



Changes to the annual returns December 2023

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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 added a safer staffing section to the **total staffing** page to inform our safer staffing program of work. All staff working in health and social care should understand the guiding principles of the [Health and Care \(Staffing\) \(Scotland\) Act 2019 \(the Act\)](#) which will be enacted 1 April 2024.

We have added a set of three questions about self-evaluation. Self-evaluation is a powerful tool for understanding what is working well and for identifying and supporting improvements. The Care Inspectorate has developed self-evaluation toolkits that support services to get the most out of self-evaluation.

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

In the **service usage** section, where we ask you to count service users by age group we have consolidated the age groupings into two categories - under 65 years, and age 65 years and over.

Also in the **service usage** section, we have introduced a question on out of area placements. We want to understand the extent to which adults are placed away from their 'home' locality.

We have added questions to the **staffing methods and tools** section.

3. Changes to care homes for children and young people form

In the **service capacity** section we have expanded the question on unaccompanied children seeking asylum and refuge to record counts per single year of age. This is to improve Scotland's data on asylum and refuge.

In the **CYP usage** section we have added two questions on cross border placements to improve our understanding and inform this area of practice going forward. This will support us all to Keep The Promise.

4. Changes to school care accommodation – special form

In the **service capacity** section we have:

- added two questions on cross border placements to improve our understanding and inform this area of practice going forward. This will support us all to Keep The Promise.
- expanded the question on unaccompanied children seeking asylum and refuge to record counts per single year of age. This is to improve Scotland's data on asylum and refuge.

5. Changes to the secure accommodation form

In the **service capacity** section we have:

- added two questions on cross border placements to improve our understanding and inform this area of practice going forward. This will support us all to Keep The Promise.
- expanded the question on unaccompanied children seeking asylum and refuge to record counts per single year of age. This is to improve Scotland's data on asylum and refuge.

6. Changes to the adoption form

In the **service usage** section (local authority and independent) we have expanded the question set on unaccompanied children seeking asylum and refuge to record counts per single year of age. This is to improve Scotland's data on asylum and refuge.

7. Changes to the adult placement form

We have added a question to the unaccompanied children seeking asylum and refuge section.

8. Changes to the fostering form

In the **service usage** section (local authority and independent) we have expanded the question set on unaccompanied children seeking asylum and refuge. This is to improve Scotland's data on asylum and refuge.

9. Changes to the housing support form

In the **service usage** section we have added a question to the unaccompanied children seeking asylum and refuge question set.

10. Changes to the support service (other than care at home) form

In the **service usage** section we have added a question set on unaccompanied children seeking asylum and refuge.

Headquarters

Care Inspectorate
Compass House
11 Riverside Drive
Dundee
DD1 4NY

web: www.careinspectorate.com

email: enquiries@careinspectorate.com

telephone: 0345 600 9527



@careinspect

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