

Summary of ASC-WDS requirements for Local Authorities 2023

Local Authorities have now been advised by the Health and Social Care Information Centre (HSCIC) that they are expected to complete an Adult Social Care Workforce Data Set (ASC-WDS) return.

This has been endorsed by OADB (Outcomes and Information Development Board) which is chaired by ADASS and the Department of Health.

The period for an upload to take place is between **11th September and 13th October 2023**. Skills for Care as the provider of the ASC-WDS is supporting all local authorities to do this.

ASC-WDS Workplace records with the following fields completed:

Please note that if you have CQC regulated services in your LA the structure for these must follow that of CQC.

Type of organisation	This means whether your LA is adults or generic (both)
Type of service provided	This is the main service you provide, this is for per location/team.
Service user group for whom care provided	The users of the services per location/team
Capacity	Dependant on which main service you have selected
Number of service users	Dependant on main service you have selected
Number of staff	Total staff now includes all workers apart from voluntary workers
Number of vacancies	Head count of actual vacancies (actively recruited posts only)
Number of permanent and temporary employees starting and leaving in a year	Head count of starters and leavers in the last 12 months prior to completion

ASC-WDS Staff records for 100% of workers with **main job role** and **employment status** completed. At least 90% of workers must also have the following fields completed:

Gender	The gender of your worker
Date of Birth	The date of birth of your worker
Ethnic group	Select from a predefined list of ethnicity codes
Contracted hours/Average Hours	The hours that your worker is contracted to work or the average hours if they are on a zero hours contract.
Sickness	Sickness within the last 12 months or whilst working within your local authority if less than 12 months
Pay	This can either be recorded as annual or hourly but must match the salary interval that you select.
Qualifications	Select whether worker holds a social care qualification and highest level also whether they hold a non-social care qualification and highest level

For Agency staff you are required to complete their identifier, employment status, main job role, pay and average hours as a minimum.

For more information about completing ASC-WDS please contact:

The ASC-WDS Support Team: 0113 241 0969

Email ascwds-support@skillsforcare.org.uk