



# **Covid-19 Patient Notification System (CPNS) User Guide**

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## Pre-Requisites

The Covid-19 Patient Notification System is accessible via Google Chrome using the following web address - <https://cpns.ardengemcsu.nhs.uk/>

In order to use the system the minimum specification recommended is:

- **nhs.net or nhs.uk email address**
- **Google Chrome. The system can also be accessed via Microsoft Edge and Safari**

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## Covid-19 Patient Reporting – Standard Operating Protocols for reporting onto CPNS

The Covid-19 response is currently classified as a Level 3 Incident; although some components are still being managed nationally, the notification of Covid-19 related deaths being one. As such, NHS England coordinates the NHS response in collaboration with regional and local teams at the tactical level. In completing national returns, including records input onto the Covid-19 Patient Notification System (CPNS) and issuing press releases, all relevant traffic should come through the Incident Coordination Centre (ICC) and be approved by the Trust Accountable Emergency Officer (AEO).

### **Reporting a COVID death**

The COVID-19 Patient Notification system (CPNS) was set up in March 2020 to capture COVID-19 related deaths in hospitals in England. To date, over 30,000 hospital deaths have been reported through this route, which is the process for reporting all hospital based COVID-19 related deaths. It is also the process by which NHS hospital staff deaths are reported. The CPNS collection of data provides a rich source of information which will ultimately inform a wider understanding of COVID-19

### **Definition of a COVID-19 death for the purposes of CPNS reporting**

Please report deaths which occur within hospital premises where there is either a positive COVID-19 test result or where COVID-19 is cited on either part one or part two of the death certificate.

This applies to deaths which occur in hospital and includes deaths which occur within the emergency department.

### **Which deaths should I report on CPNS?**

Please include records where the patient's death has occurred with either:

A positive COVID-19 Test result where the swab was taken within 28 days of death  
Cited on either Part 1 or Part 2 of the death certificate

In instances where a patient has had a positive test result and the swab date was more than 28 days prior to death, this death would not be reportable onto CPNS unless COVID-19 is cited in part 1 or part 2 of the death certificate.

This is a change to reporting in order to make the criteria clearer. This change does not impact on previous records.

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## Covid-19 Patient Reporting – Standard Operating Protocols for reporting onto CPNS

### **How quickly do I need to report a COVID death onto CPNS?**

Where there is a positive COVID-19 test result, the death should be reported within 24 hours. In instances, where COVID-19 is cited on the death certificate, this should be reported as soon as this is known. There should be no delay in entering the record onto CPNS. The time between date of death and recording onto CPNS is measured. The reason for any delays in reporting should be mentioned in the notes.

### **How do I report an NHS staff death onto CPNS?**

If you become aware that the patient record you are inputting relates to an NHS staff member, please indicate this on the CPNS fields. You will need to know their staff group, role and their last place of work. There is space to add any additional notes. There is an additional route of reporting of staff deaths via the Human Resources Director. Please inform your AEO if you are aware of the death of an NHS staff member. Your AEO will make the Human Resources Director aware.

### **Reporting a COVID death of NHS Staff in the community**

Whilst hospital based deaths will be reported directly by the Trust in question through CPNS, community deaths are outside the parameters for inclusion on this system therefore notification of staff deaths occurring in the community will need to be reported via local ICCs who will notify the national Patient Notification (PN) team for manual inclusion in their reporting.

Once notified, Employers should contact their regional ICC and Covid-19 Patient Notification team via their Regional Directors of Workforce & OD and provide the Patient Notification team with the completed Minimum Data Set – Community form as seen here:



Minimum Data  
Set - Community

Once reviewed, regional Patient Notification (PN) teams will provide this to national PN team for inclusion.

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## Covid-19 Patient Reporting – Standard Operating Protocols for reporting onto CPNS

### **What happens to the data once it is input into CPNS and how is it used?**

Once the record is input onto CPNS, the record becomes visible to your regional CPNS lead. The regional lead will validate the record and may contact you for additional information. Once the record is validated regionally, the record becomes visible to the national Patient Notification team who submit it to the national report.

It is important that the information you enter into the system is accurate. Once the information is submitted and announced, it cannot be removed.

The National Report is published onto the Statistics area of the NHS England and NHS Improvement website, within a special area containing data regarding COVID-19 deaths. The data is updated daily and can be accessed [here](#). It is publicly accessible and receives a lot of attention.

The data is also shared with Department of Health and Social Care and Public Health England. The Office for National Statistics (ONS) also collates our information in order to support the weekly report: Deaths in England and Wales, which indicates the impact of the pandemic by measuring Covid-19 related deaths against the expected national average for any one week. It is therefore essential to have accurate and timely reporting of COVID-19 related deaths. The information is a rich set of data which provides insight and learning about the national impact of the pandemic and informs short- and long-term policy and important guidance. A press release is issued daily with a regional breakdown of deaths, the age range of those people who have died and the number of patients who have died with a pre-existing condition.

Reporting the data on a daily basis to media and supporting journalists with their understanding of the data is of the utmost importance; doing so enables NHS England and NHS Improvement to offer open and transparent information to the public. Ultimately, the information you provide supports vital public health messaging regarding the containment of the virus.

Your continued support and vigilance to this process is therefore appreciated and essential.

## Registration – if you do not have a NHS Improvement Account, Login & Forgotten Password

Home > Register for an NHS Improvement account

### Register for an NHS Improvement account

Use this form to sign up for an NHS Improvement account and request access to our online services and apps.

**NOTE:** You'll need to verify your details before granting you access to CPNS, but you should be able to use your account to access other features on this site in the meantime.

**Email**  
If you have an alternative email to 'Work' or 'Personal', please email that here to help us verify your email quickly.

**First name**

**Last name**

**Organisation or provider**  
Single typing for registration. Only employees of suggested organisations are permitted to register using this form.

**Job title**  
Single typing option for registration. If you're not listed, please use 'Other' and specify your role in the comments.

**What is your profession?**  
Select from the following options...

**What is your seniority level?**  
Select from the following options...

**Which of the following topics are of interest to you?**

- Quality
- Quality - Patient safety
- Finance and use of resources
- Operational performance
- Operational performance - Emergency care
- Leadership and improved capability
- Strategic change
- Agree to the website's terms and conditions

**Sign up**

To access the Covid-19 Patient Notification System you will need to register for a NHS Improvement account, as access to the system is based on OKTA authentication.

Please follow this link:

<https://improvement.nhs.uk/my-nhsi/register/for-app/Ooa3qngnsysTfdclU0i7/>

Complete the registration form, using your individual email address and click **Sign up**. Shared email addresses will not be accepted. You will receive email confirmation that your NHS Improvement account has been approved and will be asked to create a password and set up security questions. Please only attempt to access the system once you have received confirmation that you have CPNS access.

**NHS**

NHS - Sign In

Username  
  
Please enter a username

Password

Remember me

**Sign In**

**Need help signing in?**

**Reset password**

Unlock account

Register

Help

Once this is complete, please log in at:

<https://cpns.ardenge.mcsu.nhs.uk/>

Enter your username and password, and select **Sign In**.

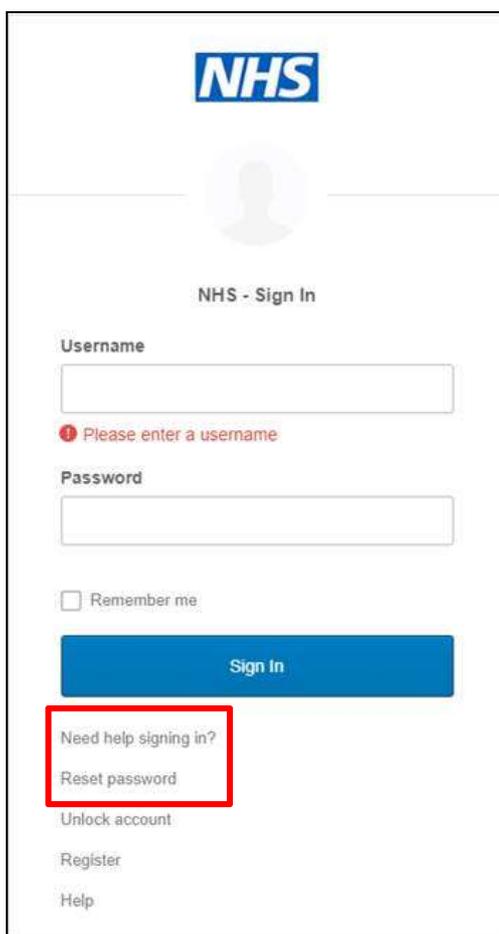
In the event of a forgotten password, you can reset your password from the login screen. Select **Need help signing in?** and then **Reset password**.

## Registration – if you have an existing NHS Improvement Account, Login & Forgotten Password

To access the Covid-19 Patient Notification System you will need to contact the NHS Improvement Development Solutions Team ([nhsi.developmentsolutions@nhs.net](mailto:nhsi.developmentsolutions@nhs.net)), informing them you have an existing NHS Improvement account and require CPNS access adding to it. Once you have received confirmation that the additional access has been granted, please log in at: <https://cpns.ardengemcsu.nhs.uk/>

Enter your username and password, and select **Sign In**.

In the event of a forgotten password, you can reset your password from the login screen. Select **Need help signing in?** and then **Reset password**.

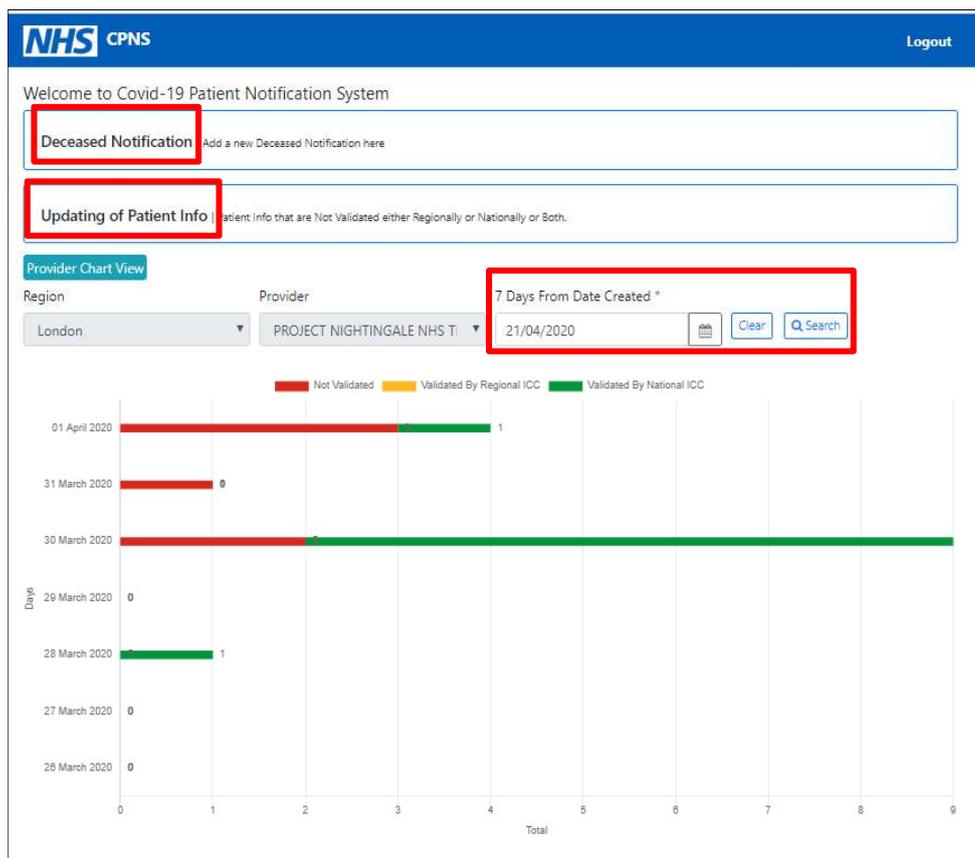


The screenshot shows the NHS Sign In page. At the top is the NHS logo. Below it is a placeholder for a user profile picture and the text "NHS - Sign In". The form contains the following elements:

- Username**: A text input field with a red error message below it: "Please enter a username".
- Password**: A text input field.
- Remember me**
- Sign In**: A blue button.
- Need help signing in?**: A link highlighted with a red box.
- Reset password**: A link highlighted with a red box.
- Unlock account**: A link.
- Register**: A link.
- Help**: A link.

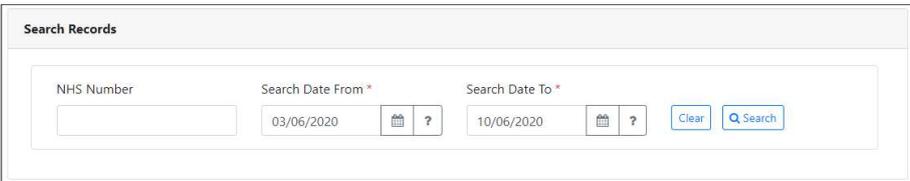
## Provider Users: Home Page

As a Provider User of CPNS you will see the below home page when you have logged in. If you do not see this screen, please click the **NHS** or **CPNS** logo from the menu bar across the top of the page, which will take you to the home page.



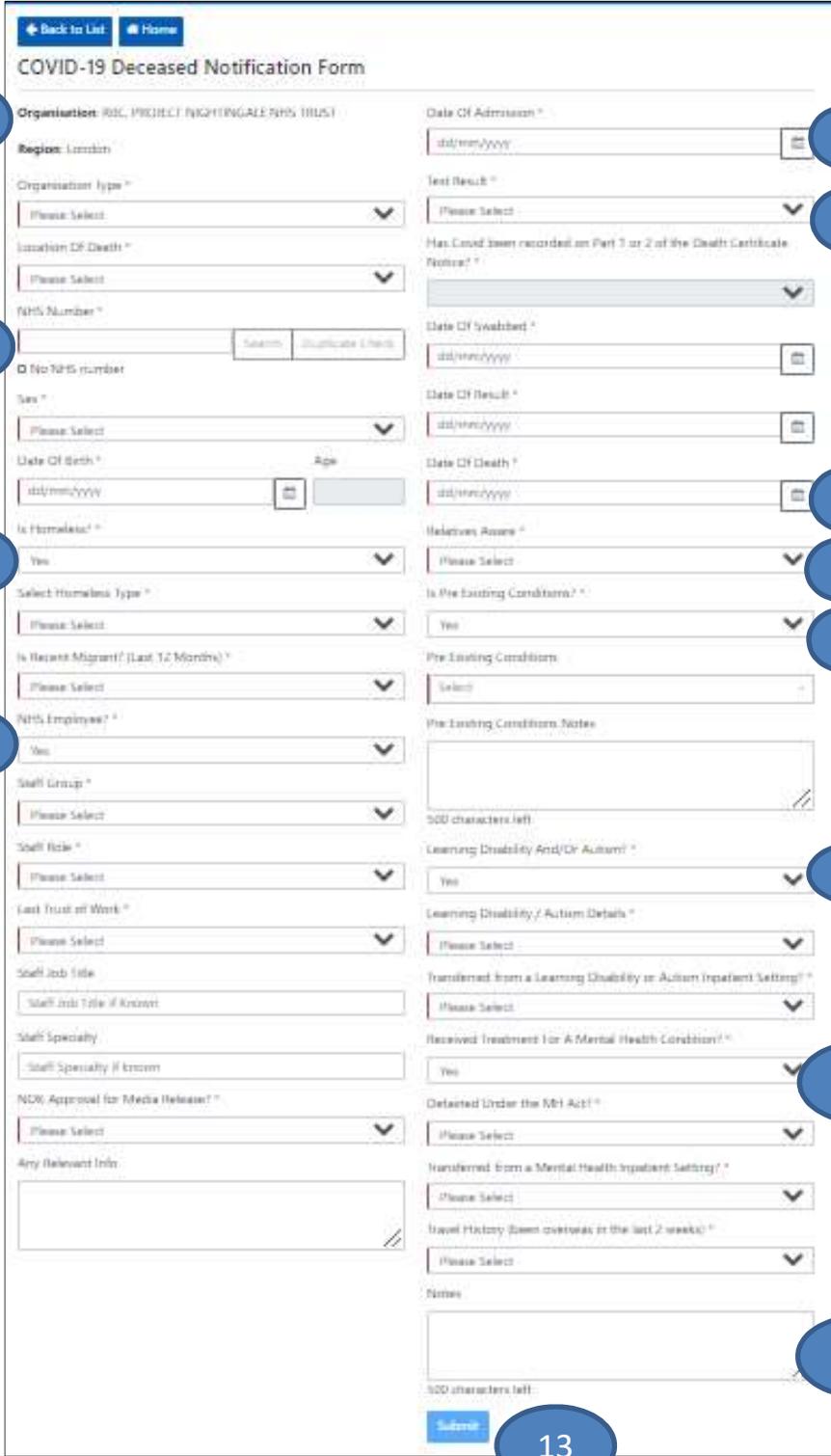
Select the **Deceased Notification** tab to submit the notification form for a deceased patient or the **Updating of Patient Info** tab to amend or add information to submissions that have not yet been validated.

The home page will display a chart that contains information regarding your provider's submissions and the status of those submissions, whether they are not validated, validated by the Regional ICC or validated by the National ICC. You can use the calendar icon to alter the dates displayed. Select **Search** once you have selected a date.



Under the chart area there is a **Search Records** option. You can enter a NHS Number and dates within a 7 day range to view historical records.

## Provider Users: Adding a Deceased Notification



[Back to List](#) [Home](#)

### COVID-19 Deceased Notification Form

1 **Organisation:** RIC, PROJECT NIGHTINGALE NHS TRUST

**Region:** London

**Organisation type:**

**Location Of Death:**

**NHS Number:**

No NHS number

**Sex:**

**Date Of Birth:**

**Is Homeless?:**

**Select Homeless Type:**

**Is Recent Migrant? (Last 12 Months):**

**NHS Employee?:**

**Staff Group:**

**Staff Role:**

**Last Trust of Work:**

**Staff Job Title:**

**Staff Specialty:**

**NCW Approval for Media Release?:**

**Any Relevant Info:**

**Date Of Admission:**

**Test Result:**

**Has Covid been recorded on Part 1 or 2 of the Death Certificate Return?:**

**Date Of Swabbed:**

**Date Of Result:**

**Date Of Death:**

**Relative Name:**

**Is Pre Existing Condition?:**

**Pre Existing Conditions:**

**Pre Existing Conditions Notes:**

500 characters left

**Learning Disability And/Or Autism?:**

**Learning Disability / Autism Details:**

**Transferred from a Learning Disability or Autism Inpatient Setting?:**

**Received treatment for a Mental Health Condition?:**

**Detained Under the M1 Act?:**

**Transferred from a Mental Health Inpatient Setting?:**

**Travel History (Even overseas in the last 2 weeks):**

**Notes:**

500 characters left

2 **NHS Number**

3 **Is Homeless?**

4 **NHS Employee?**

5 **Date Of Admission**

6 **Test Result**

7 **Date Of Death**

8 **Relative Name**

9 **Is Pre Existing Condition?**

10 **Learning Disability And/Or Autism?**

11 **Received treatment for a Mental Health Condition?**

12 **Notes**

13 **Submit**

---

## Provider Users: Adding a Deceased Notification

### 1. General Information

Your organisation and region will automatically be displayed on the form. Please complete all fields marked with a red line on the left hand side, using the drop down menus or calendars for dates.

### 2: NHS Number

Enter the patient's NHS Number and select Search. If you do not have the NHS Number, tick the No NHS Number box. This will display a message asking you to 'Please contact your Regional Incident Coordination Centre ' and will provide the relevant number to call.

When you receive the unique number generated by your Regional Team this will need to be entered with the 'No NHS Number' box ticked for the system to accept it. The system will reject a NHS number that has previously been entered and a NHS Number that is less than 10 digits. This will automatically populate the 'Sex' and 'Date of Birth' fields.

If the 'Date of Birth' field does not pre-fill, please enter it manually, using the calendar functionality. Clicking on the year will display year options, and once you have selected a year, the view will change to months and then days.

### 3: Is Homeless?

If you select 'Yes' for the 'Is Homeless?' field, some additional fields to complete will appear.

### 4: NHS Employee?

If you select 'Yes' for the 'NHS Employee' field, some additional fields to complete will appear.

### 5: Date of Admission

The Date of Admission cannot be after Date of Death.

### 6: Test Result

If the Test Result is positive, and the Test Result date is within 28 days of the date of death, the question regarding whether Covid has been recorded on the death certificate will be greyed out. If there is more than 28 days between the Test Result date and the Date of Death, the death certificate question will be mandatory to complete. Similarly if the Test Result is negative, or no test has been carried out etc. the death certificate question will be mandatory to complete. If Covid has not been recorded on the death certificate you will not be able to submit the deceased notification. The Test Result field also affects whether the Date of Swabbed or Date of Result are mandatory fields.

### 7: Date of Death

Once the Date of Death information is entered, the 'Age' field will automatically populate. If the 'Date of Death' is before the 'Date of Admission' an error message will appear, and you will be unable to proceed with the submission until this has been rectified.

### 8: Relatives Aware?

The field asking whether relatives are aware, refers to whether relatives are aware of the patient's Covid-19 status

## Provider Users: Adding a Deceased Notification

### 9: Is Pre-Existing Conditions?

If you indicate that the patient had pre-existing conditions, the 'Pre-Existing' conditions drop down field will become mandatory, and you can add additional notes in the free text box. If you select 'Other' the notes box will become mandatory. Please select "Severe mental health problems" for patient with schizophrenia/psychosis, bipolar disorder, personality disorder or eating disorders. If you select 'No' for pre-existing conditions, this section of the form will be greyed out.

### 10: Learning Disability and/or Autism?

If you select 'Yes' for Learning Disability/Autism, additional fields to complete will appear. The field regarding whether the patient received treatment for a mental health condition refers to this admission.

### 11: Received Treatment for a Mental Health Condition?

If you select 'Yes' to answer the question regarding 'Received treatment for a Mental Health Condition?' two additional questions appear.

- Detained under the Mental Health Act: select yes if the patient's legal status recorded in their patient record states "detained". "Yes" is to be selected for all patients detained under any section of the Act, including those treated in the community but subject to recall to hospital under a Community Treatment Order and patients under Short term Detention Orders for a mental health disorders by the police and taken to a place of safety for further assessment by a mental health professional.
- Has the patient been transferred from a Mental Health Setting? Select "Yes" if the patient was received by the notifying provider from a Mental Health inpatient setting, including acute adult beds, acute older adult (organic and functional) beds, psychiatric intensive care unit beds, specialised commissioning mental health beds (all ages), and learning disability beds. Please do not include patients that have had previous admissions to mental health beds but did not transfer directly from a mental health setting to the notifying provider.

Locations definitions for Mental Health beds can be found on p.22.

### 12: Notes

The Notes section has a character limit of 1000 characters.

### 13: Submit

When complete, click Submit. A box will appear asking you to confirm your submission. Once you have clicked Yes a green banner will display a message at the top of the screen informing you that the data has been captured successfully. You can then begin to complete the form again for another patient.

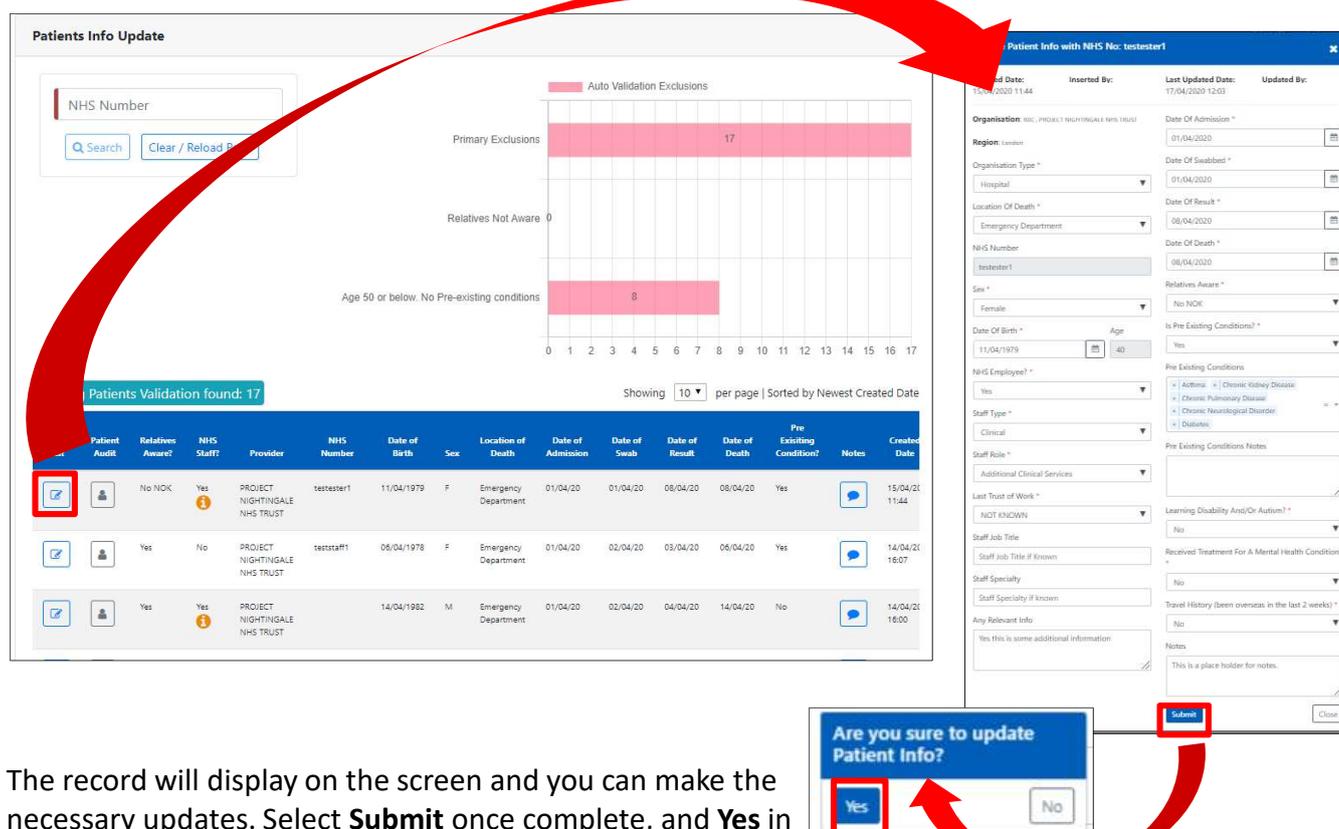


## Provider Users: Updating Patient Information

If you need to update the patient information that has been submitted, select **Updating of Patient Info** from the home page. You can only do this for records that have not been validated either Regionally or Nationally or both. The below search screen will appear. You can search patients using their 'NHS Number'. Click **Search**. A summary of the record will be displayed. Notes and NHS Employee information can be viewed by hovering over the **i** icon or the comment icon. Hovering over the person icon will display audit information.

Submissions will automatically validate unless there is an 'Auto Validation Exclusion'. For a full list of these exclusions, please see p.21. The graph at the top of the screen shows the number of submissions that are available to edit based on the auto validation exclusions and you can click on the bars to filter the list of records.

Once you have located the record that requires updating, select the edit icon in the column on the left hand side named **Edit**.



**Patients Info Update**

NHS Number

Search Clear / Reload

Auto Validation Exclusions

Primary Exclusions 17

Relatives Not Aware 0

Age 50 or below. No Pre-existing conditions 8

Patients Validation found: 17

Showing 10 per page | Sorted by Newest Created Date

Patient Audit	Relatives Aware?	NHS Staff?	Provider	NHS Number	Date of Birth	Sex	Location of Death	Date of Admission	Date of Swab	Date of Result	Date of Death	Pre Existing Condition?	Notes	Created Date
	No NOK	Yes	PROJECT NIGHTINGALE NHS TRUST	teststaff1	11/04/1979	F	Emergency Department	01/04/20	01/04/20	08/04/20	08/04/20	Yes		15/04/21 11:44
	Yes	No	PROJECT NIGHTINGALE NHS TRUST	teststaff1	06/04/1978	F	Emergency Department	01/04/20	02/04/20	03/04/20	06/04/20	Yes		14/04/21 16:07
	Yes	Yes	PROJECT NIGHTINGALE NHS TRUST		14/04/1982	M	Emergency Department	01/04/20	02/04/20	04/04/20	14/04/20	No		14/04/21 16:00

**Patients Info with NHS No: teststaff1**

Inserted By: Last Updated Date: Updated By:

Organisation: REGIONALLY/NATIONALLY NHS TRUST

Region: London

Organisation Type: Hospital

Location Of Death: Emergency Department

NHS Number: teststaff1

Sex: Female

Date Of Birth: 11/04/1979

NHS Employee?: Yes

Staff Type: Clinical

Staff Role: Additional Clinical Services

Last Trust of Work: NOT KNOWN

Staff Job Title: Staff Job Title if known

Staff Speciality: Staff Speciality if known

Any Relevant Info: Yes this is some additional information

Date Of Admission: 01/04/2020

Date Of Swabbed: 01/04/2020

Date Of Result: 08/04/2020

Date Of Death: 08/04/2020

Relatives Aware: No NOK

Is Pre Existing Conditions?: Yes

Pre Existing Conditions: Chronic Kidney Disease, Chronic Pulmonary Disease, Chronic Neurological Disorder, Diabetes

Pre Existing Conditions Notes

Learning Disability And/Or Autism?: No

Received Treatment For A Mental Health Condition?: No

Travel History (been overseas in the last 2 weeks): No

Notes: This is a place holder for notes.

Submit

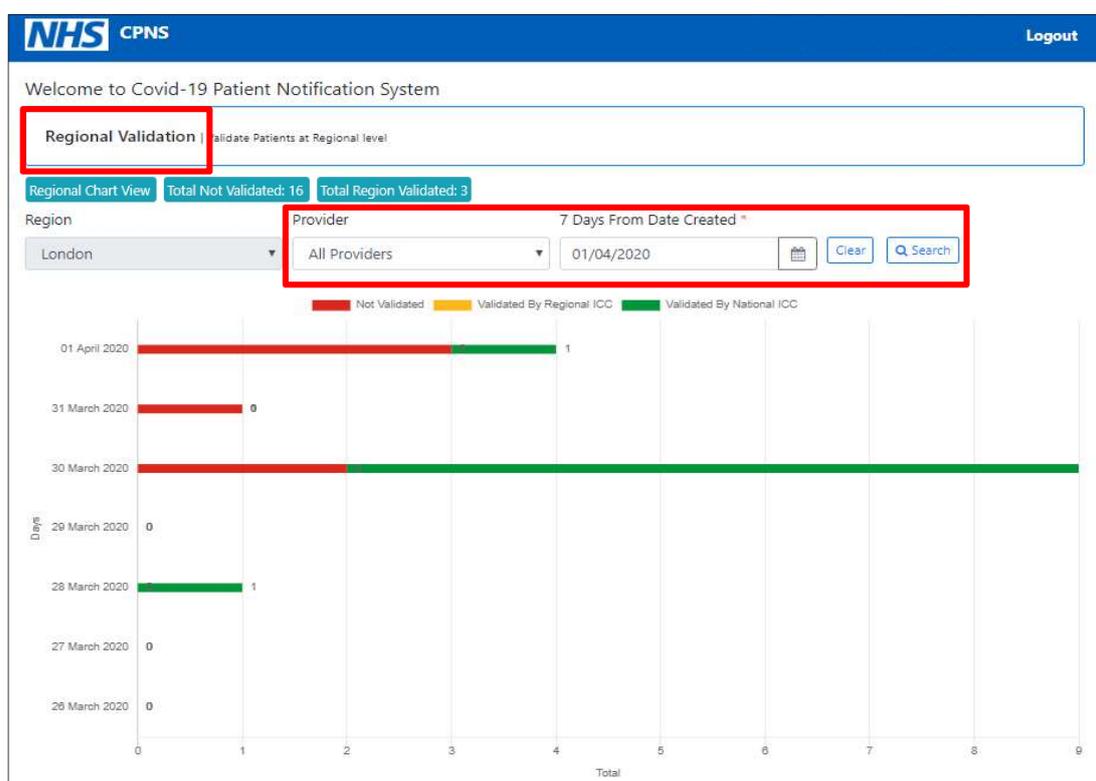
Are you sure to update Patient Info?

Yes No

The record will display on the screen and you can make the necessary updates. Select **Submit** once complete, and **Yes** in the box that appears asking if you are sure you want to update the patient information.

## Regional ICC Users: Home Page

As a Regional ICC User of CPNS you will see the below home page when you have logged in. If you do not see this screen, please click the **NHS or CPNS logo** from the menu bar across the top of the page, which will take you to the home page. Select the **Regional Validation** tab to validate patients at a Regional level.

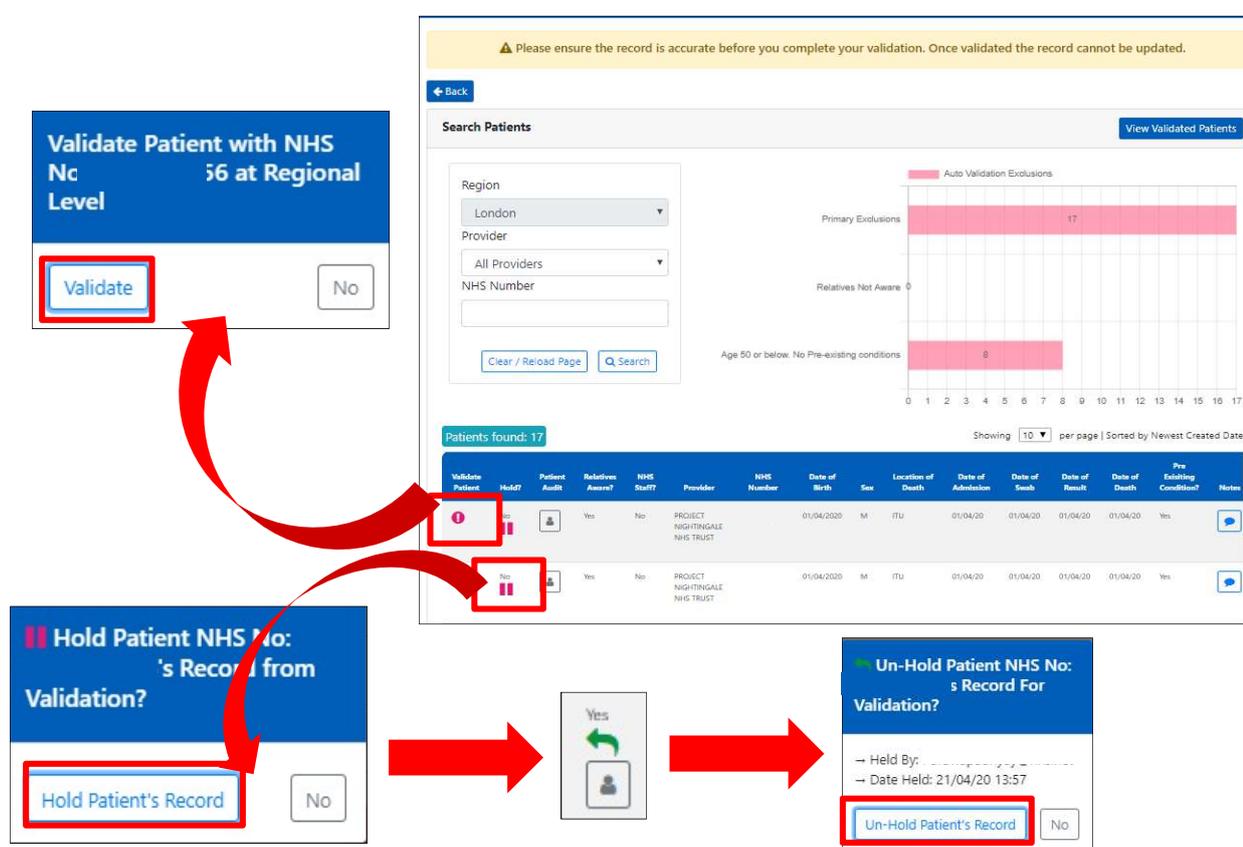


The home page will display a chart that contains information regarding your Region's submissions and the status of those submissions, whether they are not validated, validated by the Regional ICC or validated by the National ICC. Totals are displayed at the top of the graph.

You can use the calendar icon to alter the dates displayed. Select **Search** once you have selected a date. You can also filter the chart to view submissions for individual providers using the drop down menu.

## Regional ICC Users: Validate Patient

Once you have selected the **Regional Validation** tab from the home page, a search screen will appear. The **Region** drop down menu will default to your region. You can choose to view submissions from individual providers or search for a specific NHS Number. Select **Search** to view results. Select **Clear** to begin a new search. The graph at the top of the screen shows the number of submissions that are available to edit based on the auto validation exclusions and you can click on the bars to filter the list of records.



The screenshot shows the 'Search Patients' interface. At the top, a warning states: 'Please ensure the record is accurate before you complete your validation. Once validated the record cannot be updated.' Below this is a 'Search Patients' section with filters for Region (London), Provider (All Providers), and NHS Number. A bar chart shows 'Auto Validation Exclusions' with categories: Primary Exclusions (17), Relatives Not Aware (0), and Age 50 or below: No Pre-existing conditions (8). Below the chart, a table lists 17 patients found. The table has columns: Validate Patient, Hold?, Patient Audit, Relatives Aware?, NHS Staff?, Provider, NHS Number, Date of Birth, Sex, Location of Death, Date of Admission, Date of Swabs, Date of Result, Date of Death, Pre Existing Condition?, and Notes. Two rows are highlighted with red boxes: the first row has a red exclamation mark icon in the 'Validate Patient' column, and the second row has a red pause icon in the 'Hold?' column. To the left of the table, three callout boxes are shown: 'Validate Patient with NHS No. 56 at Regional Level' with a 'Validate' button; 'Hold Patient NHS No. 's Record from Validation?' with a 'Hold Patient's Record' button; and 'Un-Hold Patient NHS No. 's Record For Validation?' with an 'Un-Hold Patient's Record' button. Red arrows indicate the flow from the table icons to these callout boxes.

A summary of the submission will display and Notes and NHS Employee information can be viewed by hovering over the **i** icon or the comment icon. Hovering over the person icon will display audit information. Validate a submission by selecting the **!** icon in the column on the left hand side of the page, and then select **Validate** in the pop up box that appears. If a submission requires investigation, you can 'Hold' the submission by selecting the pause icon and then **Hold Patient's Record** in the pop up box that appears. When the submission is ready to validate, select the green arrow that has replaced the pause icon, and then **Un-Hold Patient's Record**. Hovering over the person icon under the arrow will inform you which user held the record and when.

## Regional ICC Users: Edit Un-Validated Patient Records

If you need to update the information on a submission, select the pencil edit icon from the column on the left hand side, titled 'Edit'.

Edit	Validate Patient	Hold?	Patient Audit	Relation Assent?	NHS Staff?	Provider	NHS Number	Date of Birth	Sex	Location of Death	Date of Admission	Test Result	Date of Swab	Date of Result	Date of Death	Has Existing Condition?	Notes
		No		Yes	No	PROJECT NIGHTINGALE NHS TRUST	TestMay001	06/04/1981	F	ITU	16/04/20	Test Result Negative	16/04/20	16/04/20	24/04/20	Yes	

The below screen will appear. Edit the necessary information and then select 'Submit'. You will be asked to confirm that the patient information should be updated. Select 'Yes' to proceed.

[← Back to Un-Validated](#)

### Update Patient Info with NHS No: TestMay001

**Inserted Date:** 07/05/2020 08:38  
**Inserted By:** [User Name]  
**Last Updated Date:** 07/05/2020 14:48  
**Updated By:** [User Name]

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**Organisation:** ROC, PROJECT NIGHTINGALE NHS TRUST  
**Region:** London  
**Organisation Type \*** Hospital  
**Location Of Death \*** Acute Ward  
**NHS Number \*** TestMay001

**Date Of Admission \*** 02/05/2020  
**Test Result \*** Positive COVID-19 test result  
**Has Covid been recorded on Part 1 or 2 of the Death Certificate Notice? \*** [Dropdown]  
**Date Of Swabbed \*** 02/05/2020

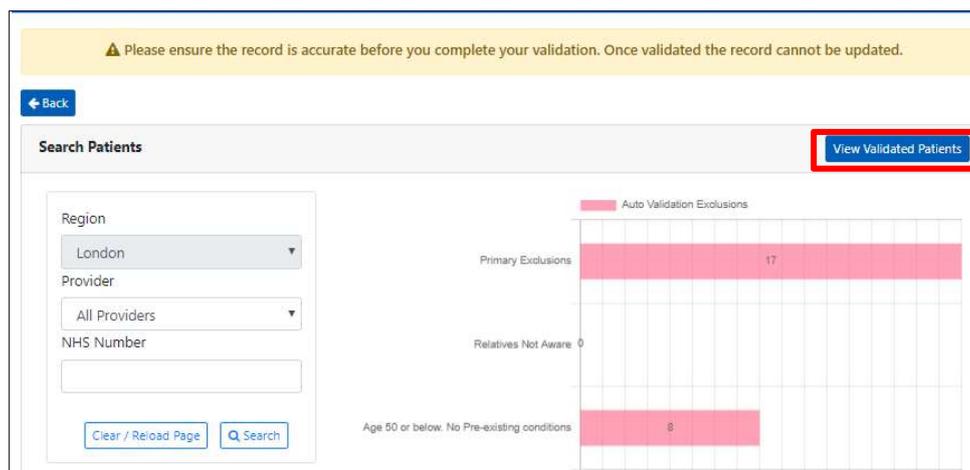
Travel History (been overseas in the last 2 weeks)\* \*

No

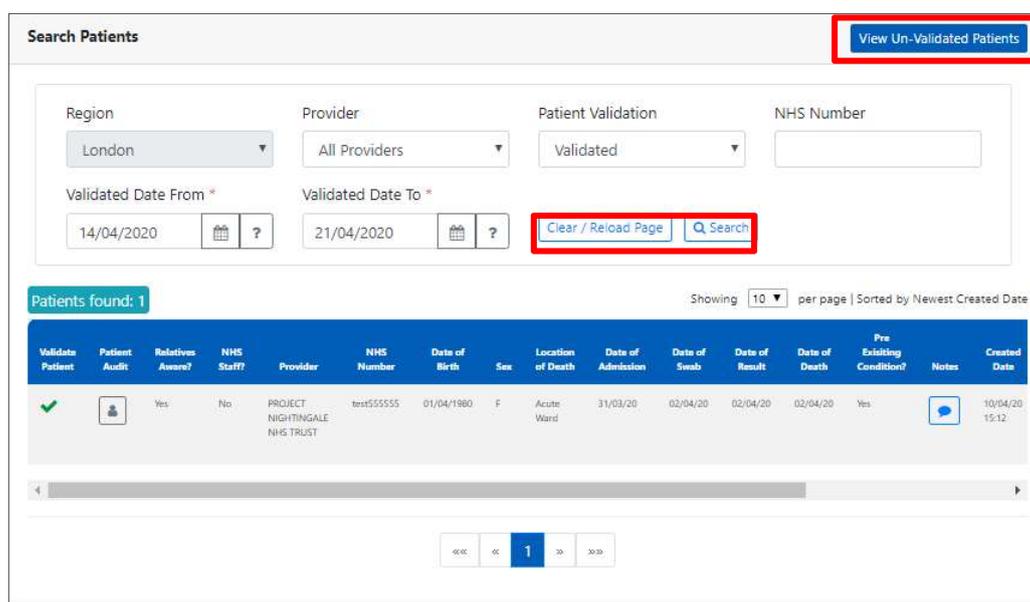
**Are you sure to update Patient Info?**

## Regional ICC Users: View Validated Patients

Once you have selected the **Regional Validation** tab from the home page, a search screen will appear. Select the blue **View Validated Patients** box. This will take you to an alternative search area.



The **Region** field will automatically default to your region. You can then filter on 'Provider', 'NHS Number' and validated dates. You can view all records submitted by a specific provider without entering a date range. From the 'Patient Validation' drop down menu there are two options: 'Validated' and 'Auto Validated'. Select **Search**. The 'Validated' option will include records that were automatically validated. For guidance on submissions that will not be auto validated please see p.21. You can switch back to the validate patient records by selecting the blue **View Un-Validated Patients** box.



Validate Patient	Patient Audit	Relatives Aware?	NHS Staff?	Provider	NHS Number	Date of Birth	Sex	Location of Death	Date of Admission	Date of Swab	Date of Result	Date of Death	Pre Existing Condition?	Notes	Created Date
✓		Yes	No	PROJECT NIGHTINGALE NHS TRUST	test555555	01/04/1980	F	Acute Ward	31/03/20	02/04/20	02/04/20	02/04/20	Yes		10/04/20 15:12

## Regional ICC Users: Edit Validated Records

As outlined on the previous page, first select 'View Validated Patients.' If you need to update the information on a submission, select the pencil edit icon from the column on the left hand side, titled 'Edit'.

Edit	Validate Patient	Hold?	Patient Audit	Relation Assent?	NHS Staff?	Provider	NHS Number	Date of Birth	Sex	Location of Death	Date of Admission	Test Result	Date of Swab	Date of Result	Date of Death	Fit Excluding Condition?	Notes
		No		Yes	No	PROJECT NIGHTINGALE NHS TRUST	Testing001	06/04/1991	F	ITU	16/04/20	Test Result: Negative	16/04/20	16/04/20	24/04/20	Yes	

The below screen will appear. Edit the necessary information and then select 'Submit'. You will be asked to confirm that the patient information should be updated. Select 'Yes' to proceed.

[← Back to Un-Validated](#)

### Update Patient Info with NHS No: TestMay001

**Inserted Date:** 07/05/2020 08:38     
 **Inserted By:** [User]     
 **Last Updated Date:** 07/05/2020 14:48     
 **Updated By:** [User]

**Validated Regionally By:** [User]     
 **Regional Validation Date:** 07/05/2020 13:10

**Organisation:** ROC, PROJECT NIGHTINGALE NHS TRUST     
 **Date Of Admission \*** 02/05/2020

**Region:** London     
 **Test Result \*** Positive COVID-19 test result

**Organisation Type \*** Hospital     
 **Has Covid been recorded on Part 1 or 2 of the Death Certificate Notice? \*** [Dropdown]

**Location Of Death \*** Acute Ward     
 **Date Of Swabbed \*** 02/05/2020

**NHS Number \*** TestMay001

Travel History (been overseas in the last 2 weeks)\* \*

No

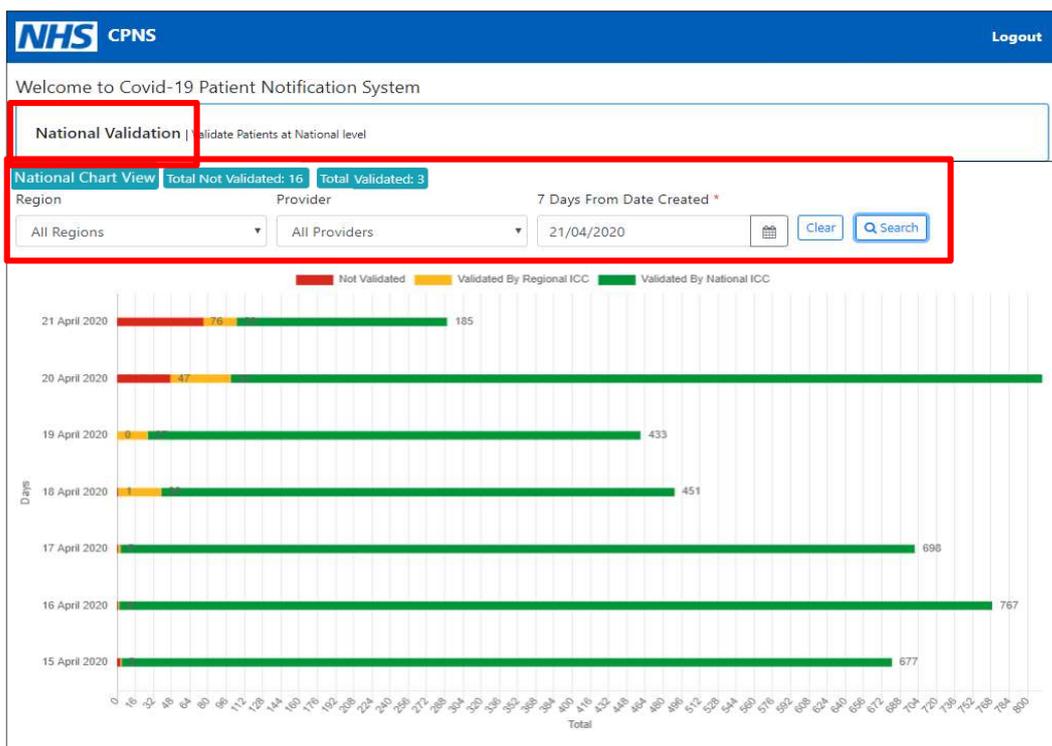
**Are you sure to update Patient Info?**

Yes No

Submit

## National ICC Users: Home Page

As a National ICC User of CPNS you will see the below home page when you have logged in. If you do not see this screen, please click the **NHS or CPNS logo** from the menu bar across the top of the page, which will take you to the home page. Select the **National Validation** tab to validate patients at a National level.

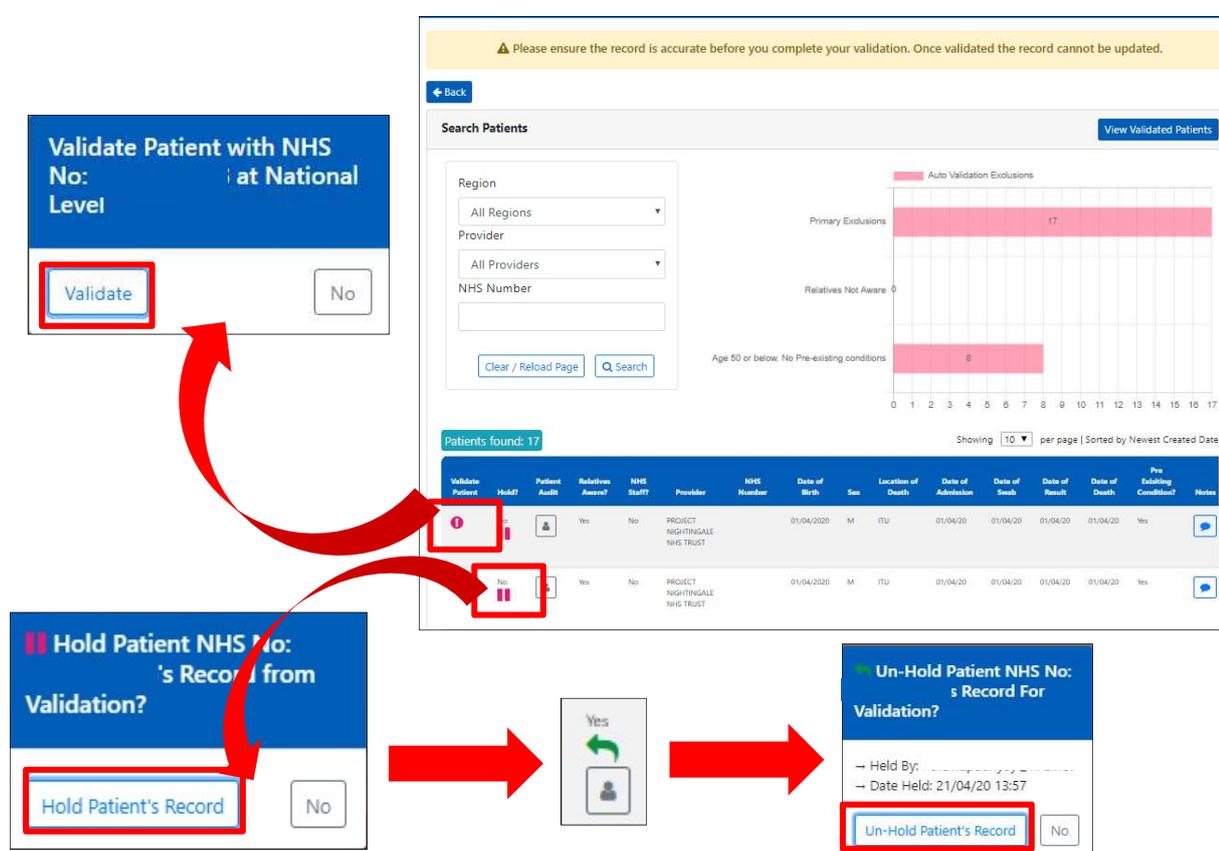


The home page will display a chart that contains information regarding national submissions and the status of those submissions, whether they are not validated, validated by the Regional ICC or validated by the National ICC. Totals are displayed at the top of the graph.

You can use the calendar icon to alter the dates displayed. Select **Search** once you have selected a date. You can also filter the chart to view submissions for individual regions and providers using the drop down menu.

## National ICC Users: Validate Patient

Once you have selected the **National Validation** tab from the home page, a search screen will appear. You can choose to view submissions from individual regions and providers or search for a specific NHS Number. Select **Search** to view results. Select **Clear** to begin a new search. The graph at the top of the screen shows the number of submissions that are available to edit based on the auto validation exclusions and you can click on the bars to filter the list of records.



**Validate Patient with NHS No: [ ] at National Level**

**Validate** **No**

**Search Patients** **View Validated Patients**

Region: All Regions  
 Provider: All Providers  
 NHS Number: [ ]

Clear / Reload Page Search

**Auto Validation Exclusions**

Exclusion Category	Count
Primary Exclusions	17
Relatives Not Aware	0
Age 50 or below. No Pre-existing conditions	8

Patients found: 17 Showing 10 per page | Sorted by Newest Created Date

Validate Patient	Hold?	Patient Audit	Relatives Aware?	NHS Staff?	Provider	NHS Number	Date of Birth	Sex	Location of Death	Date of Admission	Date of Search	Date of Result	Date of Death	Pre Existing Condition?	Notes
[!]	[ ]	[ ]	Yes	No	PROJECT NIGHTINGALE NHS TRUST		01/04/2020	M	ITU	01/04/20	01/04/20	01/04/20	01/04/20	Yes	[ ]
[ ]	[ ]	[ ]	Yes	No	PROJECT NIGHTINGALE NHG TRUST		01/04/2020	M	ITU	01/04/20	01/04/20	01/04/20	01/04/20	Yes	[ ]

**Hold Patient NHS No: [ ]'s Record from Validation?**

**Hold Patient's Record** **No**

**Un-Hold Patient NHS No: [ ]'s Record For Validation?**

Held By: [ ]  
 Date Held: 21/04/20 13:57

**Un-Hold Patient's Record** **No**

A summary of the submission will display and Notes and NHS Employee information can be viewed by hovering over the **i** icon or the comment icon. Hovering over the person icon will display audit information. Validate a submission by selecting the **!** icon in the column on the left hand side of the page, and then select **Validate** in the pop up box that appears. If a submission requires investigation, you can 'Hold' the submission by selecting the pause icon and then **Hold Patient's Record** in the pop up box that appears. When the submission is ready to validate, select the green arrow that has replaced the pause icon, and then **Un-Hold Patient's Record**. Hovering over the person icon under the arrow will inform you which user held the record and when.

## National ICC Users: View Validated Patients

Once you have selected the **National Validation** tab from the home page, a search screen will appear. Select the blue **View Validated Patients** box. This will take you to an alternative search area.

⚠ Please ensure the record is accurate before you complete your validation. Once validated the record cannot be updated.

← Back

**Search Patients** View Validated Patients

Region  
All Regions ▼

Provider  
All Providers ▼

NHS Number

[Clear / Reload Page](#) [Search](#)

	Auto Validation Exclusions
Primary Exclusions	17
Relatives Not Aware	0
Age 50 or below. No Pre-existing conditions	8

You can then filter on 'Region', 'Provider', 'NHS Number' and validated dates. From the 'Patient Validation' drop down menu there are two options: 'Validated' and 'Auto Validated'. Select **Search**. The 'Validated' option will include records that were automatically validated. For guidance on submissions that will not be auto validated please see p.21. You can switch back to the validate patient records by selecting the blue **View Un-Validated Patients** box.

**Search Patients** View Un-Validated Patients

Region: All Regions ▼    Provider: All Providers ▼    Patient Validation: Validated ▼    NHS Number:

Validated Date From \*: 14/04/2020   ?    Validated Date To \*: 21/04/2020   ?

[Clear / Reload Page](#) [Search](#)

Patients found: 4841    Showing 50 per page | Sorted by Newest Created Date

Validate Patient	Patient Audit	Relatives Aware?	NHS Staff?	Provider	NHS Number	Date of Birth	Sex	Location of Death	Date of Admission	Date of Swab	Date of Result	Date of Death	Pre Existing Condition?	Notes	Create Date
✓		Yes	No	PROJECT NIGHTINGALE NHS TRUST		01/01/1949	M	Acute Ward	25/03/20	25/03/20	26/03/20	26/03/20	Yes		28/03/11:29

## National ICC Users: Edit Records

As outlined on the previous page, first select 'View Validated Patients.' If you need to update the information on a submission, select the pencil edit icon from the column on the left hand side, titled 'Edit'.

Edit	Validate Patient	Hold?	Patient Audit	Relation Assent?	NHS Staff?	Provider	NHS Number	Date of Birth	Sex	Location of Death	Date of Admission	Test Result	Date of Swab	Date of Result	Date of Death	Fit Excluding Condition?	Notes
		No		Yes	No	PROJECT NIGHTINGALE NHS TRUST	TestMay001	06/04/1991	F	ITU	16/04/20	Test Result: Negative	16/04/20	16/04/20	24/04/20	Yes	

The below screen will appear. Edit the necessary information and then select 'Submit'. You will be asked to confirm that the patient information should be updated. Select 'Yes' to proceed.

[← Back to Un-Validated](#)

### Update Patient Info with NHS No: TestMay001

**Inserted Date:** 07/05/2020 08:38     
 **Inserted By:**     
 **Last Updated Date:** 07/05/2020 14:48     
 **Updated By:**

**Validated Regionally By:**     
 **Regional Validation Date:** 07/05/2020 13:10

**Organisation:** ROC, PROJECT NIGHTINGALE NHS TRUST     
 **Date Of Admission \*** 02/05/2020

**Region:** London     
 **Test Result \*** Positive COVID-19 test result

**Organisation Type \*** Hospital     
 **Has Covid been recorded on Part 1 or 2 of the Death Certificate Notice? \***

**Location Of Death \*** Acute Ward     
 **Date Of Swabbed \*** 02/05/2020

**NHS Number \*** TestMay001

Travel History (been overseas in the last 2 weeks)\* \*

No

**Are you sure to update Patient Info?**

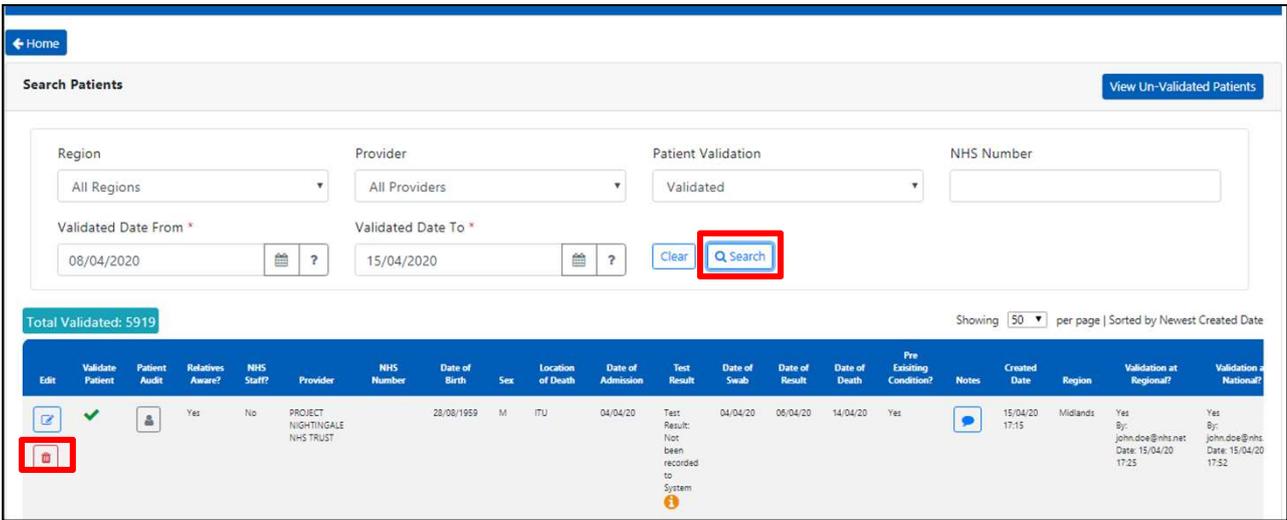
Yes No

Submit

Additional permissions may also be applied to specific, authorised National ICC users to edit validated records.

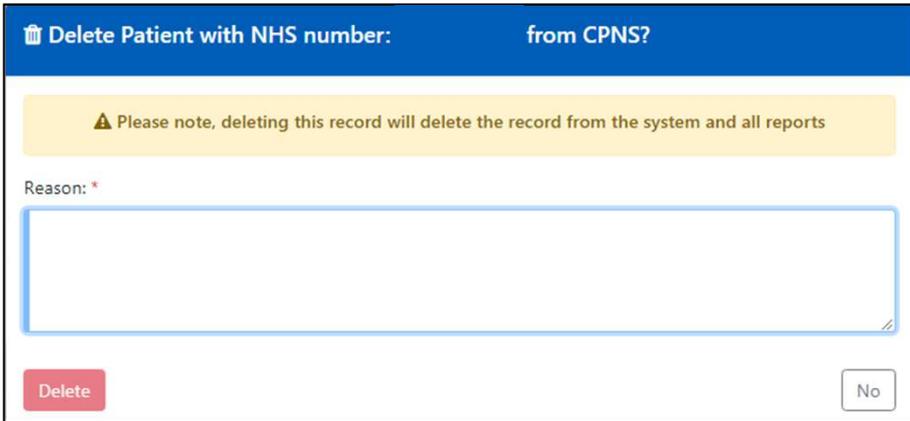
## Authorised National ICC Users: Remove Validated Patient Records

Additional permissions may be applied to specific, authorised National ICC users to remove records that have been submitted in error.



Use the various fields at the top of the screen to search for the validated record you need to delete. The date range entered can be no more than 7 days.

In the column on the far left, titled 'Edit', select the red delete icon to remove the record.



If you delete a record, you will need to complete this box with a reason for removing the record. Deleting a submission will remove it from the record and all reporting. Select 'Delete' once the reason has been entered.

---

## Auto Validation Exclusions

### Primary Rules

Submissions will not be automatically validated where:

- The patient is under 18 or over 109 years of age
- The Date of Death is before the Date of Admission
- The patient has been identified as a Staff Member
- There is not a NHS Number (instead there is a number allocated by the Regional ICC)
- The swab date and date of result is greater than 5 days
- The Location of Death is Emergency Department and the Length of Stay is greater than 1 day

### 24 Hour Rules

Submissions will not be automatically validated for 24 hours where:

- The Relatives Aware field is 'No' or 'No NOK' (no Next of Kin)
- The patient is under 50 years of age and has no Pre-Existing Conditions identified

After 24 hours, the 'Relatives Aware' field will automatically update to 'Yes' and patients under 50 years of age, with no pre-existing conditions, will no longer be an exclusion and assumed correct.

# Covid-19 Patient Notification System (CPNS) Definitions

## Criteria for inclusion in CPNS

CPNS is for the reporting of COVID-19 related hospital deaths.

That is a hospital death which has occurred where a person has either a positive test result for COVID-19 (Maximum of 28 days between the positive test result and date of death) or where COVID-19 is stated within either part 1 or part 2 of the death certificate.

CPNS Field	Definition
Region and Organisation	Your region and organisation will automatically be populated on the front screen as this is assigned when you register as a user of the system
NHS Employee	<ul style="list-style-type: none"> <li>• Health Care Workers who die in their employing NHS trust or NHS organisation including Community, Mental Health, Ambulance Services and Ministry of Justice establishment</li> <li>• Subcontracted staff working in Health Care Worker roles in their host organisation</li> <li>• Volunteers working under a permissive contracted arrangement in an NHS organisation who were working during the Covid-19 phase.</li> <li>• Health Care workers who die in another NHS trust but were declared as a Health Care Worker</li> <li>• Health Care Workers in the four pillars of primary care including clinical and admin staff</li> <li>• Employees of NHS England and NHS Improvement, CCGs, CSUs and associated ALBs and Executive Agencies.</li> </ul> <p>A Health Care Worker is considered to be an individual who delivers care and services to the sick and ailing either directly as doctors, nurses and other health professionals or indirectly as aides, helpers, laboratory staff or waste handlers.</p>
Staff Group	Did the person work in a Clinical or non-clinical role? There is an option to choose Not Known

## Covid-19 Patient Notification System (CPNS) Definitions

<b>Staff Role</b>	<p>Please select the professional group for the deceased person:</p> <ul style="list-style-type: none"> <li>• Additional Clinical Services</li> <li>• Additional Professional Scientific and technical</li> <li>• Admin and Clerical</li> <li>• AHP</li> <li>• Ambulance</li> <li>• Estates and Ancillary</li> <li>• Health care scientists</li> <li>• Medical and Dental</li> <li>• Nursing and Midwifery</li> <li>• Students</li> <li>• Not known</li> </ul>
<b>Last Trust of work</b>	Please select from the drop down list the persons last place of work. All healthcare providers are listed. There is an option to choose not known or Other
<b>Staff Job title (if known)</b>	Please input the title which the person would have identified with e.g. health care assistant, Ward manager, physiotherapist or Staff nurse etc
<b>Staff Specialty (if known)</b>	If it is known what specialty the person worked in, for example: Emergency medicine or paediatrics
<b>Any Relevant Info</b>	If there is any other information about the person relating to their NHS worker status.
<b>Date of Admission</b>	The date the patient was admitted to hospital. In the case of a patient whose death occurred in the Emergency Department, although the patient was not admitted, this is still a hospital death and should be input. Please use the date of presentation to the Emergency Department as date of admission in such cases.
<b>Test Result</b>	Please select whether the COVID 19 test result was positive, negative, Not known or Not carried out.
<b>Has Covid been recorded on Part 1 or 2 of the Death Certificate notice?</b>	If the test result is negative, Not known or Not Carried out, please indicate if COVID-19 is cited on the death certificate in either part 1 or 2. If COVID - 19 has not been recorded on the death certificate in these cases, you will not be able to submit the deceased notification

## Covid-19 Patient Notification System (CPNS) Definitions

<b>Date of Swabbed</b>	These are mandatory fields if there is a positive test result. Please indicate the date the test was carried out
<b>Date of Result</b>	Please input the date of the test result
<b>Date of Death</b>	Please input the date the person died. This cannot be before the admission date.
<b>Relatives Aware</b>	Are the relatives aware of the patients COVID-19 status?
<b>Is Pre-existing Conditions</b>	Did the patient have any pre-existing conditions Yes or No? If you select No, this section of the form will be greyed out.
<b>Pre-existing conditions</b>	The drop-down box allows you to choose which pre-existing conditions apply. This includes Severe mental health problems. Please select this for patients with schizophrenia / psychosis, bipolar disorder, personality disorder or eating disorders.
<b>Pre-existing conditions Notes</b>	This is a free text box where additional pre-existing conditions can be added
<b>Learning Disability and / or Autism?</b>	Did the person have a learning disability and / or autism. If you select Yes, additional fields will appear
<b>Received treatment for a mental health condition?</b>	Was the person being treated for a mental health condition? If yes, additional fields will appear
<b>Detained under the mental health act?</b>	Select Yes if the patients legal status recorded in their patient record states 'detained' This relates to any section of the Act including those treated in the community but subject to recall to hospital under a Community Treatment Order and patients under Short Term Detention Orders for mental health disorders by the police and taken to a place of safety for further assessment by a metal health professional

## Covid-19 Patient Notification System (CPNS) Definitions

<p><b>Has the patient been transferred from a mental health setting?</b></p>	<p>Select Yes if the patient was received by the notifying provider from a mental health in patient setting. This includes acute adult beds, acute older adult (organic and functional) beds, psychiatric intensive care unit beds (all ages) and learning disability beds. Please do not include patients who have had previous admissions to mental health beds but did not transfer directly from a mental health setting to the notifying provider</p> <p>Acute adult mental health care beds wards where adults who are suffering from acute mental illness are admitted</p> <p>Acute older adult mental health care (organic and functional) beds wards where older adults and/or frail patients with functional mental illness are admitted or where patients with dementia are admitted</p> <p>Psychiatric Intensive Care Unit (acute mental health care) beds wards where adults experiencing acute mental illness and whose level of risk requires a locked environment/more intensive care than acute services can provide are admitted</p> <p>Specialised commissioning mental health beds (all ages) inpatient services commissioned by NHS England Specialised Commissioning in line with the Manual for prescribed specialised services Service areas include adult high, medium and low secure services, all CAMHS Tier 4 inpatient services, adult eating disorder inpatient services, mother and baby units, specialist inpatient OCD, BDD, and Tier 4 personality disorder</p> <p>Learning disability beds normally designated for the treatment/care of people with a learning disability and/or autism, including the following where designated for LD&amp;A acute admission beds within specialised learning disability units, forensic rehabilitation beds or 'locked rehab' beds, complex continuing care and rehabilitation beds, other beds including those for specialised neuropsychiatric conditions, any other beds designated for the treatment/care of people with a learning disability and/or autism, any other beds designated for the treatment/care of people with a learning disability and/or autism</p>
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## Covid-19 Patient Notification System (CPNS) Definitions

<b>Homeless</b>	Select yes if you are aware that the person was homeless. There is an option to specify if they were a rough sleeper or if they used a hostel
<b>Recent Migrant</b>	Select Yes if you are aware that the person had recently relocated to UK from another country within the last 12 months. This would include known legal or illegal migrants from any country including EEA nationals, asylum seeker, failed asylum seeker or refugee. This does not relate to a person visiting or studying in the UK.
<b>Travel history</b>	Has the patient been overseas within the last two weeks? Yes, No or Not known
<b>Notes</b>	Please add any additional notes about the patient or for the national team

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## Location Definitions for Mental Health Beds

- **Acute adult mental health care beds:** wards where adults who are suffering from acute mental illness are admitted
- **Acute older adult mental health care (organic and functional) beds:** wards where older adults and/or frail patients with functional mental illness are admitted or where patients with dementia are admitted
- **Psychiatric Intensive Care Unit (acute mental health care) beds:** wards where adults experiencing acute mental illness and whose level of risk requires a locked environment/more intensive care than acute services can provide are admitted
- **Specialised commissioning mental health beds (all ages):** inpatient services commissioned by NHS England Specialised Commissioning in line with the Manual for prescribed specialised services. Service areas include adult high, medium and low secure services, all CAMHS Tier 4 inpatient services, adult eating disorder inpatient services, mother and baby units, specialist inpatient OCD, BDD, and Tier 4 personality disorder
- **Learning disability beds:** beds normally designated for the treatment/care of people with a learning disability and/or autism, including the following where designated for LD&A: acute admission beds within specialised learning disability units, forensic rehabilitation beds or 'locked rehab' beds, complex continuing care and rehabilitation beds, other beds including those for specialised neuropsychiatric conditions, any other beds designated for the treatment/care of people with a learning disability and/or autism.

## Contact Us

**Website:** <https://cpns.ardengemcsu.nhs.uk/>

If you experience any issues during **registration** or **logging in**, please contact the **NHS Improvement Help Desk** –

**Email support:** [nhsi.developmentsolutions@nhs.net](mailto:nhsi.developmentsolutions@nhs.net)

For any **application queries**, please contact the **Applications & Reporting Help Desk** –

**E-mail support:** [agem.apps@nhs.net](mailto:agem.apps@nhs.net)

**Telephone:** 0121 611 0011

For any **process queries**, please contact your **Regional Team** –

East Of England	0113 824 8805	<a href="mailto:england.eastofengland-covid19@nhs.net">england.eastofengland-covid19@nhs.net</a>
London	020 3917 2300	<a href="mailto:england.london-covid19dn@nhs.net">england.london-covid19dn@nhs.net</a>
Midlands	07391 967 510	<a href="mailto:england.mids-incident@nhs.net">england.mids-incident@nhs.net</a> <a href="mailto:england.midlands-cpns@nhs.net">england.midlands-cpns@nhs.net</a>
North East and Yorkshire	0113 825 3155	<a href="mailto:england.eprney@nhs.net">england.eprney@nhs.net</a>
North West	0113 825 2907	<a href="mailto:england.eprnw@nhs.net">england.eprnw@nhs.net</a> <a href="mailto:england.covid-19nwcps@nhs.net">england.covid-19nwcps@nhs.net</a>
South East	030 3033 8844	<a href="mailto:england.se-incident@nhs.net">england.se-incident@nhs.net</a>
South West	030 3033 9980	<a href="mailto:england.sw-incident1@nhs.net">england.sw-incident1@nhs.net</a> <a href="mailto:scwcsu.covid19records@nhs.net">scwcsu.covid19records@nhs.net</a>

Version	Version Date	Author	Approver Name	Description
1	20.03.2020	Rebecca Atkins		Initial Version
2	23.03.2020	Mark Chapman		Revision to Changes
3	21.04.2020	Rebecca Atkins	Elizabeth Rushton	Updated
4	24.04.2020	Rebecca Atkins		Updated
5	07.05.2020	Rebecca Atkins		Updated
6	20.05.2020	Rebecca Atkins		MH Definitions
7	15.06.2020	Rebecca Atkins		Updated
8	24.07.2020	Kate Buckley-Coole		Community staff deaths
9	18.08.2020	Philip Calvert		28 day positive test results
10.	31.08.2020	Phillip Calvert		Corrections to contacts and 28 day rule