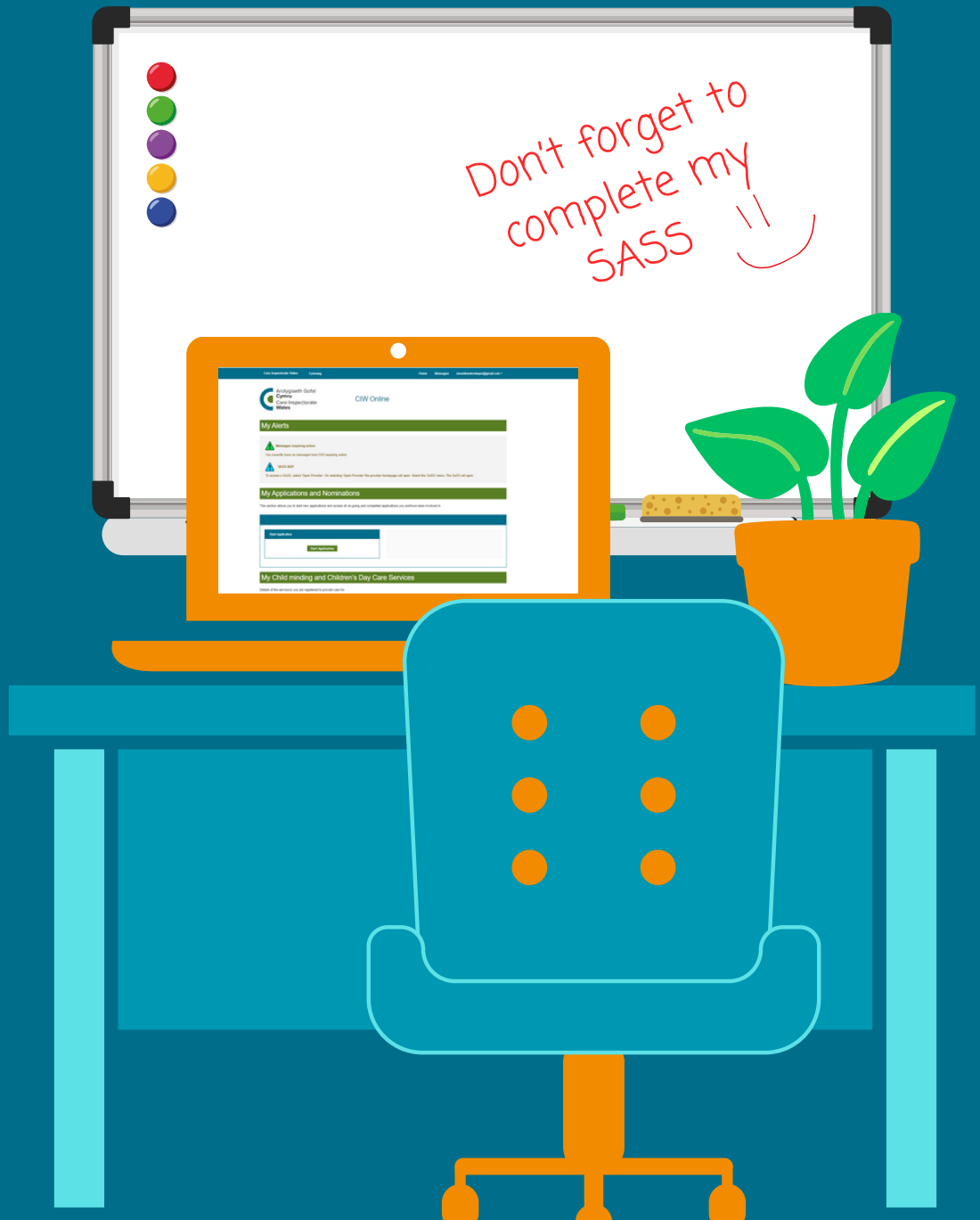
Arolygiaeth Gofal Cymru
Care Inspectorate Wales

How to complete your Self Assessment of Service Statement 2025



Getting started

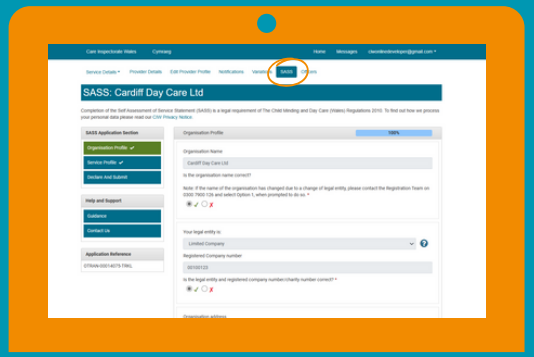
Step 1

Click **sign in**

Enter your email address and password to access your online account

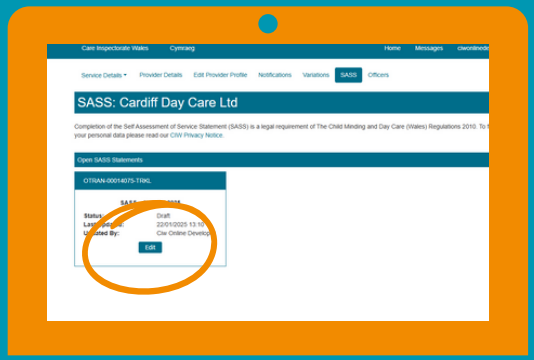
Step 2

Click **SASS**

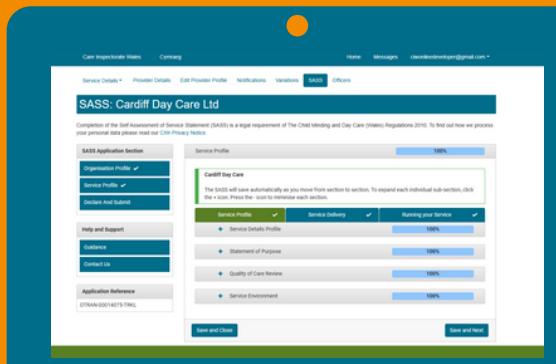


Step 3

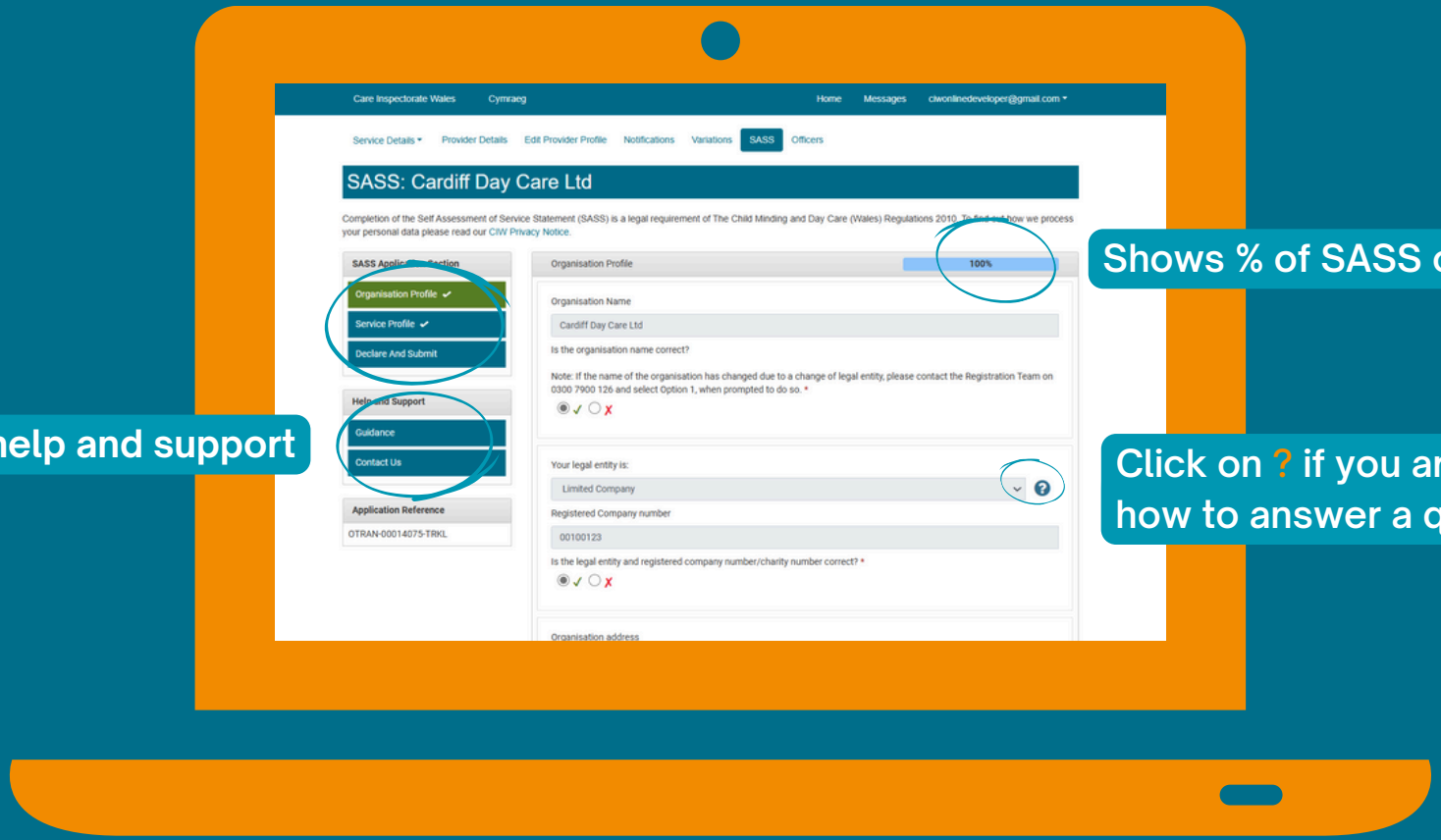
Click **edit** in the ‘SASS January 25’ box



You will now see your SASS home page



Getting to know your SASS page



Shows % of SASS completed

Access help and support

Click on ? if you aren't sure how to answer a question

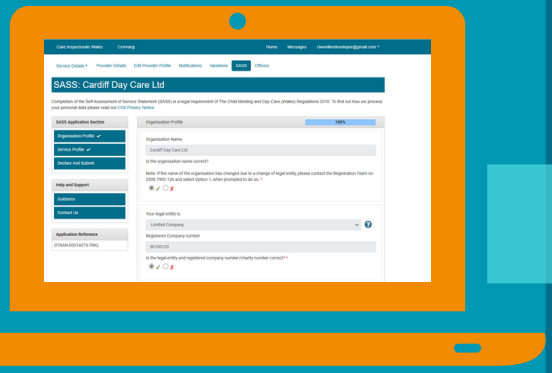
IF YOU ARE AN INDIVIDUAL PROVIDER YOU WON'T SEE THE ORGANISATION PROFILE

Organisation profile

Step 4

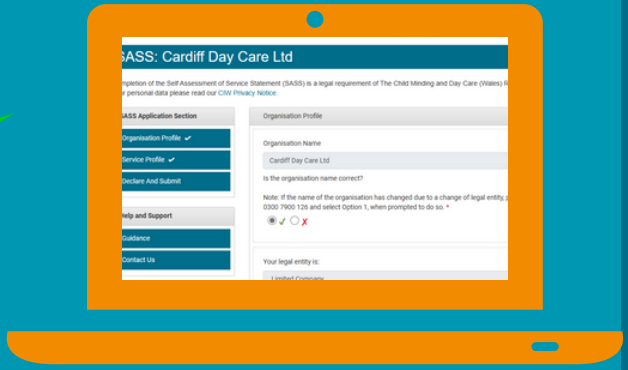
Most of this section will be pre-populated for you but please make sure the information is correct

Run through each question carefully.



Step 5

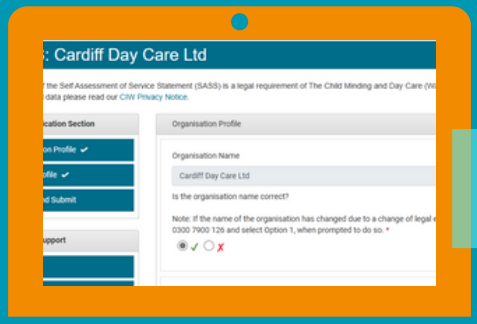
If the answer is correct click ✓



Step 6

If the answer is NOT correct click ✗

When you click ✗ you will be prompted to update your details

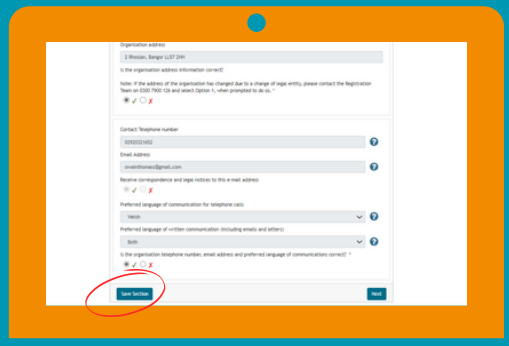


Step 7

If you are happy with all the answers

Click

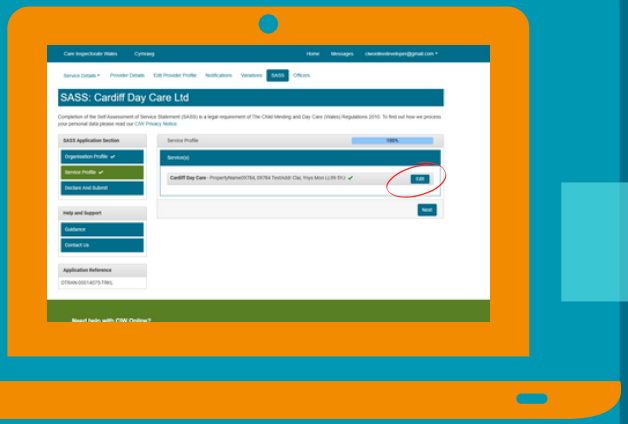
save section



All the services included in your SASS return will be listed here. You must complete all service information before the SASS can be submitted.

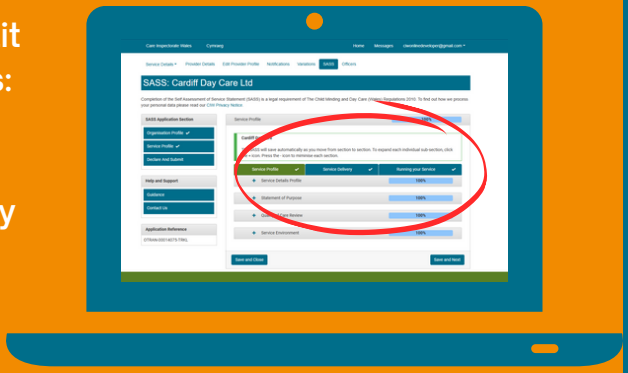
Step 8

Click **edit** to get started



Each service is split into three sections:

- Service profile
- Service delivery
- Running your service



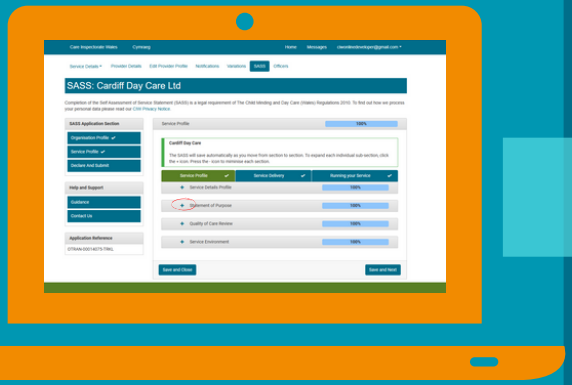
Each section has a drop down list

Service profile

Step 9

Click + symbol to view and complete each section

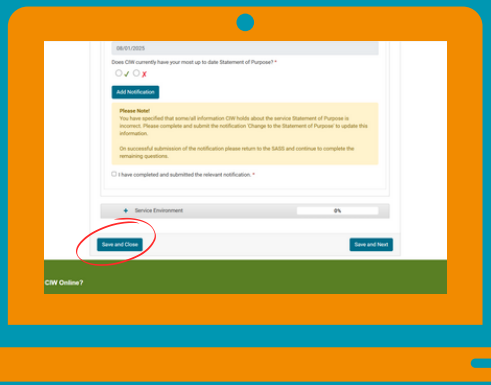
When you click ✗ you will be prompted to update your details



Step 10

Once you are happy with all your answers

Click **save and close**

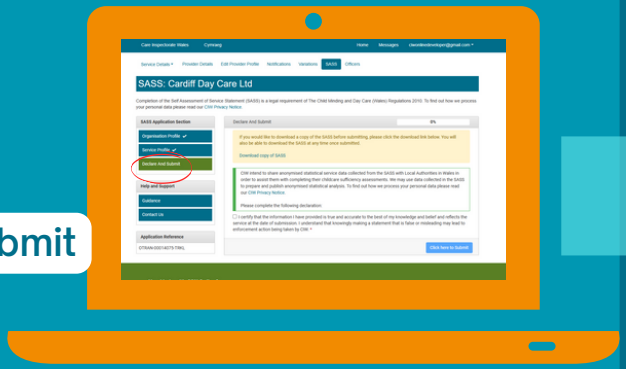


Declare and submit

Step 11

Click

declare and submit

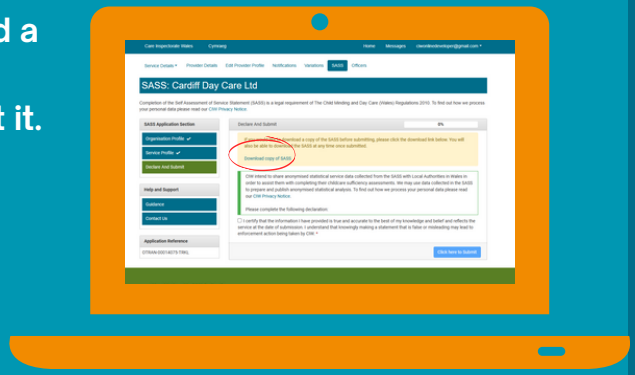


Step 12

You can download a PDF of your SASS before you submit it.

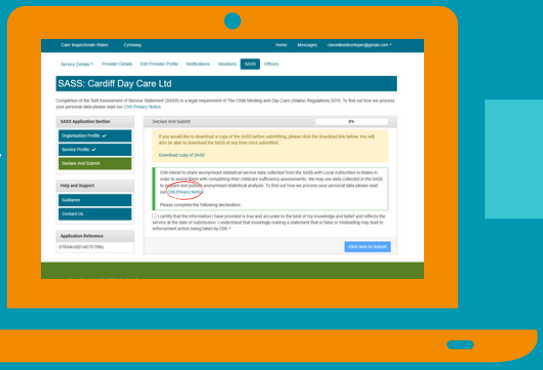
Just click

download copy of SASS



Step 13

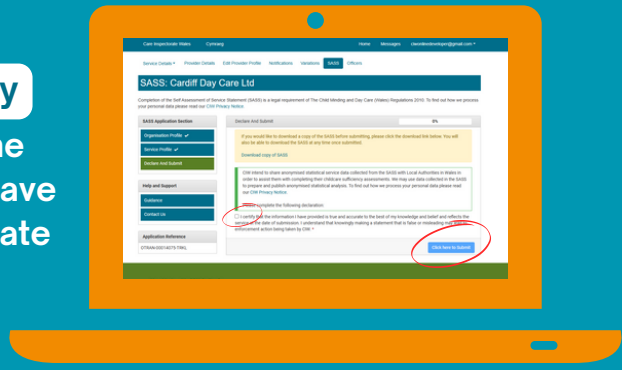
Ensure you are happy with the information provided in our privacy notice and you are happy to proceed



Step 14

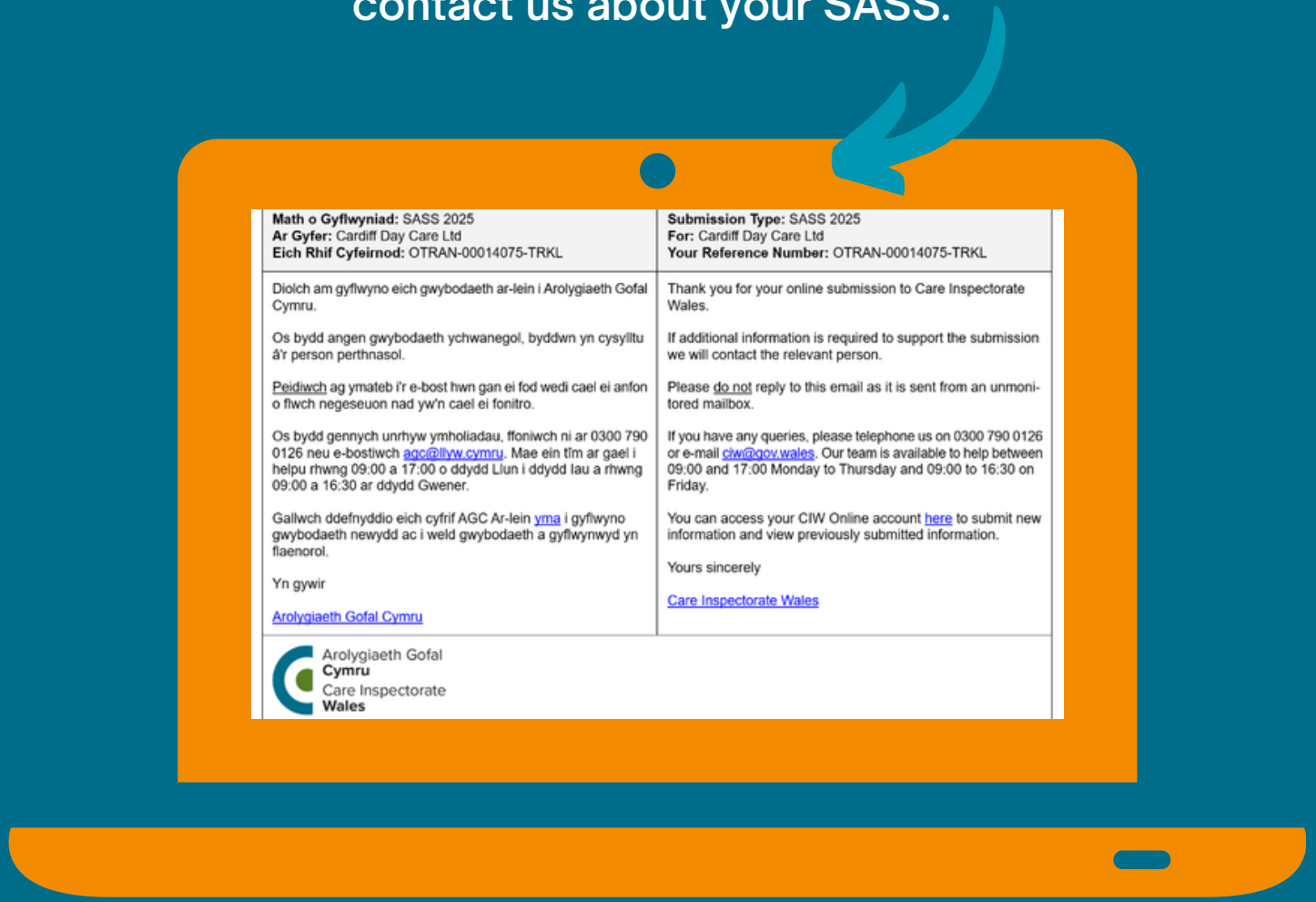
Check the **certify** box to confirm the information you have provided is accurate

Click **submit**



Well done - your SASS is now complete

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



Math o Gyflwyniad: SASS 2025 **Ar Gyfer:** Cardiff Day Care Ltd **Eich Rhif Cyfeirnod:** OTRAN-00014075-TRKL	**Submission Type:** SASS 2025 **For:** Cardiff Day Care Ltd **Your Reference Number:** OTRAN-00014075-TRKL
Diolch am gyflwyno eich gwybodaeth ar-lein i Arolygiaeth Gofal Cymru. Os bydd angen gwybodaeth ychwanegol, byddwn yn cysylltu â'r person perthnasol. Peidiwch ag ymateb i'r e-bost hwn gan ei fod wedi cael ei anfon o flwch negeseuon nad yw'n cael ei fonitro. Os bydd gennych unrhyw ymholiadau, ffoniwch ni ar 0300 790 0126 neu e-bostiwch agc@llyw.cymru. Mae ein tîm ar gael i helpu rhwng 09:00 a 17:00 o ddydd Llun i ddydd Iau a rhwng 09:00 a 16:30 ar ddydd Gwener. Gallwch ddefnyddio eich cyfrif AGC Ar-lein yma i gyflwyno gwybodaeth newydd ac i weld gwybodaeth a gyflwynwyd yn flaenorol. Yn gywir Arolygiaeth Gofal Cymru	Thank you for your online submission to Care Inspectorate Wales. If additional information is required to support the submission we will contact the relevant person. Please do not reply to this email as it is sent from an unmonitored mailbox. If you have any queries, please telephone us on 0300 790 0126 or e-mail ciw@gov.wales. Our team is available to help between 09:00 and 17:00 Monday to Thursday and 09:00 to 16:30 on Friday. You can access your CIW Online account here to submit new information and view previously submitted information. Yours sincerely Care Inspectorate Wales
Arolygiaeth Gofal **Cymru** Care Inspectorate **Wales**	