

**THE SCOTTISH EXECUTIVE
COMMUNITY CARE STATISTICS**

HOME CARE STATISTICAL RETURN FORM H1

Name of Local Authority:	
Contact Name for enquiries on this form:	
Telephone number:	

SCOPE OF HOME CARE RETURN

Include all Home Care services:

1. provided by your Local Authority to users within your own Local Authority area, including services provided under 'supporting people' funding where appropriate.
2. purchased from other Local Authorities
3. purchased from private or voluntary sector providers

provided at home:

- (a) in mainstream housing, rented or owned
- (b) in sheltered accommodation, amenity housing or
- (c) in supported accommodation

DEFINITIONS OF HOME CARE

What to INCLUDE	<ul style="list-style-type: none"> • practical services which assist the client to function as independently as possible and/or continue to live in their own homes, e.g. <ul style="list-style-type: none"> • routine household tasks within or outside the home; e.g. basic housework, shopping, laundry, paying bills etc. • personal care of the client; as defined in schedule 1 of the Community Care & Health Act 2002. • respite care in support of the client's regular carers, e.g. Crossroads Care Attendance Schemes funded by the Local Authority; • overnight, live-in and 24 hour services; • home care provided to clients living in sheltered housing or supported accommodation.
What to EXCLUDE	<ul style="list-style-type: none"> • services paid for completely by the client and provided totally by the private or voluntary sector; • clients receiving a laundry service only, without other domestic or personal care; • outreach services provided by day centre staff to clients at home which fall short of home care as defined above. • clients receiving a direct payment to purchase home care services. • OT & physio services provided as part of an intensive community rehabilitation service or similar. • housing support services that fall short of home care services as described above. e.g. Warden Services, Provision of and response to Community Alarms etc. Where housing support is provided, only the hours of service for personal care and routine household tasks should be included.

SECTION 1 - COUNTS OF CLIENTS AND HOURS OF SERVICE RECEIVED

DEFINITION OF HOME CARE CLIENTS as at 31 March 2006

In tables 1.1 to 1.5 please count all clients in the household who are identified as receiving home care in the week ending 31 March, excluding clients on open home care cases who are temporarily absent in the week ending 31 March. In a couple, if both persons are regarded as clients in their own right, count each separately (but if both are receiving the same service please count the hours received only once). If only one person in a couple is regarded as the client, count only that person.

If a client requires 2 home care workers to perform a particular task then the hours service should relate to the hours provided to the client and not the hours worked e.g. if 2 workers provide a service for an hour then this should count as 1 hours service and not 2 hours.

1.1 CLIENTS AND HOURS PROVIDED OR PURCHASED BY SECTOR

Inter-Authority arrangements: *Exclude* clients and hours which your Local Authority provides to another LA, *include* clients and hours which another LA provides to your Local Authority.

Purchased from Voluntary or Private Sector: *Include* clients and hours which your authority purchases from private and voluntary sector providers (e.g. Crossroads). Clients funded on a spot purchase basis may be easier to count than clients who receive services as a result of block contracts. Where there are any difficulties in completing the form please supply an estimate. Please write in the *Comment Box* if any counts are missing or are estimates.

Purpose of service: include respite care, rehabilitation and other short-duration care, as well as long-term care

SECTOR	[1]	[2]
	Number of clients receiving a service in week	Total hours service provided or purchased in week
	Number of clients	Total number of hours
Single providers only		
1. Provided in-house (including by DLOs)		
2. Purchased from another Local Authority		
3. Purchased from voluntary sector provider		
4. Purchased from private sector provider		
More than one provider		
5. In-house plus private (1 and 4)		
6. In-house plus voluntary (1 and 3)		
7. All other combinations of 2+ providers		
8. GRAND TOTAL		
<i>SUBTOTALS: SECTOR OF PROVISION</i>		
9A Total provided in-house		
9B Total purchased from other LA		
9C Total purchased from voluntary sector		
9D Total purchased from private sector		

Notes:

Column [2]: please count client contact hours provided or purchased. In two-client households, please count the total hours provided only once. If there are 2 home care staff, count client time, not staff time.

Row 9: Sector of provision: clients who receive service from 2 or more of sources A, B, C, and D should be counted under each relevant row. This means that the sum of the client counts (Col. 1) in these rows *may be greater* than the overall count of clients in the “Grand Total” row 8. However, the sum of the client hours (Col. 2) in rows 9A to 9D should equal the client hours count in row 8. Clients are double counted between rows 9A to 9D but hours of service are not double counted.

New guidance states that if a client requires more than one carer to perform a particular task then the hours of service should relate to the hours provided to the client and not the hours of worker time.

More than one carer	Number of Clients in Census Week	Number of Client Hours in Census Week	Number of Staff Hours in Census Week
How many clients require 2 or more carers at any point			

Note: the number of client hours recorded in column 3 should be the number of hours service included in the main table. The number of hours recorded in column 4 should be the number of hours provided by both carers e.g. if 2 carers both provide one hour of care at the same time, then one hour of care would be recorded in column 3 and 2 hours of care would be recorded in column 4.

COMMENTS BOX *Please note which of the row counts above are estimates and whether any data is missing.*

1.2 LIVING ARRANGEMENTS

Please count clients receiving a service (purchased or provided) in the week ending 31 March 2006:

		Number of clients
1	Living alone	
2	Two or more clients in household (e.g. couple, both clients) (<i>count each client</i>)	
3	In other living arrangements (<i>see notes</i>)	
4	TOTAL	

Notes: **Row 2: “Two or more clients in household”**, i.e. where home care is provided or purchased to benefit more than one person in the household. The typical case would be for a couple, whether married or not, who each qualify for the service (e.g. the service would continue if one of the couple was admitted to hospital, or died, whether or not the hours would be changed). Each member of the couple should be recorded as a client in her or his own right, although the hours are counted once unless they are provided differently in some way for the 2 people.

Row 3: “In other living arrangements”, includes: clients living with a partner who is not themselves also regarded as a client, and clients living with other relatives or friends.

Row 4: “TOTAL”, should equal totals in Col 1/Row 8 of table 1.1

1.3 AGE AND CLIENT GROUP - ALL CLIENTS IN WEEK ENDING 31 March 2006

Please count clients receiving a service (purchased or provided) in the week ending 31 March 2006. If 2 people in a household are both regarded as clients, count them individually under their respective age and client-groups. **Count clients only once:** if more than one client-group label applies, please count them in the row that best describes the most important needs for the service.

		0-15	16-17	18-64	65-74	75-84	85+	Total
1	People with dementia							
2	People with mental health problems							
3	People with learning disabilities							
4	People with physical disabilities (including frailty due to old age)							
5	People with alcohol problems							
6	People with drug problems							
7	People with HIV or AIDS							
8	Carers of dependent people in groups 1-7 above							
9	Carers/children not in groups 1-7 above							
10	People in other vulnerable groups							
11	TOTAL CLIENTS							
12	TOTAL CLIENTS – MALE							
13	TOTAL CLIENTS - FEMALE							

Notes: **Age-groups:** please estimate ages for client with age data missing (e.g. via pro-rata apportionment).

Row 8: Carers: use this row only where home care is provided to support a carer who is not a home care client in their own right and is caring for a dependent person of any age in client-groups 1-7.

Row 9, not row 8, should be used for carers of children, who receive home care to support their child care, where neither the carer(s), nor child, has a disability or any other problem described in categories 1-7. Please record only those family members who are regarded as clients.

Row 10: Other vulnerable groups. If you have used the “*other vulnerable groups*” category in section 1.3, please state what types of vulnerability have been included:

Row 11: Total clients should equal Col 1/Row 8 of table 1.1

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1.4 NUMBER OF CLIENTS RECEIVING THE FOLLOWING LEVELS OF SERVICE DURING WEEK ENDING 31 March 2006

Please count all home care hours provided or purchased for each client before allocating them to one of the rows

Hours per week	No. of clients	
	Aged under 65	Aged 65 & over
Less than 1 hour		
1 hour to less than 2 hours		
2 hours to less than 4 hours		
4 hours to less than 6 hours		
6 hours to less than 8 hours		
8 hours to less than 10 hours		
10 hours to less than 15 hours		
15 hours to less than 20 hours		
20 hours to less than 30 hours		
30 hours to less than 40 hours		
40 hours to less than 50 hours		
50 hours or more		
TOTAL CLIENTS		

Notes: Total clients should equal Col 1/Row 8 of Table 1.1

1.5 DAYS OF WEEK/NUMBER OF VISITS/CONTACT HOURS

Please count clients receiving a service (purchased or provided) in the week ending 31 March 2006:

Part of week	Number of clients receiving a Home Care visit	Number of contact hours provided or purchased	Number of clients receiving a Home Care visit by period of day			
			Morning/ Lunchtime 7am to 2pm	Afternoon/ Early Evening 2pm to 7pm	Evening 7pm to 10pm	Overnight 10pm to 7am
			Total clients	Total clients	Total clients	Total clients
Total						
Subtotals						
Weekdays only						
Weekends only						
Receives weekday and weekend service						

Notes: Total clients and hours should equal Col 1 and 2 /Row 8 of Table 1.1

2 HELP WITH PERSONAL AND DOMESTIC TASKS

Please enter the total number of clients receiving the following type of help during the week ending 31 March 2006.

LA provided or purchased service		Number of clients receiving help in week ending 31 March 2006		
		Help with personal care	Help with domestic tasks and other tasks	Housing Support
1	Aged Under 65			
2	Aged 65 or over			
3	TOTAL CLIENTS			

Notes:

Note that a client may be counted in more than one column and therefore the columns will not add up to the total clients returned in other parts of the form. e.g. many clients will receive help with both personal care and domestic tasks and they should be counted in both of these columns. All clients included in this table should be a subset of the total clients in table 1.1

Help with personal care:

Please provide a count of all clients receiving personal care services, as defined in schedule 1 of the Community Care and Health Scotland Act 2002. This includes personal hygiene, medication, dealing with immobility, dressing, getting in and out of bed and other personal help.

The number of clients aged 65+ receiving help with personal care should agree with the figures provided in the quarterly free personal care return to the Scottish Executive and also the Audit Scotland SPI for Home Care.

Help with domestic and other tasks:

Please provide a count of all clients receiving help with domestic tasks such as basic housework, shopping, collecting pensions, paying bills, cooking, washing clothes, ironing, lighting fires, etc. Other tasks include help with: getting around house, going outdoors, letter writing/reading, telephoning, care of children, and care of pets.

Receiving a Housing Support service:

Please provide a count of the number of clients who receive a service which includes housing support. These clients should be a subset of the total clients in row 8 of table 1.1. Do not include clients who receive only a housing support service and not a home care package as defined for this form.

N.B.	<p>Please send the completed form to : Scottish Executive, Health Department, ASD, Room 3WR, St. Andrew's House, EDINBURGH, EH1 3DG. Not later than 30 April 2006.</p>
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Please telephone: 0131 244 3777 or 0131 244 3272 Fax: 0131 244 5427

email: SWStat@scotland.gsi.gov.uk if you have any queries as to how to complete the form.

A marginal note would be appreciated if there have been any changes since last year in the way this form was completed.