

25 October 2021

Guidance on updating Care Home Staff /Agency COVID Medical exemption and COVID Vaccinations received abroad information

Care Homes are asked to answer the new questions shown below relating to Staff/Agency that have been added to the **Vaccinations** section of the **Cost, Vacancies and Business Continuity** page.

- Number of staff SELF-CERTIFYING as medically exempt
- Number of staff in receipt of NHS COVID PASS MEDICAL exemption
- Number of staff self-certifying as being fully VACCINATED ABROAD

IMPORTANT NOTE: For care home staff/agency vaccinated abroad

COVID vaccination Information for Care Home Staff/Agency should now only be entered for those that have received a full COVID vaccination course e.g., Janssen vaccination just 1 dose = full vaccination course, Pfizer vaccination 2 Doses = full vaccination course etc.

Those Care Home Staff/Agency vaccinated abroad, who were previously recorded in Capacity Tracker within COVID First and Second Dose information should now be removed from these figures and either captured as point 1 below or excluded as point 2 and referred onwards for further advice.

1. Received a full COVID vaccination course should be recorded in the new question field Number of staff self-certifying as being fully VACCINATED ABROAD.
2. Not received a full COVID vaccination course should not be included in Capacity Tracker COVID vaccination figures. Staff are asked to contact DHSC for further advice via capacitytracker-guidance@dhsc.gov.uk

The vaccination Section should be completed to reflect the new fields added and the guidance above. Those familiar with the Capacity Tracker system will observe revised wording to existing questions and layout within the vaccination section. The aim of these changes is to improve the flow, understanding and ease of updating the questions and reflect previous provider feedback.

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Vaccinations

COVID Vaccinations [COVID Vaccination Exemption Guidance](#)

Link to DHSC for temporary medical exemptions for Covid 19 Vaccination for people working or deployed in Care Homes

Number of staff SELF-CERTIFYING as medically exempt	<input type="text" value="0"/>	<input type="text" value="2"/>	
	Directly Employed Staff	Agency/Bank	
Number of staff in receipt of NHS COVID PASS MEDICAL exemption	<input type="text" value="0"/>	<input type="text" value="2"/>	
	Directly Employed Staff	Agency/Bank	
Number known to have had the FIRST DOSE of the COVID Vaccination in the UK	<input type="text" value="9"/>	<input type="text" value="30"/>	<input type="text" value="20"/>
	Residents	Directly Employed Staff	Agency/Bank
Number known to have had the SECOND DOSE of the COVID Vaccination in the UK	<input type="text" value="6"/>	<input type="text" value="30"/>	<input type="text" value="20"/>
	Residents	Directly Employed Staff	Agency/Bank
Number of staff self-certifying as being fully VACCINATED ABROAD. (Those who are partially vaccinated must not be recorded and guidance must be sought by emailing capacitytracker-guidance@dhsc.gov.uk)	<input type="text" value="30"/>	<input type="text" value="2"/>	
	Directly Employed Staff	Agency/Bank	
Number known to have had the COVID vaccination BOOSTER in the UK	<input type="text" value="4"/>	<input type="text" value="30"/>	<input type="text" value="3"/>
	Residents	Directly Employed Staff	Agency/Bank

See table on next page for further guidance on how to update this section

Question	Residents - Hover Text	Directly Employed Staff - Hover Text	Agency Bank - Hover Text
Number of staff SELF-CERTIFYING as medically exempt	N/A	Number entered cannot exceed the TOTAL number of Directly Employed Staff entered in the Workforce Section MINUS those in receipt of the NHS COVID PASS medical exemption (<i>please note, staff will not be able to Self-certify beyond 24/12 in line with current guidance</i>)	Number entered cannot exceed the TOTAL number of Agency/Bank Staff entered in the Workforce Section MINUS those in receipt of the NHS COVID PASS medical exemption (<i>please note, Agency/Bank staff will not be able to Self-certify beyond 24/12 in line with current guidance</i>)
Number of staff in receipt of NHS COVID PASS MEDICAL exemption	N/A	Number entered cannot exceed the TOTAL number of Directly Employed Staff entered in the Workforce Section MINUS those SELF-CERTIFYING as medically exempt	Number entered cannot exceed the TOTAL number of Agency/Bank Staff entered in the Workforce Section MINUS those SELF-CERTIFYING as medically exempt
Number known to have had the FIRST DOSE of the Covid Vaccination in the UK	Number entered cannot exceed the Total Number of Residents in the location today	Number entered cannot exceed the TOTAL number of Directly Employed Staff entered in the Workforce Section MINUS those who are SELF-CERTIFYING as medically exempt AND any Staff in receipt of the NHS COVID PASS medical exemption, <i>e.g. if the setting has 100 directly employed staff and 25 are either self-certifying as medically exempt and/or in receipt of NHS COVID PASS medical exemption the maximum number that can be entered is 75</i>	Number entered cannot exceed the TOTAL number of Agency/Bank staff entered in the Workforce Section MINUS those who are SELF-CERTIFYING as medically exempt AND any Staff in receipt of the NHS COVID PASS medical exemption <i>e.g. if the setting has 10 Agency/Bank staff and 5 are either self-certifying as medically exempt and/or in receipt of NHS COVID PASS medical exemption the maximum number that can be entered is 5</i>
Number known to have had the SECOND DOSE of the Covid Vaccination in the UK	Number entered cannot exceed the number of residents who have received the FIRST DOSE of the Covid Vaccination	Number entered cannot exceed the number of Directly Employed staff who have received the FIRST DOSE of the Covid Vaccination	Number entered cannot exceed the number of Agency/Bank staff who have received the FIRST DOSE of the Covid Vaccination
Number of staff self-certifying as being fully VACCINATED ABROAD <i>(Those who are partially vaccinated must not be recorded and guidance must be sought by emailing capacitytracker-guidance@dhsc.gov.uk)</i>		Number entered cannot exceed the number of Directly Employed staff MINUS Medically exempt and those who have received the FIRST DOSE of the Covid Vaccination.	Number entered cannot exceed the number of Agency/Bank staff MINUS Medically exempt and those who have received the FIRST DOSE of the Covid Vaccination.
Number known to have had the COVID vaccination BOOSTER in the UK	Number entered cannot exceed the number of residents who have received the SECOND DOSE of the Covid Vaccination	Number entered cannot exceed the number of Directly Employed staff who have received the SECOND DOSE of the Covid Vaccination in the UK	Number entered cannot exceed the number of Agency/Bank staff who have received the SECOND DOSE of the Covid Vaccination in the UK

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Once you have updated/reviewed all your information within the Vaccinations section and the remaining areas of the Costs, Vacancies & Business Continuity page you should select the green **Save Page** button (or **Save Page, Go to Next Location** for those with multiple locations to update).

Please Note: Do not leave the screen until you have received a notification at the top right of screen advising **Updates Saved**. If this has not been displayed, it is likely that there is an issue with something that has been input. Scrolling to the top of the screen an error message will be displayed as follows with additional information advising on what needs correcting.

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

Once corrected repeat the steps followed previously to save the page until the **Updates Saved** notification is displayed.

Please Note: Residents COVID vaccination and all Flu vaccination information captured remains unchanged.

Flu/COVID Vaccinations Report

The screenshot shows the 'Flu/COVID Vaccinations: NHS Region' interface. It includes a top navigation bar with a 'Breakdown By' dropdown set to 'NHS Region'. On the left, there are filters for NHS Region, STP, CCG, LA Region, LRF, and Local Authority, along with a 'Last Updated' section with buttons for 'All Results', 'Last month', 'Last 14 days', 'Last 7 days', and 'Last 24 hrs'. On the right, there are filters for Brand, Organisation, Provider Type, CQC Regulated Activity/Specialism, CQC Service, Date, Data Type (with a 'Numbers' button), Designated Setting (Yes/No), Submission Received (Yes/No), and Locations (My View). A search bar is located at the bottom right.

Two callout boxes provide additional information:

- A green box on the left states: "New information captured is shown here in green boxes".
- A green box on the right states: "Data type is defaulted to numbers but can be toggled to change to percentage and an additional toggle button below it is displayed".

The main data table is titled 'All Providers' and is divided into three sections: 'Residents/Patients', 'Staff', and 'Agency/Bank'. Each section has columns for COVID 1, COVID 2, Booster, Flu, Medically Exempt (Self Certified), and Medically Exempt (NHS COVID Pass). The 'Staff' and 'Agency/Bank' sections also include columns for Vaccinated Abroad and Booster. The table shows data for a location, with some cells highlighted in green to indicate new information.

The Flu/COVID Vaccinations report has been updated to reflect the changes to information captured for Care Homes Staff/Agency vaccinations outlined within this guidance note.

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The **Data Type** field is defaulted to **Numbers** but when clicked on then changes to percentages. An additional toggle button is then displayed relating to **Medical Exemptions** allowing a user to **Include** or **Exclude** Staff/Agency medically exempted within the % displayed. Clicking on **Include** will toggle selection to **Exclude** and vice versa. See screen shot below.

Medical Exemptions Included: when selected the Staff/Agency medically exempted are removed from the calculations consequently the percentage vaccinated for Staff and Agency staff increases.

Medical Exemptions Excluded: when selected the Staff/Agency medically exempted are included in the calculations consequently the percentage vaccinated for Staff and Agency staff decreases.

Click to change between Numbers and %

click to change between Excluded and Included

% Displayed will change according to Medical Exemptions Included or Excluded selection made

Location	Residents/Patients				Staff							Agency/Bank				
	COVID 1	COVID 2	Booster	Flu	Medically Exempt (Self Certified)	Medically Exempt (NHS COVID Pass)	COVID 1	COVID 2	Vaccinated Abroad	Booster	% Vaccinated / Total Staff	Flu	Medically Exempt (Self Certified)	Medically Exempt (NHS COVID Pass)	COVID 1	COVID 2
	45%	43%	100%	64%	0%	0%	64%	0%	0%	0%	6%	0%	0%	10%	0%	33%

Report Download

The CSV download has also been updated with additional columns added to capture the new information. However, the report does not include percentage data.

Hospices do not capture the new information outlined in this guidance, therefore the new fields on any downloaded report for these provider types will be populated with a zero.

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Guidance

Government guidance on Temporary medical exemptions for COVID-19 vaccination of people working or deployed in Care Homes can be found at:

<https://www.gov.uk/government/publications/temporary-medical-exemptions-for-covid-19-vaccination-of-people-working-or-deployed-in-care-homes>

Capacity Tracker Help and Support:

For further assistance with Capacity Tracker, we have a Support Team available to call on 0191 691 3729 or alternatively you can email necsu.capacitytracker@nhs.net