



eCDOP Online Training

Course

B. Reporting from the perspective of a B.Reporting user

User Role

B. Reporting user

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Course Outline

Receiving B. Reporting Notification

Accessing B. Reporting Form

Populating a B. Reporting Form

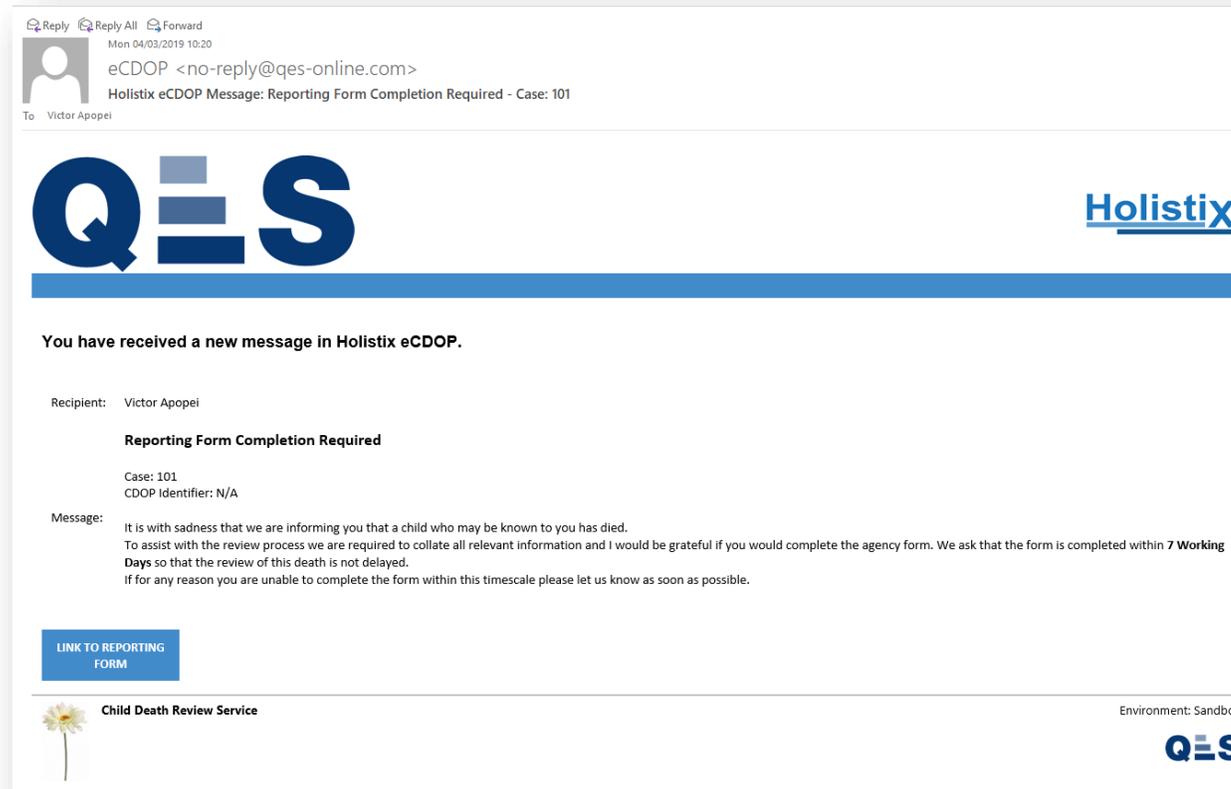
Child not known

B. Reporting Save Draft and Save as Final

Print/Download B. Reporting

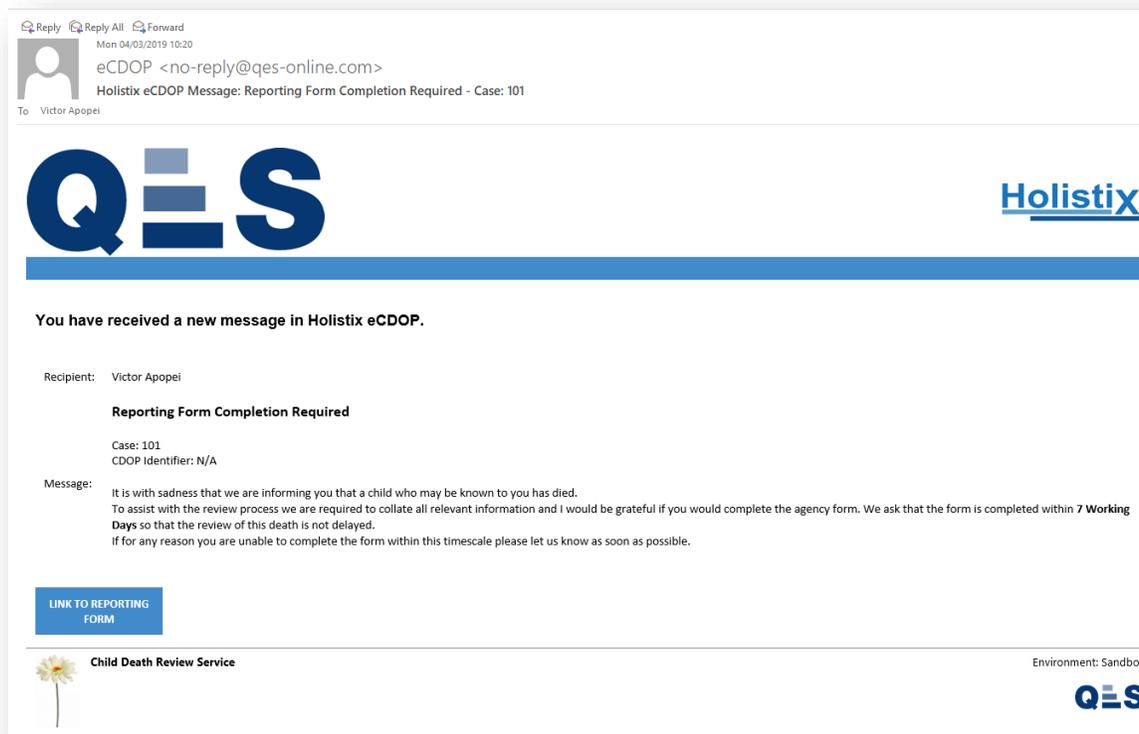
Receiving B. Reporting Notification

- As a B. Reporting User, you will receive a notification every time you are requested to complete a B. Reporting form
- The notification you receive will appear as below



Accessing B. Reporting Form

- B. Reporting Users cannot login from the main eCDOP login page
- In order to access a B.Reporting Form, you need to follow the link from the email you've been sent. Each email is specific to an individual case
- Under the message contained in the email, click on [LINK TO REPORTING FORM](#) to be redirected to the B. Reporting login page where you will input your username and password then be forwarded on to the B.Reporting form to populate



Populating a B.Reporting form

- On the left is a vertical menu that changes depending on which sections have been chosen as necessary to be completed by the user sending the request. An amber background and a red flag indicates the fields that still need populating, and a * means that a field is mandatory
- This is where you can amend details, print the form, set as Child Not Known, save as a draft or save as final
- To navigate the form, click through the tabs on the left hand side
- Categories on the left menu starting with a number contain supplementary questions relating to the type of death

The screenshot shows the eCDOP interface for a B.Reporting form. The user is logged in as Victor Apopei. The form is for Billy Hamilton (DoB: 01/01/2012). The left-hand menu shows various sections: Summary (with a red flag), 3: Trauma or Other External Event (with a green check), 4: Vehicle Collisions (with a green check), Child (with an amber background and red flag), Social Environment (with an amber background and red flag), Service Provision (with an amber background and red flag), Referrer (with a green check), and Documents (with a blue circle containing the number 1). The main form area is titled 'Child Details' and contains the following fields: Forename of child * (Billy), Middle name of child (empty), Surname of child * (Hamilton), Any aliases (empty), Gender * (Male), Date of birth * (01/01/2012), Date of death * (28/02/2019), NHS number * (287 522 8522), Ethnicity * (Mixed - White and Black Caribbean), and Religion (empty). At the top right of the form area, there are buttons for 'Print', 'Child not known', 'Save Draft', and 'Save as Final'. At the top left of the form area, there are tabs for 'Case Summary', 'B. Reporting Form List', and 'B. Reporting'.

Child not known

- If you receive a B. Reporting Form for a child that you do not know, you have the option to send the form and mark it as Child not known by clicking on **Child not known** button giving you a confirmation to ask if you are sure you wish to mark the child as not known
- This will finalise the form, meaning that you will be unable to edit it any further, marking it as child not known and sending it back to the requesting eCDOP

The screenshot shows the eCDOP interface for a B. Reporting form. The user is logged in as Victor Apopei. The form is for Billy Hamilton (DoB: 01/01/2012). A confirmation dialog is open, asking: "Marking this child as not known to service will finalise the form and you will not be able to edit the form any further. Are you sure?". The dialog has "Cancel" and "Confirm" buttons. The form fields visible include: Any aliases, Gender (Male), Date of birth (01/01/2012), Date of death (28/02/2019), NHS number (287 522 8522), Ethnicity (Mixed - White and Black Caribbean), and Religion.

B. Reporting Save Draft and Save as Final

- Whilst completing the B. Reporting Form, we recommend using the Save Draft button to save your progress
- When you have fully finished entering the information, you will need to save it as final by clicking the green 'Save as Final' button at the top right. This will prompt a confirmation pop-up to appear where you can either cancel or confirm

The screenshot displays the eCDOP B. Reporting form for a child named Billy Hamilton (DoB: 01/01/2012). A confirmation pop-up is overlaid on the form, asking: "Saving this form as final will confirm all values and make it read only. Are you sure?". The pop-up has "Cancel" and "Confirm" buttons. The background form shows a sidebar with navigation tabs (Summary, 3: Trauma or Other External Event, 4: Vehicle Collisions, Child, Social Environment, Service Provision, Referrer, Documents) and a main section titled "Child Details" with the following fields:

Field	Value
Forename of child *	Billy
Middle name of child	
Surname of child *	Hamilton
Any aliases	
Gender *	Male
Date of birth *	01/01/2012
Date of death *	28/02/2019
NHS number *	287 522 8522
Ethnicity *	Mixed - White and Black Caribbean
Religion	

Print/Download B. Reporting

- The B. Reporting form can be downloaded if required
- This can be done from the B. Reporting Page by clicking the 'Print' button next to Child not known

Reporting Form

Child Details

Forename of child

Middle name of child

Surname of child

Any aliases

Gender

Date of birth

Date of death

NHS number

Ethnicity

Religion

Address

Course Content Complete

Thank you for taking the time to watch this eLearning video.

You'll now be asked a few questions about the content we've covered. You'll have to correctly answer these questions before completing the course and moving onto the next one, good luck!