



Changes to the annual returns 2021/22

Publication date: December 2021

Publication code OPS-1221-451

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 it's important that we review the questions to help keep them current and collect the correct information.

This paper provides the detail of all the changes you can expect to see in this year's annual return form. Note that work is currently underway to apply these changes to the forms and therefore the detail of them might be subject to minor amendments.

1. Removal of redundant questions.
2. A new question set in the day care of children and childminding annual return forms to capture information on the Scottish Government's Scottish Milk and Healthy Snack Scheme in practice.
3. A new question set in the care home for adults annual return form to capture information on staffing methods and tools in support of the Care Inspectorate's safe staffing project.
4. Changes to the technology section that was added last year to take account of feedback on last year's questions.

You can read the detail of each of the changes below.

1. Removal of redundant questions.

We will no longer ask if you are you operating from temporary premises due to Covid-19.

2. A new question set in the day care of children and childminding annual return forms to capture information on the Scottish Government's Scottish Milk and Healthy Snack Scheme in practice.

The Scottish Milk and Healthy Snack Scheme (SMHSS) launched on 1 August 2021, replacing the existing claims based, UK-administered Nursery Milk Scheme in Scotland.

Year 1 of the Scheme is a transitional year, and the Scottish Government is keen to gather learning using evidence and data to support the Scheme in meeting its objectives as they look ahead to Year 2 and beyond.

To avoid the Scottish Government having to set up a separate data collection, we are asking the following questions about the Scottish Milk and Healthy Snack Scheme on behalf of the Scottish Government and will share responses with them with the appropriate disclosure control applied to ensure individuals are not identified.

At 31 December last year, was your service receiving funding from the Scottish Milk and Healthy Snack Scheme?

If yes, how do you receive your milk?

If yes, how do you receive your healthy snack?

How many of the children, registered with your service at 31 December, opt out of receiving the offer provided through the Scottish Milk and Healthy Snack Scheme? and why do they opt out?

3. There are three new questions in the care home for adults annual return form to capture information on staffing methods and tools in support of the Care Inspectorate's safe staffing project.

In this section we ask you to tell us about the methods you use to assess and make decisions about staffing levels, skill mix and deployment in your care home.

Do you use any formal tools when assessing and deciding staffing levels needed?

Please indicate which tools you use

Please tell us about the professional quality measures you use to assess the impact of your staffing decisions.

4. Changes to the technology section that was added last year to take account of feedback on last year's questions.

Please note:

- **blue text** indicates new or modified wording
- text that is crossed out indicates wording that was present in last year's form, that will not be present in this year's form
- regular text represents wording that is unchanged.

We would like to know how digitally connected your service was. Did you have internet (**a digital connection**) in your service's premises?

~~Did you have internet-enabled mobile device(s)?~~

If yes, was the connectivity strong enough to, for example, watch an online video, in any of the following areas? Communal areas, all private bedrooms (if residential setting), garden/external areas?

If your premises does not have digital connection or it covers only some areas, do you have plans to introduce/extend it?

Why do you have a digital connection? (Leave blank if you don't have a digital connection)

Please identify the types of digital devices used in your care setting.

~~Did you support Near Me calls with people using the service?~~

Did you use technology to support the care of people using the service?

Did you use technology to monitor people's movement or to maintain safety? (For example, movement tracking via GPS)

Did your staff receive training in using technology to support care?

~~If the above questions do not apply, please tell us in your own words how you use technology to support care.~~

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یہ اشاعت درخواست کرنے پر دیگر شکلوں اور دیگر زبانوں میں فراہم کی جاسکتی ہے۔

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