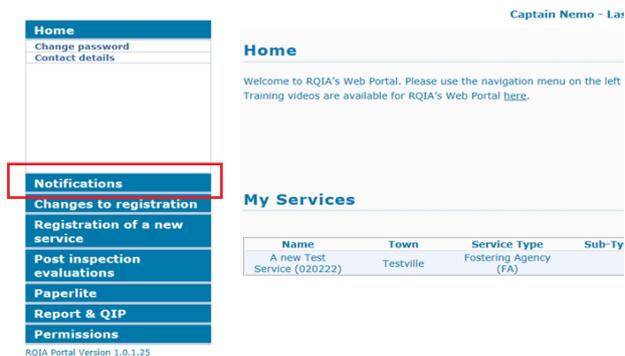


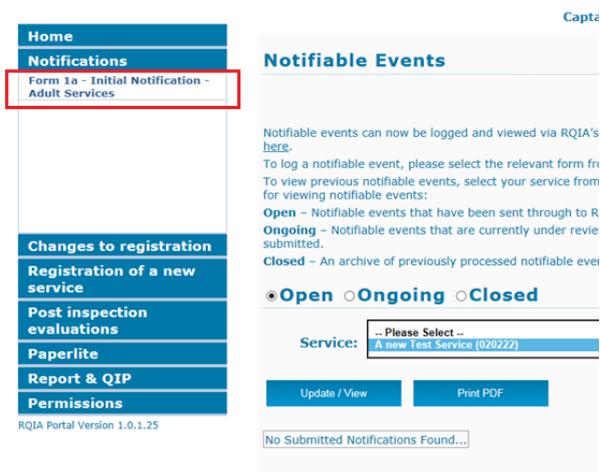
How to complete a web portal notification

Completing a Statutory Notification

1. In order to submit a notification form through the RQIA web portal you will need log in details and the correct permissions in respect of that service. When you log in to the home page, you should select the 'Notifications' sub-menu.



2. On Notifications page, select a service from the drop down menu in the centre of the page and select the option to submit a Form 1a from the menu on left hand side of the screen.



NB. If you are submitting a notification form in respect of a Children's Home, you will be given the option of submitting a Form 1b.

How to complete a web portal notification

3. You should complete the form with all of the relevant details relating to the incident. Please note that all fields marked with a red asterisk are mandatory.

Please note that you have only 60 minutes to complete the form. After this time the system will log you out for security reasons and your work will be lost.

If you anticipate to be called away from your desk, we recommend completing the event details offline (i.e. in a word document) and copy and paste the narrative across.

Time remaining: 59:54

Form (1a) - Statutory Notification of Events (Adult Services)

External Incident Administration

Service: *

Event Date/Time: *
(Please select using the calendar tool, or alternatively text can be entered in the format DD/MM/YYYY HH:MM)

Part 2: Details of Service Users Affected *

Service User Identifier: *

Year of Birth:

Gender:

Admission Date:

* If more than one service user affected, please provide details on the next page

Part 3: Information About the Event/Death

Notification Type: *

NB. If you require guidance on the Notification Type, please refer to the service specific Guidance for Service Providers on our website - <https://www.rqia.org.uk/guidance/guidance-for-service-providers/guidance-for-regulated-service-providers/>

4. When the web form is completed, you should select 'Save and Continue'.

Please give details of other authorities notified:

Part 4: Concise description of surrounding circumstances

Details of the event/death:

Any immediate action taken following the event:

Any action taken to prevent reoccurrence:

Part 5: Form Completed By

Form Completed By:

Job Role:

Form Completed On:

How to complete a web portal notification

- The next page will allow you to add 'Additional Services Users' details if required. When you have completed this page, please select 'Submit'.

Additional Service Users

Time remaining: 59:56

If the notifiable event relates to more than one service user, please insert the additional details below:

Add Remove

No Additional Service Users Found...

Cancel Submit

- When you return to the Notifications menu, you will see the web form you have submitted within the 'Open' notifications section. At this point, you can still update or amend the incident form by selecting the form and using the 'Update / View' button.

Home

Notifications

Form 1a - Initial Notification - Adult Services

Changes to registration

Registration of a new service

Post inspection evaluations

Paperlite

Report & QIP

Permissions

RQIA Portal Version 1.0.1.25

Notifiable Events

Notification created

Notifiable events can now be logged and viewed via RQIA's Web Portal. Current guidance on Notifiable events is available [here](#).

To log a notifiable event, please select the relevant form from the menu on the left.

To view previous notifiable events, select your service from the drop down list below. There are three available selections for viewing notifiable events:

Open - Notifiable events that have been sent through to RQIA, and can still be edited.

Ongoing - Notifiable events that are currently under review by RQIA and cannot be edited. A follow up ("Form 2") can be submitted.

Closed - An archive of previously processed notifiable events that were submitted via RQIA's Web Portal.

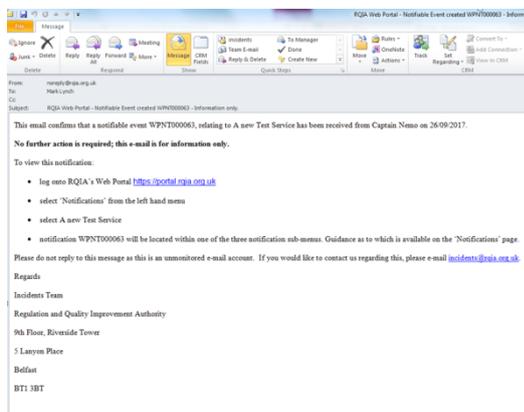
Open Ongoing Closed

Service: A new Test Service (020222)

Update / View Print PDF

| Id | Type | SubType | Date Submitted | Submitted By | Status | Further Details |
|---|------------|---------------|----------------|--------------|--------------|-----------------|
| <input checked="" type="radio"/> WPNT000063 | A2 Absence | Uncategorised | 26/09/2017 | Captain Nemo | 1. Submitted | |

- Once the notification is submitted, you (and the service manager, if different) should receive an automated confirmation email:



How to complete a web portal notification

8. Once your notification form has been reviewed and validated by the RQIA Incidents Team, the notification will move to the 'Ongoing' section of your Notifications menu. Once a form has been validated by RQIA, it can no longer be updated (although you can still submit a 'Follow up' – see below). If you wish to do so, you can also save or print out the notification.

Time remaining: 59:45
Captain Nemo - Last Login - 25/09/2017 17:15:15 - Logout

Notifiable Events

Notifiable events can now be logged and viewed via RQIA's Web Portal. Current guidance on Notifiable events is available [here](#).

To log a notifiable event, please select the relevant form from the menu on the left.

To view previous notifiable events, select your service from the drop down list below. There are three available selections for viewing notifiable events:

- Open** – Notifiable events that have been sent through to RQIA, and can still be edited.
- Ongoing** – Notifiable events that are currently under review by RQIA and cannot be edited. A follow up ("Form 2") can be submitted.
- Closed** – An archive of previously processed notifiable events that were submitted via RQIA's Web Portal.

Open Ongoing Closed

Service: A new Test Service (020222)

View Print PDF Follow up

| Notification Number | Type | SubType | Follow Up Required | Follow Up Submitted | Follow Up Information | Date of Event |
|---------------------|-------------|---------------------|-------------------------------------|--------------------------|-----------------------|---------------|
| NT160080 | A2 Absence | Uncategorised | <input type="checkbox"/> | <input type="checkbox"/> | | 26/09/2017 |
| NT160077 | G2 Injury | G2.1 Fracture (Hip) | <input type="checkbox"/> | <input type="checkbox"/> | | 25/07/2017 |
| NT160076 | G3 Accident | Uncategorised | <input checked="" type="checkbox"/> | <input type="checkbox"/> | test | 24/07/2017 |

9. If the form is completed incorrectly, it will be returned to your 'Open' notifications section with instructions on how it should be corrected and resubmitted (you will also receive an automated email).

Open Ongoing Closed

Service: A new Test Service (020222)

Update / View Print PDF

| Id | Type | SubType | Date Submitted | Submitted By | Status | Further Details |
|------------|-------------------|---------------|----------------|--------------|-------------|--|
| WPNT000064 | A1 Theft/Burglary | Uncategorised | 26/09/2017 | Captain Nemo | 3. Rejected | Please change the notification type and resubmit |

10. When the notification has been closed by your inspector, the notification record will move to the 'Closed' section of the menu. At this point you will not be able to complete any further actions against this notification but you can still save or print a PDF version of the notification form.

Open Ongoing Closed

Service: A new Test Service (020222)

View Print PDF

Please select a notification

Only notifiable events submitted via RQIA's Web Portal are displayed below. This list does not replace your existing records management system.

| Notification Number | Type | SubType | Date |
|---------------------|------------|---------------|------------|
| NT160080 | A2 Absence | Uncategorised | 26/09/2017 |