

Workplace Cardiovascular Disease Checks Pilot: Data portal FAQs

V1 - 16 April 2025

Q1. How do I get access to the portal?

The portal can be accessed here: [NHS Health Check - Workplace CVD Checks Grant Scheme](#)

The portal does not require a password but users must be registered. On entering their email address at the link above, registered users will receive an automated email to their inbox with a link to access the portal (10 minute expiry). This step will be required every time you log on.

To register further users to submit data, please contact CVDworkplacepilot@dhsc.gov.uk. There is no cap on the number of users allowed per local authority.

Q2. What is the deadline for data submission?

The portal will remain open until Friday 13 June 2025 (two weeks beyond the extended deadline for delivery on 31 May 2025).

Q3. We have offered both full NHS Health checks and an alternative CVD checks as part of a pilot. Do we have to input data for these separately?

Data should be entered onto the portal separately for NHS Health Checks and alternative assessments of CVD completed at each workplace.

Data will also need to be entered separately for digital/kiosks checks and those completed face-to-face.

Q.4 We want to get started on data entry before we have finished delivery. Does data for a workplace have to be submitted all in one go?

Data does not have to be submitted onto the portal in one go. The system will allow you to add data as you go should you wish to do so. You can also enter data relating to checks delivered at the same workplace in multiple separate sessions - but you must remember and re-use the same workplace unique reference number in these instances. You must also ensure you confirm submission of the data via the 'Confirm submission' page. If you leave mid-session, your progress will not automatically be saved.

Data relating to checks should only ever be entered once on the portal - i.e. if you are submitting data relating to the same workplace in multiple separate sessions, then only new data should be entered each time and not cumulative figures for that workplace. (The platform system will add relevant numbers together where needed to provide one data output per workplace.)

Q5. We have started submitting data onto the portal but have made an error with one of the submissions. Is there a way we can edit or delete a data submission?

Additional data can be added to the same workplace at a future date (a list of previously entered workplaces will appear each time you log in), and the workplace data table can be updated at that point, but once the data is submitted it cannot be edited or deleted by the user.

Duplicate entries can be manually deleted by our developers. Please contact CVDworkplacepilot@dhsc.gov.uk with the time and date of the duplicate entry. Please note, the session will be deleted in its entirety.

Q6. I started inputting some data yesterday but the session is not shown on my history when I logged into today. Where is it?

Data from a session will not save until you complete the 'Confirm Submission' step. If you leave mid-session, your progress will not automatically be saved.

Please contact CVDworkplacepilot@dhsc.gov.uk if you have any issues with data submission to the portal.

Q7. How do we enter values under 5?

When entering checks data relating to your workplaces, you will be allowed to enter numbers below 5 when entering data onto the platform. If you do not enter any more data for that workplace before the platform closes, then DHSC and PIRU will not see that number when the system produces data outputs / these values will be blanked out to maintain the anonymity of the data. If you do re-enter more data for that workplace at a later date, and as a result the value in question becomes greater than 5 once the system does the necessary additions - then we will see the aggregated value in the final data outputs.