

Digital Portal: Changing service details

Publication date: 07 November 2023

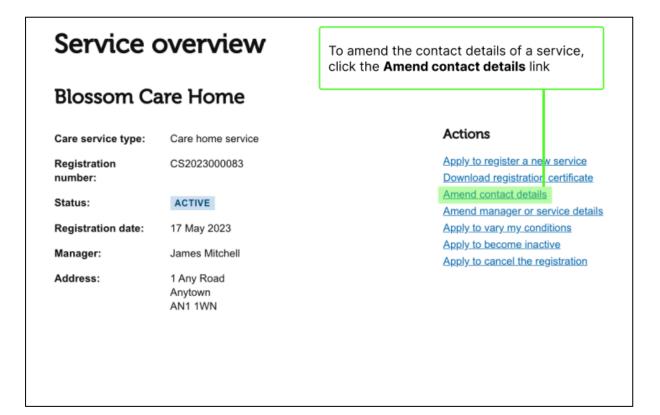
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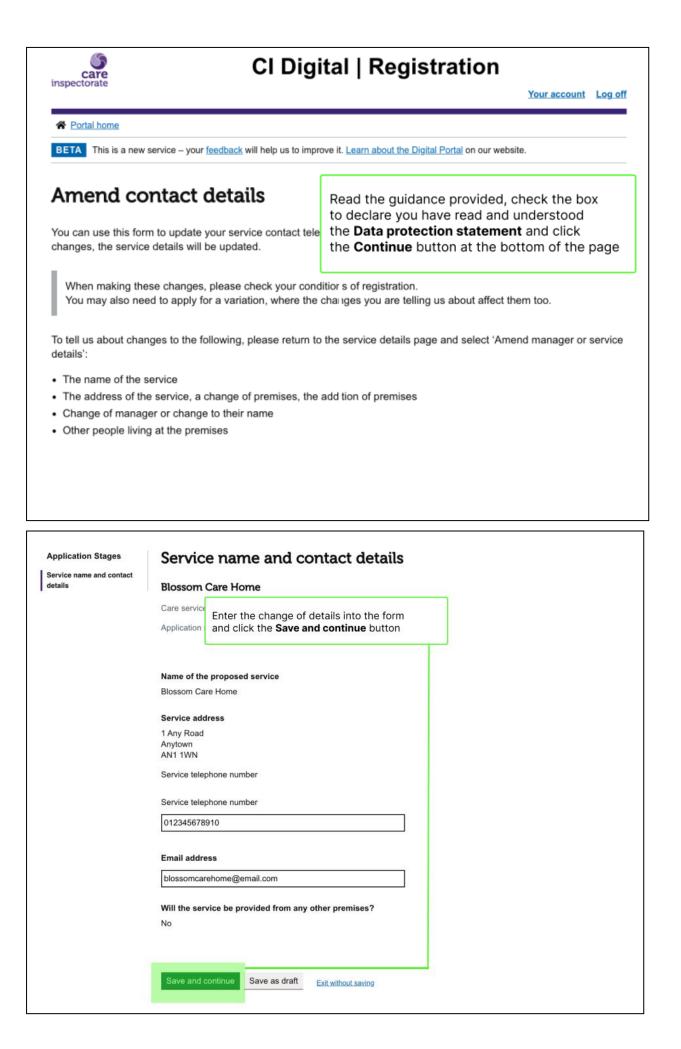
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Changing service contact details

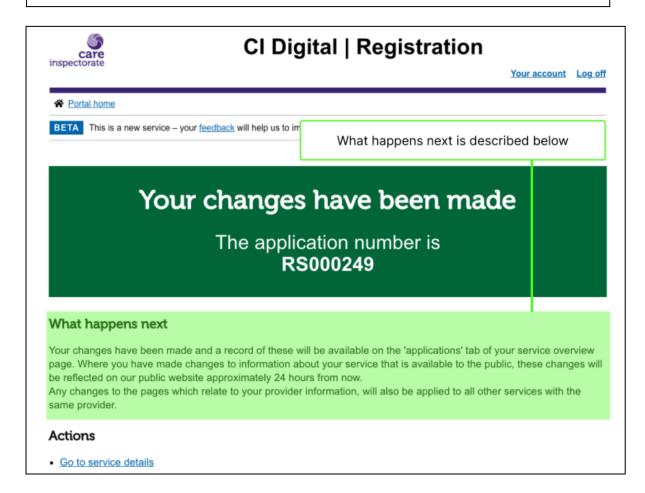
Portal home Usernam		If you are signed View link of the If you signed in will taken direct page and will no	service to be ar with service acc ly to the Service	mended. cess, you e overview
Providers				
Showing 4 of 4 record(s). Provider name	Provider number	Address		Show <u>25</u> .
Stephen Brown	SP2023000158	1 Any Road Anytown AN1 1WN	PROVISIONAL	<u>View details</u>
Showing 4 of 4 record(s). Provider missing? <u>Find out</u>	how to add a provider record to y	your portal.		
Service name	Service number	Address		
Happy Kids Nursery	CS2023000064	1 Any Road Anytown AN1 1WN	ACTIVE V	i ew details
Blossom Care Home	CS2023000083	1 Any Road Anytown AN1 1WN		liew details



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ails	Blossom Care Home				
	Application the Submit a	etails you wish to submit and click pplication button. ne Edit link if you need to modify			
		ormation you have entered.			
	Service name and conta	ervice name and contact details - Edit			
	Name of the proposed service	Blossom Care Home			
	Service address	1 Any Road Anytown AN1 1WN			
	Service telephone number	012345678911			
	Email address	blossomcarehome@email.com			
	Will the service be provided from any other premises?	No			
	Submit application Exit with	iout saving			



Service overview		To amend the manager or details of a service click the Amend manager or service	
Blossom Ca	are Home	details link	
Care service type:	Care home service		Actions
Registration number:	CS2023000083		Apply to register a new service Download registration certificate
Status:	ACTIVE		Amend contact details Amend manager or service details
Registration date:	17 May 2023		Apply to vary my conditions
Manager:	James Mitchell		Apply to become inactive Apply to cancel the registration
Address:	1 Any Road Anytown AN1 1WN		



BETA This is a new service - your feedback will help us to improve it. Learn about the Digital Portal on our website.

Amend manager or service details

You can tell us here about changes to any of the details list the changes you would like to make. We recommend havin you start your changes.

When making these changes, please check your conditi variation, where the changes you are telling us about af

Manager details

Use the manager details section to change the manager's details.

Service details

If your service is provided within a building, for example childminding or care homes, changes to an address or premises require an application for a variation. Where the service name and address is also the same as the provider name or address, you should also update the provider details on the provider overview.

provided

Use the service details section to update:

- · Service name and contact details
- · Details of people living at the premises (where applicable)
- Staff Whole Time Equivalent (WTE)

Scroll down the page, reading the guidance

Service details	Check Service details	
Manager details	Check Service details	
Data protection statement		
Data protection statement		
	t, use, store, disclose etc) personal information on computer and paper f ider the Public Services Reform (Scotland) Act 2010, associated regulat	
-	will only be disclosed to a third party where it is lawful for the Care ith the General Data Protection Regulation (GDPR) and Data Protection	Act
2018. For further information on how we p	rocess personal information please see the Care Inspectorate's Core Pri	
Notice.		
I have read and understood 'Data p	otection statement	
I have read and understood 'Data p	rotection statement'	
I have read and understood 'Data p	rotection statement'	
I have read and understood 'Data p	rotection statement'	
Continue		
Continue <u>Cancel</u>		
Continue Cancel Vhich sections would you like to make a select all that apply.	an update to?	
Continue Cancel Vhich sections would you like to make select all that apply. Service details	an update to? Confirm you have read and understood	
Continue Cancel Vhich sections would you like to make a select all that apply.	an update to?	k
Continue Cancel Vhich sections would you like to make select all that apply. Service details	an update to? Confirm you have read and understood the Data protection statement and clici	k

the purpose of carrying out its functions under the Public Services Reform (Scotland) Act 2010, associated regulations and other legislation. Personal information will only be disclosed to a third party where it is lawful for the Care Inspectorate to do so and in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018. For further information on how we process personal information please see the Care Inspectorate's <u>Core Privacy</u> <u>Notice</u>.

 I have read and understood 'Data protection statement'

 Continue

Application Stages	Service name and contact details
Service name and contact details	Blossom Care H You must now step through a series of stages to enter the proposed amendments Application number: Application number:
Change of details	To change, add or remove a premises address, please apply to vary your conditions
	Name of the proposed service
	Blossom Care Home
	Service address 1 Any Road Anytown AN1 1WN
Application Stages	Service name and contact details
Details of the service Service name and contact details Staffing	Blossom Care HCare service numberApplication number:Application number:
Change of details	To change, add or remove a premises address, please apply to vary your conditions
	Name of the proposed service
	Blossom Care Home
	Service address 1 Any Road Anytown AN1 1WN
	Service telephone number
	012345678911
	Email address
	blossomcarehome@email.com
	Will the service be provided from any other premises? No
	Save and continue Save as draft Exit without saving

Digital portal: changing service details

Protes name and contact details Staffing Change of details Change of details If there are amendments to be submitted regarding the service name or contact details, enter them into the form and click the Save and continue button If there are a mendments to be submitted regarding the service name or contact details, enter them into the form and click the Save and continue button If there are a mendments to be submitted regarding the service address, please apply to vary your conditions If there are are amendments to be submitted regarding the service address, please apply to vary your conditions Name of the proposed service Blossom Care Hore Service address 1 Any Road Anytown AN1 1WN Service telephone number [012345678911 Email address blossomcarehome@gemail.com Will the service be provided from any other premises? No	Details of the service	
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Portal home	* Portal home	
		our feedback will help us to improve it. Learn about the Digital Portal on our website.
		rour <u>feedback</u> will help us to improve it. <u>Learn about the Digital Portal</u> on our website.
BETA This is a new service – your feedback will help us to improve it. Learn about the Digital Portal on our website.	BETA This is a new service – y	
BETA This is a new service – your feedback will help us to improve it. Learn about the Digital Portal on our website. Application Stages Staffing Details of the service The port stage is Staffing	BETA This is a new service – y Application Stages	Staffing
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BETA This is a new service – your feedback will help us to improve it. Learn about the Digital Portal on our website. Application Stages Staffing Details of the service Blossom Ca Service name and contact details Care service nu Staffing If there are amendments to be proposed regarding the staffing of the service, upload the necessary documents to support the proposed changes and click the Save and continue button.	BETA This is a new service – y Application Stages ✓ Details of the service ✓ Service name and contact details	Staffing Blossom Ca Care service nt Application num Application num If there are amendments to be proposed regarding the staffing of the service, upload the necessary documents to support the proposed changes and click the Save and continue button. Please provide us with details of your staffing structure, based on the numbers and needs of people using the proposed service.

Please upload your staffing structure in one or more files.

Uploaded files

What is the whole-time equivalent number of staff required to deliver and manage direct care? Whole time equivalent is considered to be 40 hours per week. For

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Application Stages	Supporti	ing documentation
 Details of the service 	Blossom Ca	The next stage is Supporting documentation.
Change of details	Care service n	
Supporting documentation	Application nun	Here you are invited to attach any documents to support the proposed changes.
Applicant contact information		
	Please attach a	ny supporting documents.
	Note that these of	locuments may be viewed by other Portal users within your organisation.
	 Accepted file 	

Application Stages	Support	ing documentation
 Details of the service Chapter of details 	Blossom Ca	Click the Accepted file formats link if you would like to check which files can be uploaded.
 <u>Change of details</u> 	Care service nu	
Applicant contact	Application nun	Click the Save and continue button to move to the next stage.
information	Please attach a	ny supporting documents.
1	Note that these	documents may be viewed by other Portal users within your organisation.
	<u>Accepted file</u>	formats

Application Stages

Details of the service

Applicant contact information

Change of details

Supporting documentation

Applicant contact information

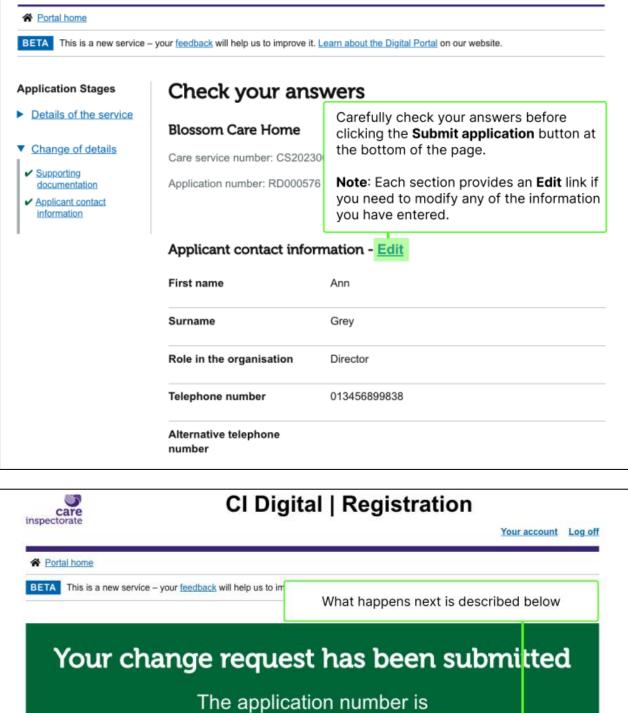
Blossom Care Home

Care service number: CS20

Application number: RD000

Fill in the details of the **Applicant contact** information and click to save and continue

First name



RD000576

What happens next

We've sent your changes to your inspector who may contact you to discuss your changes before confirming them. You can check the progress of your change request in the 'applications' tab of your service overview page.

. ..

Changing the manager of a service

Service overview Blossom Care Home		To amend the manager or details of a service, click the Amend manager or service details link		
Care service type:	Care home service	Actions		
Registration number:	CS2023000083	<u>Apply to register a new service</u> Download registration certificate		
Status:	ACTIVE	Amend contact details Amend manager or service details		
Registration date:	17 May 2023	Apply to vary my conditions		
Manager:	James Mitchell	<u>Apply to become inactive</u> <u>Apply to cancel the registration</u>		
Address:	1 Any Road Anytown AN1 1WN			

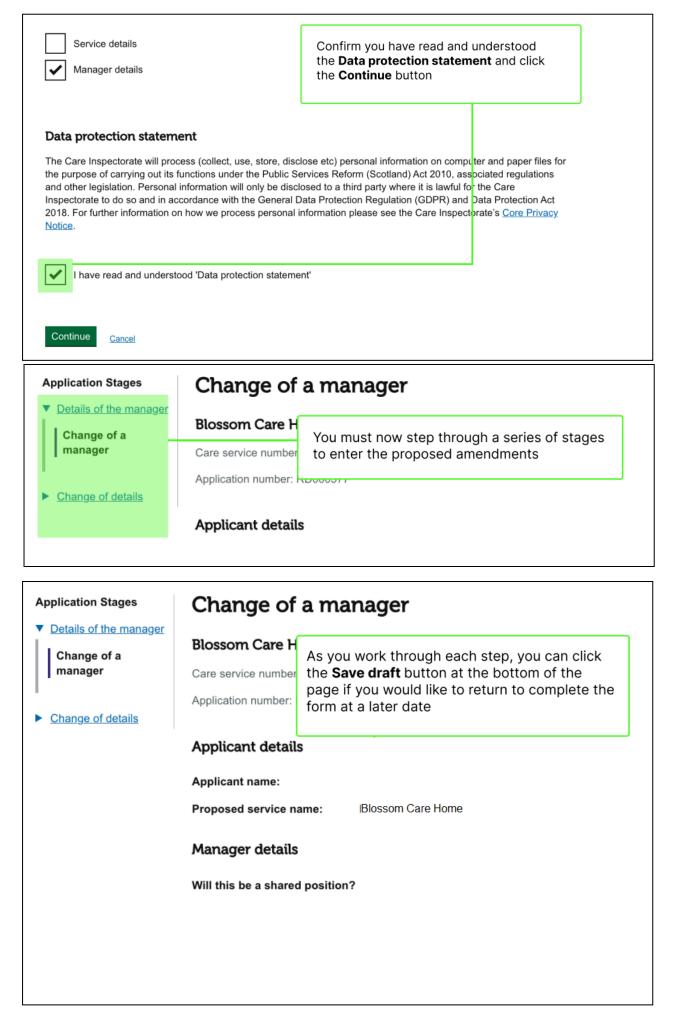
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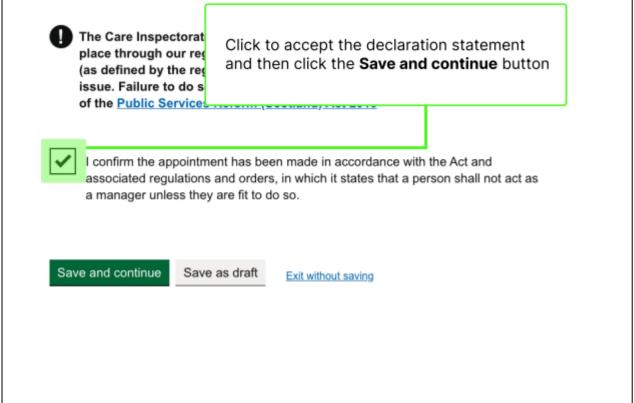
Scroll down the page, reading the guidance provided

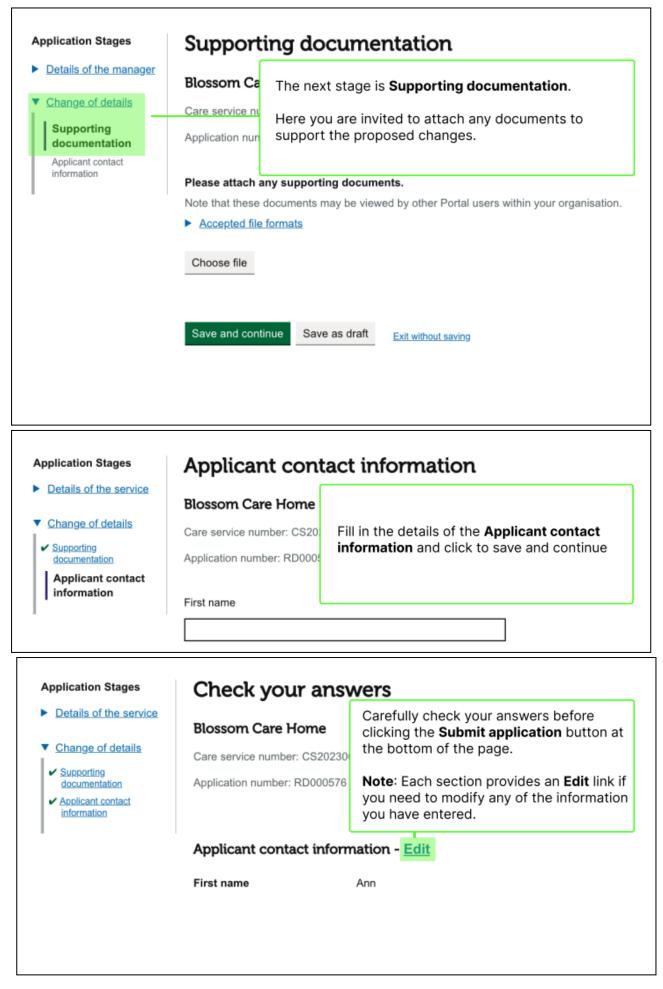
When making these changes, please check your conditivariation, where the changes you are telling us about aff

Select all that apply. Service details Manager details	 Select Manager details

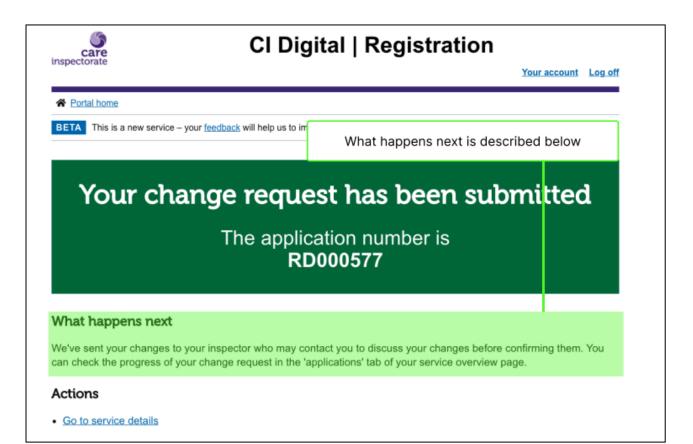


Application Stages Details of the manager Change of a manager Change of details 	Change of a manager Blossom Care H Care service number Application number: You have unsa
	Applicant details Applicant name: Proposed service name: Blossom Care Home Manager details
	Will this be a shared position? Yes No
	When appointing a manager, you must ensure they have the skills, knowledge and experience to manage the service. Please refer to the <u>Guidance for providers and applicants on Registered Manager requirements</u> for more information.





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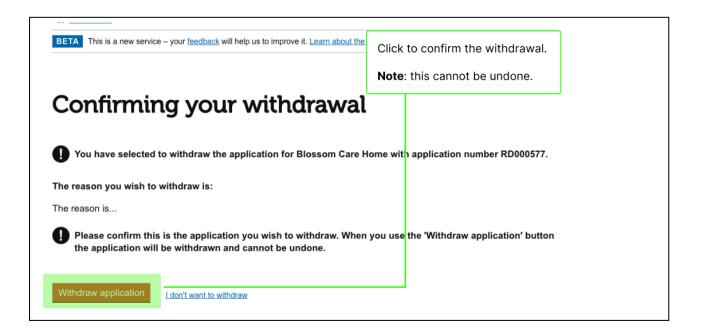
Withdrawing a change of details

Service	overview	
Blossom Ca	are Home	If you decide to withdraw a change of details request, navigate to the Service overview page and click the Applications tab
Care service type:	Care home service	Actions
Registration number:	CS2023000083	Apply to register a new service Download registration certificate
Status:	ACTIVE	Amend contact details Amend manager or service details
Registration date:	17 May 2023	Apply to vary my conditions
Manager:	James Mitchell	<u>Apply to become inactive</u> <u>Apply to cancel the registration</u>
Address:	1 Any Road Anytown AN1 1WN	
	,	

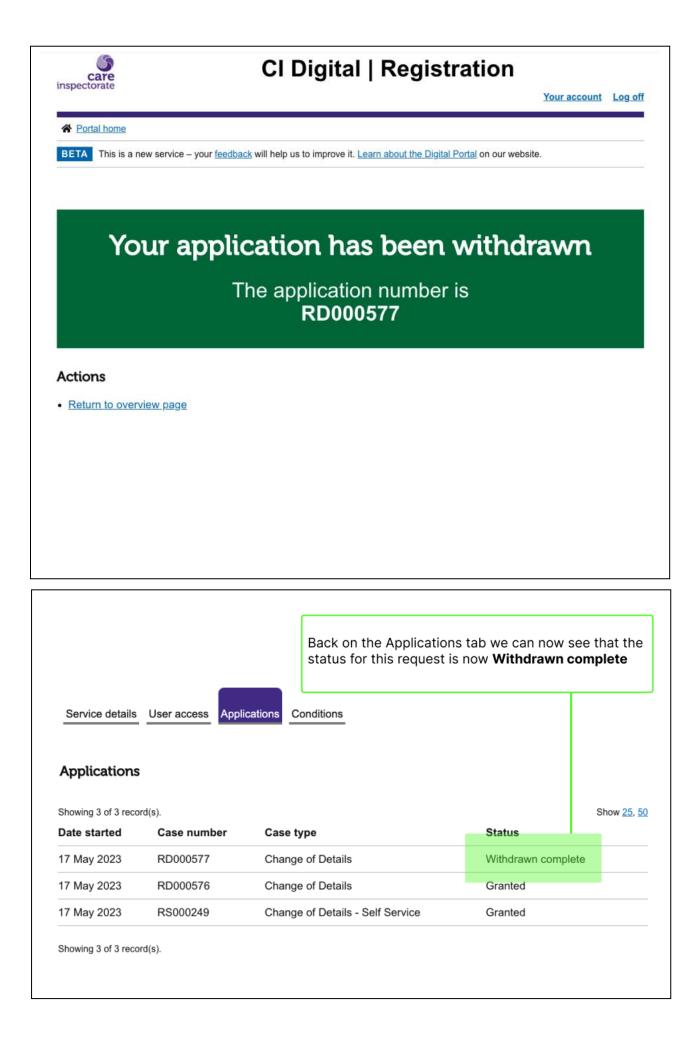
Service details	User access App	lications Co	onditions			
Applications	rd(a)		If you have a pending see an message stati completed or withdra requested	ng that the re	quest m	nust be
Date started	Case number	Case typ	e	Status		
17 May 2023	RD000577	Change o	f Details	Assessing	View	Withdraw
17 May 2023	RD000576	Change o	f Details	Granted		
	RS000249	Change o	f Details - Self Service	Granted		
17 May 2023						

Applications	;		To withdraw a (Withdraw link	Change o	of details r	equest,	click the
Showing 3 of 3 reco	ord(s).						Show <u>25, 5</u>
Date started	Case number	Case type	e		Status		
17 May 2023	RD000577	Change of	f Details		Assessing	View	Withdraw
17 May 2023	RD000576	Change of	f Details		Granted		
17 May 2023	RS000249	Change of	f Details - Self Service	e	Granted		
Showing 3 of 3 reco	ord(s).						
	ord(s). ew service – your <u>feedback</u> v	Tou	are required to pro n click the Continu			n.	
BETA This is a ne	ew service – your <u>feedback</u> v	The		e to withd	Irawal butto		
BETA This is a ne	ew service – your <u>feedback</u> v	The	n click the Continu	e to withd	Irawal butto		
BETA This is a ne	ew service – your <u>feedback</u> v elected to withdraw the	The	n click the Continu	e to withd	Irawal butto		
BETA This is a ne	ew service – your <u>feedback</u> v elected to withdraw the	The	n click the Continu	e to withd	Irawal butto		
BETA This is a ne	ew service – your <u>feedback</u> v elected to withdraw the	The	n click the Continu	e to withd	Irawal butto		

Continue to withdrawal



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