

LAING & BUISSON

Care Contracting & Commissioning Units Data

Data Field List & Notes

Care Contracting & Commissioning Units are available in two different data sets as below according to whether or not the senior contracting officer, or all senior managers for each contracting unit is required. 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.

- **70-Care Contracting Units Senior Contracting Managers** set which comprises full contact information for the senior care contracting manager only for all local authority social services care contracting units in the UK (212 records)
- **71-Care Contracting Units All Contracting Managers** set which comprises full contact information for all care contracting managers, as well as other key data fields that can be used for record selection, for all local authority and care trust care contracting units in the UK (1,170 records)

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.

Field Name	Field Description & Notes
ID	Unique Record Number for each Social Services Care Contracting Unit which is included for identification purposes in dealing with any queries
Care Contracting	Care Contracting & Commissioning Unit Name. Six care contracting units are now managed by care trusts, which provide both care and health services, rather than local authorities. These are North East Lincolnshire Care Trust Plus, Northumberland Care Trust, Peterborough PCT, Solihull NHS Care Trust, Southwark Health & Social Care, and Torbay Care Trust.
Contact Seq No	Number 1 in field identifies the primary contact in each unit. The other numbers are sequential numbers for each contact in each care contracting unit based on the order of the contact codes as below. This field is not included in single contact data sets
Contact Code	Code used to identify nine different care contracting staff contact types in the care contracting unit. The contact types and codes are: <i>Senior Contracting Officer (SC), Adult Services Contracting Officer (AS), Learning Disabilities Contracting Officer (LS), Mental Health Contracting Officer (MC), Physical Disabilities Contracting Officer (PC), Domiciliary Services Contracting Officer (DC), Specialist Services Contracting Officer (SS), Contracting Officer (CT), and Administration Manager (AD)</i> This field is not included in the primary contact data set as there is only one contact name for each unit.
Contact Name	Full name including title and first name (or initial), where known, of the person for the contact type identified in the Contact Code field. Contact names are not necessarily available in any one unit for all contact types, and this applies particularly to the smaller authorities.

	In the larger authorities, there may be multiple contact names for some contact types
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
Contact Salutation	Salutation using Contact Name eg. 'Dear Mrs Brown'
Contact Job Title	Job title of the person in Contact Name
Address 1	First Line of the address of the unit
Address 2	Second Line of the address of the unit
Town	Postal town
County	County 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. The County is not a required field for postal addresses
Postcode	
Tel No	Main telephone number for the unit (not for individual contacts)
Fax No	Main fax number for the unit (not for individual contacts)
Web Site	Web site address for the unit
Region Code	The code for the region in which the care contracting unit is located (see below).
Region	The region in which the care contracting unit 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 & 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 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 Region Code field, and the Contact Code field in the All Contracting Managers set, 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

The Care Homes database, the Hospitals, Hospices and Clinics database, and the Care Home Groups and Hospital & Clinic Groups databases, together with data on Social Services

Care Contracting Units, Registration & Inspection Agencies, 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. 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 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.

17 August 2009