



Changes to the annual returns 2024

Publication date: December 2024

Publication code OPS-0124-475

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 new **safer 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 was enacted 1 April 2024.

We have added a set of two questions to the **staff recruitment** section about where and how services hold staff recruitment records. This will be used to inform our focus on safer recruitment next inspection year.

In the **staff member details** section, we have added three new SSSC registration categories for practitioners in housing support services, care at home services and both housing support and care at home services. This has been added to be in line with new job roles on the SSSC register.

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

In the **service usage** section, where we ask you to specify user needs we have changed the category "cognitive impairment" to "suspected dementia" to provide a clearer indication of those who may require a similar level of care to those with a dementia diagnosis.

In the **staffing methods and tools** section, we have introduced an additional response option for falls risk assessments and residents' care plans to include "No residents have a falls risk assessment in their care plan". This was to ensure that all services were able to respond to this question.

3. Changes to the fostering form

In the **service usage** section (local authority and independent) we have expanded the question set to include up to three questions on cross-border placements. This is to improve Scotland's data on cross-border placements.

Headquarters

Care Inspectorate
Compass House
11 Riverside Drive
Dundee
DD1 4NY

web: www.careinspectorate.com

email: enquiries@careinspectorate.com

telephone: 0345 600 9527

@careinspect

Other languages and formats

This publication is available in other formats and other languages on request.

Tha am foillseachadh seo ri fhaighinn ann an cruthannan is cànan eile ma nithear iartras.

অনুরোধসাপেক্ষে এই প্রকাশনাটি অন্য ফরম্যাট এবং অন্যান্য ভাষায় পাওয়া যায়।

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

ਬੇਨਤੀ 'ਤੇ ਇਹ ਪ੍ਰਕਾਸ਼ਨ ਹੋਰ ਰੂਪਾਂ ਅਤੇ ਹੋਰਨਾਂ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ।

هذه الوثيقة متوفرة بلغات ونماذج أخرى عند الطلب

本出版品有其他格式和其他語言備索。

Na życzenie niniejsza publikacja dostępna jest także w innych formatach oraz językach.