



September 2015

Dear Care Home Manager,

## **SCOTTISH CARE HOMES CENSUS 2016**

This letter informs you of the arrangements for completing and submitting the 2016 Scottish Care Homes Census eform.

### **Background:**

The Scottish Care Homes Census has been running since 2003. The statistics produced provide a rich source of information on Care Home provision in Scotland which is of use to policy makers and Care Home providers. The latest Care Homes publications can be found on the ISD Scotland website at: <http://www.isdscotland.org/Health-Topics/Health-and-Social-Community-Care/Care-Homes/Census/>

### **Thank you for completing the census return:**

We encourage Care Homes to complete the census throughout the year and the 2016 census form will open in September through the Care Inspectorate eForms system. You can log-in to the eForms system at <https://eforms.SCSWIS.com> and forms must be submitted by mid-May 2016 (exact date to be confirmed).

### **Changes to Resident Information:**

As last year we are asking for names and dates of birth for each of your residents. A detailed Privacy Impact Assessment is available on our website which explains why we are asking for this information and what it will be used for. This can be found at: <http://www.scotland.gov.uk/Topics/Statistics/Browse/Health/ScottishCareHomeCensusB>

### **Help and Guidance:**

Guidance on completing the forms is enclosed with this letter and can also be found on our website at: <http://www.scotland.gov.uk/Topics/Statistics/Browse/Health/ScottishCareHomeCensusB>

If the guidance doesn't answer your questions then you can contact the eForms helpdesk on

**0845 603 0890.**

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Julie K Rintoul'.

Mrs Julie K Rintoul  
Statistician