

THE SCOTTISH EXECUTIVE

Community Care Statistics DAY SERVICES FOR ADULTS 2006

This form should be completed by all local authority provided and commissioned day services as well as all registered day services providing a range of practical, personal and social activities for adults.

Self-help groups, lunch clubs and social clubs should **NOT** be included in this return.

Care Homes which provide day care places for non-residents should complete this form in addition to the Care Homes Census. Only staff specifically allocated to the day service should be included in this return.

Please check all details below and amend where necessary:

Name:

Address:

Postcode

Telephone:

Please provide a contact name and telephone number should we have any queries regarding the content of this form.

You may wish to keep a copy of the completed form in case we have to contact you.

Contact name: _____

Telephone number: _____

Main Client Group (please tick one box only):

- Older People
- Older People with Dementia
- Learning Difficulties
- Physical Disabilities
- Mental Health Problems
- Other – Please specify below

Facilities in use:



Centre is currently in use

If in use then:- **Days open**



Times open:

Centre is currently not in use

If not in use then please specify reason below
and return the rest of the form blank

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

SECTION 1 – ESTABLISHMENT DETAILS

1.1	Type of Day Service <i>(please tick)</i>
Purpose Built Building	<input type="checkbox"/>
Within Care Home	<input type="checkbox"/>
Other Community Setting	<input type="checkbox"/>

1.2	Is this service registered with the Care Commission?
Yes	<input type="checkbox"/>
No	<input type="checkbox"/> (go straight to question 1.4)

1.3	Administration of Service <i>(please tick one Box)</i>
Local Authority	<input type="checkbox"/> Name of LA:
Voluntary Sector	<input type="checkbox"/> Governing body:
Private Sector	<input type="checkbox"/> Registered Company Name:

Where a day service is jointly managed, please tick the main provider and list all other involvement below:

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1.4	Capacity
Maximum number of places (at any one time):	<input style="width: 100px;" type="text"/>
Number of hours per week the service is provided:	<input style="width: 100px;" type="text"/>
Number of people using the service during census week:	<input style="width: 100px;" type="text"/> <i>Note: this should agree with the number of users in section 2.</i>

Note: Where a day service is provided less frequently than once per week, the hours per week should be calculated on a pro-rata basis.

SECTION 2 - USER INFORMATION (This should be reported for week ending 31 March 2006)

Sheet no. **01**

Please complete one row for each person using the day service during census week.

Census Week - If the census week (week ending 31 March 2006) does not reflect the level of service usually provided, e.g. reduced hours due to holidays, less than weekly opening, please use the nearest representative week to the census date.

User No	Gender (M/F)	Date of Birth (DDMMYYYY)		Post Code of individual				Receiving Home Care (Y/N)	Main Client Group (see code list below)	Number of days per week using service	Using service at weekend (Y/N)	Services used during survey week (see definitions below)				Transport provided (Y/N)								
		2	3	0	1	1	9					1	2	Q	W		9	9	4	Z	Z	Domestic / Practical	Social / Personal Development	Education / Employment
Example	M									3	N	✓				✓					✓		Y	
1																								
2																								
3																								
4																								
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15																								

Main Client group :

- 1 People with dementia
- 2 People with physical disabilities / sensory impairment (including frailty due to old age)
- 3 People with learning difficulties
- 4 People with mental health problems
- 5 People with alcohol / drug problems
- 6 People with HIV / AIDS
- 7 Other

Service Types:

- Domestic/Practical - shopping; food preparation; cooking; using appliances; laundry; etc.
- Social/Personal Development - personal relationships; confidence building; communication; advocacy; etc.
- Education/Employment - literacy skills; basic education; skills training; further education; work experience; etc.
- Leisure/Recreation - sports; arts and crafts; social events; outings; hobbies; etc.
- Personal Care - personal hygiene; dressing skills; feeding skills; mobility; dietary advice; medication; mental well-being; etc.

SECTION 3 - STAFFING

3.1 Employed Staff

Day services located within a care home should only include the amount of staff time allocated to the day service. Therefore, if a member of staff has both care home duties and day care duties, they should be included in this table as working part-time according to the number of hours they spend providing day care.

	Terms of Appointment			Total WTE (4)
	Whole-time	Part-time		
	Number (1)	Number (2)	WTE (3)	
Management Staff <i>(Centre Managers, Deputy Managers, Officers in Charge etc.)</i>				
Care Staff <i>(Care Officers, Instructors etc.)</i>				
All Other Staff				
Total				

- (1) The number of staff who work full-time.
- (2) The number of staff who work part-time.
- (3) To calculate the whole time equivalent (WTE) of the part-time staff, add up the number of hours they work per week and divide by the number of hours per week of a full-time member of staff of that grade.

Example

If 5 part-time staff work between them 120 hours in a week, their WTE would be 3 i.e. 120 divided by 40 (if 40 hours were the normal full time week)

- (4) Column (4) is the sum of column (1) and column (3).

3.2 Other Personnel

Number of Volunteers who have helped during the reporting week.

Number of Visiting Workers who have visited during the reporting week.

Please provide a list of the services provided by the visiting workers:

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All forms should be sent directly to:

The Scottish Executive
Health Department ASD
Room 3WR
St. Andrew's House
EDINBURGH
EH1 3DG

Please return completed forms by 30 APRIL 2006.
If you have any queries, please contact Steven Gillespie on (0131) 244 3777
or Ian Morris on (0131) 244 3794
Fax (0131) 244 5427
E:mail SWStat@scotland.gsi.gov.uk