

Capacity Tracker Questions Explained

In this document the Covid-19 Support Team will be providing explanations on how to answer a range of questions you will find on the Capacity Tracker. If you have any further queries feel free to email the team Covid19SupportTeam@bradford.gov.uk

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Business Continuity

1) Covid Vaccinations

Dose 1 & 2											
Residents				Staff				Agency/Bank			
Received (Dose 1)	Received (Dose 2)	NOT Received	Not yet known	Received (Dose 1)	Received (Dose 2)	NOT Received	Not yet known	Received (Dose 1)	Received (Dose 2)	NOT Received	Not yet known
2678	2185	132	44	3522	2577	831	146	85	39	45	14
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As Capacity Tracker has recently begun recording second vaccinations it is probably worth clarifying what you need to input and where.

There are three groups you need to complete this for, Residents, Permanent Staff, and Agency/Bank Staff.

If someone has had both vaccinations, they need to be recorded as having had both their first and second doses.

If you don't know if someone hasn't had their vaccine it is worthwhile asking them as having more accurate data helps us better support the community! Once you submit the data we are able to view it in the format displayed above.

2) Outbreak Monitoring

In this section we want to know as much as possible about active outbreaks. If your home enters an outbreak, which is when 2 or more cases of Covid-19 are detected in the home, you need to record the details in this section of Capacity Tracker. This includes items such as who has been affected and when the last case was.

When the outbreak ends don't forget to update this section to show you are no longer in an outbreak. There are currently a few care homes that state they are still in an active outbreak even though we know this not to be the case.

3) Status Summary Report

Local Authority	Vacancies	COVID Safe		Admission Status			CV-19 Infections	Overall Status	Workforce Status	PPE Aprons	PPE Eye Protection	PPE Gloves	PPE Masks	PPE Sanitiser
		Total	Vacancies	Open	Partially Closed	Closed								
City of Bradford Metropolitan District Council (102 / 119)	773	19	9	97	1	4	10							

This is the part of Capacity Tracker that we would really encourage you to update daily with information about used beds as well as your workforce and PPE status.

By updating daily, we can quickly identify any problems and support you as best as we possibly can.

4) Workforce Report

Local Authority	Workforce Status	Directly Employed									Agency/Bank		
		Registered Nurses			Care Providing Staff			Non Care Providing Staff			Registered Nurses	Care Providing Staff	Non Care Providing Staff
		Employed	Abs (Non-COVID)	Abs (COVID)	Employed	Abs (Non-COVID)	Abs (COVID)	Employed	Abs (Non-COVID)	Abs (COVID)	Employed	Employed	Employed
City of Bradford Metropolitan District Council	213	12	0	2791	294	17	856	53	1	22	89	11	
Total 100/114													

In this section you need to let us know how many nurses, care providing staff, non-care providing staff you directly employ and have from agency/bank staff at any given time.

Home Care Survey Report

This section is only for Home Care providers. The data gathered includes PPE supply status, number of staff and vaccination progress.

Ideally this should be updated every day or whenever something changes.

Local Authority	Service Users	COVID (Confirmed)	COVID (Suspected)	Total Staff	Staff Absent (COVID)	PPE	Extra Hours?	Extra Hours (#)	Staff Vaccinations - Dose 1			Staff Vaccinations - Dose 2
									Received	NOT Received	Not yet known	Received
City of Bradford Metropolitan District Council (40 / 89)	2041	0	1	2035	6			1957	1561	406	68	1159

IPC Funding Questions

This is the most extensive and perhaps ambiguous section of Capacity Tracker. We will attempt to explain the meaning behind each question below.

1) Can you create isolation beds, either through single occupancy rooms or cohorted areas?

An isolation bed is somewhere a resident can reside if they need to be isolated from other people in the home, for example if they are on the shielded list or they have tested positive for Covid-19. To answer this question, you just need to confirm whether or not your home can accommodate this.

2) Can you confirm whether any staff working at your location are also not working in another health or social care setting over the same period?

Ideally staff will not be working in multiple settings but this question just needs you to confirm whether or not this is the case.

3) Have all directly employed staff self-isolating been paid normal wages?

The purpose of this question is to find out your homes policy for paying staff when self-isolating. You will need to confirm if they receive full wages, statutory sick pay or something between the two.

4) Have you been operating measures to limit the use of public transport by members of staff and stop car or taxi sharing?

Although limits are no longer in place for care or taxi sharing it is still necessary to limit the use of public transport by members of staff. For this question please let us know if you have any measures in place.

5) How many directly employed staff have chosen to stay separately from their families in order to limit social interaction outside of work?

Only a number is required to answer this question. Include any staff member that is staying away from family to limit social interaction outside of work in the total.

6) How many staff are you providing accommodation for, either within the location or in another facility, such as a hotel?

This also just requires a number. Any staff member that you are providing accommodation for in any way should be included.

7) Can residents receive visitors? (Last 7 days)

If residents have been able to receive visitors in the last 7 days you should answer yes. Under the current guidelines we expect visitors to be allowed unless the home is in an outbreak.

8) Visiting – Outside Covid secure visiting space

Answer yes if you have an outdoor visiting space that is Covid secure

9) Visiting – Indoor Covid secure visiting space

Answer yes if you have an indoor visiting space that is Covid secure

10) Visiting – Indoor socially distanced visiting place

Answer yes if you have an indoor visiting space where people can socially distance

11) Visiting – Indoor visiting with testing

Answer yes if you can facilitate indoor visiting with testing

12) Issues/Challenges with visiting?

Please use this question to let us know what issues you have when visiting, or issues that are preventing you from visiting such as testing, guidance etc.

13) How many staff were tested as part of location testing? (Last 7 days)

Please input the number of staff that have been tested on site in the last 7 days.

14) How many staff were not tested as part of location testing? (Last 7 days)

Please input the number of directly employed staff that have not been tested on site in the last 7 days.

15) How many staff were ineligible for testing due to Covid-19 diagnosis? (Last 7 days)

Of your staff that weren't tested, input how many were ineligible due to a Covid-19 diagnosis in the last 90 days.

16) Were staff members paid their full wages (and associated costs) to be tested?

If your staff members are paid full wages and all associated costs to be tested, then please answer yes. If they are paid anything less please answer no.

17) How many visitor tests are taken on-site? (as opposed to presenting proof of a test taken via other means such as self-test at home, or via an asymptomatic testing site)

This question just requires you to give an estimate of how many visitors are tested on site rather than showing evidence of a test taken beforehand.

18) Are you able to access medical equipment that you need for Covid?

If you have been able to access all the medical equipment you need for Covid such as pulse oximeter, blood pressure machine etc. then answer yes. If you have not been able to access what you need then answer no.

19) Have all staff received up-to-date IPC training?

Please answer yes if all of your staff members have received up-to-date IPC training.

20) Do you require IPC training from the mutual aid offer accessed by your CCG?

21) Have staff received Covid-19 specific IPC training?

If you staff have received IPC training that is specifically geared towards Covid-19 then please answer yes.

22) Have staff received regular Covid-19 IPC updates in terms of health and safety at work?

If staff have received regular IPC updates related to Covid-19 about health and safety at work, then please answer yes.

23) Do you know who your identified Clinical Lead is?

A clinical lead is a named person within your local GP practice, for example a Dr. This might be the Dr who visits your home to conduct the weekly home round. If you are aware of yours then please answer yes.

24) Are arrangements in place for a weekly home round or check in between your location and your local primary care/ community health services clinical team?

If you have a weekly 'home round' (ward round) with someone from your primary health care service, this may be the Dr or an Advanced Nurse Practitioner from the GP practice you are aligned to. This might be an actual visit or a virtual meeting.

25) If your location used agency staff, what measures are in place to stop them moving between care settings for work? (Last month)

Let us know what measures, if any, you have in place to limit agency staff moving between settings such as block booking, guaranteed hours etc.