

CAPITA

Using One CP-IS

last updated for the Spring 2015 (3.56) release

Handbook

one



Revision History

Version	Published on
April 2015 - 1.1	02/04/2015

Doc Ref

Using One CP-IS Handbook//2015-04-02

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01 / Introduction

About the CP-IS Project

The Child Protection Information Sharing (CP-IS) initiative is a national project for England, sponsored by the Department of Health and led by NHS England, which gives a higher level of protection to vulnerable children who attend unscheduled health care settings.

The focus for the project is to share and exchange information about vulnerable children with care professionals when a child attends an unscheduled care setting, such as:

- an emergency department.
- a walk-in centre.
- a minor injury unit.
- a GP out of hours service.
- an ambulance service.
- a maternity clinic.
- a paediatric ward.

The aim of this information sharing is to help protect the most vulnerable children by providing a complete picture of the child. Exchanging information in this way ensures that care professionals are not looking at information in isolation, and have the relevant background about a child from partner agencies (such as social services) available at the point of care.

The Child Protection Information Sharing project is one of the key interfaces between health and social care, and is a valuable tool for care professionals in protecting children and facilitating closer inter-agency working.

This release enables LAs using ICS to export child protection information from One to the Health and Social Care Information Centre (HSCIC). LAs can also import data acknowledgements, Access to Service notifications and Inactive NHS Number notifications from the HSCIC. Access to Service notifications alert case workers to any unscheduled care visits made by vulnerable children, enabling those case workers to take action if necessary.

One CP-IS is designed to meet all of the mandatory requirements made in the HSCIC's LA user requirements document.

Using This Handbook

This handbook is intended for One local authority case workers and administrators of the One ICS application. It details how to prepare the appropriate CP-IS data and set basic parameters for data processing. It also covers the export and import mechanisms, and details relevant user permissions.

You can create two types of relevant Child Protection record in One: CP records and CPP records. Where this document refers to both type of record the term "Child Protection record" is used.

Data Preparation

The CP-IS system imports and exports files in XML format.

In order to prepare the data for CP-IS data processing, Capita One provides the following six scripts to all LAs using ICS.

- **Children with no NHS Number:** This script runs a report which fetches from the One database all active CPP/LAC children who do not have an NHS number listed.

- **Children with no Date of Birth:** This script runs a report which fetches from the One database all active CPP/LAC children who do not have a date of birth listed.
- **Unborn Children with no Mother details:** This script runs a report on the One database to fetch children who have no date of birth listed and who also have no **Mother** details set up via the **Relationships** panel of their **Social Network** screen.

NOTE: CP-IS identifies unborn child based on their mother's NHS number. As such, unborn children with child protection records must be linked to their mother's record via **Focus | ICS Person | Relationships | Add**. For more information on recording relationships in One, see the Relationships topic of the One v4 Client Help.

- **Child Protection Records with multiple active CP or LAC record types:** This script runs a report on the One database to fetch children who have multiple active CP or LAC records. Only one active CP/LAC record per child should be sent in the CP-IS export.
- **LAC and CP Records with no Start Dates:** **Start Date** is a mandatory data field that decides if the child record can be exported to CP-IS. This script fetches all CP and LAC records that do not have a Child Protection or LAC start date.
- **Unborn child with no NHS number for Mother:** Basic **Mother** information is mandatory when exporting the details of an unborn CPP child. This script helps LA users to update the NHS numbers of mothers whose unborn children are subject to protection.

CP-IS Data Items

Export files must have all mandatory data items present. If any mandatory data items are missing, the file will fail One's schema validation and will not be sent.

Special care should be taken to provide **NHS number, Person First Name, Person Last Name** and **Date of Birth** information. This information is used to validate records with the HSCIC Personal Demographics Service, and any inaccuracies may cause CP-IS to reject the files. For unborn children, the mother's **First Name, Last Name, D.O.B.** and **NHS Number** are required fields.

The schema validation also includes the following business rules:

- Each record must have at least one of the three start dates (**Child Protection Record Start Date, Looked After Child Start Date** and **Unborn Child Protection Record Start Date**).
- Where an **Unborn Child Protection Plan Start Date** is provided, an **End Date** must also be provided. This is the delivery due date for the baby, as outlined by the Local Authority.

Eligible Children

CP-IS supports the recording and sharing of Child Protection/ LAC information for children (with a child defined as being younger than 17 years and 365 days) who meet any of the following criteria:

- are currently subject to a Child Protection Plan.
- are currently subject to an Unborn Child Protection Plan.
- are currently a Looked After Child and being cared for under the following sections of the Children's Act 1989:
 - **Full Care Order** (Section 31).
 - **Interim Care Order** (Section 38).
 - **Voluntary Care Agreement** (Section 20).

02 / How CP-IS Works

Summary

Exporting Child Protection/LAC Information

1. One creates specific information files about children who are subject to child protection plans or who have looked after child status. Each file contains the NHS number of the child or mother, the type of plan, the start and end date of the plan and the contact information for the relevant social services department.
2. The file is securely transferred to the Health and Social Care Information Centre via the CP-IS SFT Client.
3. The file is processed and entered into the CP-IS service, which is delivered as part of the NHS Spine.
4. One receives an acknowledgement message back from the HSCIC, confirming whether or not the exported file was successfully uploaded to the CP-IS service. If the upload was unsuccessful then the acknowledgement file contains the reasons for the unsuccessful upload.

Access to Service

If a child attends an unscheduled care setting, such as an A&E department, the unscheduled care setting verifies and confirms the child's NHS number as part of the registration process. If the child is looked after or on a care plan, their information is available to view through the CP-IS service.

1. The health care worker at the unscheduled care setting queries the CP-IS system using the NHS number supplied for the child. Details of the organisation and health care worker accessing the child's record are included in the query message to the CP-IS service.
2. If the query is successful (verified) and the child is in the CP-IS system, information about the child from the local authority social services is returned to the computer system at the NHS organisation providing that child's care. How this information is displayed, and what business workflow it invokes in the local system is determined by local policies and procedures.
3. The information received from the querying NHS system is written to an **Access to Service** notification file by the CP-IS system. This file is securely passed back to the local authority, detailing which child record was accessed.
4. An audit/event trail of the child's attendance at health care settings is maintained on the CP-IS system. Social workers can use CP-IS records to see where the child has attended care settings over a period of time, enabling them to contact individual care settings in order to find out more information about the child's visit. This information helps social workers to make decisions about whether a child is at further risk and helps social care teams to plan visits or action other interventions if necessary.

Inactive NHS Number Notifications

Local Authorities also receive Inactive NHS Number notifications. These notifications are sent when the CP-IS service identifies that an NHS number sent by One is no longer valid. Where available, the CP-IS service sends the relevant new NHS number along with the Inactive NHS Number notification.

Secure File Transfer Mechanism

A dedicated Secure File Transfer (SFT) client is available to each Local Authority. This client is responsible for the transmission of messages between children's social care systems and the CP-IS service.

Information on configuring the SFT client, including setting up the One CP-IS Import, Export, Schema and Error folders, can be found in the CP-IS technical design document.

For further information on the SFT mechanism, see the CPIS Client User Guide, available from the HSCIC website.

One CP-IS exports relevant information automatically, in compliance with the fundamental requirements of HSCIC. These requirements state that any update to Child Protection/LAC data items within a local record must automatically trigger the creation of a CP-IS Local Authority upload message. This is achieved using five scheduled tasks, which govern the collation, sending and import of data to the HSCIC. The tasks are:

- CP-IS Export CP Details
- CP-IS Export Resubmission
- CP-IS Acknowledgement Response
- CP-IS Access to Service Notification
- CP-IS Inactive NHS Number Notification.

The initial configuration of these tasks takes place via a script provided by Capita One. You must run the **Import ScheduledTask.xml** process in the One v4 Client before running the CP-IS tasks. For more information on working with scheduled tasks, see the *v4 Scheduled Tasks* and *Installing and Configuring One v4 Core Components* technical guides, available from www.onepublications.com and SupportNet.

Updates to a local record's Child Protection/ LAC data items automatically trigger the creation of a CP-IS Upload message. As per the HSCIC's specifications, this export should take place within 12 hours of the original change being made. As such, the scheduler interval for the CP-IS Export CP Details scheduler must be set to 12 hours or fewer.

The CP-IS Export Resubmission scheduler should be set to a 15 hour interval in order to trigger the timely resubmission of exported files that have not been acknowledged by CP-IS. You should also set the **Re-submission Interval** to 15 hours. This setting governs how far back in time One looks for un-acknowledged files. See *Configuring Source Organisation Details* for more information on setting the **Re-submission Interval**.

One CP-IS Process

One CP-IS sends relevant details to CP-IS whenever a Child Protection, Child Protection Plan (CPP) or Looked After Child record is created or edited.

NOTE: For more information on creating and editing Child Protection records, see the Child Protection chapter of the One SEND handbook, available from www.onepublications.com and SupportNet.

For more information on how Child Protection records are created, see the 3.55 Child Protection section of the One Autumn 2014 Release SYSTEM Product Notes, available from www.onepublications.com and SupportNet.

For more information on editing a child's **Looked After Details**, see the Child Looked After Details topic of the One v4 Client Help.

Once the scheduled tasks are configured and CP-IS services are switched on, the One CP-IS process runs as follows:

NOTE: Steps 1 and 2 of the following process only occur when One performs its initial bulk export of CP-IS details. Steps 3-8 occur during the initial bulk upload and all subsequent uploads.

1. One identifies all active records for Child Protection and Looked After children (including unborn children) and generates an initial bulk export file.
2. The bulk export files are sent to the HSCIC.
3. One picks up any changes to Child Protection and Looked After children, including unborn child protection records, and generates XML export files containing this information. Any new Child Protection or Looked After Child records are included in the export.

4. One validates the XML files using the HSCIC schema, ensuring that the files contain all required data.
5. All files that have passed validation are sent to the HSCIC, where they are processed and entered into the CP-IS service.
6. You can view files that did not pass validation in One's **CPIS Export/Import** screen (see *Viewing Files* on page 8 for more information on this process). This screen details the missing data that caused the file to fail validation, enabling you to see which student details need updating. Once the data is corrected, One's automatic triggers pick up this correction and queue the re-generated file for export. This file is again validated before being exported.
7. The HSCIC sends an acknowledgement confirming that each file has been received and indicating whether or not that file's data was successfully uploaded to the NHS Spine. The details of this acknowledgement (including an explanation of why the file was not uploaded, if applicable) can be viewed on the **CPIS Export/Import** screen.
8. If a file is sent to CP-IS but no acknowledgment is received within the stipulated time frame, the resubmission scheduler re-exports that file.

IMPORTANT NOTES: *Do not delete the student/person record of a child with a current Child Protection/Unborn Child Protection/LAC record. If this happens, One will identify that there has been a change and try to send an update to the HSCIC. However, the update will fail because the child's details are not available, due to the relevant record having been deleted. If you wish to delete a child's student/ person record, you must first end any Child Protection/Unborn Child Protection/LAC records that the child might have.*

Any changes to a record's CP-IS data items will trigger an export. As such, you should take care to avoid entering incorrect data, as correcting mistakes may result in unnecessary export events (i.e. the export of the erroneous data, followed by a separate export with the correct data).

Children who are protected/ looked after by another Local Authority are not considered for CP-IS export.

03 / Using One CP-IS

Configuration

Before using One CP-IS, you should configure your organisation's details and select the Looked After codes that you want One CP-IS to export.

Configuring Source Organisation Details

The **CP-IS Source Organisation Details** panel of the **ICS Parameters** screen enables you to set the name, code and telephone number of your organisation. This information is sent as part of any CP-IS files that your organisation exports.

You can also set the **Re-submission interval** in this panel. This setting governs how far back in time One looks for un-acknowledged files when running a scheduled re-submission check. The HSCIC advise that this setting should be left at the default of 15 hours.

The **CP-IS Admin** browse enables you to select a user to receive all Inactive NHS Number CP-IS workflow messages, as well as Access to Service Notification workflow messages for those children/unborn children who have not had a case owner assigned to them.

To configure source organisation details:

1. Log in to the One v4 Client and select **Tools | Administration | ICS Parameters** to display the **ICS Parameters** page.
2. Navigate to the **CP-IS Source Organisation Details** panel to display editable fields relating to source organisation details.

3. Make any necessary edits and then click the **Save** button to save your changes.

NOTE: If you make changes to the **Source Organisation Details** panel once you have begun exporting data, then One schedules a full re-submission in order to update all existing records.

Configuring Looked After Codes

As per the HSCIC's specification, CP-IS supports the recording and sharing of Child Protection/LAC information for Looked After children. Only those Looked After children who are being cared for under any of the following sections of the Children's Act 1989 are eligible:

- **Full Care Order** (Section 31).
- **Interim Care Order** (Section 38).
- **Voluntary Care Agreement** (Section 20).

You must configure One to export only those records with Looked After codes that correspond to the above sections. Otherwise, irrelevant data may be exported to the HSCIC.

IMPORTANT NOTE: It is the LA's responsibility to send the correct information to the HSCIC. Check with the HSCIC if you are in doubt as to what information to send.

1. Log in to the One v4 Client and select **Tools | Administration | ICS Parameters** to display the **ICS Parameters** page.
2. Navigate to the **CP-IS Looked After Code** panel to display a list of available codes. The **CP-IS Looked After Code** panel lists the descriptions of the internal codes specified via **Tools | Administration | Lookups | Table_ID 0433 Looked After Children**, along with the corresponding external code for each internal code. It is the external code that is displayed in the panel's **Code** field. As such, internal codes that share an external code display the same **Code** in the **CP-IS Looked After Code** panel, although their **Descriptions** are different.

For more information on configuring lookup codes, see the *Lookup Tables* topic of the One v4 Client Help.

Description	Code	Send to HSCIC
Emergency Care Order	ECO	<input type="checkbox"/>
Full Care Order	FC	<input checked="" type="checkbox"/>
Interim Care Order	IC	<input checked="" type="checkbox"/>
Partial Care Order	IC	<input type="checkbox"/>
Not in return	NI	<input type="checkbox"/>
Remand	RM	<input type="checkbox"/>

3. Ensure that **Send to HSCIC** check box is ticked only for codes which relate to Looked After children for whom the HSCIC require information - i.e. those with a current Full Care Order under Section 31, those with a current Interim Care Order under Section 38 or those who are voluntarily accommodated under Section 20 of the Children's Act 1989.
4. Click the **Save** button to save your changes.

Enabling CP-IS Services

Once you have configured source organisation details and selected Looked After codes you should enable One CP-IS Services. Enabling One CP-IS Services activates the CP-IS scheduled tasks, thereby starting the process of collating and exporting relevant data.

NOTE: The first time you enable One CP-IS Services, an initial upload of all active Protected/LAC children to CP-IS takes place. Each export file has a single child record, and all unborn child records have their mother's demographic information attached.

To enable One CP-IS Services:

1. Log in to the One v4 Client and select **Tools | Administration | ICS Parameters** to display the **ICS Parameters** panel.
2. Navigate to the **CP-IS Source Organisation Details** panel to display editable fields relating to source organisation details.

3. Select the **CP-IS Services On** check box and then click the **Save** button to enable One CP-IS Services.

NOTE: De-selecting the **CP-IS Services On** check box de-activates the CP-IS scheduled tasks, thereby stopping the One CP-IS process completely.

Viewing Files

Viewing File Details

The **CP-IS File Details** screen enables you to view information about a particular XML transfer file. The screen has three panels:

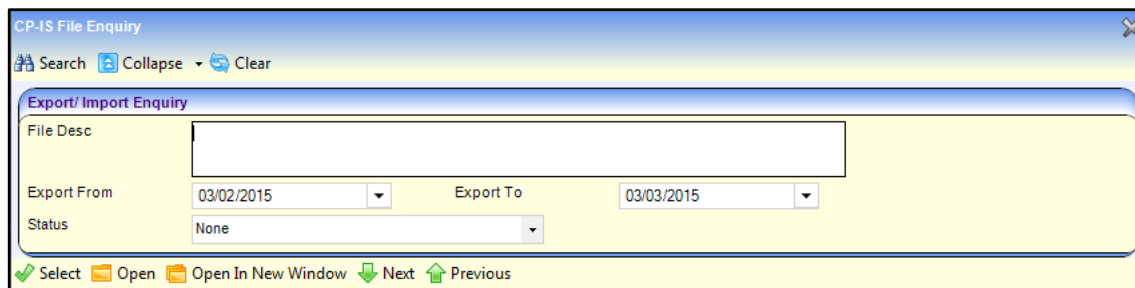
- **Export File Details** – The contents of the export file, including the following information:
 - **Child ID**
 - **Child NHS Number**
 - **Child Forename**
 - **Child Surname**
 - **Child DOB**
 - **Estimated Due Date**
 - **Mother Person ID**
 - **Mother NHS Number**
 - **Mother Forename**
 - **Mother Surname**
 - **Mother DOB**
 - **Start Date**
 - **End Date**
 - **Delete Date**
 - **Record Type.**
- **Export Validation Errors** – Lists any errors that were generated when One validated the file. Files that fail One's schema validation are not sent.

These errors are generally caused due to required fields in either the child record or associated records (such as the Mother record for an unborn child) not being completed. You can use this information to amend the data so that the file can be sent to CP-IS.

- **Import File Details** – The details of the corresponding acknowledgement file, including the following information:
 - **Child ID**
 - **Child Forename**
 - **Child Surname**
 - **Child NHS Number**
 - **Mother ID**
 - **Mother Forename**
 - **Mother Surname**
 - **Mother NHS Number**
 - **Record Status**
 - **Reason** – If the record was received but not successfully uploaded to CP-IS, this field explains why the upload failed.

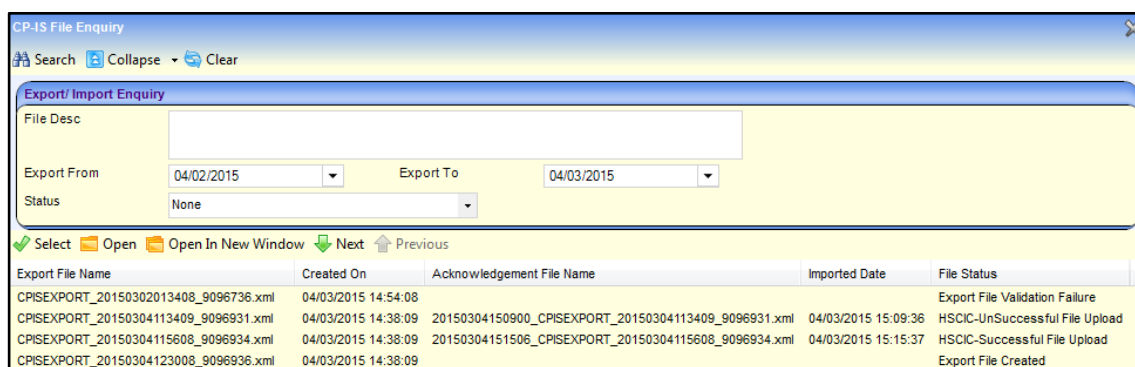
To view export files:

1. Log in to the One v4 Client and select **Focus | CP-IS | CP-IS Export/Import** to display the **CP-IS File Enquiry** page.

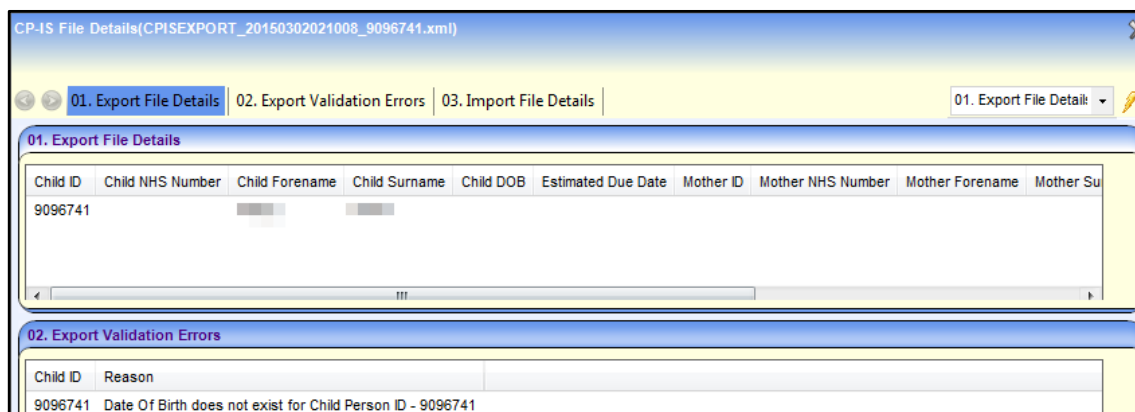


2. Enter search criteria for the file or files you wish to view and then click the **Search** button. A list showing the files that meet those criteria is displayed.

NOTE: The **File Desc** field enables you to search by either file name or file ID.



3. Highlight a file and then click the **Open** button to display the **CP-IS File Details** screen. Alternatively, click the **Open in new window** button to open the **CP-IS File Details** screen in a new window.



Viewing Acknowledgement Files

Acknowledgement files update the **File Status** of the associated export file. If an acknowledgement indicates that the record was received but not imported, you can use the information in the **File Status** field to get further information on the problem. For more information on file statuses, see *File Status* on page 10.

To view an acknowledgement file:

1. Select the export file whose acknowledgement you wish to view. For more information on selecting export files, see *Viewing File Details* on page 8.
2. Navigate to the **Import File Details** panel to view acknowledgement details for the export file.

Child ID	Child ForeName	Child SurName	Child NHS Number	Mother ID	Mother ForeName	Mother SurName	Mother NHS Number	Record Status
9096743								Successful Record Uplo

If the file has not been acknowledged, the **Import File Details** panel is left blank.

NOTE: Any errors in processing acknowledgement files are written to the Error Log folder of the SFT client.

File Naming Conventions

One uses the following naming conventions for CP-IS import and export files:

- **Export Files:** CPISEXPORT_[Creation Date (YYYYMMDD)][Timestamp]_[Child ID].xml
- **Import Files:** [Export file name]_Response_[Acknowledgement date (YYYYMMDD)][Timestamp].xml

For example, an export file pertaining to **Child ID** 1234567 that was created on 09/03/2015 at 12:42:54 would have the filename CPISEXPORT_20150309123928_1234567.xml.

An acknowledgement to that file created on 09/03/2015 at 13:25:04 would have the filename CPISEXPORT_20150309123928_1234567_Response_20150309132500.xml

File Status

Data transfer files are assigned a status in One CP-IS. The **File Status** indicates whether or not the file was sent to the HSCIC and whether the file has been acknowledged. If the file has been acknowledged, the **File Status** indicates whether or not that file's data was successfully uploaded to the NHS Spine.

Each file's status is displayed as part of the search results on the **CP-IS File Enquiry** page. Transfer files can have the following statuses:

- **Export File Created:** This status indicates that the file has passed the schema validation checks and is ready for CP-IS export. Files with this status are sent to the SFT client's ToCPIS folder, where they are picked up by CP-IS services. This automatic process runs at time intervals defined by the export schedulers.
- **Export File Validation Failure:** This status indicates that the file failed the schema validation checks. The reason for this failure is listed in the file's **Validation Errors** panel.
- **HSCIC – File Level Error:** This status indicates that the export file has been acknowledged by the HSCIC, but was not imported due to being improperly formed.
- **HSCIC – Successful File Upload:** This status indicates that the export file has been acknowledged by the HSCIC, and that the file's data was successfully uploaded.
- **HSCIC - Unsuccessful File Upload:** This status indicates that the file has been acknowledged by the HSCIC, but none of the file's records could be uploaded.
- **HSCIC – PDS Error – System error:** This status indicates that the file has been acknowledged by the HSCIC, but its records were not uploaded as the NHS Spine was not available at that time.

Receiving Notifications from the HSCIC

In addition to acknowledgements, there are two types of notification that the HSCIC can send back to One. A workflow message is displayed whenever an Inactive NHS Number or Access to Service notification is received.

Subject	Task	Due	Assigned By	Post	Assigned On	Message
He		Today	System Administr...		23/02/2015	CP-IS: Access to Service Notification
He		Today	System Administr...		23/02/2015	CP-IS: Access to Service Notification
He		Today	System Administr...		23/02/2015	CP-IS: Access to Service Notification
He		Today	System Administr...		23/02/2015	CP-IS: Access to Service Notification
He		Today	System Administr...		23/02/2015	CP-IS: Inactive NHS number for Person ID - 9096777 Old NHS number - 400000209
He		Today	System Administr...		23/02/2015	CP-IS: Access to Service Notification
He		Today	System Administr...		23/02/2015	CP-IS: Access to Service Notification

The **My Workflow Messages** screen, showing both **Access to Service** and **Inactive NHS number** notifications.

Inactive NHS Number Notifications

These notifications are sent if the HSCIC receives a file from One that contains the wrong NHS number for the child in question. When One receives an **Inactive NHS Number** notification, a workflow message showing the child's **Child Number**, the old **NHS number** and the correct **NHS number** (if available) is assigned to the system administrator user.

NOTE: If two child records are merged, and both records have an NHS number, then One keeps the master record's NHS number for the new record. If you wish to use the merged record's NHS number in the new record, then replace the master record's NHS number with the merged record's number before the merge process takes place.

Access to Service Notifications

Access to Service notifications indicate that a health care professional has queried the CP-IS service for a particular child, providing a log of contact events. The following information is listed:

- **NHS Healthcare worker**
- **NHS Healthcare worker role**
- **NHS Organisation**
- **Date and Time of access to the CP-IS service**
- **Start Date** – The date that the acknowledgement was received by One.

To view the details of an **Access to Service** notification, click the associated workflow message.

Contact Event	CP-IS: Access to Service Notification
Description	NHS Healthcare worker role - Consultant NHS Healthcare worker - MRS J NHS Organisation - TEST TRUST Date and Time of access to the CP-IS service - 06-02-2015 01:19:00
Start Date	06/02/2015
Agency	Health & Social Care Information Centre

The workflow message is generated against the case worker allocated to the child. If no case worker is found, the message is assigned to the CP-IS Admin as detailed in ICS Parameters.

Access to Service notifications also generate an entry in the associated student's chronology when received. For more information on working with a child's chronology, see the *Using the Chronology* reference guide, available from www.onepublications.com and SupportNet.

NOTE: Any errors in processing Access to Service notifications are written to the Error Log folder of the SFT client

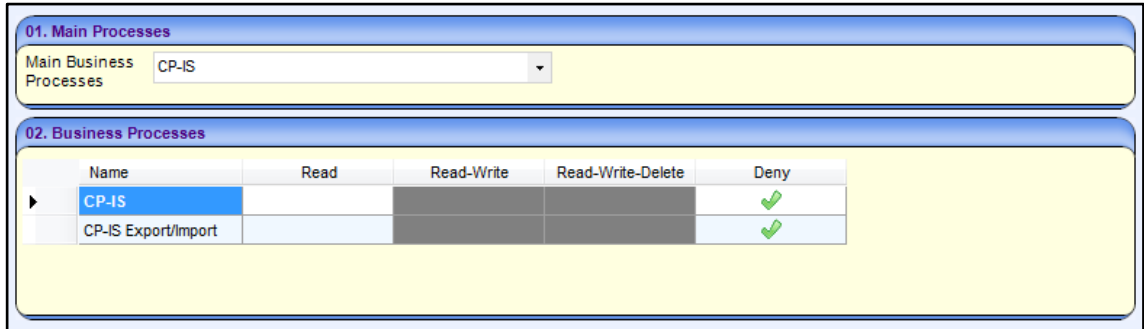
Chronology of S[REDACTED]						
Drag a column here to group by this column.						
Date	Updated By	Event	CRN	Version Number	Type	Form Definition Group / Form Type
Equals: [v]	Contains: [v]	Contains: [v]	Contains: [v]	Contains: [v]	Contains: [v]	Contains: [v]
18/02/2015 00:00:00	System Administrator (SYSADMIN)	CP-IS: Access to Service Notification Details				
09/02/2015 00:00:00	System Administrator (SYSADMIN)	CP-IS: Access to Service Notification Details				
07/02/2015 00:00:00	System Administrator (SYSADMIN)	CP-IS: Access to Service Notification Details				
07/02/2015 00:00:00	System Administrator (SYSADMIN)	CP-IS: Access to Service Notification Details				
05/02/2015 00:00:00	System Administrator (SYSADMIN)	CP-IS: Access to Service Notification Details				
05/02/2015 00:00:00	System Administrator (SYSADMIN)	CP-IS: Access to Service Notification Details				

A child's chronology, showing multiple Access to Service notifications.

04 | Processes and Permissions

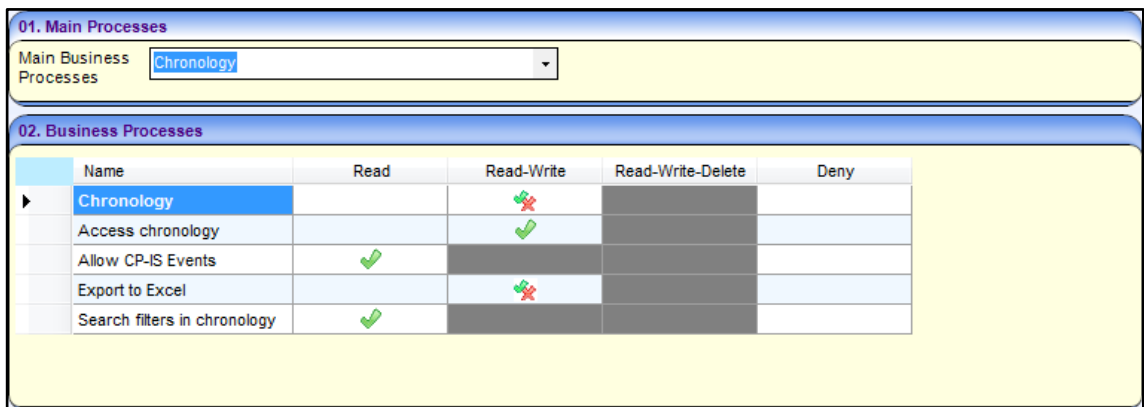
User Group Processes

A new CP-IS main business process has been added to One. Within this business process there are two sub processes: **CP-IS** and **CP-IS Export/Import**.



When set to Read, these permissions enable the user or user group to export and import CP-IS files, and view Access to Service notifications on the **Child Chronology** screen.

In addition, the existing **Chronology** main business process now has a new **Allow CP-IS Events** sub-process. When selected, this sub-process enables case owners to see CP-IS contact events on the **Chronology** screen.



For more information on working with user group processes, see the *System - Managing Users, Groups & Permissions* handbook, available from www.onepublications.com and SupportNet.

User Group Permissions

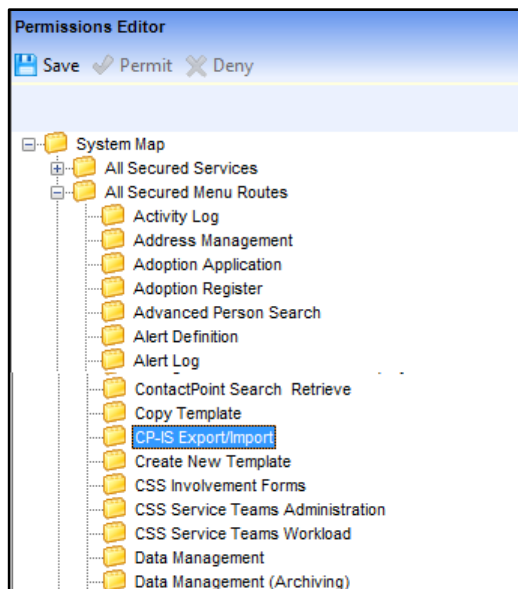
The following permissions have been added under **System Map | All Secured Services | CP-IS**:



- **Get CPIS Export Summary Collection:** This web method returns all the files that are exported within a given period.
- **Get CPIS Export Details:** This web method returns details of individual export files.

- **Get LAC Details:** This web method returns LAC Lookup code details
- **Save LAC Details:** This web method saves the LAC Lookup code details to the One database.

In addition, a **CP-IS Export/Import** permission has been added under **System Map | All Secured Menu Routes | CP-IS**. This permission enables the user to see the **Focus | CP-IS | CP-IS Export/Import** menu route.



NOTE: The **CP-IS Export/Import** permission is not linked to the **ICS Parameters** permission. The **ICS Parameters** permission must also be set to **Permit Run** in order for the user to access the **CP-IS** options on the **ICS Parameters** screen.

For more information on working with user group permissions, see the *System - Managing Users, Groups & Permissions* handbook, available from www.onepublications.com and SupportNet.

Appendix A – Child Protection/LAC Export Date Business Rules

Child Protection Records

Condition	Start Date	End Date	Delete Date
New Record	New Record Child Protection Start date	New Record Child Protection End date (if entered)	
CP Child Start date amended	Amended Child Protection Start date	Existing Child Protection End date (if entered)	
CP Child End date amended	Existing Child Protection Start date	Amended Child Protection End date	
CP Child Start date and End date amended	Amended Child Protection Start date	Amended Child Protection End date	
CP Record Delete	Existing Child Protection Start date	Existing Child Protection End date	System record delete date

LAC Records

Condition	Start Date	End Date	Delete Date
New Record	New Record LA Start date	New Record LA End date (if entered)	
LA Child Start date amended	Amended LA Start date	Existing LA End date (if entered)	
LA Child End date amended	Existing LA Start date	Amended LA End date	
LA Child Start date and End date amended	Amended LA Start date	Amended LA End date	
LA Record Delete	Existing LA Start date	Existing LA End date	System record delete date

Unborn Child Protection Records

Condition	Start Date	End Date	Delete Date
New Record	New Record	New Record End Date (Expected due date – mandatory)	
Unborn Child Protection Start date amended	Amended Start Date	Existing End Date	
Unborn Child Protection End date amended	Existing Start Date	Amended End Date	
Unborn Child Protection Start End dates amended	Amended Start Date	Amended End Date	
Unborn Child Protection Record Delete	Existing Start Date	Existing End Date	System record delete date

Appendix B – Export Validation Errors

Validating Organisation Details

Validation Error Message	Explanation
Invalid Source Organisation Code	The Source Organisation Code should be alphanumeric
Invalid Source Organisation Emergency Duty Telephone Number	The Source Organisation Emergency Duty Telephone Number should be numeric
Invalid Source Organisation Office Hours Telephone Number	The Source Organisation Office Hours Telephone Number should be numeric

Validating Unborn Child Records

Validation Error Message	Explanation
Mother details does not exist for the Unborn Child Person ID - {ChildPersonID}	No mother relationship exists for the unborn child
NHS Number does not exist for Mother Person ID - {MotherPersonID}	A mother relationship exists for the unborn child, but the mother's NHS Number is missing
Date Of Birth does not exist for Mother Person ID - {MotherPersonID}	A mother relationship exists for the child, but the mother's DOB is missing
Forename does not exist for Mother Person ID - {MotherPersonID}	A mother relationship exists for the child, but the mother's Forename is missing

Validating Born Child Records

Validation Error Message	Explanation
Date Of Birth does not exist for Child Person ID - {ChildPersonID}	The Born Child DOB is missing. This situation occurs when both the DOB and Estimated Due Date are missing, or when the estimated due date is in the past. In this circumstance, the child is considered a born child. As such, a validation error is generated, as the child has no DOB listed.
NHS Number does not exist for Child Person ID - {ChildPersonID}	The Born Child NHS Number is missing
Forename does not exist for Child Person ID - {ChildPersonID}	The Born Child Forename is missing

Validating CP Records

Validation Error Message	Explanation
Invalid Start Date for CP/PPP/LAC record	The CP/PPP/LAC record's Start Date is missing

Appendix C – Child Protection Export Triggers

Born Child Protection Triggers

Protected children must be under 18 years old and have an active Child Protection record to be eligible for CP-IS export. An export is triggered if any of the following information is changed:

- First Name
- Surname
- Date of Birth
- NHS Number.

These points are mandatory data items. If any of these items are not present when CP-IS attempts to export the data then the file fails validation. See *One CP-IS Process* on page 4 for more information.

Unborn Child Protection Triggers

Unborn children must have an active Child Protection record against their unborn child record to be eligible for CP-IS export. An export is triggered if any of the following information is changed:

- Mother's First Name
- Mother's Last Name
- Mother's DOB
- Mother's NHS Number.

These points are mandatory data items. If any of these items are not present when CP-IS attempts to export the data then the file fails validation. See *One CP-IS Process* on page 4 for more information.

In addition, unborn Child Protection records are exported if both their **Date of Birth** and **NHS Number** are changed. This enables you to keep an unborn Child Protection record active once the child is born.

General Child Protection Triggers

Both born and unborn child records are exported if any of the information in the following list is changed:

- CP Record Start Date
- CP Record End Date
- Changing the type of Child Protection record from CPP/ CP to CPR, and vice versa
- Removing the Child Protection record by deleting it from the **Child Protection** screen
- Local Authority.