eCDOP

PROUDLY WORKING TOGETHER

How to Complete a B. Reporting Form User Guide

V1.0

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QES

PROUD SOFTWARE PROVIDERS

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# Accessing eCDOP

Logging into eCDOP

If you have received a request email to complete a B. Reporting form, you will be required to access eCDOP using the URL link provided within the request email.

Please note that no identifiable information is included within any emails distributed by eCDOP. To check if the case is relevant to you, you will be required to first login.
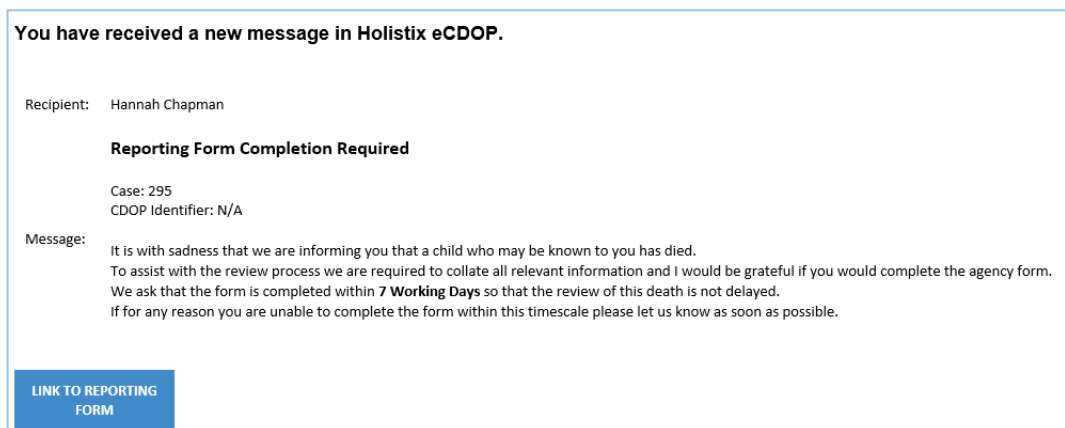
Click the button within the email "Link to Reporting Form" to be redirected to the login page for eCDOP, enter your login credentials (username and password) and click the blue "Login" button.

If you are unsure of your username, please contact your System Administrator as this may differ from your email address.
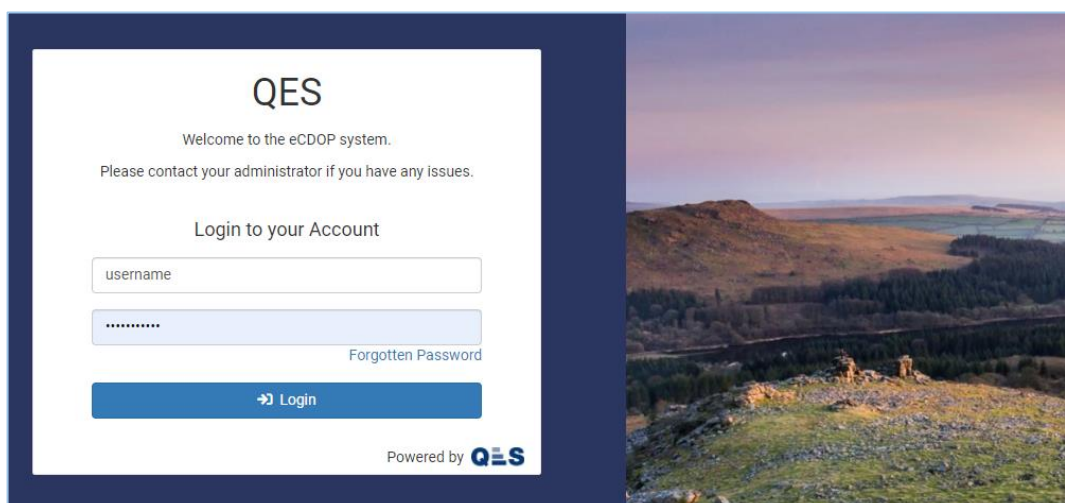
If your credentials are correct, the login page will display a new message asking you to enter a two-factor authentication code. This code will be sent to you through your registered email address, and the login page will display to you the email address the code will be sent to. If this listed address is incorrect or needs updating, please contact your eCDOP Administrator for support.

Copy the single-use authentication code and paste it into the provided field. Click the blue "Authenticate" button. Please note that if you refresh the page to request a new code, only the most recently requested authentication code will be accepted.

Please note that to reduce confusion and incorrect form submission, the "Submit A Notification" button has been removed from the login page for all email links.

After three incorrect login attempts, your account will be automatically locked. If this happens, please contact your system Administrator who will be able to unlock your account and reset your password if required.

Reset Password

If you wish to reset your password, please click the blue "Forgotten Password" button, located under the login credential fields.

Once you have entered your username, press the blue "Submit" button and an email will be sent, providing details and instructions on how to change your password.
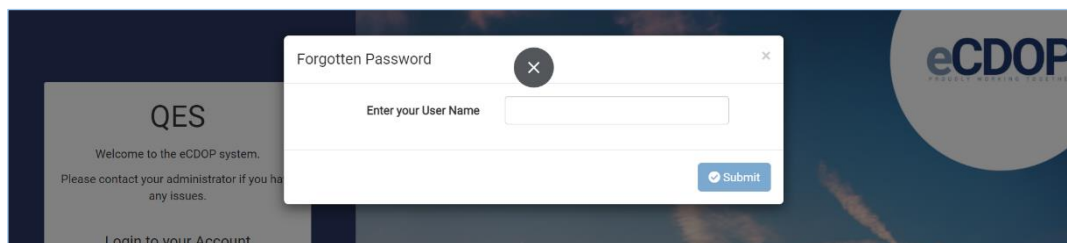
B. Reporting Form

Child Not Known

Once logged in you will be redirected to the B. Reporting form that has been requested to you. Please review the key child details on the Summary tab to assess whether the child or the family are known to you.

If not, please click the orange "Child Not Known" button at the top of the page.

This will open a pop-up within the form with a statement confirming your actions, and an additional field for you to submit additional details to the admin.

Once you click the blue "Confirm" button, the form will become locked, and you will no longer be able to edit it. The Administrator will also be notified that you have successfully submitted a form.

How to Fill Out the Form

The B. Reporting form will have multiple tabs presented down the left-hand side menu for you to navigate between each section and any additional supplementary forms that have been requested.

Tabs that are marked as orange with a flag icon indicate that there are mandatory fields within that section that are missing data. All mandatory fields are marked with a red asterisk (*) alongside their field label.

Tabs that have been completed will be marked as blue with a green tick in place of the flag icon. Whilst only mandatory fields are required to mark a tab as complete, it is important that best efforts are made to supply the most accurate and thorough information to the CDOPs.

Click through each tab and work your way through the questions until all tabs appear blue with tick icons alongside them.

If a question does not apply to you, or you do not know the answer, "Not Known" and "Not Applicable" are acceptable and valid responses.

Care Pathway Stages

Care pathway questions are a recent addition to the B. Reporting form process and are added to the forms as an additional tab by the Administrator requesting the form.

The care pathway stages are pre-selected by the administrators and cannot be customised once the form is generated. You are therefore required to complete as all requested stages that have been selected following the mandatory field process.

Supplementary Forms

When requesting B. Reporting forms, Administrators have the option to customise which supplementary forms they wish to request completion in addition to the base B Reporting form. Please navigate through each tab to answer all requested sections.

If you wish to customise the supplementary forms that you have been requested to complete, this this can be done within the Summary tab.

Navigate to the first tab listed in the menu, "Summary", and scroll to the bottom of the page where you will see the field "Were any of the following events known to have occurred?" This question provides a checklist of supplementary form topics that you can select and de-select as required.

To add a new tab to the form, click on one of the items within the list to generate the tab and all the relevant questions as outlined within the statutory guidance.

This same process can be followed if you are asked to complete a tab that does not apply to you or was requested in error. Simply un-tick the selected option and be aware that if there are no additional sections remaining after this, ensure to click the option "None" to complete the question.

Please note that care pathway questions cannot be de-selected, and you are required to complete them if they have been added by the Administrator at request.

Saving Form Progress

All B. Reporting forms include an autosave feature that occurs every **5 minutes**. The system will do a short load and will confirm at the top of the page when an autosave was successfully made.

In addition to this, we also include the option to manually save as you go, by clicking the blue "Save Draft" button at the top of the form. Both save options will produce a green banner confirmation acknowledging the save as draft was successful.
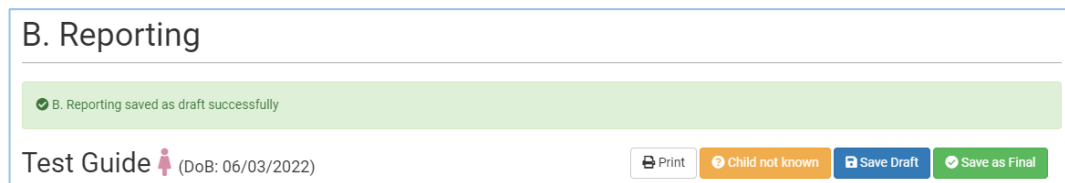
Once either an automatic or manual save has been made, it is safe to close out of the form to resume later. When you are ready to resume the form, please follow the same login steps using the existing link provided within the original email request.

Submitting Form as Final

Once all fields have been completed and you are happy with your submission, click the green "Save as Final" button at the top of the form. This will generate a pop-up asking you to confirm your action, to submit the form click the blue "Confirm" button.
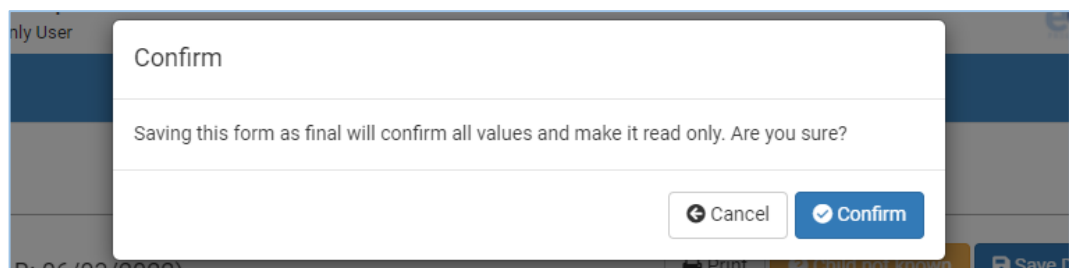
Once you have submitted the form as final, the eCDOP System Administrators will automatically receive an email notification to alert them that your form is complete.

If you wish to save a copy of your form submission, click the "**Print**" button at the top of the page to download a PDF copy of your individual B. Reporting form submission.

Please note that once the form has been saved as final, it will be locked for editing and no further changes can be made to the form. If you require access to further edit your form after it has been marked as final, please contact your eCDOP Administrator who will be able to unfinalise the form for you to re-submit with your required changes.