

# Capacity Tracker

London Region Business Continuity Changes  
– August 2020

This document explains what care homes need to do to complete the Capacity Tracker following the recent changes.

Please note – the additional London MIT questions are shown by:

# Update

- Questions from the Market Insight Tool (MIT) have now gone live in the Capacity Tracker.
- You **do not need** to complete MIT, as the information from Capacity Tracker will feed directly into MIT.
- Capacity Tracker still needs to be completed **daily**.
- Additional adult social care fund questions (slide 10) need to be completed **weekly**.

Each day, click on:

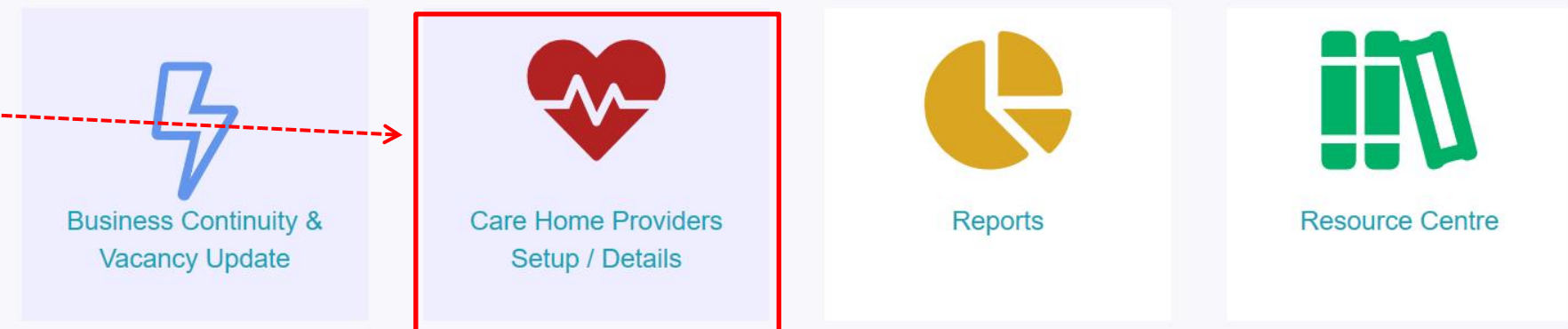


Please complete all Business Continuity and Vacancy information. Each week, please update ASC fund questions. The slides below show the new MIT questions in red boxes and how to complete them.

Remember  
to

✓ Save Details

Home **Main Menu**



Business Continuity & Vacancy Update

**Care Home Providers Setup / Details**

Reports

Resource Centre

**Step 1**

On the home screen, click on the second tile. It will be in the shape of a *heart*.

**Step 2**

On the following screen, click on '*Business Continuity*'

Home **Care Homes** Manage your care homes

Parent Organisation:  Ownership Type:

NHS Region:

[Reset filters](#)

Show  entries Search:

Care Home	Business Continuity	Services	Room Costs	Total Capacity	Vacancies	Contracts
	<b>Business Continuity</b>	Services offered	Room costs	Total capacity	Vacancies	Contracts

Showing 1 to 1 of 1 entries

**Step 3**

Complete all the MIT questions on the page – see the slides below

**MAKE SURE YOU CLICK 'SAVE DETAILS' AT THE BOTTOM OF THE MIT SCREEN**

# MIT Questions

Additional MIT questions are highlighted in red boxes

Home Find Providers Accounts Reports Video Call Admin Help gillianhardy@nhs.net (Logout)

## Business Continuity

Provider details | Business continuity | Care quality | Edit services | Edit costs | Edit total capacity | Edit vacancies | Edit contracts

**Jump To**

- Current Status
- COVID-19 Recovery
- Outbreak History
- Workforce
- Availability of PPE
- Visiting
- Support to Providers

**Current Status** Last Updated: 19 Jul 2020 12:52 by harry.jennerway@nhs.net

Admission Status: Open Partially Closed Closed

Reason for closure?: Other

Other reason for closure: asdfdsf dsfa

Overall Status: Green Amber Red

How many residents are self-funded?: 3

Home Find Providers Accounts Reports Video Call Admin Help gillianhardy@nhs.net (Logout)

## Business Continuity

Provider details | Business continuity | Care quality | Edit services | Edit costs | Edit total capacity | Edit vacancies | Edit contracts

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**Current Status** Last Updated: 19 Jul 2020 12:52 by harry.jennerway@nhs.net

Admission Status: Bed availability  
Staff availability  
Risk of infection to existing residents/staff  
Lack of Personal Protective Equipment

Reason for closure?: Other

Other reason for closure: asdfdsf dsfa

Overall Status: Green Amber Red

How many residents are self-funded?: 3

## MIT Questions

Additional MIT questions are highlighted in red boxes

### Jump To

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### COVID-19 Recovery

The information you enter below provides daily updates to Public Health England and where an outbreak is triggered a system generated email is sent to advise the appropriate Regional HPT. Updating the Capacity Tracker does not replace established PHE reporting processes.

#### Residents

Overall number of residents with COVID19 (suspected or confirmed) currently in the care home

5



Number of residents NEWLY SUSPECTED with COVID-19 today

1



Number of residents NEWLY CONFIRMED with COVID-19 today

1



Number of these residents that were admitted from outside the care home today

0



How many new admissions to hospital relates to Covid-19? Last 24 hours

1

How many COVID-19 negative residents have been admitted from hospital? Last 24 hours

0

Are residents tested for COVID-19?

Yes

No

Total COVID-19 Residents identified today originating in the care home

2

Days since last suspected/confirmed COVID-19 infection

0

#### Staff

Number of staff NEWLY SUSPECTED with COVID-19 today

2



Number of staff NEWLY CONFIRMED with COVID-19 today

1



Total COVID-19 Staff (Today) 3

Are staff tested for COVID-19?

Yes

No

An outbreak is defined as two or more cases of COVID-19, either clinically suspected or laboratory confirmed, in care home residents or staff with onset dates within 14 days of each other. An outbreak will be declared Closed if there are no further confirmed or suspected cases after 28 days.

Void or Inconclusive tests should be recorded as SUSPECTED for tracking purposes.

# MIT Questions

Additional MIT questions are highlighted in red boxes

## Business Continuity

[Provider details](#) | [Business continuity](#) | [Care quality](#) | [Edit services](#) | [Edit costs](#) | [Edit total capacity](#) | [Edit vacancies](#) | [Edit contracts](#)

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### Outbreak History

ID	Outbreak Start	Duration	Last Known Case	Staff Suspected	Staff Confirmed	Residents Suspected	Residents Confirmed	Status
1573	19/07/2020	0 days	19/07/2020	2	1	1	1	Ongoing

### Workforce

	Establishment (FTE)	Absence (FTE)	Additional FTE Required
Registered Nurses	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Care Providing Staff	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Non-Care Providing Staff	<input type="text" value="11"/>	<input type="text" value="0"/>	<input type="text" value="11"/>
Managers			<input type="text" value="3"/>
Cleaners			<input type="text" value="4"/>
Other			<input type="text" value="4"/>
Agency Staff Pre-COVID	<input type="text" value="0"/>	<input type="text" value="0"/>	

Workforce Status

Green ●

Amber ●

Red ●

## Jump To

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## MIT Questions

Additional MIT questions are highlighted in red boxes

Agency Staff Pre-COVID  Pre-COVID  Current

Workforce Status

Green

Amber

Red

## Availability of PPE (Personal Protective Equipment)

Guidance on the use of PPE can be found at [GOV.UK](#)

Disposable Plastic Aprons

Green

Amber

Red

Days stock remaining

Required per day

Eye/face Protection

Green

Amber

Red

Disposable Gloves

Green

Amber

Red

Fluid-Resistant Surgical Masks

Green

Amber

Red

Hand Sanitiser

Green

Amber

Red

Goggles

Face shields

Number of disposable face shields

If any of your key supply chain are affected by COVID-19 please provide details

Would you like to share any

## MIT Questions

Additional MIT questions are highlighted in red boxes

Make sure you click 'Save Details' at the bottom of the Business Continuity screen.

## Now go to Step

4

to 'Edit Vacancies' tab at the top of the screen - See next slide

### Visiting

Can friends and family visit residents on-site?

Yes

No

Can friends and family visit...

Outdoor communal spaces (gardens etc.)

Yes

No

Indoor communal entrance areas of the care home (entrance hall, lifts)

Yes

No

Communal social areas of the care home (lounge, dining areas)

Yes

No

Residents' bedrooms

Yes

No

Communal / visitor bathrooms

Yes

No

Are visitors required to use PPE?

Face masks

Yes

No

Eye/face protection

Yes

No

Gloves

Yes

No

Apron

Yes

No

Hand sanitiser

Yes

No

If visitors are required to record their name in the visitors log, how many visitors have you had in the last 24 hours? Please check the log

12

### Visiting

Can friends and family visit residents on-site?

Yes

No

✓ Save Details

✗ Cancel



## Edit Vacancies

Provider details | Business continuity | Care quality | Edit services | Edit costs | Edit total capacity | **Edit vacancies** | Edit contracts

**Care Home guidance:** To ensure that your Care Home vacancies are accurately reflected in the search facility used by discharge teams, it is important that you regularly update your current vacancies across each vacancy type.

### Step 4

Click on the 'Edit Vacancies' tab at the top of the screen to complete this information.

Vacancy Type	Current Vacancies / Max. Capacity	
Dementia Residential	<input type="text" value="0"/> / 0 total	
General Residential	<input type="text" value="6"/> / 38 total	<input checked="" type="checkbox"/> Is General Residential flexible?
Transitional	<input type="text" value="0"/> / 0 total	
<b>Total Available Vacancies</b>	<b>6</b>	
<b>CQC Stated Bed Capacity</b>	<b>38</b>	
<b>Last Updated</b>	<input type="text"/>	

### Step 5

Complete all the questions on the page.

**MAKE SURE YOU  
CLICK 'SAVE' AT THE  
BOTTOM OF THE  
SCREEN.**

## Adult Social Care Questions

The ASC questions linked to the funding received by homes are now on a different tab.

This information needs to be completed on every week.

Click on the 'Adult social care fund' tab at the top to fill in the questions.

## Business Continuity

Provider details | Business continuity | **Adult social care fund** | Care quality | Edit services | Edit costs | Edit total capacity | Edit vacancies | Edit contracts

### Focus 1: Infection Prevention and Control Measures

Are you able to create isolation beds, either through single occupancy rooms or cohorted areas?  Yes  No

Can you be confident that staff are not moving between locations, or between your location and other health or social care services?  Yes  No

Are you currently paying full wages to staff who are self isolating following a positive test?  Yes  No

### Focus 2: Testing

Have you registered on the government's testing portal?  Yes  No  Not able to register

Have you received COVID19 test kits for all residents and asymptomatic staff?  Yes  No

Have all residents discharged to your location from hospital been tested for COVID19 and are results of the tests shared promptly?  Yes  No  No discharges from hospital

### Focus 3: Personal Protective Equipment (PPE) and Clinical Equipment

Based on your answers to the existing questions on PPE stocks, do you have the PPE that you need to care safely for residents?  Yes  No

Are you able to access medical equipment that you need for COVID19?  Yes  No  Not currently needed

### Focus 4: Workforce Support

Where you need training in the use of PPE from clinical or PH teams, have you received it?  Yes  No  Not currently needed

Are you receiving training, where needed, on the use of key medical equipment that you need for COVID19?  Yes  No  Not currently needed

Do you have access to additional capacity including from locally coordinated returning healthcare professionals or volunteers?  Yes  No

### Focus 5: Clinical Support

Do you know who your identified Clinical Lead is?  Yes  No

Are you aware of, and able to access, primary and community health support, through the offer of mutual aid from the NHS, when needed?  Yes  No  Not currently needed

Ensure you click 'Save Details' at the bottom of the screen.