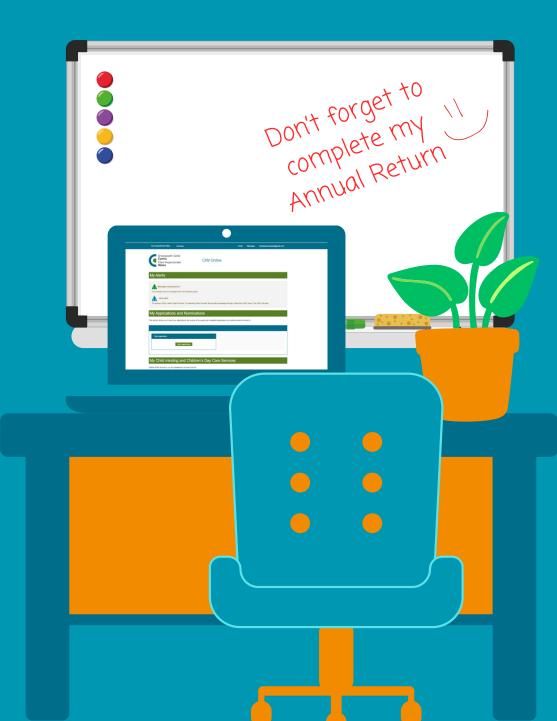


How to complete your Annual Return



Before you start ...

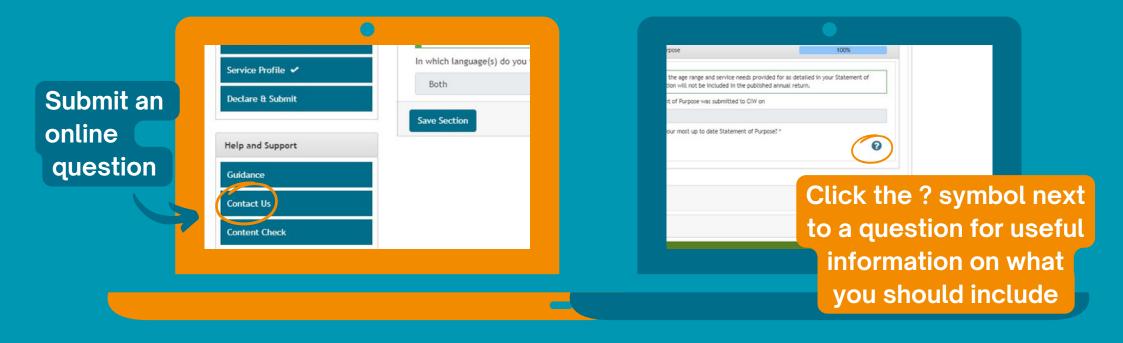


There's some very important things you need to be aware of before you complete your Annual Return (AR):

- You must ensure your completed AR does not include any personally identifiable information or inflammatory language prior to submission.
- As a service provider, you should keep in mind your own legal responsibilities in respect to data protection legislation and the "processing" of personal data.
- To make it easier for you, we have developed a new **content checker** which enables you to check your information does not include content that has personally identifiable information or inflammatory language. You can run the content checker at any time during your submission. As a final check, CIW will also review your content after you have submitted your return. If your submission contains any personally identifiable information or inflammatory language, you will be asked to remove it from your AR and resubmit.
- You must submit your AR by midnight on 26 May. This is a legal requirement.

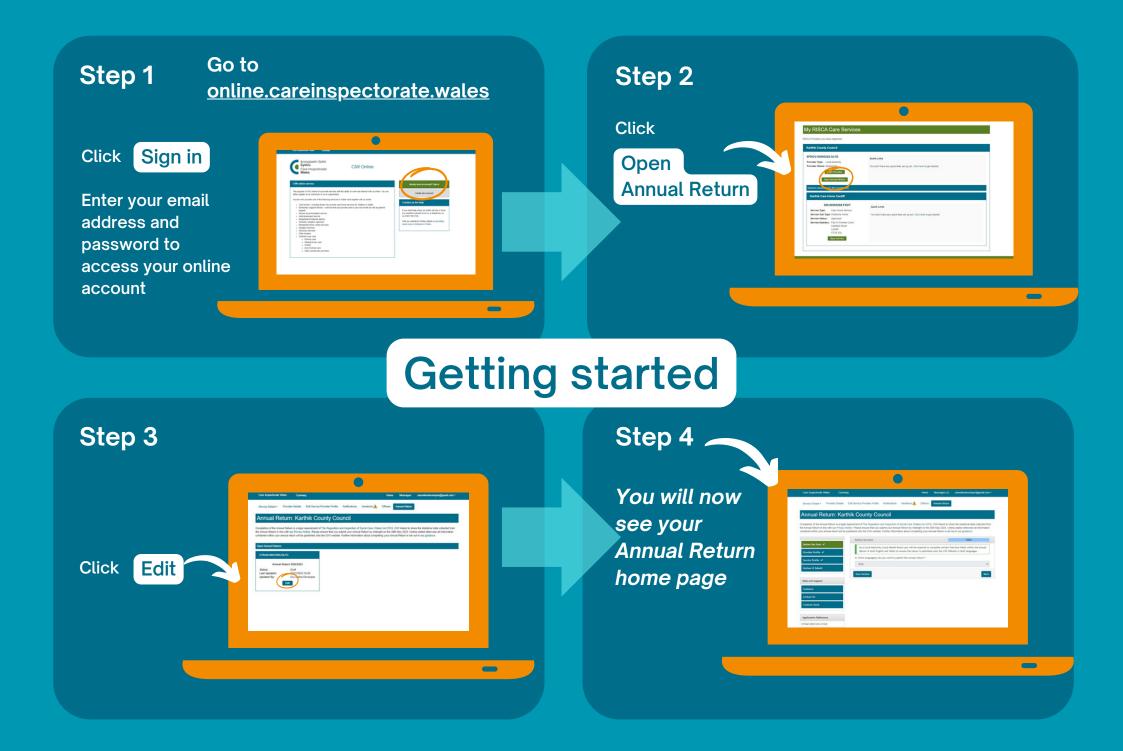
Help and support

Alongside this guidance, there's other support available to help you to complete your Annual Return:

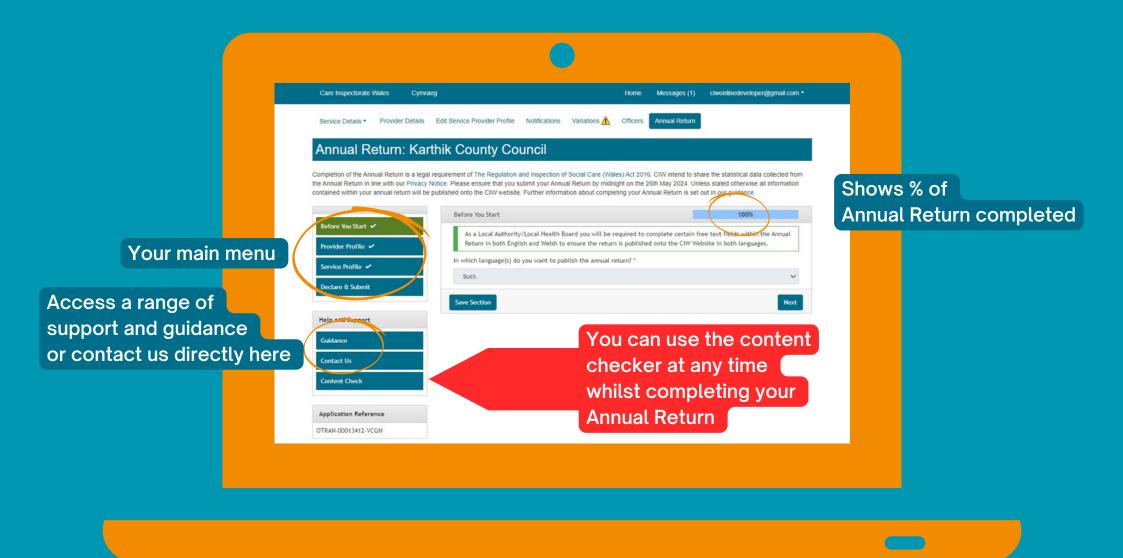








Getting to know your Annual Return home page



Step 5

Most of this section will be pre-populated for you but please make sure the information is correct.

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Cartat'IN	19-02-2020	0	
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	Karthik Care Nove Cardill		
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Step 6

If the answer is correct click

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	144 M	

Run through each question carefully.

Provider profile

Step 7	
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If the answer is NOT correct click

When you click you will be prompted to update your details



Step 8

You now need to move on to the training and workforce planning section

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	· Samp or Solders Family)		
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Click + symbol to open up this section

Step 9

Please complete all these sections

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If you don't understand a question click ? symbol for a brief explanation

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Training and Workforce Planning



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ext section	lick Next	weak of our equipants to the service position of the s	er f
		employed by the service provider "	
	ext section		

All your services will be listed here. You must complete the information for all services before you submit your Annual Return.

Step 13

Click Edit to get started

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Help and Support	Karthik Care Home Candit - Fait 13 Ferries Court, Daifreid Steer, Carditf 0754 3Q1 🖌
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Each service is split into four sections:

- Service profile
- Service provision
- Your staff
- Service
 declaration



Each section has a drop down list

Service profile

Step 14 Click + symbol to view and complete each section

Don't forget, if a pre-populated answer isn't correct, click



Step 15

Once you are happy with all your answers you can either

Click

Save & Close

or

Save & Next



If you want to continue to the next section

Before you submit your annual return you must complete a final CONTENT CHECK

Step 16

Click

Content Check

to get started





The system will now use Artificial Intelligence (AI) to look for personal information or inflammatory / offensive language

Content checker

If you have any personal information or inflammatory / offensive language in your Annual Return you will receive a pop up that looks like this.



Step 18

You will need to return to your Annual Return information to remove this content.

Keep running the content checker until our AI does not flag any issues.

	dau a oedd ar waith yn ystod y flwyddyn ariannol ddiwethaf ar gyfer recriwti farparwr gwasanaeth "
Recriwtio	
Describe the arrang employed by the service	ements in place during the last financial year for the recruitment and retention ce provider "
	as good arrangements in place.
Save Section	

Step 19 Click **Declare and Submit**

Step 20

You can download a PDF of your Annual **Return before you** submit it.

Just click

Download copy of Annual Return



Declare and submit

Step 21

If you are happy that the information you have provided is true and accurate tick this box ...



Step 22

If you are happy that the information you have provided doesn't contain inflammatory language, personal data or information that could identify an individual, tick this box. Then click Submit



Well done - your Annual Return is now complete

You will receive an email to confirm you have completed your Annual Return. Please keep the email in case you need to contact us about your submission.

Math o Gyflwyniad: Datganiad Blynyddol 2023/2024	Submission Type: Annual Return 2023/2024
Ar Gyfer: Cardiff Provider	For: Cardiff Provider
Eich Rhif Cyfeirnod: OTRAN-00012848-HVJC	Your Reference Number: OTRAN-00012848-HVJC
Diolch am gyflwyno eich gwybodaeth ar-lein i Arolygiaeth Gofal Cymru.	Thank you for your online submission to Care Inspectorate Wales.
Os bydd angen gwybodaeth ychwanegol, byddwn yn cysylltu	If additional information is required to support the submissio
â'r person perthnasol.	we will contact the relevant person.
<u>Peidiwch</u> ag ymateb i'r e-bost hwn gan ei fod wedi cael ei	Please do not reply to this email as it is sent from an
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rhwng 09:00 a 16:30 ar ddydd Gwener.	16:30 on Friday.
Gallwch ddefnyddio eich cyfrif AGC Ar-lein <u>yma</u> i gyflwyno gwybodaeth newydd ac i weld gwybodaeth a gyflwynwyd yn flaenorol.	You can access your CIW Online account here to submit new information and view previously submitted information.
Yn gywir Arolygiaeth Gofal Cymru	Yours sincerely Care Inspectorate Wales