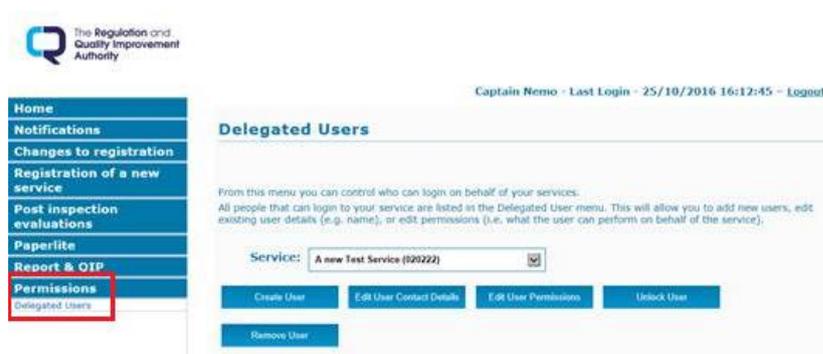


How to complete a notification of absence

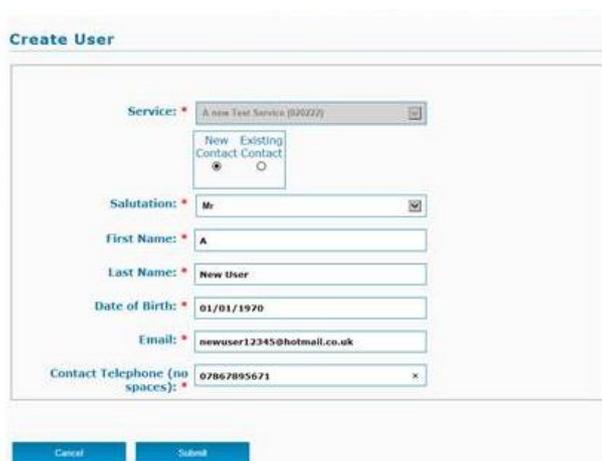
A provider may either complete a notification of manager absence form themselves or delegate the responsibility to another user. In either case the proposed acting manager must be an existing portal user for the service prior to the submission of the notification of absence form.

Create proposed acting manager (if he or she does not already exists)

1. Log into your portal and access you home page.
2. Access the Permissions tab on the left hand side of the screen and select 'Delegated Users'.
3. Next you should select the appropriate service from the dropdown menu and click the 'Create User' button.



4. Populate the mandatory fields with the relevant details. This will create your proposed acting manager as a delegated user of the RQIA web portal.
5. If your manager is an existing portal user please ask them to provide their Username number (which will begin with the letters 'CT') and Select "Existing Contact" instead.



6. On the next screen you should allocate the permissions you want this user to have on the web portal (e.g. ability to submit incident notifications, variation application, download and upload QIPs etc.).

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Edit Permissions

Service:

Name:

Choose the permissions for this user below. For a description of each option please hold the mouse pointer over the relevant Permission Name.

Permission Name	No Access	Full Access
Access Button Download QIP	<input type="radio"/>	<input checked="" type="radio"/>
Access Button Upload QIP	<input type="radio"/>	<input checked="" type="radio"/>
Access Menu Post Inspection Evaluations	<input type="radio"/>	<input checked="" type="radio"/>
Access Submenu Application Cancellation	<input checked="" type="radio"/>	<input type="radio"/>
Access Submenu Delegated Users	<input checked="" type="radio"/>	<input type="radio"/>
Access Submenu Form 1a - Initial Notification - Adult Services	<input type="radio"/>	<input checked="" type="radio"/>
Access Submenu Notification of Absence	<input checked="" type="radio"/>	<input type="radio"/>
Access Submenu Registration of new manager	<input checked="" type="radio"/>	<input type="radio"/>
Access Submenu Variation	<input type="radio"/>	<input checked="" type="radio"/>

Permission Name	Read Only	No Access	Full Access
Access Menu Manage Paperlite	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

7. Your new user will now appear on your delegated users homepage.
8. The new user will require both their username and password in order to log in to the portal.
 - Note of their username (CT number). This ID should be passed on to the user
 - The user will receive their password in the form of an automated email.
 -

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Delegated Users

From this menu you can control who can login on behalf of your services.
All people that can login to your service are listed in the Delegated User menu. This will allow you to add new users, edit existing user details (e.g. name), or edit permissions (i.e. what the user can perform on behalf of the service).

Service:

Name	Id	Email	Locked Out
<input type="radio"/> A New User	<input checked="" type="text" value="CT012332"/>	newuser12345@hotmail.co.uk	<input type="checkbox"/>

Create a Notification of Absence

1. Return to your home page and select the Change to registration menu on the left hand side of the screen.
2. Click on the Notification of absence link in order to access the F08 web form.

The screenshot shows the RQIA Portal interface. On the left, a navigation menu includes 'Home', 'Notifications', 'Changes to registration', 'Variation', 'Application extensions', 'Registration of a new service', 'Post inspection evaluations', 'Paperfile', 'Report & QIP', and 'Permissions'. The 'Notification of absence' link under 'Changes to registration' is highlighted with a red box. The main content area is titled 'Changes to Registration' and contains instructions: 'To request a change / changes to your service registration an application form must be submitted to RQIA. To begin this process, please select the application form from the menu on the left. Guidance is provided within each form. General guidance about registrations is available as a frequently asked questions document, which can be accessed [here](#).' Below this, it states: 'This section only applies to services that are already registered and wish to apply for a change in their registration details. You should not access these forms if your service remains at the pre-registration stage. The relevant application forms for a new service registration can be accessed [here](#).' There are three buttons: 'Update', 'Cancel', and 'Next'. Below the buttons, a message reads: 'No Submitted/Resubmitted Changes to Registration Applications Found...'. The 'Completed Applications' section has a 'View' button and a message: 'No Completed Changes to Registration Applications Found...'. The top right corner shows the user 'Captain Nemo' and the date '25/10/2016 16:17:45'.

3. On Page 1 select the appropriate service from the dropdown menu. The remaining fields are automatically populated from the RQIA register.

The screenshot shows the 'Notification of Absence (F08)' form. At the top, it says 'Steps: 1 2 3 4 5' with the first step highlighted in red. The main section is titled '1. Information about the Establishment/Agency'. Below this, there is a link: '(Click here to view guidance documentation)'. The form fields are: 'Name of the Establishment/Agency: *' with a dropdown menu showing 'A new Test Service (020222)' highlighted in red; 'RQIA ID: 020222'; 'Establishment/Agency type: Existing Agency (FA)' with a dropdown menu; 'Address Line 1: 123 New Street'; 'Address Line 2: '; 'Town: Testville'; 'Postcode: '; 'Business Email: '; and 'Telephone: '. At the bottom right, there are 'Cancel' and 'Next' buttons.

- On Page 2 Select a Registered Manager from the dropdown list. Please select the manager who is currently absent and complete the other mandatory fields.

Notification of Absence (F08)

Steps: 1 2 3 4

2. Details of Notification of Absence

[\(Click here to view guidance documentation\)](#)

Registered Manager: *
Reason for Absence: *

Start Date of Absence:

End Date of Absence (if known):

Reason for Absence:

Arrangements made for management of establishment/agency during absence:

Cancel Next

- On Page 3 of the form select the proposed acting manager from the dropdown menu of delegated users for the service and complete the other mandatory fields

3. Details of proposed Manager

[\(Click here to view guidance documentation\)](#)

Please select your Proposed Manager for this service. Please note, the Proposed Manager must exist as a delegated user within the Web Portal. To create a delegated user, return to the main menu Web Portal menu, select "Permissions", then "Delegated Users" from the left hand menu, then finally click "Create User". A help video for this is available [here](#).

Proposed Manager: *
View User

Address Line 1:

Address Line 2:

Town:

Postcode:

Business Email:

Telephone (no spaces):

Start Date of proposed Manager:

Qualifications of proposed Manager

- Proceed through pages 4 & 5 and click the Confirm and Proceed button in order to submit your form.

Notification of Absence (F08)

Steps: 1 2 3 4 5

5. Submit Application

By clicking Confirm and Proceed, I confirm that all information entered is true and correct. I understand that once I click Confirm and Proceed my application is locked and I cannot amend this information.

Clicking Confirm and Proceed will enable you to print and sign a declaration, which must be signed and submitted alongside the required documentation to complete your application.

Personal data submitted via RQIA's Web Portal may be accessed and used in accordance with RQIA's requirements as outlined in The Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003 and associated regulations; in line with RQIA's registration and notification with the ICO under the Data Protection Act 1998; and in compliance with the Freedom of Information Act 2000. To comply with statutory and government requirements, data may be disclosed to external agencies, such as (but not exclusively): DHSSPS, NIAO, AccessNI, PSNI. RQIA will not disclose personal information to any third parties without the express consent of the data subject, except where required by law. From January 2005 personal data may, in exceptional circumstances where the public interest outweighs the individual's rights to privacy, be released under the auspices of the Freedom of Information Act 2000. Any queries concerning data protection or freedom of information should be addressed to RQIA's Head of Information. For further information, please visit <https://ico.org.uk/>

Confirm and Proceed

- Once your form has been submitted it can be viewed within the Completed Applications section.

Changes to Registration

To request a change / changes to your service registration an application form must be submitted to RQIA. To begin this process, please select the application form from the menu on the left. Guidance is provided within each form. General guidance about registration is available as a frequently asked questions document, which can be accessed [here](#)

This section *only* applies to services that are already registered and wish to apply for a change in their registration details. You should not access these forms if your service remains at the pre-registration stage. The relevant application forms for a new service registration can be accessed [here](#).

Applications to be Submitted/Resubmitted

Update **Remove** **Print**

No Submitted/Resubmitted Changes to Registration Applications Found...

Completed Applications

View

Service	Application	Type	Status	Date Submitted
<input type="radio"/> A new Test Service (020222)	PF000089	F08 - Notification of Absence	Submitted	25/10/2016

- The application is now awaiting review by the RQIA Registration Team. Following the initial validation check the form will be forwarded to your care inspector for their consideration. RQIA will contact you to confirm approval or if any further information is required.