please email agem.adultsocialcare@nhs.net if you require a DPN issuing.

DLP ASC data submission

Before attempting to submit the ASC data it is worthwhile running it through the **ASC-CLD Validation Tool** which can be found HERE in the 'Resources' section. This will help ensure that your data quality is to the required standard for submission.

1. 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.
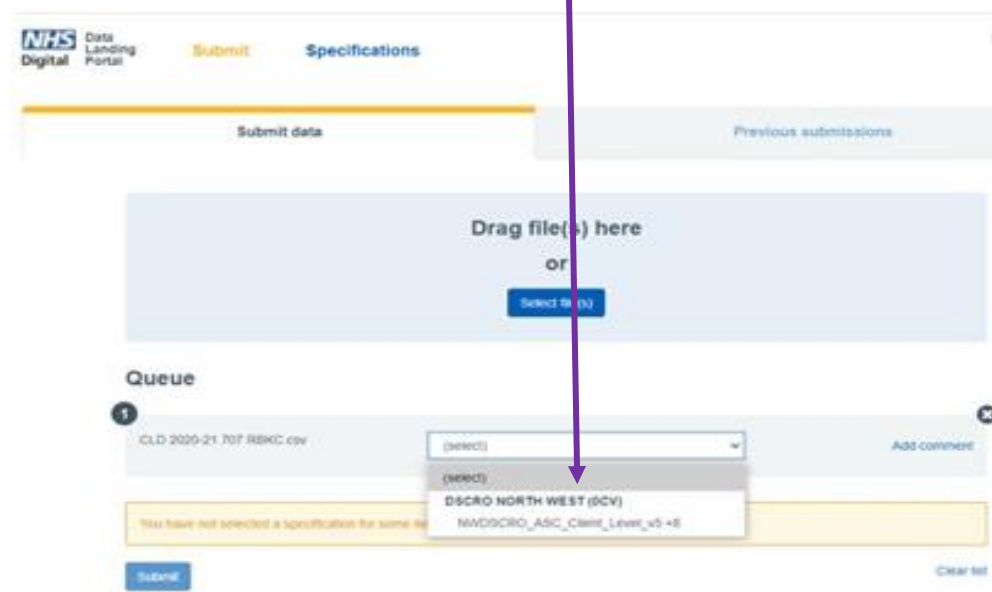
The current schema template that will be used for the upload can be found HERE in the 'Data Landing Portal' section

To submit your ASC data, sign in to the Data Landing Portal (DLP) using this link -

https://dsp-portal.digital.nhs.uk/

The DLP is supported by the 'Edge' Browser – if you have issues using this then try Google with the Chrome extension is an alternative option.

You should now be able to see the upload schema which is currently called ***DSCRO NORTH WEST NWDSCRO_ASC_Client_Level_v5*** and will be used for submissions until the 1st April 2023.

Once you select *DSCRO NORTH WEST NWDSCRO_ASC_Client_Level_v5 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 automatically delete the data.

To submit your file simply 'drag & drop' it as instructed in the screen above.

When the data has been successfully loaded you will see a screen similar to this:

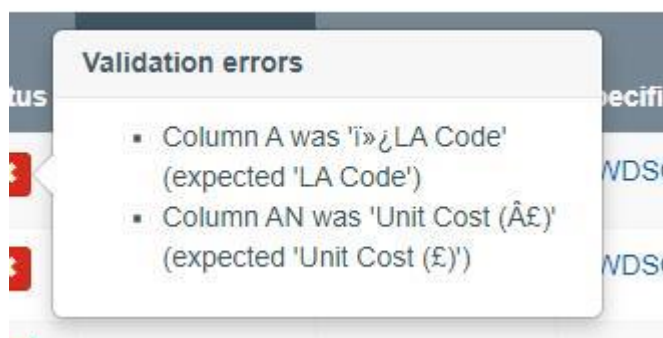## 2. Common Submission Validation Errors

If a red screen appears following submission this indicates that there are issues with the file and it has not been accepted as an upload. Listed below are fixes to the most common submission errors
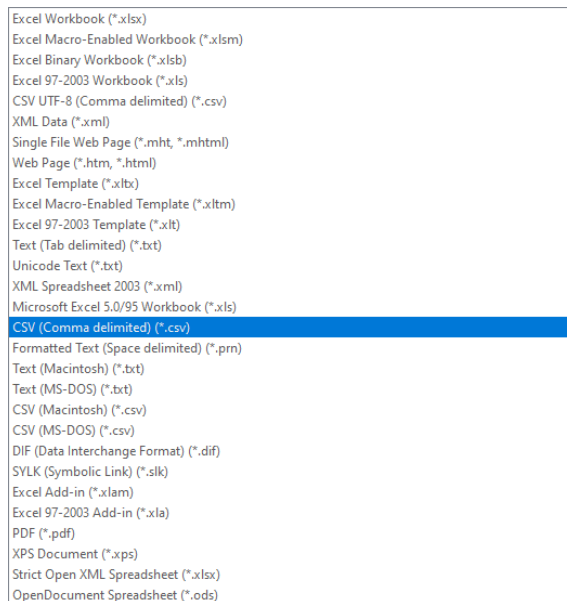
2.1 Incorrect Headers

Check that the column headers in your file all match exactly to the headers found in the DLP template, 'Copy & Paste' will ensue that there are no differences.

2.2 Incorrect file format

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

If you are still encountering problems with your submission, require further assistance or have any questions please contact us at agem.adultsocialcare@nhs.net