



Digital Portal: Changing service details

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Changing service contact details

Portal home
Username

[Apply to register a new service](#)

If you are signed in as a provider, click the **View** link of the service to be amended.
If you signed in with service access, you will be taken directly to the **Service overview** page and will not see this page.

Providers

Showing 4 of 4 record(s). Show 25, 50

| Provider name | Provider number | Address | | |
|---------------|-----------------|----------------------------------|-------------|------------------------------|
| Stephen Brown | SP2023000158 | 1 Any Road Anytown AN1 1WN | PROVISIONAL | View details |

Showing 4 of 4 record(s).
Provider missing? [Find out how to add a provider record to your portal.](#)

Services

| Service name | Service number | Address | | |
|--------------------|----------------|----------------------------------|--------|------------------------------|
| Happy Kids Nursery | CS2023000064 | 1 Any Road Anytown AN1 1WN | ACTIVE | View details |
| Blossom Care Home | CS2023000083 | 1 Any Road Anytown AN1 1WN | ACTIVE | View details |

Service overview

Blossom Care Home

Care service type: Care home service

Registration number: CS2023000083

Status: ACTIVE

Registration date: 17 May 2023

Manager: James Mitchell

Address: 1 Any Road
Anytown
AN1 1WN

Actions

- [Apply to register a new service](#)
- [Download registration certificate](#)
- [Amend contact details](#)
- [Amend manager or service details](#)
- [Apply to vary my conditions](#)
- [Apply to become inactive](#)
- [Apply to cancel the registration](#)

To amend the contact details of a service, click the **Amend contact details** link



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[Portal home](#)

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Amend contact details

You can use this form to update your service contact tele changes, the service details will be updated.

Read the guidance provided, check the box to declare you have read and understood the **Data protection statement** and click the **Continue** button at the bottom of the page

When making these changes, please check your conditions of registration. You may also need to apply for a variation, where the changes you are telling us about affect them too.

To tell us about changes to the following, please return to the service details page and select 'Amend manager or service details':

- The name of the service
- The address of the service, a change of premises, the addition of premises
- Change of manager or change to their name
- Other people living at the premises

Application Stages
Service name and contact details

Service name and contact details

Blossom Care Home

Care service Application
Enter the change of details into the form and click the **Save and continue** button

Name of the proposed service

Blossom Care Home

Service address

1 Any Road
Anytown
AN1 1WN

Service telephone number

Service telephone number

012345678910

Email address

blossomcarehome@email.com

Will the service be provided from any other premises?

No

Save and continue Save as draft [Exit without saving](#)

Application Stages
[Service name and contact details](#)

Check your answers

Blossom Care Home

Care service Application

Review the details you wish to submit and click the **Submit application** button.

Note: Click the **Edit** link if you need to modify any of the information you have entered.

Service name and contact details - [Edit](#)

| | |
|--|----------------------------------|
| Name of the proposed service | Blossom Care Home |
| Service address | 1 Any Road Anytown AN1 1WN |
| Service telephone number | 012345678911 |
| Email address | blossomcarehome@email.com |
| Will the service be provided from any other premises? | No |

[Submit application](#) [Exit without saving](#)

 **CI Digital | Registration** [Your account](#) [Log off](#)

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What happens next is described below

Your changes have been made

The application number is **RS000249**

What happens next

Your changes have been made and a record of these will be available on the 'applications' tab of your service overview page. Where you have made changes to information about your service that is available to the public, these changes will be reflected on our public website approximately 24 hours from now. Any changes to the pages which relate to your provider information, will also be applied to all other services with the same provider.

Actions

- [Go to service details](#)

Changing service details

Service overview

Blossom Care Home

| | | |
|-----------------------------|----------------------------------|--|
| Care service type: | Care home service | Actions Apply to register a new service Download registration certificate Amend contact details Amend manager or service details Apply to vary my conditions Apply to become inactive Apply to cancel the registration |
| Registration number: | CS2023000083 | |
| Status: | ACTIVE | |
| Registration date: | 17 May 2023 | |
| Manager: | James Mitchell | |
| Address: | 1 Any Road Anytown AN1 1WN | |

To amend the manager or details of a service, click the **Amend manager or service details** link

[Portal home](#)

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Amend manager or service details

You can tell us here about changes to any of the details listed. We recommend having a plan of the changes you would like to make. We recommend having a plan of the changes you would like to make. We recommend having a plan of the changes you would like to make. We recommend having a plan of the changes you would like to make.

Scroll down the page, reading the guidance provided

When making these changes, please check your conditions of service, where the changes you are telling us about affect the conditions of service.

Manager details

Use the manager details section to change the manager's details.

Service details

! If your service is provided within a building, for example childminding or care homes, changes to an address or premises require an application for a variation. Where the service name and address is also the same as the provider name or address, you should also update the provider details on the provider overview.

Use the service details section to update:

- Service name and contact details
- Details of people living at the premises (where applicable)
- Staff Whole Time Equivalent (WTE)

Which sections would you like to make an update to?
Select all that apply.

Service details
 Manager details

Check **Service details**

Data protection statement

The Care Inspectorate will process (collect, use, store, disclose etc) personal information on computer and paper files for the purpose of carrying out its functions under the Public Services Reform (Scotland) Act 2010, associated regulations and other legislation. Personal information will only be disclosed to a third party where it is lawful for the Care Inspectorate to do so and in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018. For further information on how we process personal information please see the Care Inspectorate's [Core Privacy Notice](#).

I have read and understood 'Data protection statement'

Continue [Cancel](#)

Which sections would you like to make an update to?
Select all that apply.

Service details
 Manager details

Confirm you have read and understood the **Data protection statement** and click the **Continue** button

Data protection statement

The Care Inspectorate will process (collect, use, store, disclose etc) personal information on computer and paper files for the purpose of carrying out its functions under the Public Services Reform (Scotland) Act 2010, associated regulations and other legislation. Personal information will only be disclosed to a third party where it is lawful for the Care Inspectorate to do so and in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018. For further information on how we process personal information please see the Care Inspectorate's [Core Privacy Notice](#).

I have read and understood 'Data protection statement'

Continue [Cancel](#)

Application Stages

- ▼ [Details of the service](#)
 - Service name and contact details**
 - Staffing
- ▶ [Change of details](#)

Service name and contact details

Blossom Care Home

Care service number:

Application number: RD000370

You must now step through a series of stages to enter the proposed amendments

! To change, add or remove a premises address, please apply to vary your conditions

Name of the proposed service

Service address

1 Any Road
Anytown
AN1 1WN

Application Stages

- ▼ [Details of the service](#)
 - Service name and contact details**
 - Staffing
- ▶ [Change of details](#)

Service name and contact details

Blossom Care Home

Care service number:

Application number:

As you work through each step, you can click the **Save draft** button at the bottom of the page if you would like to return to complete the form at a later date

! To change, add or remove a premises address, please apply to vary your conditions

Name of the proposed service

Service address

1 Any Road
Anytown
AN1 1WN

Service telephone number

Email address

Will the service be provided from any other premises?

No

[Exit without saving](#)

Application Stages

- Details of the service
 - Service name and contact details**
 - Staffing
- Change of details

Service name and contact details

Blossom Care Home

If there are amendments to be submitted regarding the service name or contact details, enter them into the form and click the **Save and continue** button

! To change, add or remove a premises address, please apply to vary your conditions

Name of the proposed service

Service address

1 Any Road
Anytown
AN1 1WN

Service telephone number

Email address

Will the service be provided from any other premises?

No

Save and continue Save as draft [Exit without saving](#)

[Portal home](#)

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Application Stages

- Details of the service
 - Service name and contact details
 - Staffing**
- Change of details

Staffing

Blossom Care Home

Care service name

Application number

The next stage is **Staffing**.

If there are amendments to be proposed regarding the staffing of the service, upload the necessary documents to support the proposed changes and click the **Save and continue** button.

Please provide us with details of your staffing structure, based on the numbers and needs of people using the proposed service.

This should include what types of staff you will have (including management, care and ancillary staff), what posts you propose to have and the qualifications you will require staff to have.

Please upload your staffing structure in one or more files.

Uploaded files

What is the whole-time equivalent number of staff required to deliver and manage direct care?

Whole time equivalent is considered to be 40 hours per week. For

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Application Stages

- ▶ [Details of the service](#)
- ▼ [Change of details](#)
 - ✓ [Supporting documentation](#)
 - ✓ [Applicant contact information](#)

Check your answers

Blossom Care Home

Care service number: CS20230

Application number: RD000576

Note: Each section provides an **Edit** link if you need to modify any of the information you have entered.

Applicant contact information - [Edit](#)

| | |
|------------------------------|--------------|
| First name | Ann |
| Surname | Grey |
| Role in the organisation | Director |
| Telephone number | 013456899838 |
| Alternative telephone number | |

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[Portal home](#)

BETA This is a new service – your [feedback](#) will help us to improve it.

What happens next is described below

Your change request has been submitted

The application number is **RD000576**

What happens next

We've sent your changes to your inspector who may contact you to discuss your changes before confirming them. You can check the progress of your change request in the 'applications' tab of your service overview page.

• • • • •

Changing the manager of a service

Service overview

Blossom Care Home

| | |
|----------------------|----------------------------------|
| Care service type: | Care home service |
| Registration number: | CS2023000083 |
| Status: | ACTIVE |
| Registration date: | 17 May 2023 |
| Manager: | James Mitchell |
| Address: | 1 Any Road Anytown AN1 1WN |

Actions

- [Apply to register a new service](#)
- [Download registration certificate](#)
- [Amend contact details](#)
- [Amend manager or service details](#)**
- [Apply to vary my conditions](#)
- [Apply to become inactive](#)
- [Apply to cancel the registration](#)

To amend the manager or details of a service, click the **Amend manager or service details** link

Amend manager or service details

You can tell us here about changes to any of the details listed. We recommend having the changes you would like to make. We recommend having you start your changes.

When making these changes, please check your conditions of service for any variation, where the changes you are telling us about affect the service.

Scroll down the page, reading the guidance provided

Which sections would you like to make an update to?

Select all that apply.

| | |
|---|-------------------------------|
| <input type="checkbox"/> Service details | Select Manager details |
| <input checked="" type="checkbox"/> Manager details | |

Service details
 Manager details

Confirm you have read and understood the **Data protection statement** and click the **Continue** button

Data protection statement

The Care Inspectorate will process (collect, use, store, disclose etc) personal information on computer and paper files for the purpose of carrying out its functions under the Public Services Reform (Scotland) Act 2010, associated regulations and other legislation. Personal information will only be disclosed to a third party where it is lawful for the Care Inspectorate to do so and in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018. For further information on how we process personal information please see the Care Inspectorate's [Core Privacy Notice](#).

I have read and understood 'Data protection statement'

Continue [Cancel](#)

Application Stages

- ▼ [Details of the manager](#)
- Change of a manager**
- ▶ [Change of details](#)

Change of a manager

Blossom Care Home

Care service number: [redacted]
Application number: [redacted]

Applicant details

You must now step through a series of stages to enter the proposed amendments

Application Stages

- ▼ [Details of the manager](#)
- Change of a manager**
- ▶ [Change of details](#)

Change of a manager

Blossom Care Home

Care service number: [redacted]
Application number: [redacted]

Applicant details

Applicant name:

Proposed service name: Blossom Care Home

Manager details

Will this be a shared position?

As you work through each step, you can click the **Save draft** button at the bottom of the page if you would like to return to complete the form at a later date

Application Stages

- ▼ [Details of the manager](#)
- Change of a manager**
- ▶ [Change of details](#)

Change of a manager

Blossom Care Home

Care service number:

Application number:

! You have unsaved changes

Applicant details

Applicant name:

Proposed service name: Blossom Care Home

Manager details

Will this be a shared position?

Yes

No

When appointing a manager, you must ensure they have the skills, knowledge and experience to manage the service. Please refer to the [Guidance for providers and applicants on Registered Manager requirements](#) for more information.

Guidance is provided to help you enter the correct information

! The Care Inspectorate will place through our register (as defined by the regulations) if you do not issue. Failure to do so may result in the suspension of the [Public Services](#).

Click to accept the declaration statement and then click the **Save and continue** button

I confirm the appointment has been made in accordance with the Act and associated regulations and orders, in which it states that a person shall not act as a manager unless they are fit to do so.

Save and continue Save as draft [Exit without saving](#)

Application Stages

- [Details of the manager](#)
- [Change of details](#)
 - Supporting documentation**
Applicant contact information

Supporting documentation

Blossom Care Home

Care service number: CS20230
Application number: RD000576

The next stage is **Supporting documentation**. Here you are invited to attach any documents to support the proposed changes.

Please attach any supporting documents.

Note that these documents may be viewed by other Portal users within your organisation.

[Accepted file formats](#)

Choose file

[Save and continue](#) [Save as draft](#) [Exit without saving](#)

Application Stages

- [Details of the service](#)
- [Change of details](#)
 - [Supporting documentation](#)
 - Applicant contact information**

Applicant contact information

Blossom Care Home

Care service number: CS20230
Application number: RD000576

Fill in the details of the **Applicant contact information** and click to save and continue

First name

Application Stages

- [Details of the service](#)
- [Change of details](#)
 - [Supporting documentation](#)
 - [Applicant contact information](#)
 - Check your answers**

Check your answers

Blossom Care Home

Care service number: CS20230
Application number: RD000576

Carefully check your answers before clicking the **Submit application** button at the bottom of the page.

Note: Each section provides an **Edit** link if you need to modify any of the information you have entered.

Applicant contact information - [Edit](#)

First name: Ann

The screenshot displays the 'CI Digital | Registration' page. At the top left is the 'care inspectorate' logo. The page title is 'CI Digital | Registration'. In the top right corner, there are links for 'Your account' and 'Log off'. Below the header is a navigation bar with a 'Portal home' link. A 'BETA' banner indicates that this is a new service and that user feedback is appreciated. A green box highlights the text 'What happens next is described below'. The main content area features a large green banner with the message: 'Your change request has been submitted. The application number is RD000577'. Below this, a light green box titled 'What happens next' explains that changes have been sent to an inspector for review and that progress can be tracked in the 'applications' tab. An 'Actions' section at the bottom provides a link to 'Go to service details'.

care inspectorate

CI Digital | Registration

[Your account](#) [Log off](#)

[Portal home](#)

BETA This is a new service – your [feedback](#) will help us to improve

What happens next is described below

Your change request has been submitted

The application number is
RD000577

What happens next

We've sent your changes to your inspector who may contact you to discuss your changes before confirming them. You can check the progress of your change request in the 'applications' tab of your service overview page.

Actions

- [Go to service details](#)

Withdrawing a change of details

[Portal home](#)

BETA This is a new service – your [feedback](#) will help us to improve it. [Learn about the Digital Portal](#) on our website.

Service overview

Blossom Care Home

If you decide to withdraw a change of details request, navigate to the **Service overview** page and click the **Applications** tab

| | |
|--|--|
| <p>Care service type: Care home service</p> <p>Registration number: CS2023000083</p> <p>Status: ACTIVE</p> <p>Registration date: 17 May 2023</p> <p>Manager: James Mitchell</p> <p>Address: 1 Any Road Anytown AN1 1WN</p> | <p>Actions</p> <ul style="list-style-type: none"> Apply to register a new service Download registration certificate Amend contact details Amend manager or service details Apply to vary my conditions Apply to become inactive Apply to cancel the registration |
|--|--|

Service details User access Applications Conditions

! You must complete or withdraw the existing Amend manager or service details request before you can start an Amend contact details request.

Service details User access Applications Conditions

Applications

Showing 3 of 3 record(s).

| Date started | Case number | Case type | Status |
|--------------|-------------|----------------------------------|---|
| 17 May 2023 | RD000577 | Change of Details | Assessing View Withdraw |
| 17 May 2023 | RD000576 | Change of Details | Granted |
| 17 May 2023 | RS000249 | Change of Details - Self Service | Granted |

Showing 3 of 3 record(s).

If you have a pending change request, you will see an message stating that the request must be completed or withdrawn before other changes can be requested

Applications

To withdraw a **Change of details** request, click the **Withdraw** link

Showing 3 of 3 record(s). Show [25, 50](#)

| Date started | Case number | Case type | Status | |
|--------------|-------------|----------------------------------|-----------|---|
| 17 May 2023 | RD000577 | Change of Details | Assessing | View Withdraw |
| 17 May 2023 | RD000576 | Change of Details | Granted | |
| 17 May 2023 | RS000249 | Change of Details - Self Service | Granted | |

Showing 3 of 3 record(s).

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You are required to provide a reason.
Then click the **Continue to withdrawal** button.

! You have selected to withdraw the application for Blossom Care Home with application number RD000577.

Reason for withdrawing the application

You have 1000 characters remaining

[Continue to withdrawal](#) [I don't want to withdraw](#)

BETA This is a new service – your [feedback](#) will help us to improve it. [Learn about the](#)

Confirming your withdrawal

! You have selected to withdraw the application for Blossom Care Home with application number RD000577.

The reason you wish to withdraw is:

The reason is...

! Please confirm this is the application you wish to withdraw. When you use the 'Withdraw application' button the application will be withdrawn and cannot be undone.

[Withdraw application](#) [I don't want to withdraw](#)

Click to confirm the withdrawal.
Note: this cannot be undone.



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Your application has been withdrawn

The application number is
RD000577

Actions

- [Return to overview page](#)

[Service details](#) [User access](#) **Applications** [Conditions](#)

Back on the Applications tab we can now see that the status for this request is now **Withdrawn complete**

Applications

Showing 3 of 3 record(s).

Show [25](#), [50](#)

| Date started | Case number | Case type | Status |
|--------------|-------------|----------------------------------|--------------------|
| 17 May 2023 | RD000577 | Change of Details | Withdrawn complete |
| 17 May 2023 | RD000576 | Change of Details | Granted |
| 17 May 2023 | RS000249 | Change of Details - Self Service | Granted |

Showing 3 of 3 record(s).

Headquarters

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