

Additional Workforce / COVID Vaccination questions

New Workforce / Covid Vaccination questions are now available for completion within the COVID 19 Update Daily Section of the Capacity Tracker. The questions have been reordered to make it easier for the user to complete.

- From the **Main Menu** screen, click on



- Click the COVID-19 Update (Daily)

Provider	Surveys	Care Quality
Cranberry Home Care (NN11NN)Edit	COVID-19 Update (Daily)	Care Quality

- Complete or refresh all of the following questions

Service Users

How many people are using your service today?

At the moment, how many people using your service have a confirmed diagnosis of coronavirus?

At the moment, how many people using your service have a suspected case of coronavirus?

Workforce / COVID Vaccinations

How many staff in your organisation have face-to-face contact with the people you support?
Include managers and supervisors who also meet this criteria. Also include staff who may currently be on sick leave, who are self-isolating, or absent for any other reason. Do not include staff who do not have face-to-face contact with the people you support. You could specify "older people" and refer to "clinically extremely vulnerable", etc.

How many staff who deliver care to people are not working because of coronavirus?
Includes staff who are self-isolating or have care commitments

Number known to have received a copy of the letter issued by your local authority offering them a coronavirus vaccination.
In the case of homecare this letter should have gone from the authority to the employer for distribution to their workforce.

Number known to have had first dose of the vaccine +

Number known NOT to have had first dose of the vaccine +

Number where vaccination status of first dose of the vaccine is not yet known or undisclosed

Total 8/8

The total of these three fields must = the field above i.e. 8/8

Additional Support

What is your current stock of personal protective equipment (PPE)?

We have enough PPE to last more than a week

We have enough PPE to last between 3 days and a week

We have enough PPE to last 2 days or less

Can you provide any extra care hours?

Yes No

How many extra care hours do you think you can provide per week?

If your organisation is experiencing any other coronavirus related issues please use this space to tell us (eg: needs you cannot meet, shortages, etc.)

- When you have finished remember to click the green 'Save details' button.



- Scroll to the top of the screen

If completed successfully you will see a green box and a date stamp which displays your name and the date and time of submission.



If there are any errors on the page you will be presented with a message similar to the one below. Scroll down to amend as required.

Unable to save changes due to the errors on the page. Please correct the fields highlighted to allow your information to be saved.

- Number of staff received vaccination invitation letter is required
- Staff vaccinated is required
- Staff not vaccinated is required
- Staff vaccination status unknown is required

- Additional Support

In relation to the offer of a COVID-19 vaccination – If a provider has not yet been contacted by their Local Authority, is unable to make contact with them or simply needs help in doing so, please contact covidvaccineasc@dhsc.gov.uk providing your name, contact details and the local authority in which you are based.