

LAING & BUISSON

Care Home Groups

Data Sets Field List & Notes

Care Home Groups data is available in four different data sets as below according to whether or not the managing director or chief executive contact or all senior managers for each care home group head office is required. Three sets are also available that include details of the homes operated by the care home groups. The item numbers refer to the number of the data set on the data price list. The record numbers are approximate due to continuous updating of our records.

- **20-All Group Head Offices** - managing directors or chief executives only (1,070 records)
- **21-All Group Head Offices** - senior managers (4,030 records)
- **22-Largest Group Head Offices** - managing directors or chief executives only (330 records)
- **23-Largest Group Head Offices** - senior managers (1,920 records)
- **24-All Group Head Offices & Care Homes** - managing directors or chief executives of all care home groups including local authorities and NHS trusts (1,070 records) plus contact & address details of the homes that these care home groups operate (12,240 homes)
- **25-Older & Physical Disability Head Offices & Care Homes** - managing directors or chief executives of private and voluntary sector groups providing care for older people or people with physical disabilities (510 records) plus contact & address details of the homes that these care home groups operate (5,380 homes)

Sets 24 and 25 can be supplied in two different ways. As a single combined file with the care home group and care home details in a single record/row. This means that there is a separate record for each care home operated by the group, but that the group head office details are repeated for each of these records. Alternatively the set can be supplied as two files, one for the care home group records, the other for the care home records. With two files, the care home group and care home records can be used independently of one another, and the two file set is therefore the easier to use.

In either case, the files can be imported into a relational database such as Access for a more sophisticated selection of records (the files in the two file set can be linked through ID fields in each file).

For details of the format in which the data is provided and the method of supply, see **Data Format & Supply** below. The list of fields for the sets is given below together with other information about the data.

Care Home Group Head Offices Sets

Field Name	Field Description & Notes
ID	Unique Record Number for each Care Home Group which is included for identification purposes in dealing with any queries
Care Home Group	Care Home Group Name
Contact Seq No	A number 1 in this field identifies the primary contact in an organisation, most often the Managing Director/Chief Executive. This field is not included in single contact data sets
Contact Code	Code used to identify twenty-one different senior manager contact types in the care home group's organisation. The contact types and codes are: <i>Managing Director/Chief Executive (MD), Chairperson (CH), Business Owner/Proprietor (where appropriate) (BO), Finance Director (FD),</i>

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Operations Director (OD), Company Secretary (CY), Business Development Director (BD), Contracts Manager (CR), Home Admissions Contact (AC), Medical Director (ME), Nursing Director (ND), Quality Assurance Director (QA), Marketing Manager (MA), Fund Raising Manager (FM), Human Resources Director (HR), Training Director (TD), Health & Safety Manager (HE), Purchasing Manager (PM), Building/Estate Manager (BE), IT Manager (IT), and Administration Manager (AD).

In addition, the contact types below are used for contacts in the records of local authorities with care homes:

Senior Residential Manager (RS), Residential Manager Older People (RE), Residential Manager Learning Disabilities (RL), and Residential Manager Children (RC)

Contact names are not necessarily available in any one organisation for all contact types, and this applies particularly to the smaller care home groups.

This field is **not** included in single contact data sets as there is only one contact name for each care home group. A look up list of the codes is supplied with the data

Contact Name	Full name including title and first name (or initial), where known, of the senior manager for the contact type identified in the Contact Code field. In the case of single contact data sets where the name of the Managing Director/Chief Executive is not known, the title 'The Chief Executive' or 'The Managing Director' is used as appropriate
Contact Title	Optional field. The title in the Contact Name
Contact First Name	Optional field. The first name (or initial) in the Contact Name
Contact Surname	Optional field. The surname in the Contact Name. As there are a number of care home groups which are jointly owned or have joint directors, these names are included as one entry in the Contact Name field. The name of the first of these persons is used in the Title, First Name and Surname fields with the addition of 'et al', except in the case of spouses where 'Mr & Mrs' is inserted in the Title field, and the First name field left blank
Contact Salutation	Salutation using Contact Name eg. 'Dear Mrs Brown'
Contact Job Title	Job title of the senior manager entered in Contact Name, with the job title in plural where there are joint owners or directors
Address 1	First Line of Head Office Address
Address 2	Second Line of Head Office Address
Town	Postal town
County	A county is not required for postal addresses and should not be used in addresses since in some cases the town in a postal address can be in a different county to that of the care home. The county in this field should be used for selecting records. It is a recognisable geographical area of the country made up of existing or former local government metropolitan counties, shire counties, and unitary authorities. Blank for certain major metropolitan areas ie. London, Belfast, Bristol, Edinburgh, Glasgow, and Manchester, which are treated as not being in a county.
Postcode	All records are fully postcoded
Tel No	Head Office telephone number (not for individual contacts)
Fax No	Head Office fax number (not for individual contacts)
Email	General email address (not for individual contacts)
Web Site	Head Office web site
Sector Code	The code for the ownership sector of the care home group (see below)

Sector	The market sector of the care home group based on ownership. The sectors and the codes are: <i>local authority (L), NHS (N), private (P) or voluntary (V)</i>
Category Code	The code for the category or type of the care home group (see below)
Category	The category of the care home group based on the type of ownership. The categories and the codes are: <i>Business Expansion Scheme Public Offer (4), Local Authority Provider (10), Mutual Company (12), NHS Provider (11), Non-UK Publicly Quoted Company or Subsidiary (2), Non Profit Organisation (8), Organisation Formed to Operate Former Local Authority Homes (9), Partnership or Individual Owned (6), Private Company (5), Provident Association or Subsidiary (7), UK Publicly Quoted Company or Subsidiary (1)</i>
Registration No	Registered Company or Charity Number. Where more than one registered number is entered, these are distinguished as those of a company (Co) or a charity (Ch)
Homes Owned	Total number of homes owned (excluding adult placement homes)
Beds Owned	Total number of beds in homes owned *
Homes Managed	Total number of homes managed (excluding adult placement homes) (ie. not owned, only managed) *
Beds Managed	Total number of beds in homes managed *
Total Homes	Total number of homes operated (ie. the sum of the number of homes owned and the number of homes managed) *
Total Beds	Total number of beds in homes operated
Region Code	The code for the region in which the care home is located using 13 standard regions of the UK.
Region	The name of the region in which the care home is located. The regions and the codes are: <i>East Anglia (6), East Midlands (5), Greater London (8), North (1), North West (3), Northern Home Counties (7), Northern Ireland & Isle of Man (13), Scotland (12), South West (10), Southern Home Counties (9), Wales (11), West Midlands (4), Yorkshire & Humberside (2)</i>

* in the case of set 25 ie. the care home groups and their homes, that provide care for older people or people with physical disabilities, these totals are for *all* homes owned or managed by the group and not just those in this client grouping.

Care Home Group with Care Homes Sets

Field Name	Field Description & Notes
ID	Unique Record Number for each Care Home Group. Each Care Home Group has the same record number in both the Care Home Group data and the Care Homes data
Care Home Group	Name of the Care Home Group who operates the care home in the Home name field
Home ID	Unique Record Number for each Care Home which is included for identification purposes in dealing with any queries
Care Home Name	The name in which the home is registered. The names of about 13% of care homes is given as the street number and street name only. The majority of these are small homes for people with learning disabilities. They do not want to be identified as care homes but to be seen as private residences, hence they are not named.
Home Owned or Managed	The code for whether the home is owned or leased (O) or managed (M) by the Care Home Group. As a few homes are owned by one care home group and managed by another, the homes will occur twice in the data

Home Contact Name	Full name including initial and first name, where known, of the senior manager, typically the name of the matron, manager or person in charge. Note that where a name is not available, generic job titles are substituted
Home Contact Salutation	Salutation using Home Contact Name eg. 'Dear Mrs Brown'
Home Contact Job Title	Job Title of the senior manager named in Contact Name
Home Address 1	First Line of Care Home Address
Home Address 2	Second Line of Care Home Address
Home Town	Postal Town
Home County	A county is not required for postal addresses and should not be used in addresses since in some cases the town in a postal address can be in a different county to that of the care home. The county in this field should be used for selecting records. It is a recognisable geographical area of the country made up of existing or former local government metropolitan counties, shire counties, and unitary authorities. Blank for certain major metropolitan areas ie. London, Belfast, Bristol, Edinburgh, Glasgow, and Manchester, which are treated as not being in a county.
Home Postcode	All records are fully postcoded
Home Tel No	Main telephone number for the care home
Home Fax No	Main fax number for the care home
Home Web Site	Web site address for the care home or care home group
Home Regist Code	Code indicates the registration type of the home: N - Care Home with Nursing NM - Care Home not providing Medicine or Medical Treatment PC - Care Home only ie. personal care only <i>Note that although Adult Placement homes are registerable with care standards agencies, their records are not publicly available, and hence are not included in the data.</i>
Home Client Code	The code for the home client type (see below).
Home Client Type	The client type (also know as service user) for which the home has the highest number of registered beds. A look up list of the client types and the codes is given in the appendix at the end of this field list
Home Total Beds	Total number of registered beds in the home
Home Region Code	Code indicates the region in which the care home is located using 13 standard regions of the UK.
Home Region	The name of the region in which the care home is located. The regions and the codes are: <i>East Anglia (6), East Midlands (5), Greater London (8), North (1), North West (3), Northern Home Counties (7), Northern Ireland & Isle of Man (13), Scotland (12), South West (10), Southern Home Counties (9), Wales (11), West Midlands (4), Yorkshire & Humberside (2)</i>

Data Format & Supply

Data is usually supplied by email as csv files, which once saved, will open automatically in Excel when you click on the file. Data can be supplied in other formats on request. Large files may compressed (zipped) using WinZip. Field names are included as the first row of each file for data identification purposes. Sample data is available by email on request.

The Category Code, Sector Code, Region Code, Total Homes and Total Beds fields, and the Contact Code field where included, as well the address fields in the Care Home Group sets, can all be used for selection purposes if required, as can the Regist Code, Client Code and Total Beds fields in the Care Homes data. Look Up Lists are provided for coded fields so as to be able to interpret the codes in the records.

Note that the data in some fields is dependent on information provided by organisations and as such cannot be guaranteed as accurate.

Importing Data

If you have any difficulties in downloading the text file into your database or in using the data as a mail merge data source, our notes *Importing Data* are available on request.

Further Help

In order to make full use of our data, customers will need to be familiar with mail merge and database software. Although we may be able to suggest possible solutions to many of the difficulties that can arise in using data, customers are asked to consult their software manual before seeking help over installing and using our data.

Additional Data

Selected records from the Care Home Groups database can be provided according to customer's requirements. Please call the Data Products Team on 020 7923 5395 for further assistance.

Copyright and Use of Data

In order to protect the copyright on our data, it is a requirement of supply that a data licence agreement, which sets out the conditions of use of the data, is signed by customers. Any data supplied is for the use of the licensee only and not for resale to or for use by a third party or for use on a subscriber on-line system. Data is supplied on a 12 months lease from the date of the licence agreement and cannot be used after that period.

Appendix

Client Codes

The use of each client code is restricted according to the type of establishment i.e. hospital, hospice or clinic, care home, care home with nursing, children's home, domiciliary care agency ie. not all the codes below apply to each type of establishment.

Client Code	Client Description	Client Code	Client Description
A	Alcohol Dependence	HR	Brain Injury Rehabilitation (Structured Programmes)
AO	Alcohol Dependence over age 65	HRC	Brain Injury Rehabilitation (Children)
AT	Mental Health (Alcohol Dependence Treatment)	I	Old Age
C	Children	M	Maternity/Obstetrics
CC	Convalescent Care	MA	Mental Health (Adolescent/Young Persons)
CDT	Clinical Drug Trials	MB	Mother & Baby
CF	Children & Families	MC	Mental Health (Children)
D	Drug Dependence	MDC	Multiple Disability (Children)
DE	Dementia	ME	Mental Health over age 65
DO	Drug Dependence over age 65	MH	Learning Disability
DT	Mental Health (Drug Dependence Treatment)	MHC	Learning Disability (Children)
ED	Mental Health (Eating Disorders)	MHE	Learning Disability over age 65
H	Hospice/Palliative Care	ML	Mental Health (Detained)
HC	Hospice/Palliative Care (Children)	MN	Mental Health (Non-Detained)
HI	HIV/AIDS		

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MP	Mental Health	PHC	Physical Disability (Children)
MPC	Emotional, Behavioural or Psychological Disturbance (Children)	PHE	Physical Disability over age 65
MPE	Dementia over age 65	R	Physical & Medical Rehabilitation (Structured Programmes)
MR	Mental Health (Slow Stream Rehabilitation)	RD	Renal Dialysis
MS	Mental Health (Medium Secure Treatment)	S	Acute Medical & Surgical
MT	Mental Health (Low Secure Rehabilitation)	SC	Acute Medical & Surgical (Children)
MU	Mental Health (Psychiatric ICU)	SI	Sensory Impairment
P	Mental Health (Open Acute Psychiatry)	SIC	Sensory Impairment (Children)
PF	Mental Health (Forensic Psychiatry)	SIE	Sensory Impairment over age 65
PH	Physical Disability	T	Termination of Pregnancy
		TI *	Terminally Ill
		TIE *	Terminally Ill over age 65
		Y	Social/Behavioural Difficulties

*Terminally ill is longer used a client type in England

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