



12. Special needs – <b>see guidance notes and enter codes for all that apply</b>										
13. National Insurance number (if known)										
14. Home telephone number										
15. Mobile telephone number										
16. Work telephone number (if it is acceptable to contact you at work if necessary).										
17. Contact e-mail address										

18. What is the total number of adults (over 18 years of age) that live in your property?				
19. What is the total number of children (under 18 years of age) that live in your property?				
20 Are there any other medical or social factors within your household that we should be aware of? {provide details on a separate sheet if necessary}				
21. Please indicate your preferred method of communication with CDS Co-operatives (please tick)	<b>Written</b>		<b>Face to face</b>	
	<b>Telephone</b>		<b>E-mail</b>	

If you can think of anything else that would help us to provide you with a service better suited to your needs, please provide details in the space below.

## GUIDANCE NOTES FOR COMPLETING THE COMMUNICATION AND SPECIAL NEEDS SURVEY

Thank you for taking the time to complete this survey the results of which will help us to ensure that our services are designed to best meet the needs of our residents.

For each question, please choose the correct description and then enter the code for that description **in the relevant box on the survey form.**

### Question 6: Marital Status

Code	Description
1	Single (never married)
2	Married
3	In a civil partnership (same sex couples)
4	Living as a couple (but not legally married or in a civil partnership)
5	Separated / Divorced
6	Widowed
7	Prefer not to say.

### Question 7: Cultural Group

Code	Description
1	White – British, English, Scottish or Welsh.
2	White – Irish
3	White – other
4	Mixed – white & black Caribbean
5	Mixed – white & black African
6	Mixed – white & Asian
7	Mixed – other
8	Asian or Asian British - Indian
9	Asian or Asian British - Pakistani
10	Asian or Asian British – Bangladeshi
11	Asian or Asian British – other
12	Black or black British - Caribbean
13	Black or black British – African
14	Black or black British – other
15	Chinese
16	Other ethnic group
17	Prefer not to say

### Question 8: Sexuality

1	Heterosexual
2	Gay man
3	Lesbian
4	Bi-sexual
5	Other
6	Prefer not to say

### Question 9: Religion

1	Church of England
2	Catholic
3	Protestant
4	Other Christian
5	Muslim
6	Sikh
7	Hindu
8	Jewish
9	Buddhist
10	Humanist
11	Atheist / None
12	Other
13	Prefer not to say

**Please see overleaf for further guidance**

**Question 11: Special communication codes. If you need any of the services below when speaking with or receiving written information from CDS Co-operatives, please enter the codes on the form. Enter as many as apply.**

1	Translation of written material
2	Interpreter
3	Sign language
4	Braille

5	Audio Cassette
6	Large Print
7	Induction Loop
8	Talk Type

**Question 12: Special needs codes. If you have any disability please enter the codes for all that apply.**

1	Wheelchair user
2	Hearing impairment
3	Visual impairment that is not corrected by the use of glasses or contact lenses
4	Speech impairment
5	Mobility impairment (which does not require wheelchair use)
6	Physical co-ordination difficulties (includes problems of manual dexterity and of muscular control, e.g. incontinence, epilepsy etc)
7	Reduced physical capacity (includes severe pain, lack of strength, breath, energy or stamina (for example from severe asthma, angina, diabetes
8	Severe disfigurement
9	Learning difficulties
10	Mental illness (includes substantial or long lasting – more than a year).

**RETURN THE COMPLETED FORM TO:**

**CDS CO-OPERATIVES  
FREEPOST SW140  
LONDON SE1 1BP**