

DLP & Data submissions Frequently Asked Questions

The Adult Social Care Client Level Data (ASC CLD) has a dedicated webpage, found [HERE](#), which contains information supporting local authorities with the onboarding and data submission process, IG requirements & information alongside other key artefacts.

This document provides links, information and resources for some of the areas where issues and questions commonly arise.

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Data Landing Portal (DLP) & Submissions

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.

For guidance on registering for an account/signing up and submission instructions please read 'ASC Local Authority DLP Registration & data submission guide' found [HERE](#)

To access the DLP use this link <https://dsp-portal.digital.nhs.uk/>

Q1. How long does it take for a Data Landing Portal (DLP) account to be created by NHS Digital?

A1. The SLA (turnaround time) is 30 days for a new account to be created for a Council.

Q2. I am unable to access the Data Landing Portal despite requesting access and activating my account

A2. Step 1 Firstly check that you are using this link <https://dsp-portal.digital.nhs.uk/> with either Edge or Chrome Extension as the web browser. You may need to contact your local ICT team if these browsers are not supported or restricted by firewalls

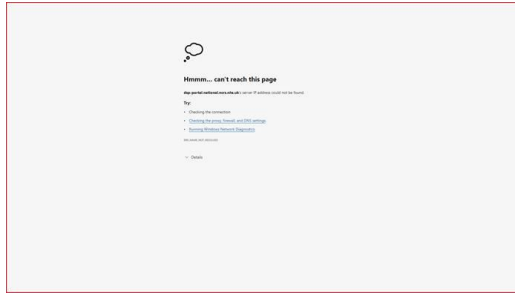
Step 2 Check that you have fully registered and activated your NHS identity account via

<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.)

Step 3 Still unable to access the DLP page and getting these error messages:



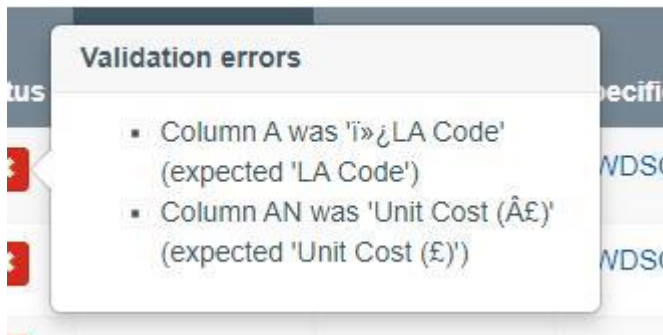


This is likely a local issue with the DNS. Please contact your local IT Support first and to ensure that the below HTTPS IP addresses port 443 provided below are allowed:

- 155.231.8.13
- 155.231.8.79
- 155.231.63.89-93
- 155.231.63.121-125

Step 4 If steps 1 to 3 have not resolved the issues with DLP access then please contact agem.adultsocialcare@nhs.net for further support.

Q3. I am getting the following validations error when I upload my data to the DLP. What is the problem?



A3. Check that the column headers in your file all match exactly to the headers found in the DLP template (found [Here](#) in the 'Data Landing Portal' section). 'Copy & Paste' of Row 1 will ensure that there are no differences.

Ensure the file is saved as a new .csv (Comma delimited) copy (see screen shot below), then attempt to upload the file to DLP again.

Excel Workbook (*.xlsx)
Excel Macro-Enabled Workbook (*.xlsm)
Excel Binary Workbook (*.xlsb)
Excel 97-2003 Workbook (*.xls)
CSV UTF-8 (Comma delimited) (*.csv)
XML Data (*.xml)
Single File Web Page (*.mht, *.mhtml)
Web Page (*.htm, *.html)
Excel Template (*.xltx)
Excel Macro-Enabled Template (*.xltm)
Excel 97-2003 Template (*.xlt)
Text (Tab delimited) (*.txt)
Unicode Text (*.txt)
XML Spreadsheet 2003 (*.xml)
Microsoft Excel 5.0/95 Workbook (*.xls)
CSV (Comma delimited) (*.csv)
Formatted Text (Space delimited) (*.prn)
Text (Macintosh) (*.txt)
Text (MS-DOS) (*.txt)
CSV (Macintosh) (*.csv)
CSV (MS-DOS) (*.csv)
DIF (Data Interchange Format) (*.dif)
SYLK (Symbolic Link) (*.slk)
Excel Add-in (*.xlam)
Excel 97-2003 Add-in (*.xla)
PDF (*.pdf)
XPS Document (*.xps)
Strict Open XML Spreadsheet (*.xlsx)
OpenDocument Spreadsheet (*.ods)

If the upload still fails, please contact agem.adultsocialcare@nhs.net for further assistance

Q4. How do new/other members of the team get a DLP account?

A4. Once one person from your council is registered with the DLP any further users can use this link to request their own DLP access account <https://idm.nhsidentity.spineservices.nhs.uk/#register/>

Q5. Is it possible to automate the process of uploading my submissions to the Data Landing Portal?

A5. Yes, there is functionality available to automate submissions through the DLP. This is done via MESH. You can access a MESH guidance document via this link <https://digital.nhs.uk/services/data-landing-portal>.

You can either use a HSCN connection or there is an option to connect via the public internet, mentioned here <https://digital.nhs.uk/services/message-exchange-for-social-care-and-health-mesh#why-use-mesh>

Any queries regarding MESH or HSCN connections will need to be directed to the National Service Desk (NSD) at ssd.nationalservicedesk@nhs.net