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**Factual accuracy check form for the draft assessment report**

Complete this form and return your submission to:

* email: [HSCA\_Compliance@cqc.org.uk](mailto:HSCA_Compliance@cqc.org.uk) or
* post: CQC HSCA Compliance, Citygate, Gallowgate, Newcastle upon Tyne, NE1 4PA

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| **Assessment plan number (if known)** |  |
| **Location ID/organisation ID** |  |
| **Location name** |  |
| **Specific service that the report relates to** |  |

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| **What does your factual accuracy challenge relate to?** | **Use** | **Select section** |
| Typographical/numerical errors | Section A | Yes/No |
| Accuracy of the evidence | Section B | Yes/No |
| Additional or omitted information we should consider – ‘completeness’ | Section C | Yes/No |

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| **Completed by name** (see our [privacy notice](https://www.cqc.org.uk/about-us/our-policies/privacy-statement)) |  |
| **Position** |  |
| **Date** |  |

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| **Section A: Typographical/numerical errors in the draft assessment report** | | | |
| **What to list here**   * typographical or numerical errors   **How to complete this section**   * list each error on a separate line * if the same error is repeated, identify the first time it appears and add ‘throughout the report’ * provide a brief explanation of the point you wish to make and specific reference to any supporting information | | | |
| **Point** | **Section of report:**   * **Overall service commentary? or** * **People’s experience commentary? or** * **Key question: Safe, Effective, Caring, Responsive or Well led?** | **If Key question:**   * **Key question commentary?  or** * **State which quality statement and evidence category?** | **Correction**  **Please state exact section of error (include page number, if available),  or we may not be able to consider a change.** |
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If you wish to add more points and need extra rows, place the cursor outside of the righthand side of the last row and press enter.

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| **Section B: Accuracy of the evidence in the draft assessment report** | | | |
| **What to list here**   * corrections to factually inaccurate evidence used in your inspection report * this must relate to the position **at the time of your inspection**   **How to complete this section**   * list each correction point on a separate line * provide a brief explanation of the point you wish to make and specific reference to any supporting information * for each point, **you must specify exactly** where we can find the information that supports your correction | | | |
| **Point** | **Section of report:**   * **Overall service commentary? or** * **People’s experience commentary? or** * **Key question: Safe, Effective, Caring, Responsive or Well led?** | **If Key question:**   * **Key question commentary?  or** * **State which quality statement and evidence category?** | **Correction**  **Please state exact section of factual inaccuracy (include page number, if available), or we may not be able to consider a change.** |
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| **Section C: Additional or omitted formation we should consider – ‘completeness in the draft report** | | | |
| **What to list here**   * additional information or information omitted from the draft report you think we should consider to inform our judgement of your service * this must relate to the position **at the time of your assessment**   **How to complete this section**   * list each piece of information on a separate line * provide a brief explanation of the point you wish to make and specific reference to any supporting information * for each point, **you must specify exactly** where we can find the information that supports it | | | |
| **Point** | **Section of report:**   * **Overall service commentary? or** * **People’s experience commentary? or** * **Key question: Safe, Effective, Caring, Responsive or Well led?** | **If Key question:**   * **Key question commentary?  or** * **State which quality statement and evidence category?** | **Correction**  **Please state exact section of omission (include page number, if available),  or we may not be able to consider a change** |
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