Wakefield
Safeguarding Children
Partnership

An introduction to eCDOP

QES

eCDOP
A + B = C

What is eCDOP?

- eCDOP allows multiple partners to access and supply requested information by timely collection, collation and presentation of information that is important to identify improvements.

- Enables reporting of how many cases are being managed and at what stage each one is at

- Ideal for workload visibility and local reporting as well as meeting Department for Education reporting needs.

- eCDOP is a secure cloud based tool (meaning there is no IT setup required) making it an appropriate multiagency platform.

Notification Form:
Notifying the CDOP team of a child death

Agencies notify the CDOP team of a child death by following the link below. This replaces the current way of receiving notifications by telephone and email. The link to the site allows users to fill and submit two forms to notify the team of an expected or unexpected death.

www.wakefieldscp.org.uk/child-death-procedure/

Reporting Form Completion

What is a Reporting form?

If you have had close involvement with the child it may be that you will be asked to provide further information, this will be sent to you by a secure link via eCDOP that will enable you to enter details on your involvement with the child.

When the CDOP team receives a death notification they will create a new case and send out Reporting form requests for agencies to complete.

The user will receive an email from QES. The email includes a link to the database/Reporting form.

Example:

You have received a new message in Holistix eCDOP.

Recipient: Natalie Van Romanovski

Reporting Form Completion Required

Message:

Case: 2161
CDOP Identifier: W320 09 2020

It is with sadness that we are informing you that a child who may be known to you has died.
To assist with the review process we are required to collate all relevant information and I would be grateful if you would complete the agency form. We ask that the form is completed within **7 Working Days** so that the review of this death is not delayed.
If for any reason you are unable to complete the form within this timescale please let us know as soon as possible.

LINK TO REPORTING FORM

Child Death Review Service

Specialist Named Nurse: Christina Fairhead
Service Administrator: Jane Carter

Environment: Live

QES

Once the user has clicked the link they will be taken to the database where they will be asked to login with their username and password. Once these have been entered the user will then be prompted to enter an authentication code which will have been sent via email.

This will now take you to the Reporting form for completion. Once completed press "Save as Final" button and it will be sent on automatically to the CDOP Co-ordinator.

Kirklees, Calderdale and Wakefield

Welcome to the eCDOP system and your new look login page.

Please contact the Service Desk Team if you have any questions or experience any problems with this release.

Login to your Account

🔧 Maintenance Alert
We will be performing regularly scheduled maintenance on all eCDOP systems on a fortnightly basis starting Wednesday 28th October from 5pm - 6pm.

We apologise for any inconvenience this may cause.

An authentication code has been sent to your email address (nvanromanovski@wakefield.gov.uk)

Two Factor Code...

🔑 Authenticate

Questions, Problems and Resolutions

- **How do I save a draft Reporting form?**

If you need to come back to the form at a later date, press "Save Draft" button. You can access the form again through the original email, by logging in and clicking the "Form B" button. A suggestion would be to flag the email so as not to lose sight of it.

- **I have forgotten my username – how do I find out what it was?**

Check your emails, the details are on there.

- **I don't know what to complete**

Only complete what you know, together all the Reporting forms will provide a full picture.

- **Pressure of only having an individual to complete all the forms submitted**

It is possible to have a group email and group password to enable everyone in the team to have access to the Form B`s, just let WSCP know.

- **Who do I contact if I have a query?**

Email the Wakefield Safeguarding Children Partnership at cdop.team@wakefield.gov.uk.