

Fair Cost of Care Exercises - Data Items Guidance for Provider and Local Authorities

To support the 65+ Care Home cost of care exercise and cost data collection, this document outlines the data items that are being collected as part of the iESE Fair Cost of Care tool. This is designed to aid users inputting data into the system, and to help colleagues prepare, gather, and collate the data needed to complete the exercise.

Key principles – In completing the tool, you should be guided by the following principles:

- Focus on accuracy in a way that reflects operating circumstances
- Be sure not to double count, this is a cost collection and not a task exercise, providers should focus on the costs incurred and not the tasks performed as staff costs will be covered in full by this exercise.
- If revenue is recovered from a resident or staff member for any of the costs data provided, the provider should quote the net figure after the revenue recovered has been deducted from the gross amount.

Ref	Data item	Definition	Guidance	Examples
Tab 1 – Details about this location				
1.0	CQC Location ID	It is a unique number given by CQC to each location that they inspect.	This will be used to auto-populate home data from the CQC data base, and as the location's unique identifier.	e.g., 1-10000000005
1.1	Home/location name	Name of the home.	Auto populated from CQC database.	e.g., The Elms
1.2	Home location – postcode	Home postcode.	Auto populated from CQC database.	e.g., BN11 3DB
1.3	Host Local Authority	Host Local Authority	This is the local authority area where the home is located.	e.g., Kent (Kent County Council)

1.4	Is the organisation a charity, VCSE or NFP?	To identify whether the organisation is a Charity, VCSE or Not for Profit organisation.	Whether or not the organisation is a charity, VCSE (voluntary, community, social enterprise) or NFP (Not-For-Profit).	
1.5	CQC registered capacity	This is the homes CQC registered bed occupancy.		CQC registered capacity
1.6	Registration Service Type	Care home service without nursing, Care home service with and without nursing, Care home service with nursing.	The care home service registration type.	e.g., Care Home with Nursing
1.7	Does the home operate under a PFI contract?	Private finance initiative (PFI) contracts are a form of public private partnerships used in the UK since the 1990s. PFI is a way to finance and provide public sector infrastructure and capital equipment projects, such as roads, hospitals, and schools.		
1.8	Is this home primarily for Older Person Age 65+	The Cost of Care Exercise is for care home for Age 65+.	Confirmatory question that this home is in scope of the exercise.	e.g. Yes
1.9	Was this home closed for admissions during any part of 2021/22	To identify if the care home was closed for any part of 2021/22. This field is used to provide an explanation for below expected levels of occupancy for the reference period for data collection.	Please answer either 'Yes' or 'No'.	E.g., 'Yes', this home was closed for admissions during 2021/22.
1.10	If yes, what period was it closed for? (Number of days approximately)	To support 3.1 - we ask what period the home was closed for (days).	Please provide the number of days the home was closed for or the total number of days if closed more than once	e.g., 100 days.
1.11	Reason for closure (comment)	To support 3.1 & 3.2	Please provide an explanation for home closure.	e.g., COVID

Tab 2. Expenditure				
2.1	Registered nursing staff	Total expenditure on Registered nursing staff for the year 2021-22, <u>including staff on-costs and agency</u> staff costs.	<u>This category is for Registered Nursing Staff only.</u>	e.g., £250,000
2.2	Nursing assistants, associates, or equivalents (non-RGN)	Total expenditure on nursing assistant staff or equivalents for the year 2021-22, <u>including staff on-costs and agency</u> staff costs.	Nursing assistants, sometimes called nursing aides or associates, provide basic care and help patients with activities of daily living under the guidance of a Registered Nurse. Please include costs for nursing assistants, associates, or equivalents ONLY . <u>These individuals are not Registered Nurses.</u>	e.g., £200,000
2.3	Senior Carer (or equivalents)	Total expenditure on senior care staff or equivalents for the year 2021-22, <u>including staff on-costs and agency</u> staff costs.	<u>Please include costs for senior carer staff.</u>	e.g., £200,000
2.4	Carer	Total expenditure on carer staff for the year 2021-22, <u>including staff on-costs and agency</u> staff costs.	<u>Please include costs for all other care staff.</u>	e.g., £300,000
2.5	Therapy staff (Occupational and Physio)	Total expenditure on Therapy staff for the year 2021-22, <u>including staff on-costs and agency</u> staff costs.	This may be a payroll or invoiced costs by a self-employed third party.	e.g., £50,000
2.6	Activity Coordinators	Total expenditure on Activity Coordinator or equivalent staff for the year 2021-22, <u>including staff on-costs and agency</u> staff costs.		e.g., £300,000

2.7	Registered Manager	Total expenditure on Registered Manager staff for the year 2021-22, <u>including staff on-costs and agency</u> staff costs.	If you do not wish to disclose an individual manager or deputy salary, please combine these under the Registered Manager box above and use the comments box to explain your approach.	e.g., £300,000
2.8	Deputy	Total expenditure on Deputy staff for the year 2021-22, <u>including staff on-costs and agency</u> staff costs.	If you do not wish to disclose an individual manager or deputy salary, please combine these under the Registered Manager box above and use the comments box to explain your approach.	e.g., £300,000
2.9	Other	Please include any additional staffing costs not listed above in this category and provide some additional information to explain costs.	Please use the 'other' box if a particular staff member does not fit into the other categories given.	e.g., £300,000
2.10	Reception & Admin staff at the home	Total expenditure on reception and admin staff for the year 2021-22. <u>Please include any outsourced staff costs.</u>		
2.11	Chefs/Cooks	Total expenditure on Chefs/cook staff for the year 2021-22. <u>Please include any outsourced staff costs.</u>		
2.12	Domestic staff (cleaning, laundry & kitchen/catering not included above)	Total expenditure on Domestic Staff for the year 2021-22. <u>Please include any outsourced staff costs.</u>		
2.13	Maintenance & Gardener	Total expenditure on Maintenance and Gardening staff for the year 2021-22. <u>Please include any outsourced staff costs.</u>		



2.14	Other care home staffing (please specify)	Total expenditure on other care home staffing for the year 2021-22. <u>Please include any outsourced staff costs.</u>	Please use the 'other' box if a particular staff member does not fit into the other categories given.	
3.1	Food supplies	Total expenditure on food supplies for the care home.	Including food and any associated delivery charges taking care not to double count elsewhere, for example a Chefs time going to a local supermarket or wholesaler as their costs are covered in the pay section already	
3.2	Domestic and cleaning supplies	Total expenditure on food supplies for the care home.		
3.3	Medical supplies excluding PPE	Total expenditure on medical supplies for the care home, EXCLUDING PPE.		
3.4	PPE	Total expenditure on PPE for the care home.	Include any PPE costs which were not reimbursed through grants available at the time. This will be the total cost of PPE less any grants as a NET value. Where PPE remains required currently, the cost and volume should be provisioned in the April uprate section.	
3.5	Office supplies (home specific)	Total expenditure for home specific office supplies.		
3.6	Insurance (all risks)	Total cost of insurance provision for your care home.	This may be a pro-rata amount for groups of care homes under one policy. If the insurance renewal occurred during the period for which data has been submitted, the provider should pro-rata the cost and use the April update section to evidence the increase percentage incurred.	
3.7	Registration fees	Total expenditure for the home on CQC registration fees.		

3.8	Telephone & Internet/Wi-Fi		This will exclude any telephone charges recovered from residents.	
3.9	Council tax/rates		Where applicable.	
3.10	Electricity			
3.11	Gas/oil/LPG (equivalent)	Total expenditure on Gas/Oil/LPG or equivalent.		
3.12	Water	Total expenditure on water for the care home.	To include supply and waste. Wastewater will include the disposal of septic tanks etc.	
3.13	Trade and clinical waste			
3.14	Transport & Activities		Covers all transport fleet and other costs related to travel and activities.	
3.15	Other care home supplies and services (please specify)		Please use the 'other' box if a particular care home supplies or services cost does not fit into the other categories given.	
4.1	Fixtures and fittings	Fixtures and fittings cover items which are fixed to the home e.g., kitchen units, bathroom fittings.	Items affixed to the care home such as bathroom equipment.	
4.2	Repairs and maintenance	Repairs and maintenance include external contractors and materials.	Payments made to contractors and associated materials.	
4.3	Furniture, furnishings, and equipment	Furniture, furnishings, and equipment includes items not fixed to the property such as beds, chairs.	Items which are not affixed to the care home such as chairs, tables, and beds.	

4.4	Other care home premises costs (please specify)		Please use the 'other' box if a particular care home premises cost does not fit into the other categories given.	
5.1	Central/regional management		Directors' costs and operational management above registered manager level (which is captured in staff costs above).	
5.2	Support services (finance/HR/legal/marketing)		Some of these costs may be purchased via third parties or outsourced services.	
5.3	Recruitment, Training & Vetting (incl DBS checks)		This should exclude the cost of cover which is accounted for in the staffing section above.	
5.4	Other head office costs (please specify)		Please use the 'other' box if a particular Head office/central cost does not fit into the other categories given.	
5.5	If left blank, are these included in some other line items e.g., management staffing costs?		For some smaller providers, the home manager may fulfil a number of these functions and therefore these costs are already included in management costs.	
6	Do you want to provide uprated data reflecting actual costs as of April 2022?	This question asks whether you want to provide uprated cost data to support your cost of care submissions. This would be uprated costs based upon known costs as of April 2022.	This section allows you to provide uprated Care Home costs as of April 2022 based upon known cost inflation/deflation. You will be asked to identify this as a % increase/decreases.	e.g., Yes

Tab 3. Return on Operations/Return on Capital				
7.1	What is your approach to Return on Operations?	The options are either: A. % markup on operating costs OR B. total value for the home per annum.	This section asks you to outline your approach to Return on Operations by providing either: a % mark-up on operating costs or a total amount (£) for the home per annum.	e.g., % on operating costs
7.2	Percentage markup applied to operating costs (%)	This asks you to define a % markup to be applied to operating costs.	Please provide your Return on Operations markup %.	e.g., 25%
7.3	Total Return on Operations (£) for the Care Home per annum	This asks you to provide a total ROO value for the entire care home (£).	Please outline your Return on Operations value (£) for the entire care home.	e.g., £250,000
7.4	Is the property rented?	This asks you if the property is rented.	If Providers completing returns for rented properties wish to provide a Return on Capital (ROC). This can be provided in the Per resident per week ROCE value which will be a lower amount given the property is rented and will reflect the ROC for their investment in the services excluding the property valuation element.	
7.5	If YES, Rental amount p/a (£)	If yes, please provide the annual rent for the property in 2021-22.		
7.6	Do you wish to provide your Return on Capital figure as a per resident per week value for the care	This question asks how you would like to provide a ROC value for the Care Home. Either as a % of the home valuation (divided by 52 and home occupancy) OR a per	Providers are free to identify their chosen approach to ROC. You may either use a recent property valuation and percentage markup – or total value for the care home per Annum.	e.g., as a % of a recent property valuation

	home OR as a % of property valuation?	resident per week value for the care home per Annum (£).	For rented properties you may wish to add a £ amount per week as a return on capital outside of the costs associated with rent etc.	
7.7	Per resident per week ROCE value?	As identified above – this enables you to provide a per resident per week value for Return on Capital (£).	You may include a cost value (£) worked out on a per resident per week basis. If the property is rented, this will be a much lower figure.	e.g., £120.00 per resident per week
7.8	Return on Capital %	Please provide your return on capital %.	This will be a % applied to property valuation. (N/A for rented)	e.g., 6%
8.1	Property freehold valuation (£)	This enables you to provide a recent property valuation.	It is important this is a recent valuation carried out in line with RICS Redbook guidelines.	e.g., £2,500,000
8.2	Date of valuation (year)	The year the valuation was carried out.	This is to help indicate how recently the property valuation was carried out.	e.g., 2022
8.3	Was the valuation carried out in line with the RICS Red Book guidelines?	This asks how the valuation was conducted – specifically if the RICS red book guidelines were used. Please select ‘Yes’ or ‘No’.	An RICS Valuation is a professional assessment of the market value of property or land, taking several factors into account . It is often carried out for mortgage purposes, financial matters, building insurance purposes or as part of a building survey to ensure that the property is a sound investment.	e.g., ‘Yes’
8.4	Is the home purpose built?	This question as whether the home was purpose built. The options are: Purpose Built OR Converted		e.g., Purpose Built
8.5	What year was the home built (approximately)?	This questions as when (approximately) the home was built.	As above, this can provide helpful context about the home based upon how recently it was developed.	e.g., 1994

8.6	Number of Ensuites	<p>Total number of ensuites, which may comprise just a w/c and basin, through to a full wet room.</p> <p><i>*Note that wet rooms are a sub-set of ensuites, so a “fully ensuite” home with 50 beds may have 50 ensuites and 30 wet rooms i.e., 30 of the 50 ensuites are wet rooms.</i></p>	<p>An ensuite room is defined as a bedroom which includes at minimum a WC and hand wash basin but may also include a shower. Some older homes have limited box type rooms for ensuite facilities which are dated by modern day standards:</p>  <p>See example - ensuite bathroom</p>	
8.7	Number of wet rooms	Total number of wet rooms available within bedrooms.	<p>Wet rooms are standard when it comes to the latest new build care homes. Unlike a traditional shower enclosure, they don't include a door. In replacement of a door, these rooms include a singular glass panel that acts as a division to the rest of the room:</p>  <p>See photo example – ensuite wet-room.</p>	
8.8	What is the average room size? (Meters squared) m ²	What is the average room size - m ²	Please provide the average room size m2. this helps provide some additional context about the available provision within the home.	

Tab 4. Occupancy				
9.1	Active beds - whole home	Active beds refer to available beds.	This is the number of beds for sale to all resident funding types (LA, CCG, Self-Funder etc.)	
9.2	Beds out of commission	Beds that are not de-registered that you cannot fulfil.	This will be calculated by subtracting your active beds from the homes CQC registered capacity.	
9.3	Care Home occupied beds - Residential	Please provide average resident occupancy for 2021-22.	This is for residential care home beds without nursing.	
9.4	Care Home occupied beds - Residential with dementia	Please provide average resident occupancy for 2021-22.	This is for residential care home beds with dementia care. Please also use this category for residents with more enhanced needs than Residential occupied beds.	
9.5	Care Home occupied beds - Nursing	Please provide average resident occupancy for 2021-22.	This is for nursing care home beds without dementia care. Please use this category for residents who require nursing care but do not receive an enhanced level of care.	
9.6	Care Home occupied beds - Nursing with dementia	Please provide average resident occupancy for 2021-22.	This is for nursing care home beds with dementia care. Please also use this category for nursing home residents with more enhanced needs.	
10.0	Number of Local Authority funded residents	Please provide average resident occupancy by funding source – this is for Local Authority funded residents.	Include In Area and Out of Area Funded Residents. This will include Local Authority funded residents in receipt of Funded Nursing Care.	

10.1	Number of Joint funded residents (LA and Health / NHS)	Please provide average resident occupancy by funding source – this is for Joint funded (NHS & Local Authority) residents.	This does not include Local Authority Residents in receipt of Funded Nursing Care.	
10.2	Number of self-funders / privately funded	Please provide average resident occupancy by funding source – this is for self / privately funded residents.	This will include self-funded residents in receipt of Funded Nursing Care.	
10.3	Number of Continuing Health Care (CHC) funded beds (NHS)	Please provide average resident occupancy by funding source – this is for NHS (CHC) residents only.	Include In Area and Out of Area Funded Residents.	
10.4	Other		Please include any other residents who do not fall into the above categories in this box.	
Tab 5. Staffing Hours				
11.0	How many staffing units do you want to provide data for e.g., for separate "floors/wings/units" with different resource levels (higher dependency, lower dependency)?	Please say how many "staffing units" you'd like to supply occupancy and staffing data for - typically this would be for floors/wings with different resource levels.	This will enable you to provide home staffing data for separate staffing units.	e.g., 5

12.0	Care Home occupied beds - Residential	The number of beds occupied in this unit by residents in the “Residential” category		
12.1	Care Home occupied beds – Residential with dementia	The number of beds occupied in this unit by residents in the “Residential with dementia” category		
12.2	Care Home occupied beds - Nursing	The number of beds occupied in this unit by residents in the “Nursing” category		
12.3	Care Home occupied beds – Nursing with dementia	The number of beds occupied in this unit by residents in the “Nursing with dementia” category		
13.0	Registered nursing staff - total hours per week	This is the average number of Registered Nursing staff hours on this unit required each week		
13.1	Nursing assistants, associates or equivalents - total hours per week (non-RGN)	This is the average number of Nursing assistant staff hours on this unit required each week.		
13.2	Senior Carer (or equivalents) - total hours per week	This is the average number of Senior Carer staff hours on this unit required each week.		

13.3	Carer - total hours per week	This is the average number of Carer staff hours on this unit required each week.		
Tab 6. Direct Staff Costs				
14.0	Registered nursing staff	This is your current average basic hourly rate of pay for Registered Nursing Staff without on-costs – as of April 2022.		
14.1	Nursing assistants, associates or equivalents (non-RGN)	This is your current average basic hourly rate of pay for Nursing Assistants without on-costs – as of April 2022.		
14.2	Senior Carer (or equivalents)	This is your current average basic hourly rate of pay for Senior Carers without on-costs – as of April 2022.		
14.3	Carer	This is your current average basic hourly rate of pay for Carers without on-costs – as of April 2022.		
15.0	Employers NI %	This is your current employers NI contribution as a % on direct staff payroll costs as of April 2022.		e.g. 7%
15.1	Employers pension contribution %	This is your current employers pension contribution as a % on direct staff payroll costs% as of April 2022.		e.g. 2%

15.2	Average apprenticeship levy %	This is your average apprenticeship levy contribution % as of April 2022.		
16.0	Holiday	Please provide average holiday days per year per FTE.		e.g., 21
16.1	Training/supervision	Please provide average training/supervision days per year per FTE		e.g., 5
16.2	Sickness	Please provide average sickness days per year per FTE.		e.g. 10
16.3	Maternity/paternity/adoption	Please provide average maternity/paternity/adoption allowance days per year per FTE.	If not known or included elsewhere, please leave blank.	
16.4	Suspension	Please provide average suspension allowance – days per year per FTE.	If not known or included elsewhere, please leave blank.	
16.5	Other		Please use the 'other' box if a particular staff cover cost does not fit into the other categories given.	
17.0	Agency Registered nursing staff (agency)	Please provide current average hourly charge rate per hour including the agency mark-up for Agency Registered Nursing Staff.	We are asking for actual rates paid for agency for the month of April 2022 – to enable you to reflect current expenditure on agency staff.	e.g., £30 per hour
17.1	Agency Nursing assistants, associates or equivalents	Please provide current average hourly charge rate per hour including the agency mark-up for Agency Nursing Assistants/Equivalent Staff.		e.g., £20 per hour

	(agency) (non-RGN)			
17.2	Agency Senior Carer or equivalents (agency)	Please provide current average hourly charge rate per hour including the agency mark-up for Agency Senior Carer or Equivalents.		e.g., £20 per hour
17.3	Agency Carer (agency)	Please provide current average hourly charge rate per hour including the agency mark-up for Agency Carer staff.		e.g., £18 per hour
18.0	Agency Registered nursing staff (agency) - average hours per week	Please provide your average weekly Agency Registered Nursing staff hours over the last quarter.	This is your average weekly agency staff input over the last quarter. We are asking for an average over the last quarter to provide a more accurate reflection of your ongoing agency costs.	e.g., 150 hours
18.1	Agency Nursing assistants, associates or equivalents (agency) - average hours per week	Please provide your average weekly Agency Nursing Assistant staff hours over the last quarter.		e.g., 50 hours
18.2	Agency Senior Carer or equivalents (agency) - average hours per week	Please provide your average weekly Agency Senior Carer staff hours over the last quarter.		e.g., 24 hours

18.3	Agency Carer (agency) - average hours per week	Please provide your average weekly Agency Carer staff hours over the last quarter.		e.g., 70 hours
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