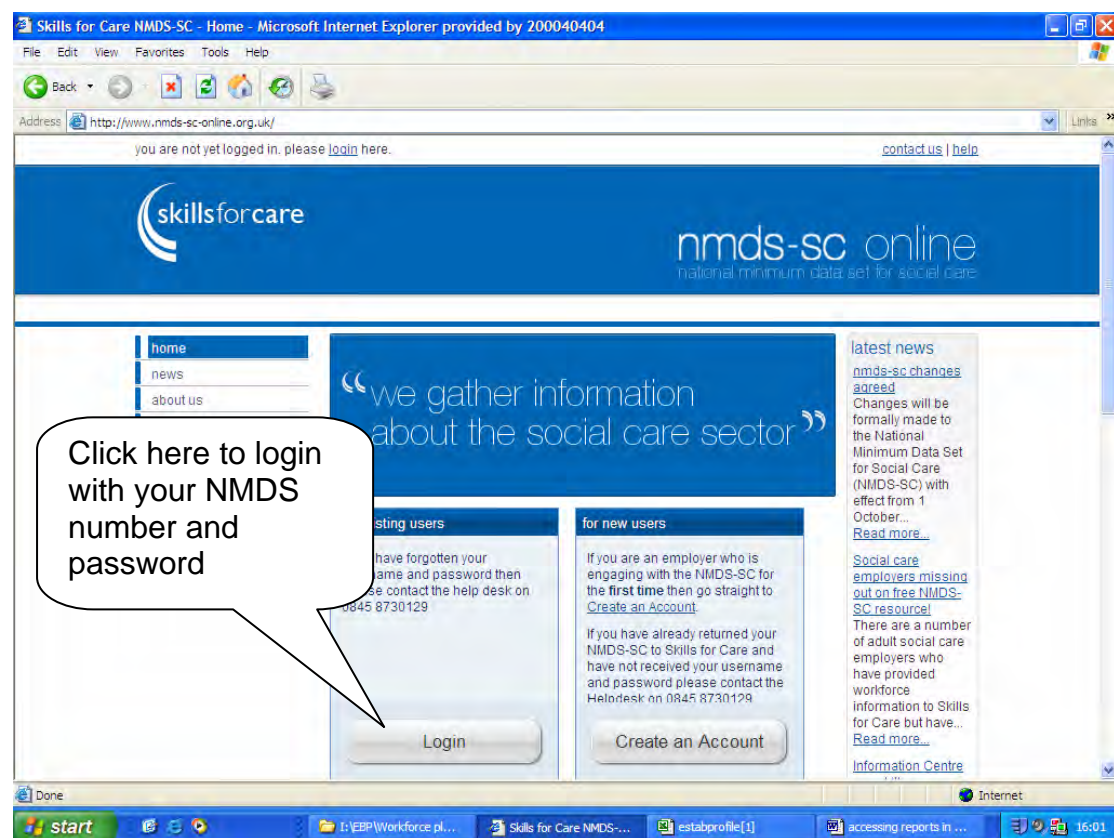# Accessing your Establishment Reports in NMDS

The National Minimum Data Set for Social Care (NMDS-SC) is not just another form to fill in. If used properly, it provides you with precise statistical information which gives a solid base to your workforce planning and company budgets.

NMDS can:

- ❖ Calculate your rates of staff turnover and vacancies
- ❖ Compare your organisation against regional averages
- ❖ Break down as well as give overviews on your workforce data in a range of formats to make it flexible to use
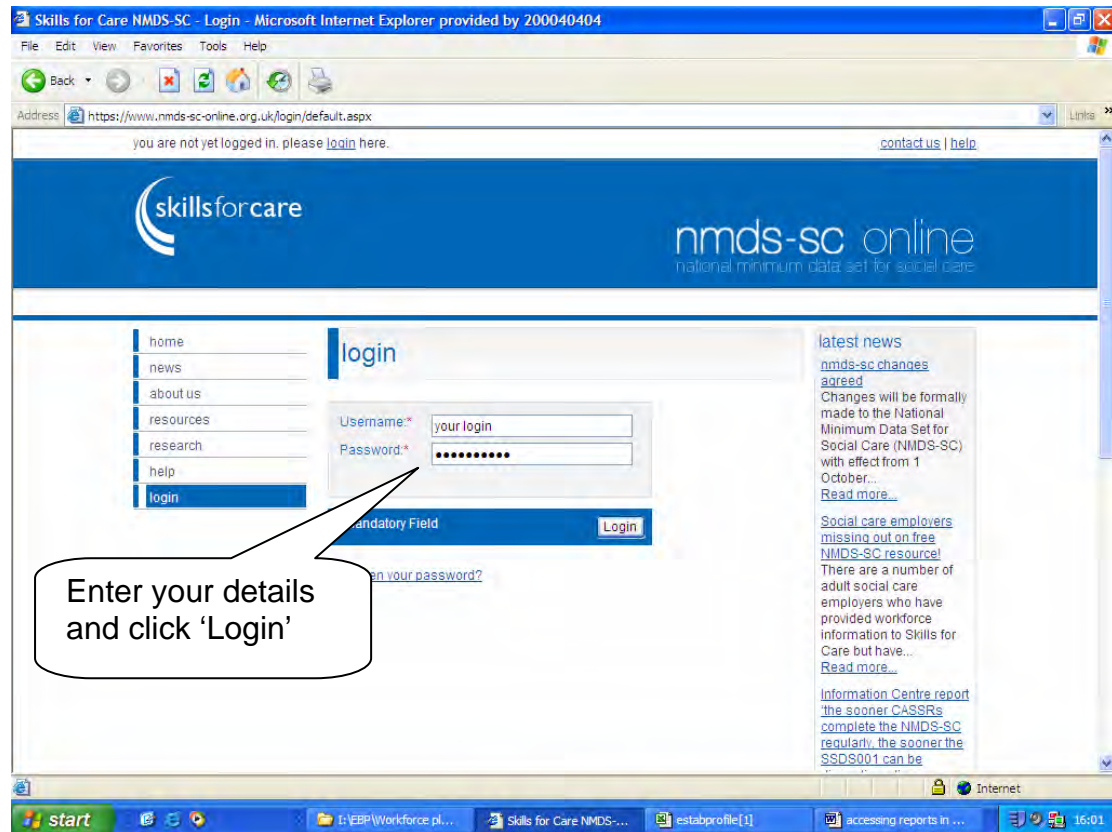
To access your reports and begin benefiting from your own data, follow the instructions below.

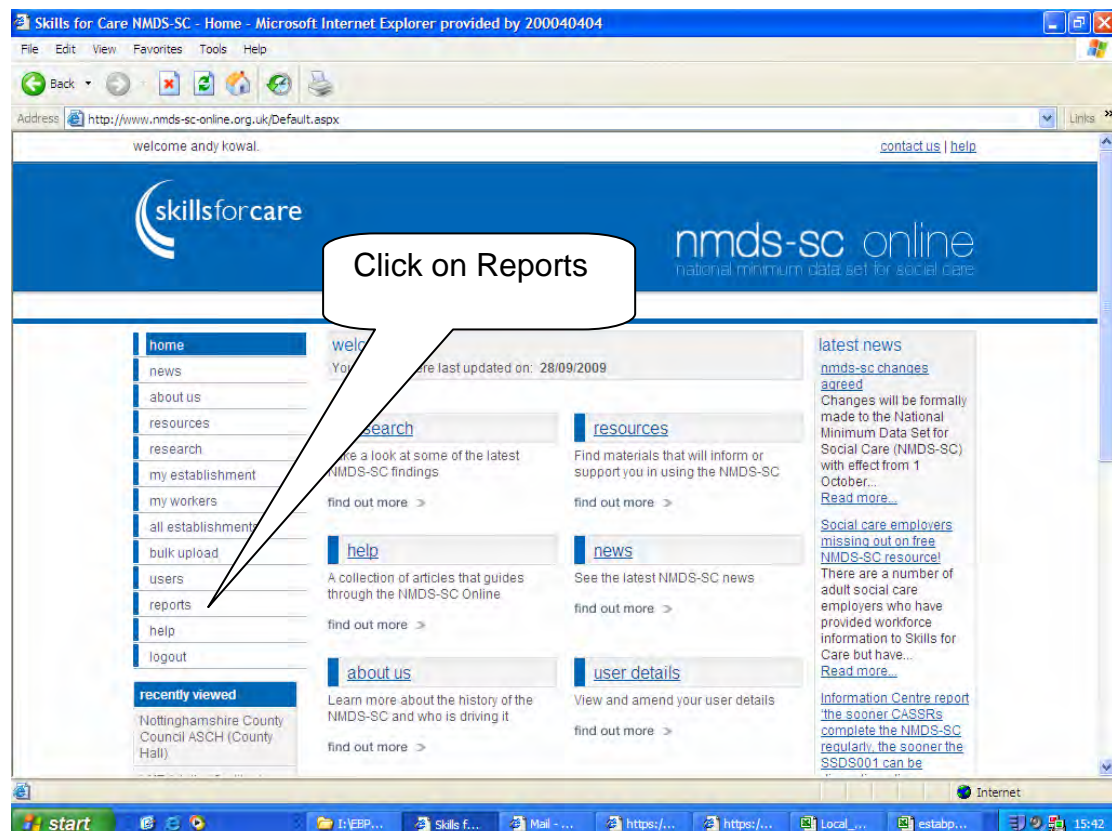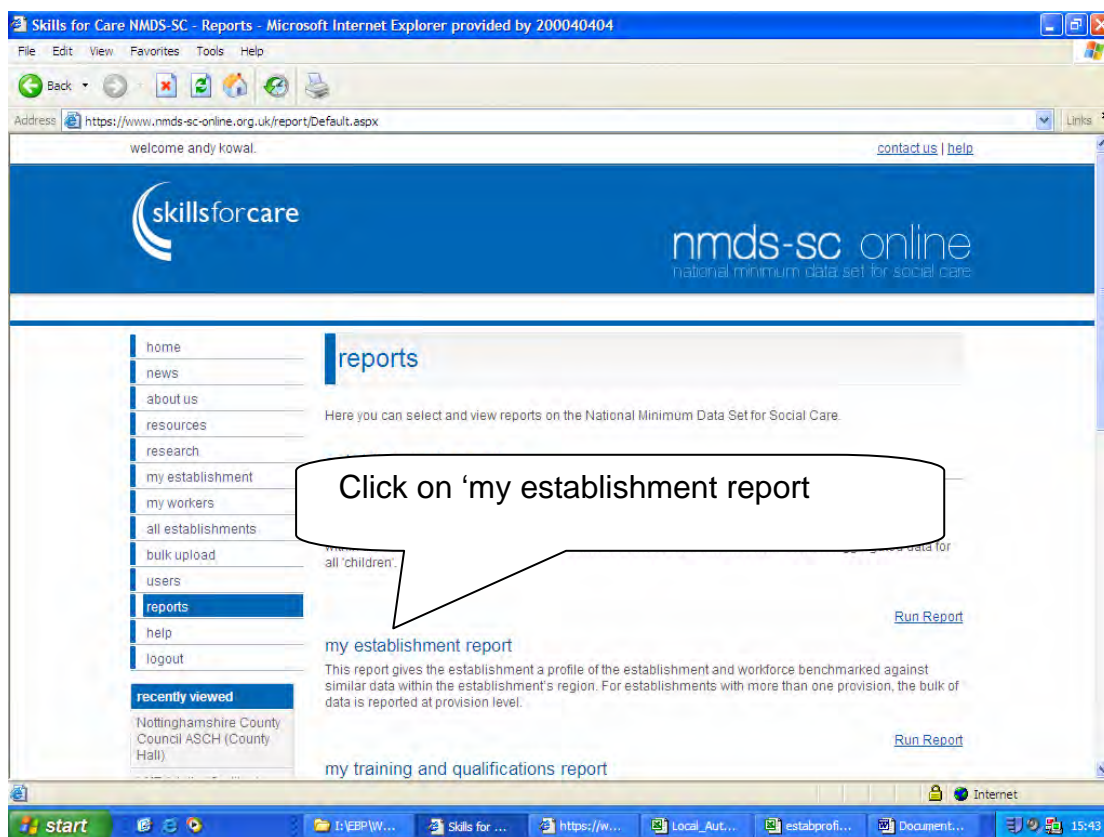1. Go to the NMDS website - www.nmds-sc-online.org.uk

2. Login with your own establishment details. You will have received this when you first registered your organisation. If you don't know your login details, contact Andy Kowal on 0115 977 4618 or email andrew.kowal@nottscc.gov.uk
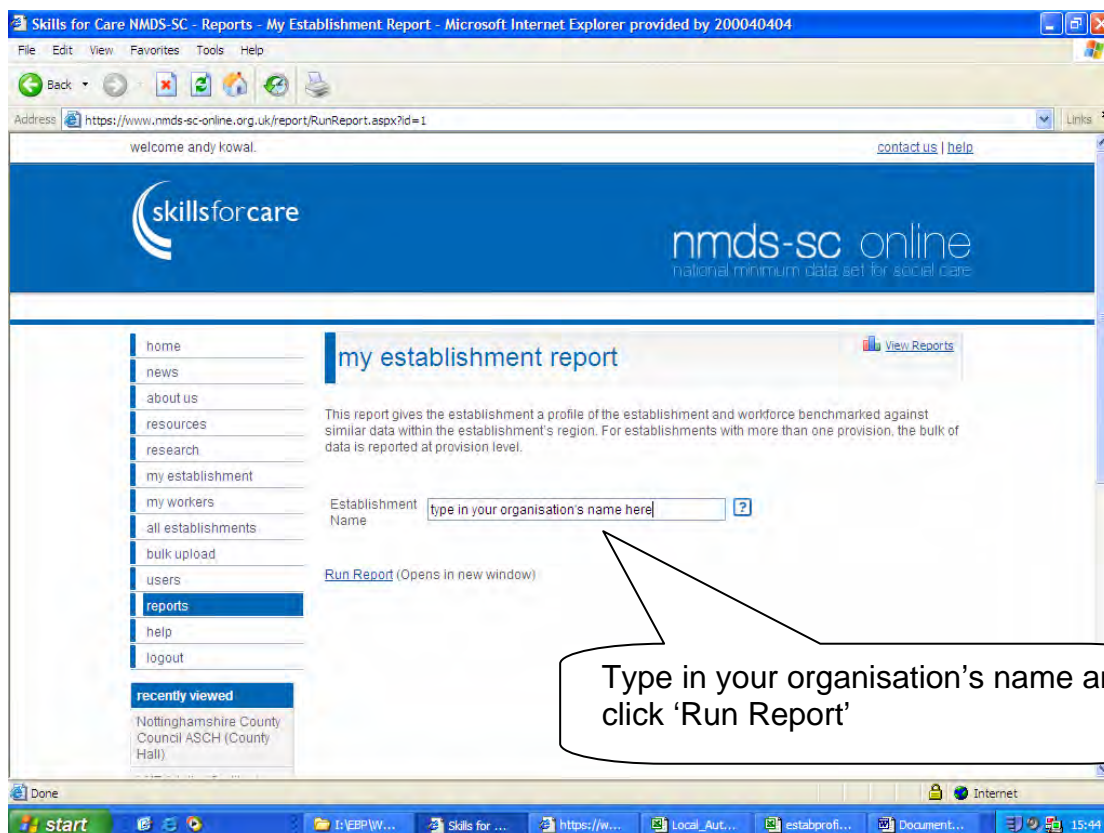

3. To access your reports, go to the left hand column and click on Reports.

4. Once in Reports, you have a number of options. To get an overview of your reports, you can click on 'my establishment report'.
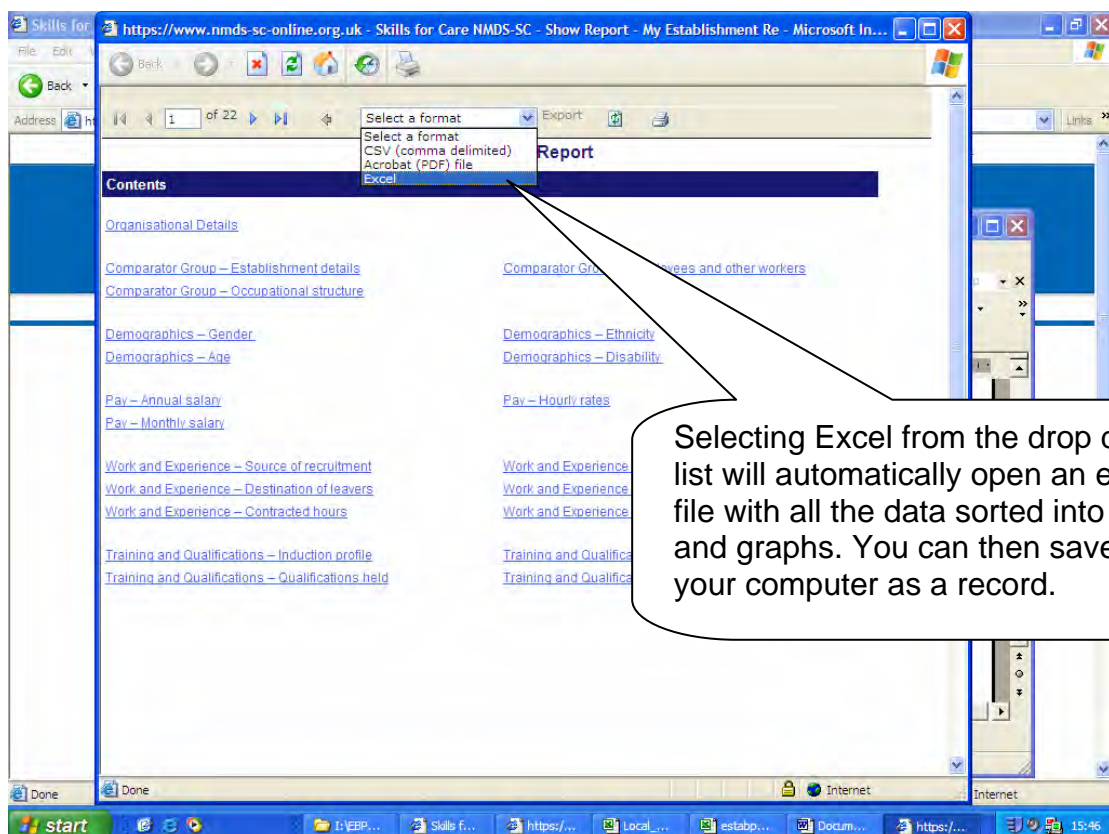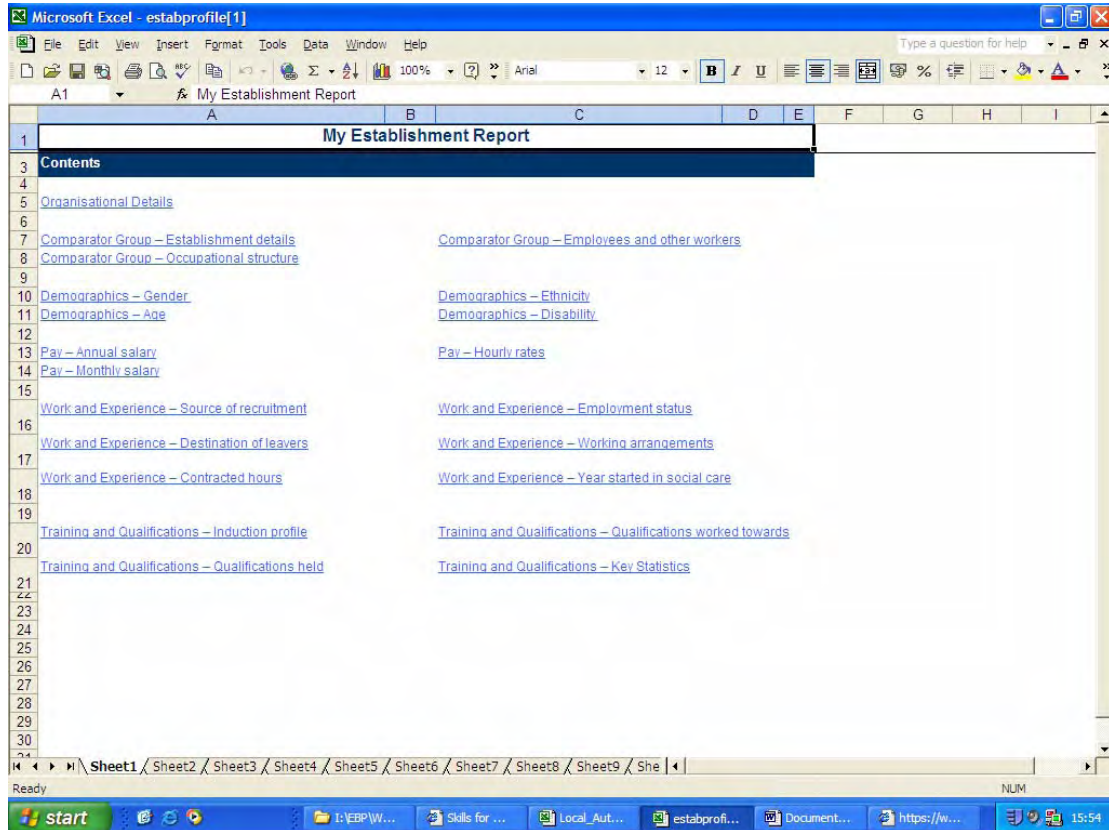

5.

6. A new window will open showing all the potential reports you can run. Click on each title to look at your analysis.

7. You can access your reports online or download them in other formats such as Excel.

Selecting Excel from the drop down list will automatically open an excel file with all the data sorted into tables and graphs. You can then save this to your computer as a record.

Below is an example of the Excel spreadsheet you will open up. Click on the tabs at the bottom of the page (sheet 1, sheet 2, etc) to view your different reports, or click on each underlined heading.

Example data table from NMDS