

# Fair Cost of Care - Local Authority User Guidance

## How to Register for the Fair Cost of Care Tool

We are pleased to announce the launch of the Fair Cost of Care tool for 65+ Care Homes. The free online tool was commissioned by CHIP (Care and Health Improvement Programme) (delivered by ADASS and the LGA (LOCAL GOVERNMENT ASSOCIATION)) for use by Care Home Providers and Local Authorities in England to input, share and collate data for the DHSC (Department of Health and Social Care) Cost of Care Exercise.

This short user guide will walk you through the process of registering and getting started with the Fair Cost of Care Tool for Local Authorities and Care Home Providers. The full guidance will be made available when the full functionality becomes available week commencing 23<sup>rd</sup> May.

### 1. Getting Started - How to Register for the Fair Cost of Care tool

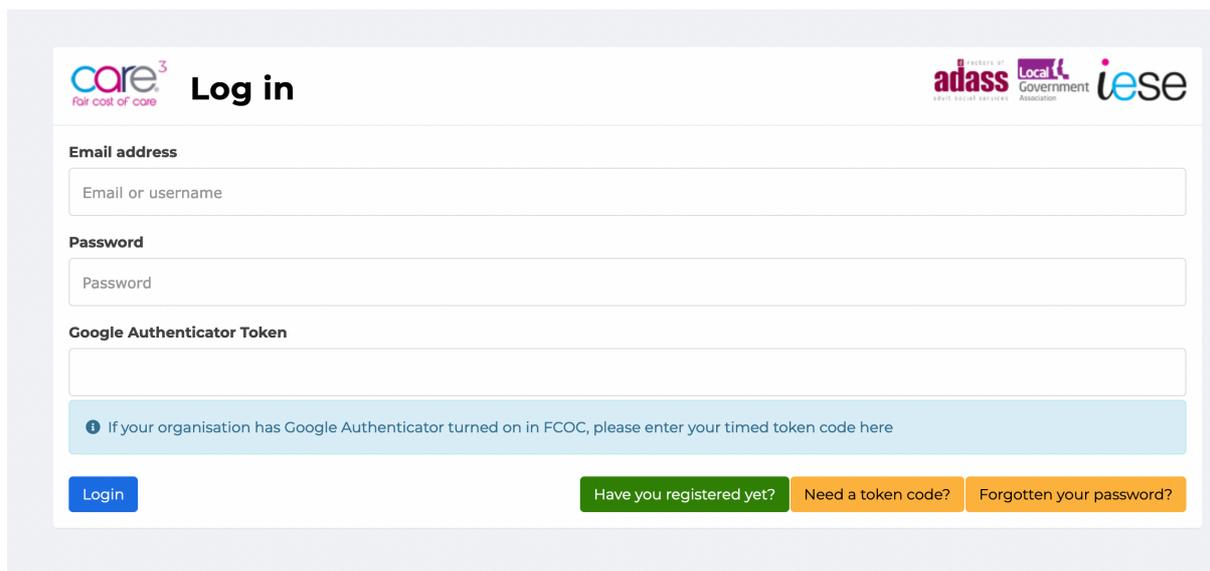
Getting started on the FCOC tool is simple. Follow the steps below to register for an account.

#### 1.1 - Step 1: Identify your primary user

As outlined in previous communications, you will need to identify a primary user to act as an administrator for your organisation. This person can add any additional users, including additional primary users, sub-users, and users with read-only access.

#### 1.2 - Step 2: Navigate to the <https://fcoc.carecubed.org/>

Your primary user should head over to <https://fcoc.carecubed.org/> where you will see the log-in screen:



The screenshot shows the login interface for the Fair Cost of Care tool. At the top left is the 'care3 fair cost of care' logo, and at the top right are logos for 'adass', 'Local Government Association', and 'iese'. The main heading is 'Log in'. Below this are three input fields: 'Email address' (with placeholder text 'Email or username'), 'Password', and 'Google Authenticator Token'. A light blue banner below the token field contains an information icon and the text: 'If your organisation has Google Authenticator turned on in FCOC, please enter your timed token code here'. At the bottom, there are four buttons: a blue 'Login' button, a green 'Have you registered yet?' button, an orange 'Need a token code?' button, and another orange 'Forgotten your password?' button.

To register for the FCOC tool – hit the green button at the bottom of the screen ‘Have you registered yet?’

### 1.3 - Step 3: Complete your registration details

Once you select “Have you registered yet?” you will be redirected to the following screen where you will see a radio button asking you to select what type of organisation you are:

The screenshot shows the 'Register for the FCOC' form. At the top right is the 'fcoc' logo. Below the title is a light blue banner with the text: 'Introduction for the FCOC tool will be inserted here.' The 'Type of organisation' section has two radio buttons: 'Provider' (unselected) and 'Local Authority' (selected). Below this is a 'CQC Local Authority' dropdown menu. A blue bar labeled 'Primary user' is followed by another light blue banner: 'Please enter your own details below. You will be the primary user for this organisation, which will allow you control over your own additional FCOC users and account'. Below this are four input fields: 'First name', 'Surname', 'Email address', and 'Contact telephone'.

Please select “Local Authority” as shown above and then choose the appropriate Local Authority from the drop-down list:

This screenshot is identical to the previous one, but the 'CQC Local Authority' dropdown menu is open, displaying a list of local authorities. The first item, 'Barking and Dagenham', is highlighted with a green bar and a checkmark. The list includes: Barking and Dagenham, Barnet, Barnsley, Bath and North East Somerset, Bedford, Bexley, Birmingham, Blackburn with Darwen, Blackpool, Bolton, Bournemouth, Christchurch and Poole, Bracknell Forest, Bradford, Brent, Brighton and Hove, Bristol, City of, Bromley, Buckinghamshire, and Burnley.

Once you have identified your chosen Local Authority, please complete the available fields, review the Terms and Conditions, and select 'Register now' to complete the sign-up process:

### Primary user

Please enter your own details below. You will be the primary user for this organisation, which will allow you control over your own additional FCOC users and account

**First name**

**Surname**

**Email address**

**Contact telephone**

### Terms & Conditions

## 1 Terms & Conditions

By registering on [fcoc.carecubed.org](https://fcoc.carecubed.org) for the FCOC service, you agree to the following terms and conditions.

'Documentation' within these Terms and Conditions is defined as CareCubed associated media, printed materials and online documentation, including the Guidance Documents and FAQ Bank.

## 2 Licence

2.1 In consideration of your agreeing to abide by the terms in this agreement, and the payment of a fee (the Subscription) iESE hereby grants to you a non-exclusive licence to use CareCubed and the Documentation in the UK on the terms of this agreement.

2.2 You may:

I have read and agree to the Terms & Conditions above

[Register now](#)

#### 1.4 - Step 4: Verify your email address

Once you have completed the registration form, you will receive an email asking you to 'verify your email address' as shown below:



Once you have received the message, please select the hyperlink to verify your email address.

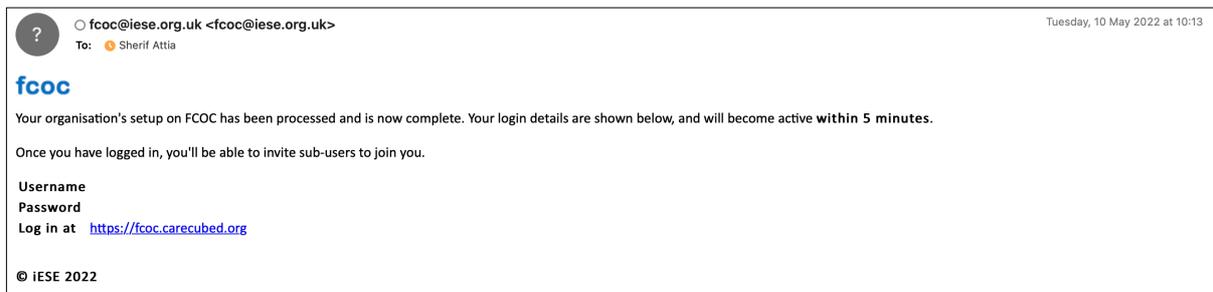
**IMPORTANT: Please ensure you check your junk mail for the messages!**

## 1.5 - Step 5: Receiving your Log-in Details

Once you have verified your email address, you will receive a separate email providing you with a log-in password and hyperlink to access the online tool. You will see the following message:

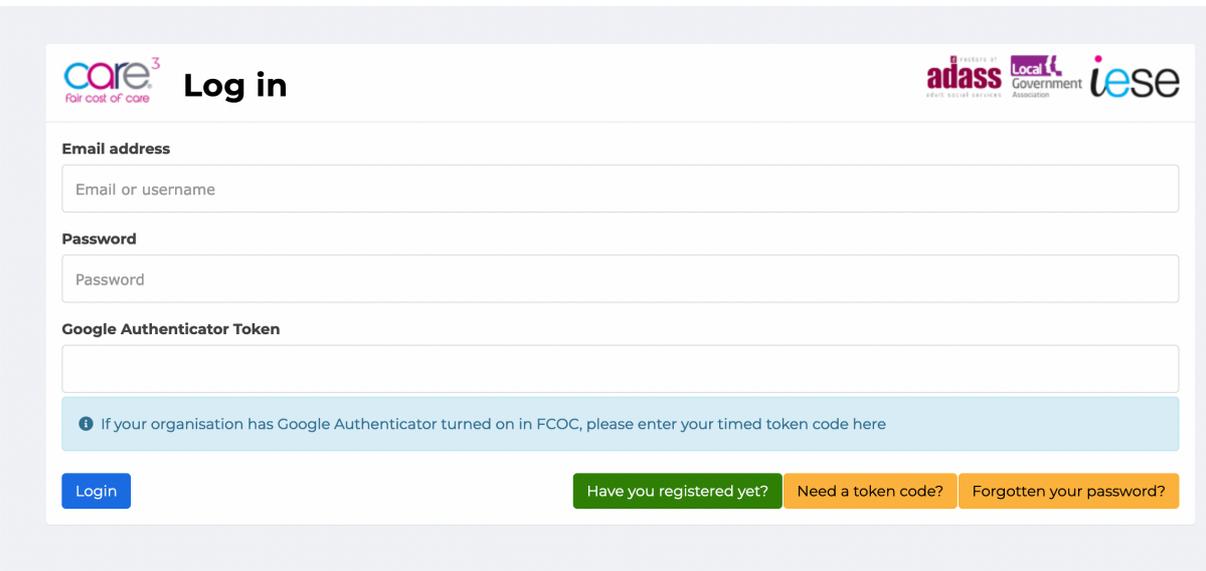
*Your organisation's setup on FCOC has been processed and is now complete. Your login details are shown below and will become active **within 5 minutes**.*

Once you have logged in, you will be able to invite new primary and sub-users to join you.

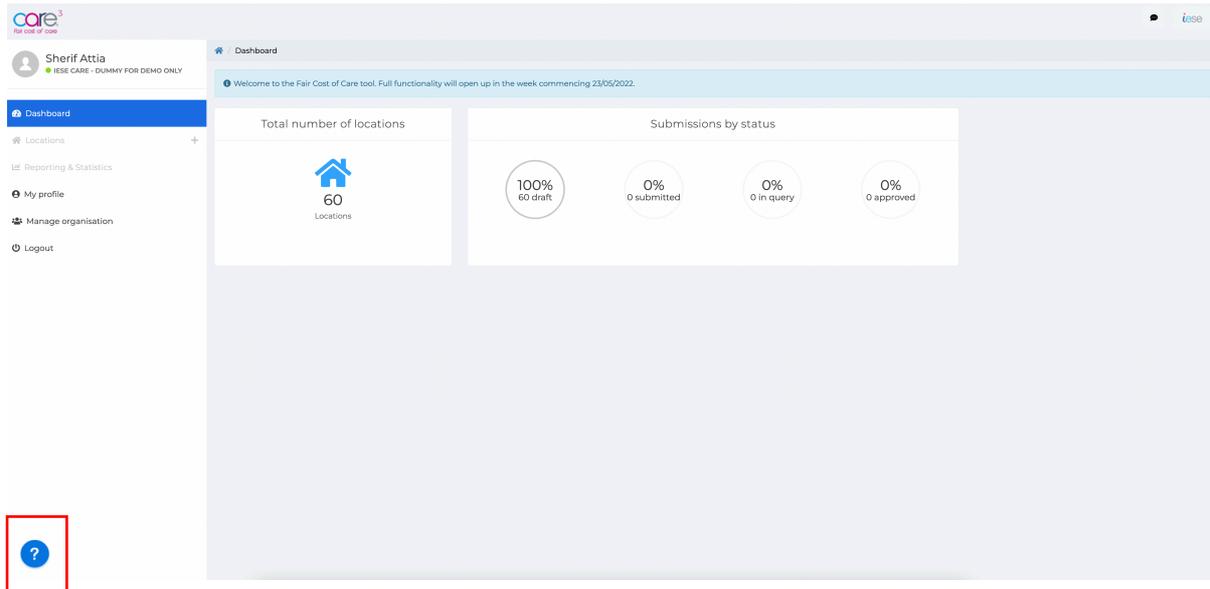


## 1.6 - Step 6: Log in at <https://fcoc.carecubed.org/>

Once you have received your user credentials, please head over to <https://fcoc.carecubed.org/> and log in to the system using your email and password:



Once you log into the system you will be redirected to the dashboard, please see below:



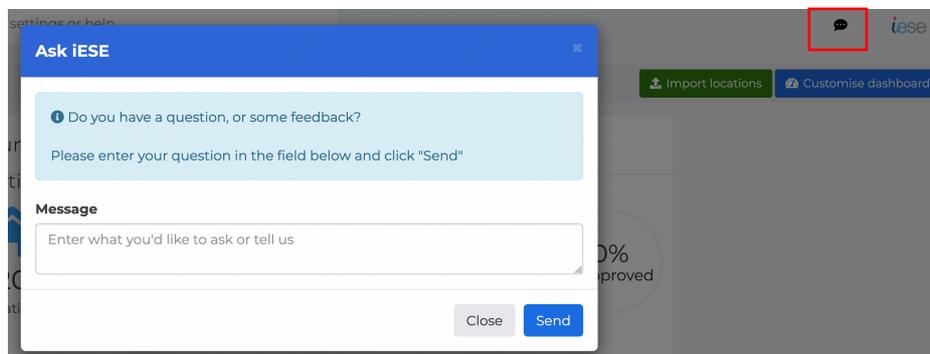
As you can see from the screen above, once you access the Fair Cost of Care tool for the first time you will see a restricted view of the application. This is part of a planned, phased approach to release.

On day one you will be able to set-up additional users and amend the organisations security settings e.g., turning on multi-factor-authentication. To support you with managing these setting and inviting new user, we have a series of walk throughs accessible via the blue question mark visible in the corner of the screen (see image above).

**IMPORTANT: Full functionality, including data collection, collation and reporting will become available in the week commencing 23/05/2022.**

## 2. Fair Cost of Care Support

If you have any issues or support queries, please contact the Fair Cost of Care support team by clicking on the speech bubble icon at the top of the screen and entering the details of the issue or query:



Alternatively, you can email us at [carecubed@iese.org.uk](mailto:carecubed@iese.org.uk).

