

Adult Social Care Client Level Data

Local Authority DLP registration 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.

Purpose of Document

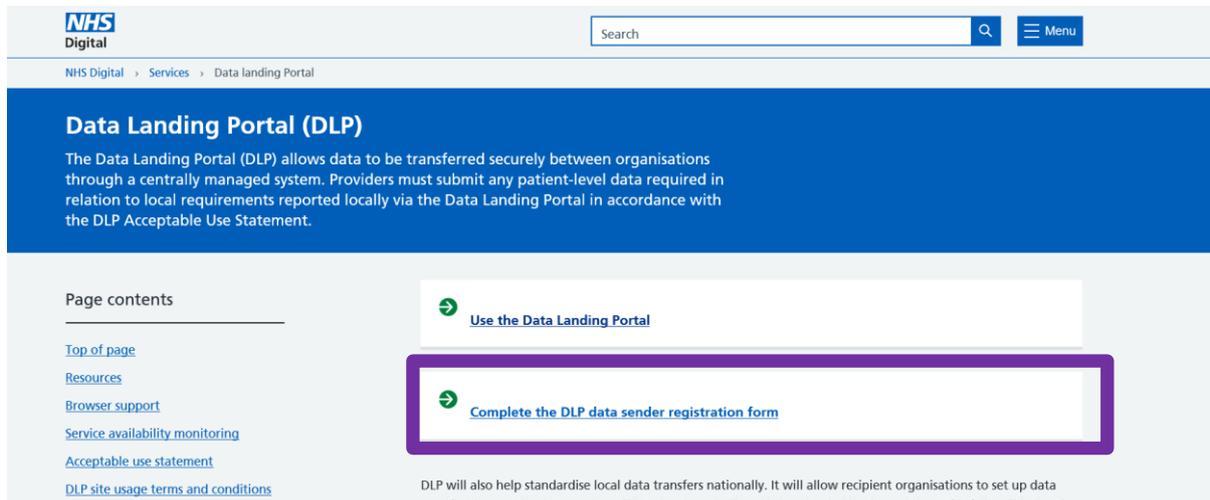
To provide step by step instructions on how to complete the DLP account registration form.

Sections highlighted with  show where your input is required with the required text.

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 are wanting to submit data and require a DPN issuing.

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'.

DLP Data Sender Registration Form

Please return the completed form to ssd.nationalservice@nhs.net

1 Organisation Details

Organisation Name

Organisation (ODS) Code (Mandatory)

Is your organisation on the HSCN* network?*

* Formerly named N3
** If your organisation does not have access to the HSCN network, please confirm if you will be getting access when you submit this form.

[Please click here to access the ODS portal if you are unsure of your organisations ODS code](#)

Leave this blank - LA's will use NHS Identity to access DLP

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 always 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

1.5 Account Creation

Following submission of the form you will receive an email from NHS Identity services asking you to create your own account/access for DLP. This is usually sent within a week but can take up to 28 days – **watch out for the email!** You will need to follow the link (highlighted below) that is in the email you receive:

This means you can now register for an NHS Identity on this website:

<https://idm.nhsidentity.spineservices.nhs.uk/#register/>

If there are other users within your organisation who need to use DLP, please get them to register for an NHS Identity as well using the same link.

Please see the attached IF-DLP Sender Quick Intro Guide.

Once you have registered for an NHS Identity and had it authenticated by your DSCRO, you will be able to access DLP by going to <https://dsp-portal.digital.nhs.uk/>

Logging into DLP for NHS Identity users

If you use an NHS Identity and internet connection to access DLP, you can access DLP by following these steps:

1. **Click** on the following **URL** (or copy and paste it into your browser's address bar): <https://dsp-portal.digital.nhs.uk>

This will redirect you to the NHS Identity authentication screen.

2. **Enter** e-mail address and click **continue**.

You will receive an e-mail from NHS Identity containing a 6-digit, One-Time Passcode (OTP). Your browser will take you to the screen where this can be used.

3. **Enter** OTP and click **continue**.

4. **Select** the required **role** from the dropdown list and click **select role**.