

# Annex A: example reporting templates

Paragraphs 1.15 and 1.16 of the guidance set out what local authorities must submit as part of the initial and final 2023 to 2024 reports. Paragraphs 1.45 to 1.47 set out what must be submitted as part of the updated market sustainability plan.

This section provides further detail on the reporting templates local authorities must complete for the above requirements. Each of these templates will be Excel based and local authorities must complete and return them to the Department of Health and Social Care (DHSC) by the relevant date. Templates should be submitted to the department by sending an email to [msifcorrespondence@dhsc.gov.uk](mailto:msifcorrespondence@dhsc.gov.uk) with the completed template attached.

## Initial 2023 to 2024 report template (due by 11:59pm on 24 May 2023)

Local authorities must complete and return the initial reporting template to DHSC by 11:59pm on 24 May 2023. As part of the template, local authorities must provide information regarding the spend return and the reporting metrics for each of the target areas. The information submitted as part of this initial report will provide the baseline against which local authority performance will be measured in the final report in May 2024.

The tables below provisionally set out what the template will ask local authorities to complete. Please note that the following tables are provisional and should be treated as such. A final Excel version of the reporting template will be shared with local authorities in advance of the submission deadline in May 2023.

### Spend return

(1) Please select your local authority from the drop-down list. The funding allocation for the local authority chosen will then auto-populate.

Description	Data item
Local authority name	

Total MSIF funding allocation	£ (automatically populated)
<ul style="list-style-type: none"> <li>Of which continued fair cost of care funding</li> </ul>	£ (automatically populated)

(2) Please enter the details of the person completing the form.

Description	Data item
Name	
Email	
Telephone	

(3) Please confirm that the fund has been allocated in full to adult social care.

Description	Data item
Please select response	Yes/No

(4) Please confirm that the fair cost of care portion of the funding has been used to maintain fee uplifts originally made as part of the 2022 to 2023 Fair Cost of Care Fund.

Description	Data item
Please select response	Yes/No

(5) Please confirm which of the target areas the local authority has decided to focus on (note that more than one target area can be selected).

Description	Data item
Increasing fee rates to support market sustainability	Yes/No

Increasing workforce capacity and retention	Yes/No
Reducing waiting times	Yes/No

(6) Please confirm your planned spend on each of the target areas and administration costs as part of the Market Sustainability and Improvement Fund.

<b>Description</b>	<b>Data item</b>
Total spending on Increasing fee rates to support market sustainability	£
<ul style="list-style-type: none"> <li>Of which continued fair cost of care funding</li> </ul>	£
Increasing workforce capacity and retention	£
Reducing waiting times	£
Administrative costs of the fund	£
<b>Total planned spend</b>	£ (automatically calculated)

## **Fee rates**

(1) Please report your average external provider fee rate for the following service types:

<b>Service type</b>	<b>Please re-enter your 2022 to 2023 fee rate as already reported in 2022 to 2023 fair cost of care (FCC) reporting</b>	<b>Actual average 2022 to 2023 fee rate. If you have new or better data than previous column, enter it below and explain why it differs in the comments. Otherwise re-enter the 2022 to 2023 value from the previous column.</b>	<b>Provisional average fee rate for 2023 to 2024, calculated consistently with the 2022 to 2023 rate in the previous column</b>	<b>Implied percentage uplift between 2022 to 2023 and 2023 to 2024</b>
18 and over home care (£ per contact hour)	£	£	£	% (automatically calculated)
65 and over care homes without nursing (£ per client per week)	£	£	£	% (automatically calculated)
65 and over care homes with nursing (£ per client per week)	£	£	£	% (automatically calculated)
18 to 64 care homes without nursing (£ per client per week)	N/A - this service type was not covered by FCC reporting	£	£	% (automatically calculated)
18 to 64 care homes with nursing (£ per client per week)	N/A - this service type was not covered by FCC reporting	£	£	% (automatically calculated)
18 and over supported living (£ per contact hour)	N/A - this service type was not covered by FCC reporting	£	£	% (automatically calculated)

(2) Please provide additional commentary if your actual average 2022 to 2023 fee rates entered above are different from those reported in your 2022 to 2023 fair cost of care submission.

Text box for comments
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(3) Please detail any other fee uplifts not described by the categories above.

Text box for comments
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### Workforce capacity and retention

(1) Please report the total number of recruits in care providers in the local authority area in the month of April 2023. This should be the number of people directly employed by care providers (not including agency staff).

Description	Data item
Total number of recruits in care providers in the authority area in the month of April 2023 (For the purposes of MSIF reporting, 'new recruits' means a member of staff that is directly employed by an adult social care provider. This does not include agency staff).	

(2) Please report the total number of staff leaving a job with a care provider in the local authority area in May 2023.

Description	Data item
Total number of staff leaving a job with a care provider in the authority area in the month of April 2023	

(3) In the text box, please provide any additional context to your return.

Text box for additional context

**Waiting times**

(1) If possible, please report the mean waiting time (in days) between initial contact or referral to the local authority, and for either support, a care package, or a direct payment to begin. This should be the mean waiting time elapsed from initial contact or referral for any person for whom support, a care package or direct payment commenced during the final quarter of 2022 to 2023 (1 January to 31 March 2023).

Description	Data item
Mean waiting time between initial contact/referral and beginning of support/care package/direct payment	

(2) Otherwise, please report an alternative metric on waiting times or waiting lists.

Description	Data item
Alternative metric	

(3) Please use the box below to provide any relevant information about your metric and/or data. This should include units for the metric, issues regarding data quality/uncertainty and other contextual information.

Text box for comments

**Final 2023 to 2024 report (due by 11:59pm on 22 May 2024)**

The reporting template for the final 2023 to 2024 report due by 11:59pm on 22 May 2024 will ask local authorities to provide updated information on each of the metrics collected in the initial report in May 2023. The department will use this information to measure

improvement against the relevant target area. The final 2023 to 2024 report is intended to follow the same general format and structure as the initial report set out above.

## Updated market sustainability plan and capacity plan template

In addition to the initial and final 2023 to 2024 reports, local authorities must also submit an updated annex to the market sustainability plans (published March 2023) that provides insight into local adult social care market capacity, and assurance that plans are in place to meet local demand for different types of care. Local authorities will be asked to report quantitative and qualitative data on the aforementioned capacity data by way of a capacity template. This capacity template will be Excel-based and must be submitted to [msifcorrespondence@dhsc.gov.uk](mailto:msifcorrespondence@dhsc.gov.uk) by 11:59pm on 30 June 2023.

The capacity template will ask local authorities to report information on current capacity and estimated need for 2023 to 2024 across long-term service types. The service types and units of measurement included as part of the capacity plan are designed to match up closely with those that the local authority reports as part of the existing annual Short and Long Term (SALT) data collection, with the exemption of 'community' support, which has been split between homecare, extra care and supported living to enable more accurate capacity reporting.

The tables below provisionally set out what local authorities will need to complete for the capacity template. Please note, the following tables are provisional and should be treated as such. A final Excel version of the capacity template will be shared with local authorities in advance of the submission deadline on 30 June 2023.

(1) Please select the name of your local authority and fill out your contact details.

Description	Data item
Name of local authority	
Contact name	
Email	

(2) Please report annual commissioned totals in the local authority for the following long-term support service types for 2021 to 2022 and 2022 to 2023 alongside best estimates of commissioned totals for 2023 to 2024 required to meet population need.

Service Type	Unit	2021 to 2022 annual commissioned total	2022 to 2023 annual commissioned total	Best estimate for 2023 to 2024 annual commissioned total to meet population need	Comments
Long term support - nursing; 65 and over	Number of clients accessing long term support during the year				
Long term support - nursing; 65 and over	Number of beds commissioned during the year				
Long term support - nursing; 18 to 64	Number of clients accessing long term support during the year				
Long term support - nursing; 18 to 64	Number of beds commissioned during the year				
Long term support - residential; 65 and over	Number of clients accessing long term support during the year				
Long term support - residential; 65 and over	Number of beds commissioned during the year				
Long term support - residential; 18 to 64	Number of clients accessing long term support during the year				
Long term support - residential; 18 to 64	Number of beds commissioned during the year				
Long term support - community; homecare 65 and over	Number of clients accessing long term support during the year				
Long term support - community; homecare	Contact hours commissioned during the year				



65 and over					
Long term support - community; extra care 65 and over	Number of clients accessing long term support during the year				
Long term support - community; extra care 65 and over	Number of placements commissioned during the year				
Long term support - community; homecare 18 to 64	Number of clients accessing long term support during the year				
Long term support - community; homecare 18 to 64	Contact hours commissioned during the year				
Long term support - community; extra care 18 to 64	Number of clients accessing long term support during the year				
Long term support - community; extra care 18 to 64	Number of placements commissioned during the year				
Long term support - community; supported living	Number of clients accessing long term support during the year				
Long term support - community; supported living	Number of placements commissioned during the year				

(3) Please report your best estimate of current capacity for each of the service types.

Service type	Unit	Current Capacity	% Used	Comments
Long term support -	Maximum number of potential			

nursing; 65 and over	supported clients for 2023 to 2024			
Long term support - nursing; 65 and over	Total available beds as of April 2023			
Long term support - nursing; 18 to 64	Maximum number of potential supported clients for 2023 to 2024			
Long term support - nursing; 18 to 64	Total available beds as of April 2023			
Long term support - residential; 65 and over	Maximum number of potential supported clients for 2023 to 2024			
Long term support - residential; 65 and over	Total available beds as of April 2023			
Long term support - residential; 18 to 64	Maximum number of potential supported clients for 2023 to 2024			
Long term support - residential; 18 to 64	Total available beds as of April 2023			
Long term support - community; homecare 65 and over	Maximum number of potential supported clients for 2023 to 2024			
Long term support - community; homecare 65 and over	Total number of deliverable contact hours as of April 2023			
Long term support - community; extra care 65 and over	Maximum number of potential supported clients for 2023 to 2024			
Long term support - community; extra care 65 and over	Total available placements as of April 2023			
Long term support - community; homecare 18 to 64	Maximum number of potential supported clients for 2023 to 2024			
Long term support - community; homecare 18 to 64	Total number of deliverable contact hours as of April 2023			
Long term support - community; extra care 18 to 64	Maximum number of potential supported clients for 2023 to 2024			
Long term support - community; extra care 18 to 64	Total available placements as of April 2023			
Long term support - community; supported living	Maximum number of potential supported clients for 2023 to 2024			
Long term support - community; supported living	Total available beds as of April 2023			

In addition to the data above local authorities must also provide the following qualitative information:

(4) Please detail what measures were put in place during winter 2022 to 2023 to ensure sufficient capacity across your social care markets, and an assessment of how successful these measures were.

Text box for comments

(5) Please provide an assessment of any current capacity gaps within your markets for a) long term nursing care, b) long term residential and c) long term community care (split into Homecare, Extra Care and Supported Living). Please include details on what the required capacity is, the available capacity in the market, and the level of capacity that is currently affordable.

Text box for comments

(6) Please provide an assessment of any future capacity gaps within your markets for a) long term nursing care, b) long term residential and c) long term community care with a focus on winter 2023 to 2024; as well as a detailed plan on how these capacity gaps will be addressed.

Text box for comments

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