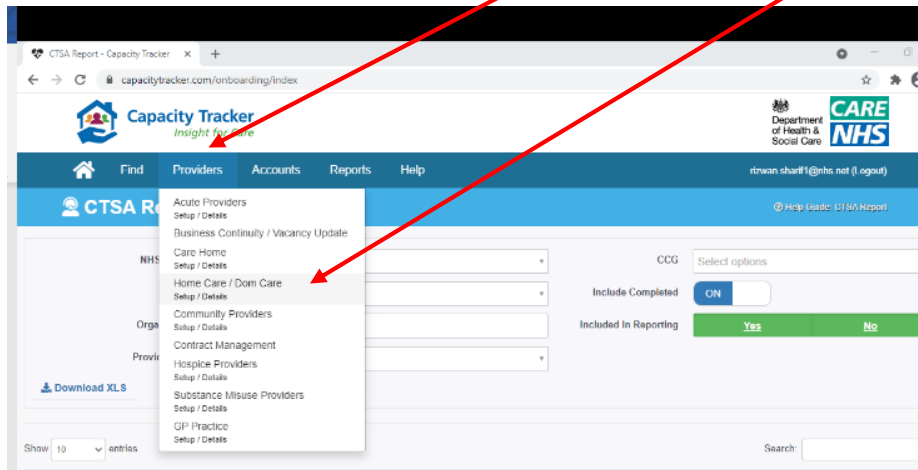


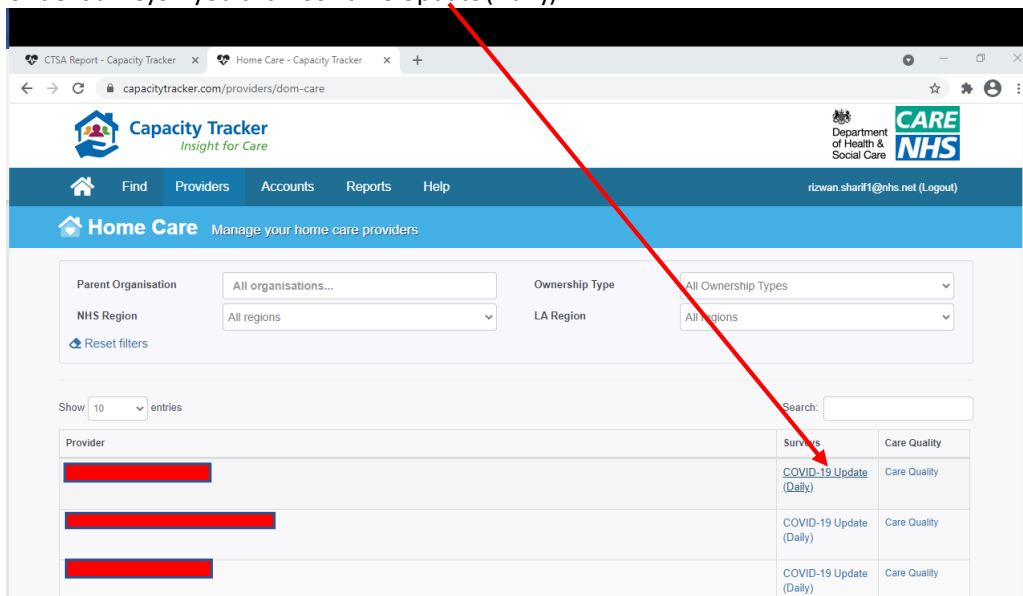
## Capacity Tracker Homecare User Guide

Note: your screens may look slightly different with different options based on your individual settings, however you can still follow the below.

- When logged on to the tracker, hover over 'Providers', and then select 'Homecare/Dom care'



- This will take you to the 'Homecare' page. Scroll down and you will see provider, survey and care Quality.
- Under surveys if you click 'Covid-19 Update (Daily)'



- You will then get a page with questions to be completed, if you could complete this and clicksave details. (When updating please take extra care with Covid vaccination sections as the number will need to correspond with the amount off staff you have)

Provider details | Surveys | Care quality | COVID-19 Update (Daily)

### Workforce / COVID Vaccinations

How many staff in your organisation have face-to-face contact with the people you support?  
*Include managers and supervisors who also meet this criteria. Also include staff who may currently be on sick leave, who are self-isolating, or absent for any other reason. Do not include staff who do not have face-to-face contact with the people you support.*

How many staff who deliver care to people are not working because of coronavirus?  
*Includes staff who are self-isolating or have care commitments*

Number known to have received a copy of the letter issued by your local authority offering them a coronavirus vaccination.  
*In the case of homecare this letter should have gone from the authority to the employer for distribution to their workforce.*

Number known to have had first dose of the vaccine

Number known NOT to have had first dose of the vaccine

Number where vaccination status of first dose of the vaccine is not yet known or undisclosed

Total 0/

Provider details | Surveys | Care quality | COVID-19 Update (Daily)

Number known NOT to have had first dose of the vaccine

Number where vaccination status of first dose of the vaccine is not yet known or undisclosed

Total 0/

### Additional Support

What is your current stock of personal protective equipment (PPE)?

We have enough PPE to last more than a week  
 We have enough PPE to last between 3 days and a week  
 We have enough PPE to last 2 days or less

Can you provide any extra care hours?

How many extra care hours do you think you can provide per week?

If your organisation is experiencing any other coronavirus related issues please use this space to tell us (eg: needs you cannot meet, shortages, etc.)

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- Finally click on 'Save details', this will then be updated and if you have any errors or messages please contact our centre on 01916913729.