

Dear Colleagues

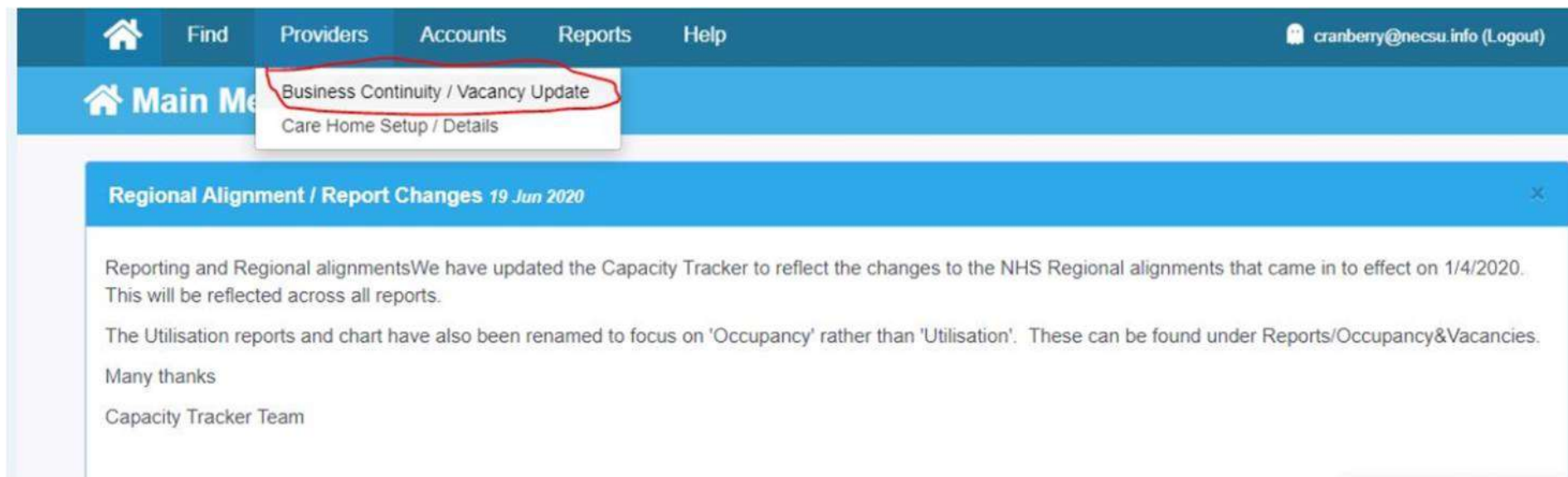
Thank you to all of you who are updating the capacity tracker on a regular basis. It is really important that **all** Care Homes update **every 24 hours** Monday to Friday (with the Monday update being done before 12.00 midday please). We are concerned that if not updating every 24 hours, you are putting your 2nd allocation of the Infection Control Funding for July at risk. So please do update every 24 hours.

We've had a few queries back from Care Homes where you think you are already updating every 24 hours, but this is not appearing on the reports we run for Central Govt. The reason your update is not appearing is that with some further investigation, it looks like you are not updating both parts e.g. **business continuity and vacancy update**.

Please see below screenshots which hopefully will help you to see which parts you need to update, and highlight that you do need to be clicking on the 'Save' button at the end.

So to update:

- Firstly click on Providers;
- then select Business Continuity/Vacancy Update.



The screenshot shows a web application interface. At the top, there is a dark blue navigation bar with icons for Home, Find, Providers, Accounts, Reports, and Help. The user is logged in as 'cranberry@necsu.info (Logout)'. Below the navigation bar, there is a light blue header area with a 'Main Menu' icon and a dropdown menu. The dropdown menu is open, showing two options: 'Business Continuity / Vacancy Update' (highlighted with a red circle) and 'Care Home Setup / Details'. Below the header, there is a notification panel titled 'Regional Alignment / Report Changes 19 Jun 2020'. The notification text reads: 'Reporting and Regional alignments We have updated the Capacity Tracker to reflect the changes to the NHS Regional alignments that came in to effect on 1/4/2020. This will be reflected across all reports. The Utilisation reports and chart have also been renamed to focus on 'Occupancy' rather than 'Utilisation'. These can be found under Reports/Occupancy&Vacancies. Many thanks Capacity Tracker Team'.

If you need to make any changes to your current Care Homes status you can do so here.

If you have no changes to your current status you can click the “**Jump to bottom**” button and this will take you to the **save** button part.

Cranberry Care Home Cranberry Care Services

↓ Jump to bottom

Vacancy Status

Vacancy Type	Weekly Price	Total Capacity	Vacancies	Open/Closed ⓘ
Dementia Nursing	£ 550	1	0	<input type="checkbox"/> Open
General Nursing	£ 500	39	5	<input type="checkbox"/> Open

Click the **save all** button and this will update your current care home position.

Find Providers Accounts Reports Help

⚡ Business Continuity & Vacancy Update (Bulk)

returning healthcare professionals or volunteers:

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 when needed? Yes No

✓ Save all

Page 1 of 1