

# LAING & BUISSON

## Home Care & Nurses Agencies and Groups

### Data Sets Field List & Notes

Home Care & Nurses Agency and Groups are available in six different data sets as below. 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.

- **60-Home Care Agencies** (6,550 records)
- **61-Nurses Agencies** (900 records)
- **62-Home Care & Nurses Agencies** (6,950 records)
- **63-Home Care Agency Groups** (350 records)
- **64-Nurses Agency Groups** (24 records)
- **65-Home Care Agency & Nurses Agency Groups** (360 records)

The agency records and group records are provided as separate files. There are 570 agencies in set 62 and 15 groups in set 65 that provide both home care and nurses agency services, but these records for obvious reasons are not duplicated.

For details of the format in which the data is provided and the method of supply, see **Data Format & Supply** below.

All our data on care homes, hospitals, hospices and clinics, care home groups, and hospital & clinic groups is available on a fully searchable CD-Rom, *CareSearch*. For further details see **Additional Data** below.

The list of fields for the sets are given below together with other information about the data. The home care or nurses agency group records include the same fields, with the exception of the Owner, Group, Care Contracting Unit, and Local Authority Area fields.

Field Name	Field Description & Notes
ID	Unique Record Number for each Home Care Agency or Nurses Agency (or Group, in the case of Group records), which is included for identification purposes in dealing with any queries
Agency or Group Name	Name of Home Care Agency or Nurses Agency (or Group, in the case of Group records)
Function Code	Code used in the combined agencies set 62 <b>only</b> to indicate whether an agency is just a Home Care Agency (DA), a Nurses Agency (NA), or both a Home Care Agency and a Nurses Agency (HN). In the case of the combined groups set 65, the codes used are Home Care Group (DG), Nurses Group (NG) and Home Care and Nurses Agency Group (HN)
Contact Name	Full name including title and first name (or initial), where known, of the senior manager of the agency or group. In the case of group records, this is usually the managing director or chief executive. Where the name of a senior manager is not known, the name 'The Manager' is used for agencies and 'The Managing Director' for groups
Contact Title	Title of the senior manager of the agency or group
Contact First Name	First Name (or initial) of the senior manager
Contact Surname	Surname of the senior manager
Contact Salutation	Salutation using the Title and Surname of the senior manager eg. 'Dear Mrs Brown'
Contact Job Title	Job Title of the senior manager

*Home Care & Nurses Agencies and Groups Data Sets Field List*

Address 1	First Line of agency or group address
Address 2	Second Line of agency or group address
Town	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 agency. 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	
Tel No	Main telephone number for the agency or group
Fax No	Main fax number for the agency or group
Email	General email address for the agency or group
Web Site	Web site for the agency or group
Sector Code	This code indicates the ownership sector of the agency (or group) (see below)
Sector	The ownership sector of the agency (or group) based on the owner of the agency. The sector and the codes are: <b>P</b> for Private <b>V</b> for Voluntary <b>L</b> for Local Authority <b>N</b> for NHS
Franchise	1 indicates that the agency operates as a franchise, and the franchisor is the group given in the Group field. About 200 agencies are franchised. This field is <b>not</b> included in the Home Care Agency Groups or Nurses Agency Groups sets
Owner	Full name including initial and first name, where known, of the owner. Where the owner is a named individual(s), this is typically the name of the proprietor. Where the owner is the name of an organisation eg. a private company or voluntary organisation, this name is entered. Where the agency is franchised, the name of the owner will be the franchisee. This field is <b>not</b> included in the Home Care Agency Groups or Nurses Agency Groups sets
Group	Name of the group operating the agency or acting as a franchisor to the agency, a group being an organisation with three or more separate geographically spread home care or nurses agency offices. A few groups have both owned and franchised agencies and this will be apparent from the name of the owner for each agency. Where a group operates two branches from the same address, and which may cover different areas, only one of the branches is included to avoid duplication. The total number of branches in the records operated by a group may therefore appear to be less than stated by the group. This field is <b>not</b> included in the Home Care Agency Groups or Nurses Agency Groups sets
Agencies Owned	Number of home care and nurses agencies (or branches) operated by the group. This field is <b>not</b> included in the Home Care Agency or Nurses Agency sets
Care Contracting Unit	Name of the local care commissioning and contracting unit for the agency. In the main these are local authorities but there are a small number of care trusts in England jointly operated with the NHS that perform this function, and in these cases the name will be different from that in the Local Authority Area field. Also the contracting organisations in Northern Ireland are separate from the Northern Ireland joint boards in the Local Authority Area field. This field is <b>not</b>

	included in the Home Care Agency Groups or Nurses Agency Groups sets
Local Authority Area	Name of the local authority in which the agency is located. This field is <b>not</b> included in the Home Care Agency Groups or Nurses Agency Groups sets
Region Code	The code for the region in which the agency (or group) is located (see below).
Region	The region in which the agency (or group) is located using 13 standard regions of the UK. 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 &amp; Isle of Man (13), Scotland (12), South West (10), Southern Home Counties (9), Wales (11), West Midlands (4), Yorkshire &amp; 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 be 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 Sector Code, Group, Local Authority Area, and Region Code fields, as well as the address fields in the data sets, can all be used for selection purposes if required.

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 Home Care and Nurses Agencies Database can be provided according to customer's requirements. Please call the Data Products Team on 020 7923 5395 for further assistance.

#### CareSearch

The Care Homes database, the Hospitals, Hospices and Clinics database, and the Care Home Groups and Hospital & Clinic Groups databases, together with data on Registration & Inspection Agencies, Care Contracting & Commissioning Units, and Primary Care Trusts & Health Boards, are all available on our fully searchable, internet-enabled and user friendly CD, *CareSearch - Health & Care Services Data* on CD-Rom. Again, please call the Data Products Team on 020 7923 5395 for a brochure.

### 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

*Home Care & Nurses Agencies and Groups Data Sets Field List*

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.

5 August 2009