

Adult Social Care Client Level Data

Local Authority DLP user account creation 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 ICB.

Purpose of Document

To provide instruction for new users to create their own account access to the DLP so they can upload and submit ASC CLD files.

Where any issues are encountered contact agem.adultsocialcare@nhs.net in the first instance

1 Account creation

Click on this link

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

and complete the registration form. You will need to know your Council code/ODS code.

2 DLP Access

Once the registration form is submitted you will need to wait 2 to 3 working days and then click on this link

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

where you will be asked to enter the email address you have registered with

Then, click **Continue**

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

Enter the OTP and click **Continue**

Select the requires role from the dropdown list and click **select role**

You are now ready/able to submit your ASC CLD submission.