

SCOTTISH CARE HOMES CENSUS

DETAILED NOTES FOR COMPLETION – 31 MARCH 2006

From 31 March 2006, in response to the introduction by the Care Commission of an annual Pre-Inspection return (PIR), the Scottish Care Home Census will take place annually as opposed to on a six-monthly basis and will no longer ask for details of registered places or of the workforce in care homes.

There are now 2 forms as follows:

- 1) Form 1 collects gross weekly charge and number of residents, admissions, discharges and deaths;
- 2) Form 2 should be completed for each long stay resident who was resident at any time between 1 October 2005 and 31 March 2006.

From 31 March 2007 resident details will be collected for the preceding 12 months, as opposed to the 6 months asked for this time and in previous censuses.

We would be grateful if you would complete these forms as accurately as possible. Some of the information has been pre-printed and where this is the case please check carefully that the information is correct. If necessary, please mark changes clearly on the form. It is recommended that you retain a copy of the completed forms in case we should have to contact you.

Please take care to ensure that all items are completed fully and accurately (entering zeros where applicable).

IDENTITY OF HOME

This section has been pre-printed. Please check all details carefully for accuracy, make any necessary changes and complete any details that are missing.

CARE HOME (4-6)

This section provides the name and address of the care home. Please mark clearly any amendments and include an e-mail address if available.

CONTACT PARTICULARS

Please enter the name and telephone number of a person who may be contacted in the event of queries arising on the content of the form. **It is recommended that you retain a copy of the completed form for this purpose.**

SCOTTISH CARE HOMES CENSUS – FORM 1

GROSS WEEKLY CHARGE

This has not been pre-printed.

The Gross weekly charge is requested for long stay residents in the following four categories:

- Mainly or wholly funded by a local authority and **not** requiring nursing care,
- Mainly or wholly funded by a local authority and requiring nursing care,
- Mainly or wholly funded by private means and **not** requiring nursing care,
- Mainly or wholly funded by private means and requiring nursing care.

Please also enter an overall average gross weekly charge covering all long stay residents calculated as follows:

$$\text{Average gross weekly charge} = \frac{\text{Total gross}^1 \text{ charge for all residents for one week}}{\text{Total number of residents}}$$

Note 1: The gross charge is the charge:

- before deducting any income received from residents, relations or third parties and;
- before deducting any income received from local authorities for personal care, nursing care or accommodation costs.

SCOTTISH CARE HOMES CENSUS – FORM 1

Number of residents at 30 September 2005:

The items in this row may have been pre-printed. If so, please check and amend clearly if necessary.

The definitions for long stay, respite care and short stay are detailed below.

Long stay residents are:

- those whose **intention** at admission was to stay as permanent residents for 6 weeks or more, whether or not they actually stayed for a shorter period.
- Those whose intention at admission was to stay for less than 6 weeks, and for whom the predominant reason for admission was not respite care, and at the time of the census or discharge had been resident for **more than 6 weeks**.

Respite care residents are:

- Those for whom the predominant reason for admission was to provide respite or holiday relief for the residents and for their carers.
- Periods of respite or holiday relief will normally be short – overnight, or weekends, or a few weeks.

Other short stay residents are:

- Residents whose intention at admission was to stay less than 6 weeks; and
- At the time of the census or discharge had been resident less than 6 weeks; and
- For whom the predominant reason for admission was not respite care.

For each column in this table the numbers should relate to each other as follows:

(a) Number of residents at 30 Sept. 2005	+	(b) Number of admissions between 1 Oct. 2005 and 31 Mar. 2006	-	(c) Number of discharges between 1 Oct. 2005 and 31 Mar. 2006	-	(d) Number of deaths between 1 Oct. 2005 and 31 Mar. 2006	=	(e) Number of residents at 31 March 2006
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In future censuses this table will cover a 12 month period.

A separate copy of Form 2 should be submitted for all long stay residents at 31 March 2006 AND long stay discharges AND long stay deaths detailed in this table.

**SCOTTISH CARE HOMES CENSUS – FORM 2
LONG STAY RESIDENTS**

DETAILED NOTES FOR COMPLETION – 31 MARCH 2006

This form should be completed for **long stay residents** only. A form should be completed for all those who were resident at any time during the six month period 1 October 2005 to 31 March 2006. That is, a form should be completed for every resident in the home at 31 March 2006, AND for every resident who was discharged, or who died, between 1 October 2005 and 31 March 2006.

You should have received pre-printed forms for each person resident in your home at 30 September 2005. Please check all details carefully for accuracy, make any necessary changes and complete any details that are missing.

You should receive a number of blank forms printed with the census date and name and address of your home. Please copy these as often as required or contact us at the address below to receive further copies. Please complete these forms for any new residents who entered the home between 1 October 2005 and 31 March 2006.

If you would prefer to return this information electronically then please see page 9 which explains how to do this.

RESIDENT'S UNIQUE REFERENCE NUMBER ⁽⁷⁾

This number should uniquely identify the resident to you and will allow you to identify residents from one census to the next. It may consist of letters, numbers or a mixture of both.

This reference number is for your use, to ensure that you can easily identify residents both in the census, and when the information is pre-printed in the next census.

GENDER ⁽⁸⁾

Please use the following codes:

- 1 = Male
- 2 = Female
- 9 = Unknown/unspecified

DATE OF BIRTH / AGE ⁽⁹⁻¹⁰⁾

In this section you should complete either the date of birth field or the age field (not both). We would prefer residents' dates of birth as this will allow us to follow residents' circumstances from one census to the next.

For those completing this form for the first time, consent should be given by the resident or their responsible relative for date of birth to be included on the form. If no consent has been given then please complete the 'age' field instead of date of birth.

ETHNICITY (11)

Use the following codes:

- 00 = White
- 01 = Indian
- 02 = Pakistani
- 03 = Bangladeshi
- 04 = Chinese
- 05 = Other Asian
- 06 = Black Caribbean
- 07 = Black African
- 08 = Black other
- 09 = Other or mixed ethnic group
- 10 = Not known/refused

FINANCIAL SUPPORT (12-16)

Mainly funded by:

Enter the resident's major source of funding.

- If the resident is supported by a combination of funding sources, choose the single category which provides the majority of their funding.
- If funding of a resident has changed during the course of the year then record the major source of funding that they are currently receiving.
- If residents have died or been discharged, record the major source of funding at the date of death or discharge.

Free personal care:

If the resident is mainly or wholly funded by private means then enter Y/N according to whether the resident receives the free personal care payment of £145 per week.

Free nursing care:

If the resident is mainly or wholly funded by private means then enter Y/N according to whether the resident receives the free nursing care payment of £65 per week.

Preserved rights?

Indicate (Y/N) whether the resident has former 'preserved rights'.

Former 'preserved rights' residents are those who have been in a care home before April 1993 and who have been mainly funded by benefits (the higher preserved rights rate of Income Support) until April 2002 when the responsibility for their care passed to local authorities.

RESIDENT CHARACTERISTICS (17-28)

Indicate all the characteristics which describe the resident's current or most recent need for care. (These need not be the same as the user groups for which your home is registered).

Does the resident require nursing care?

This refers to care that ought only to be given by or under the supervision of a qualified nurse. The need should exist on the census date, for those in residence on that date; or prior to death or discharge, for those no longer in residence.

Visual impairment.

Blindness or partial sightedness (unless problems resolved by spectacles or contact lenses).

Hearing impairment.

Profound or partial deafness and other difficulties in hearing (unless problems resolved by a hearing aid).

Acquired brain injury.

Multiple disabilities acquired after birth arising from damage to the brain through head injury, stroke, lack of oxygen, infection, or other causes. People with an acquired brain injury usually have a complex mixture of physical, cognitive, emotional, and behavioural, disorders or difficulties. This may affect how the person perceives the world and their abilities to remember, concentrate, reason and judge. The person's emotional state may be disturbed; personality, behaviour, communication and relationships are also frequently altered. Mobility, sensation, vision, hearing and balance, smell and taste, respiration, heartbeat, and bowel and bladder control may also be affected.

Other physical disability or chronic illness (residents aged under 65 only).

Physical disabilities have many causes in chronic illness, accidents, and impaired function of the nervous system, which, in particular physical or social environments, result in long term difficulties in mobility, hand function, personal care, other physical activities, communication, and participation. Include: severe epilepsy; limb loss; severe arthritis; diseases of the circulatory system (including heart disease); diseases of the central nervous system (e.g. strokes, multiple sclerosis, cerebral palsy, spina bifida and paraplegia). Exclude: acquired brain injury; visual or hearing impairment; short-term illness.

Dementia (medically diagnosed).

Global deterioration of intellectual functioning. Normally a progressive condition resulting in cognitive impairment ranging from some memory loss and confusion to complete dependence on others for all aspects of personal care. Must have been diagnosed by a doctor.

Dementia (not medically diagnosed).

People who staff believe to have dementia, but for whom no medical diagnosis has been made. Exclude confusion due to other causes e.g. medicines, severe depression.

Mental health problems (other than dementia).

Mental health problems are characterised by one or more symptoms including: disturbance of mood (e.g. depression, anxiety), delusions, hallucinations, disorder of thought, sustained or repeated irrational behaviour. Include: persons assessed as having mental health problems whether or not the symptoms are being controlled by medical treatment. Exclude: alcohol or drug related problems; dementia.

Learning disability.

A significant, lifelong condition which has three facets:

- significant impairment of intellectual functioning resulting in a reduced ability to understand new or complex information; and
- significant impairment of adaptive/social functioning resulting in a reduced ability to cope independently; and
- which started before adulthood (before the age of 18) with a lasting effect on the individual's development.

Alcohol-related problems.

Any person who experiences social, psychological, physical, or legal problems related to intoxication and/or regular excessive consumption and/or dependence as a consequence of his/her use of alcohol.

Drug-related problems.

Any person who experiences social, psychological, physical or legal problems related to intoxication and/ or regular excessive consumption and/or dependence as a consequence of his/her use of drugs or chemical substances.

None of these characteristics.

Any persons with none of the characteristics listed in resident characteristics (19-30).

ADMISSION AND DISCHARGE DATA (29-33)

Date of first admission

This should be the date on which the resident was admitted, for their current or most recent period of stay, even if the intention at admission was for the stay to be short.

Admitted from

Use the following code list:

- 1 = Own Home
- 2 = Hospital
- 3 = Another Care Home
- 4 = Sheltered Housing
- 5 = Supported accommodation
- 6 = Other/not known

Postcode sector admitted from.

The postcode sector is the postcode minus the final two letters.

For example, the postcode sector for AB1 5XQ is AB1 5, for G2 1HS is G2 1, and for EH10 4JL is EH104.

Discharged to/died

Use the following code list:

- 1 = Own Home
- 2 = Hospital
- 3 = Another Care Home
- 4 = Sheltered Housing
- 5 = Supported accommodation
- 6 = Other/not known
- 7 = Died

RETURN OF COMPLETED FORMS

1. Forms can be completed using the paper forms enclosed, or if you would prefer an electronic version is available in EXCEL.

2. The EXCEL version of the form can be obtained from our website: www.scotland.co.uk/stats/ [select 'Community Care Statistics' from left hand menu then 'Data Supplier Area' again from left hand menu] or from the address below.

3. Completed forms should be sent **by 31 May 2006** to:

Scottish Executive Health Department
Community Care Statistics
Room 3WR
St Andrew's House
Regent Road
Edinburgh
EH1 3DG

Or

Email: SWStat@scotland.gsi.gov.uk

4. Local Authority Care Homes should return this form to the Social Work Department contact printed on form 1.

5. A reply-paid envelope has been enclosed.