



## Changes to the annual returns December 2022

Publication date: January 2023

Publication code OPS-1122-465

Each year, we ask services to complete an annual return. This gives us important information that helps inform our scrutiny and improvement work. To reduce duplication of data collection overall, we share some of the information with other organisations, such as the Scottish Social Services Council and the Scottish Government. We also use the data collected to produce several statistical publications that you can view on our [website](#).

We ask for a great deal of information about each service and the people who use them so, while we aim to keep changes to a minimum, it's important that we review the questions to help keep them current and collect the correct information.

This paper provides a summary of all the changes you can expect to see in this year's annual return form. Please answer the new questions to the best of your knowledge, we accept that you may not yet have a record of some of the information we are asking for.

## 1. Changes to annual returns for ALL service types

We have removed the question 'What is the total number of days that staff were absent due to sickness' from the **total staffing** page because we collect similar data in the staff absences and vacancies notification.

We have also made some small amendments to other questions in the total staffing page in order to improve the usefulness and consistency of the data you provide. We have made changes **to the infection prevention and controls section** in line with new infection prevention and control (IPC) standards. This section no longer focusses on Covid-19.

We have made changes to the **technology section** in collaboration with the Technology Assisted Care (TEC) unit of the Scottish Government. The changes are based on a review of the data gathered in the previous annual return and were developed to ensure that we continue to gather data that is relevant and can be used to inform the TEC Programme.

We have added some new questions to the **volunteers section** to inform our Safer Staffing program of work.

The Whole Time Equivalent calculator has been decommissioned and is therefore not available.

## 2. Changes to care homes for adult's annual return form

We have removed the questions on outbreaks of infection from the **important events** section.

We have replaced the existing question on restraint with a new question set on restrictive practice in the **important events** section.

We have replaced the questions on GP support in the **service usage** section, to inform improvement support workstreams.

We have added a question on service usage to provide context for some of the new and existing questions.

We have added questions to the **staffing methods and tools** section in order to inform the safer staffing workstream and improvement support programs, and scrutiny work. We have also added some new questions and replaced some of the existing questions in the **continence care**, **pressure ulcers** and **nutrition** sections to inform national programs and improvement support workstreams.

### **3. Changes to care homes for children and young people annual return form**

We have removed the questions on outbreaks of infection from the **important events** section.

We have replaced the existing question on restraint with a new question set on restrictive practice in the **important events** section, in support of The Promise. We have removed the questions about the qualifications of staff administering medicines from the **medication section**.

### **4. Changes to all mainstream school care accommodation annual return form**

We have requested, in the **staff members** section, that you do not include teaching/education staff that **do not** play a direct role in the care of the children and young people using the service. You should continue to record the details of all other staff members.

We have removed the questions on outbreaks of infection from the **important events** section.

### **5. Changes to residential special school care accommodation annual return form**

We have requested, in the **staff members** section, that you do not include teaching/education staff that **do not** play a direct role in the care of the children and young people using the service. You should continue to record the details of all other staff members.

We have removed the questions on outbreaks of infection from the **important events** section.

We have replaced the existing question on restraint with a new question set on restrictive practice in the **important events** section, in support of The Promise.

### **6. Changes to secure accommodation services annual return form**

We have replaced the existing question on restraint with a new question set on restrictive practice in the **important events** section, in support of The Promise.

### **7. Changes to housing support and combined housing support/care at home annual return form**

We have added a question which asks if you support anyone that is subject to MAPPA (Multi-agency public protection arrangements) or statutory restrictions.

**8. Changes to support service care at home annual return form**

In the **continence care** section, we have added a question on catheter acquired urinary tract infection and continence assessment and management plans.

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