Arden&GEM

Covid-19 Patient Notification System (CPNS) User Guide

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Contents

Page	Item
3	Pre-requisites
4	Reporting a COVID death
7	Registration
9	Provider Users: Home Page
10	Provider Users: Adding a Deceased Notification
13	Provider Users: Updating Patient Information
14	Regional ICC Users: Home Page
15	Regional ICC Users: Validate Patient
16	Regional ICC Users: Edit Un-Validated Patient Records
17	Regional ICC Users: View Validated Patients
18	Regional ICC Users: Edit Regionally Validated Patient Records
19	National ICC Users: Home Page
20	National ICC Users: Validate Patient
21	National ICC Users: View Validated Patients
22	National ICC Users: Edit Records
23	Authorised National ICC Users: Remove Validated Patient Records
24	Auto Switch Records
25	CPNS Definitions including mental health beds
30	Contact Us
31	Version control page

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**

*for Independent Sector hospital sites, use of a business email address is accepted but private accounts e.g. Gmail, Hotmail will not be accepted

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

Covid-19 is now a level 3 Incident but death notifications remain under NHS England National Command and Control to support the NHS response. 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 provider 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 and is the process for reporting all hospital based COVID-19 related deaths. It is also the process by which NHS hospital and community 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 or
Cited on either Part 1 or Part 2 of the death certificate

For the purposes of CPNS reporting, there is a time limit of 28 days by which the positive COVID-19 test result should be documented onto CPNS. In instances where a patient has had a positive test result >28 days prior to death (or where there is a negative test, no test or result unknown), 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.

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 a recent 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. Please also inform your AEO if you are aware of the death of an NHS staff member. Your AEO will make the Human Resources Director aware. Guidance was issued by the People's Team at the end of August and is available from england.incident44@nhs.net

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 available on request from your regional CPNS lead.

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

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

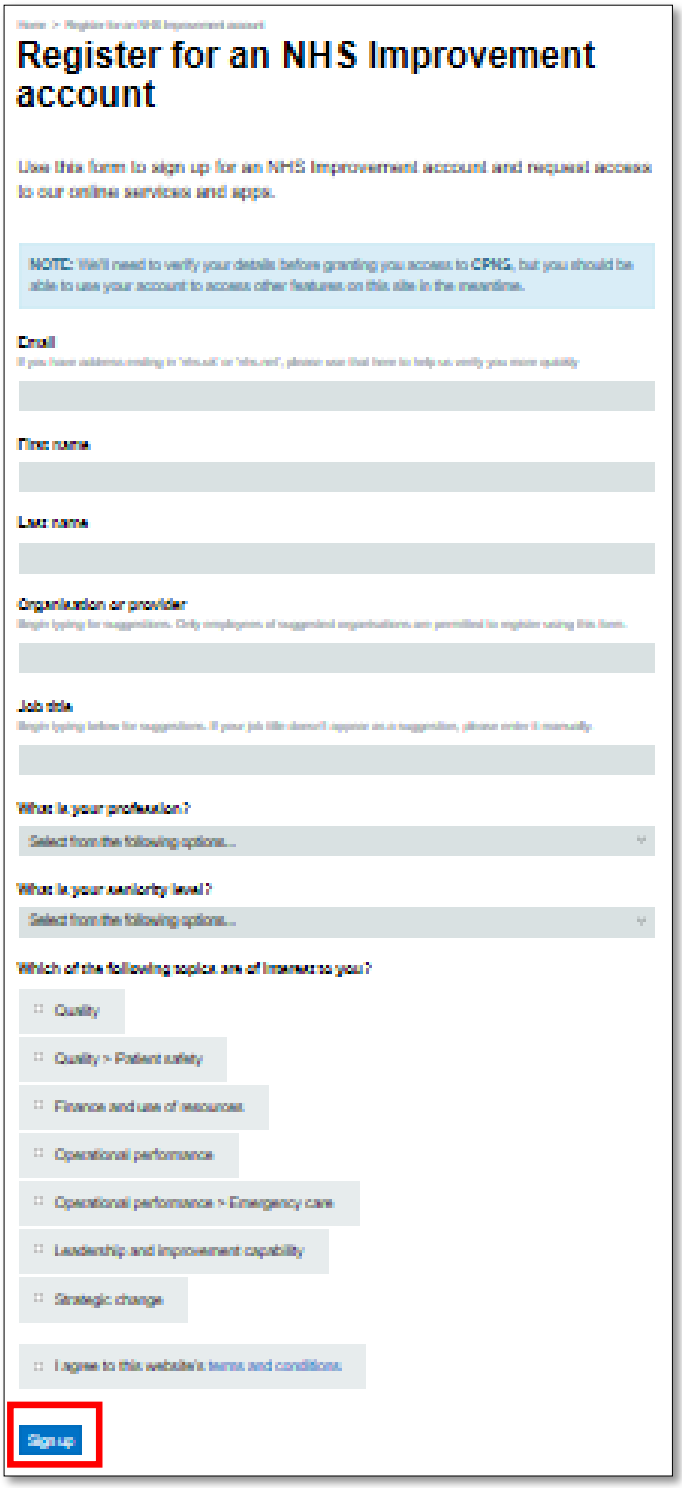
What happens to the data once it is input into CPNS and how is it used?
Once the record is input onto CPNS, the record becomes visible to your regional CPNS lead. The regional lead will validate the record and may contact you for additional information. Once the record is validated regionally, the record 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.

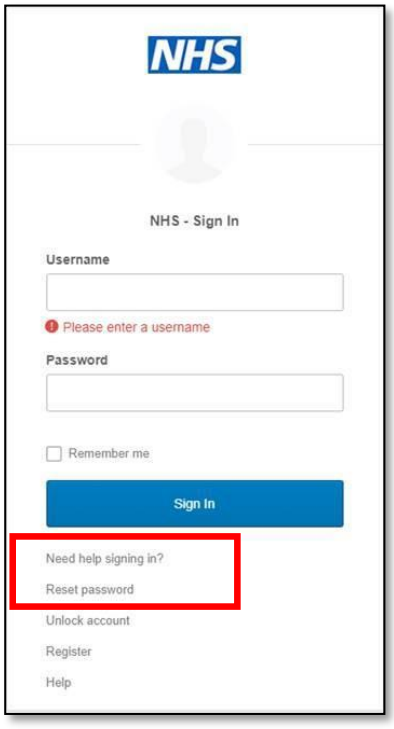
Registration – if you do not have an Insights Account, Login & Forgotten Password



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

Please follow this link: https://apps.model.nhs.uk/register?app=0oa3qngnsysTfdclU0i7

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 Insights 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.



Once this is complete, please log in at: https://cpns.ardengemcsu.nhs.uk/

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

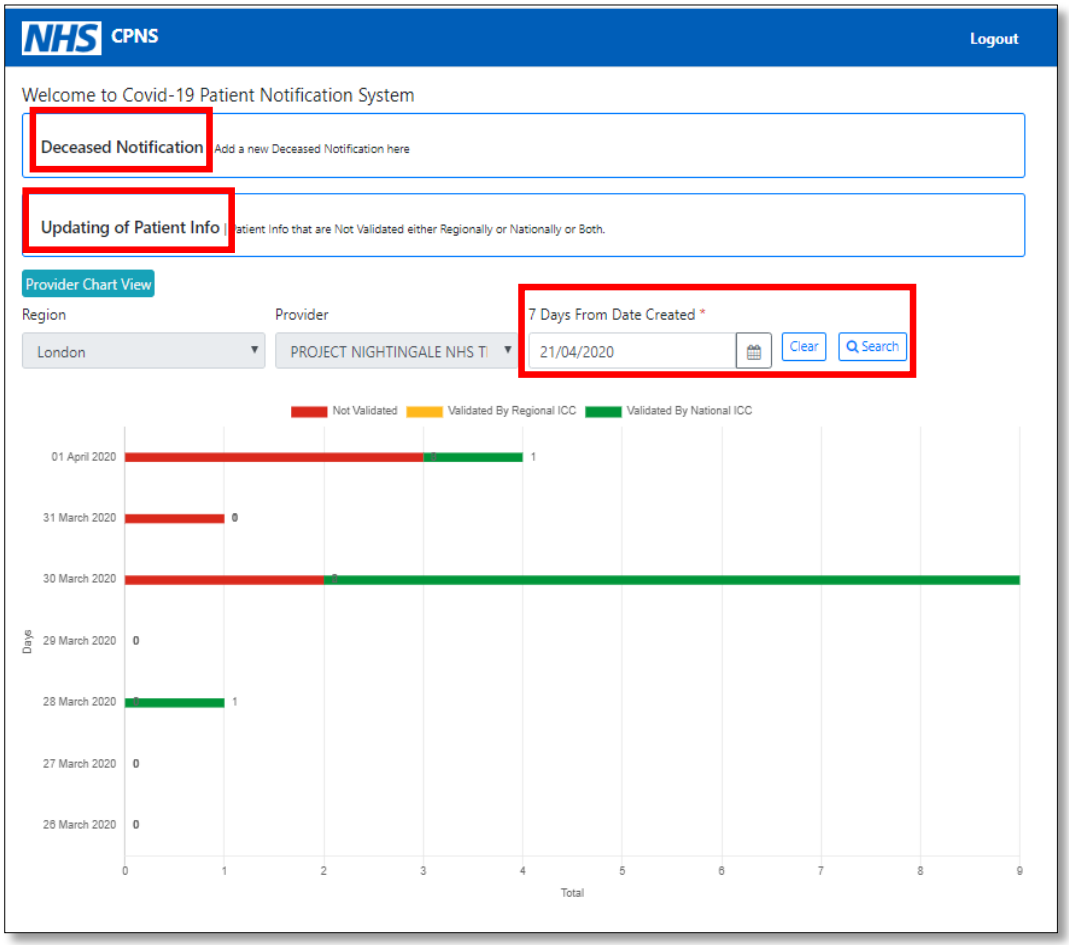
In the event of a forgotten password, you can reset your password from the login screen. Select **Need help signing in?** and then **Reset password.**

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 Arden & GEM Systems & Reporting Helpdesk (agem.apps@england.nhs.uk) informing them you have an existing Insights 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.**

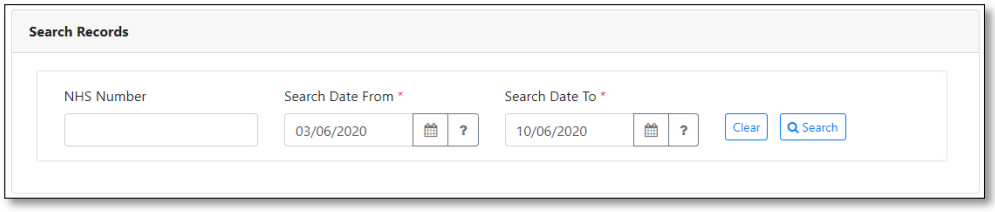
Provider Users: Home Page

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.



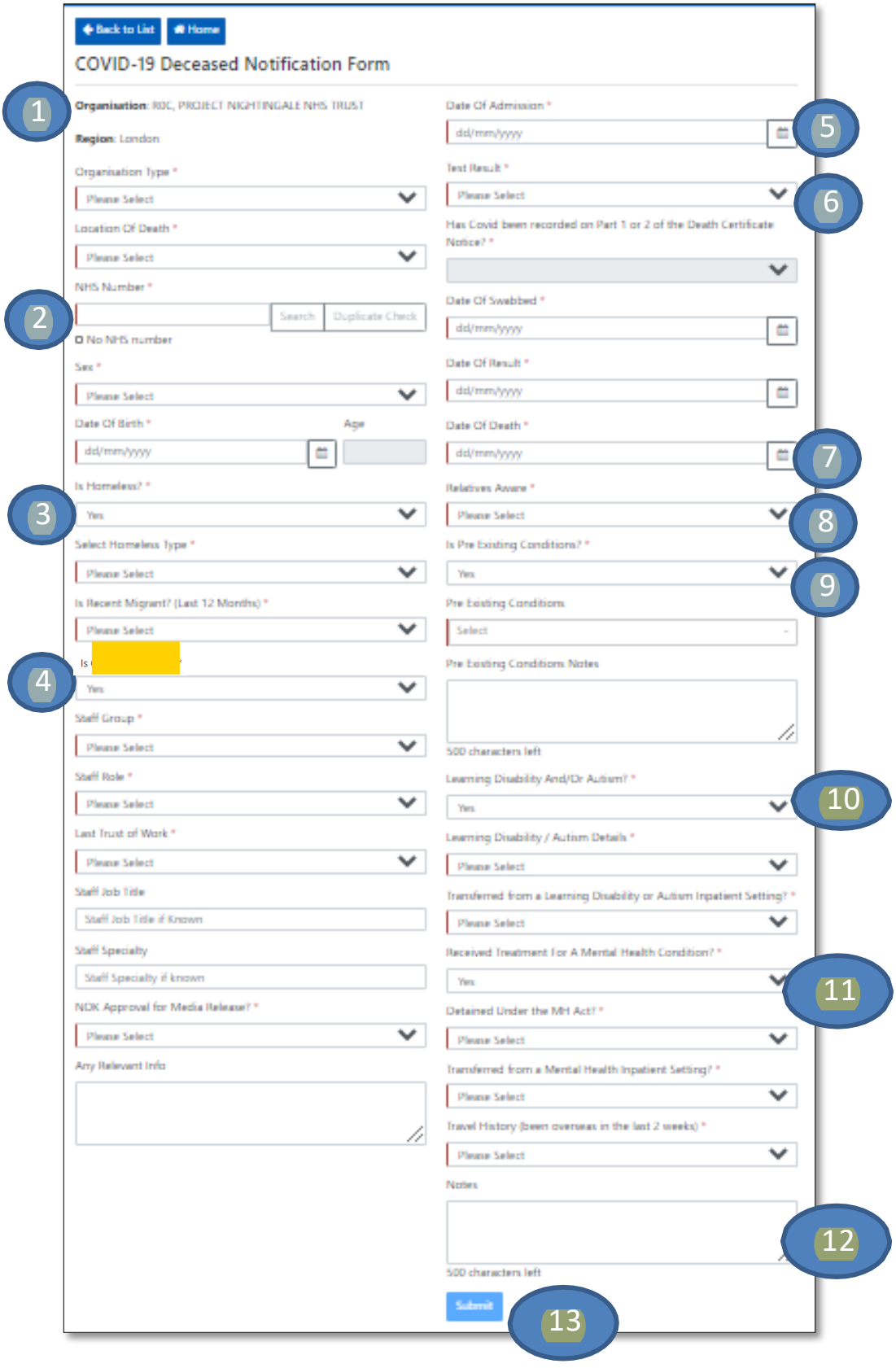
Select the **Deceased Notification** tab to submit the notification form for a deceased patient or the **Updating of Patient Info** tab to amend or add information to submissions that have not yet been validated.

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



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 calendar functionality 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: Is a Current NHS Staff?

If you select 'Yes' for the 'NHS Staff' field, some additional fields to complete will appear including their role and the last trust they worked at. Please ensure the patient was a current NHS staff member

5: Date of Admission

The Date of Admission cannot be after Date of Death. The date range is limited to later than 1/1/2000. Please contact your region to edit if this is before that date

6: Test Result

If the Test Result is positive, the question regarding whether Covid has been recorded on the death certificate will be greyed out. If the Test Result is positive but over 28 days before date of death; negative; 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. The date range is limited to no earlier than 01/01/2020

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. The date is limited to no earlier than 01/01/2020

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.

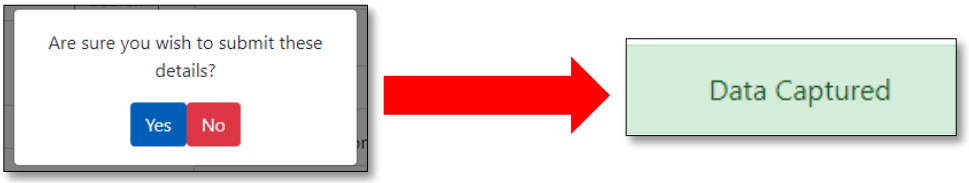
Locations definitions for Mental Health beds can be found on p.22.

12: Notes

The Notes section has a character limit of 1000 characters.

13: Submit

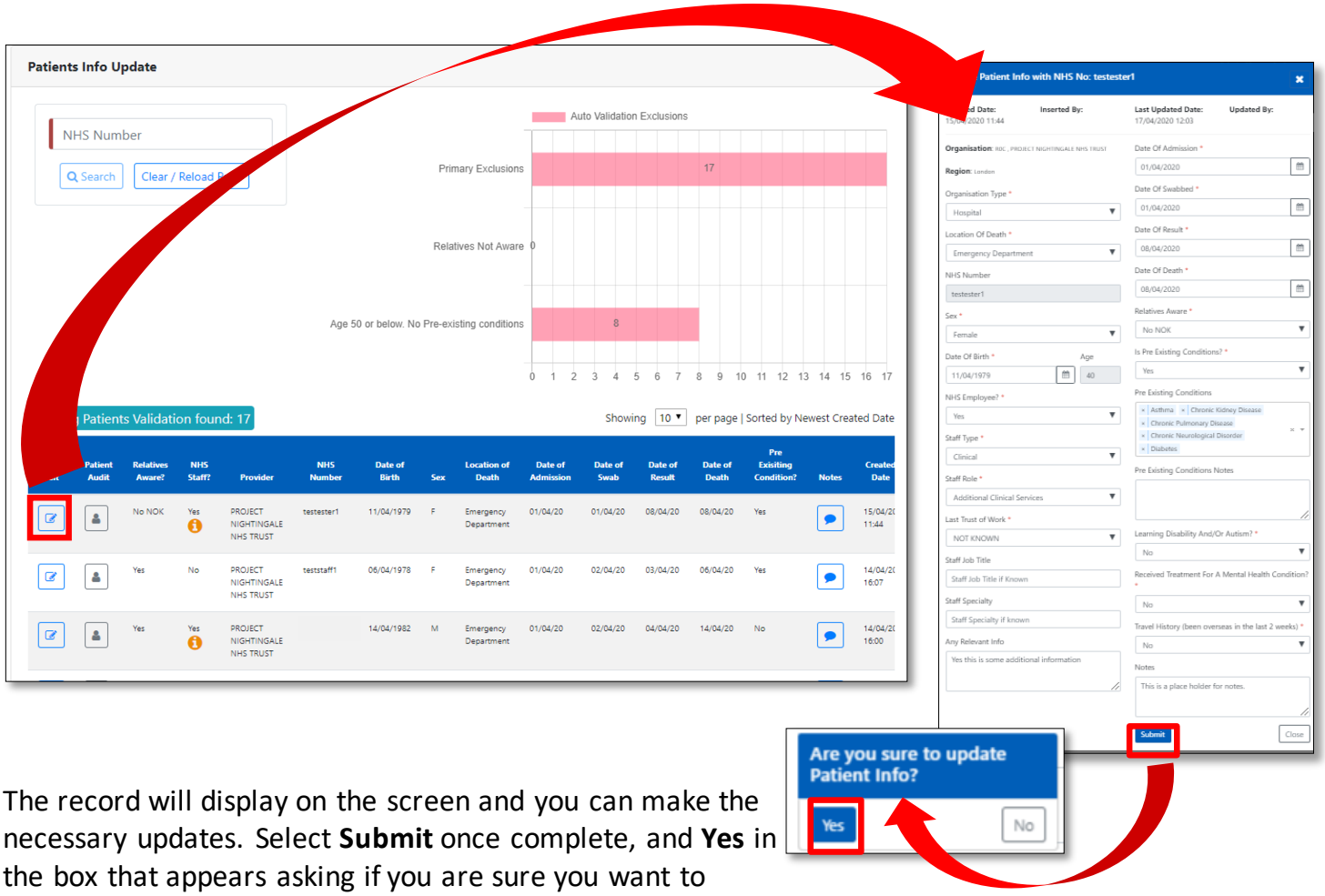
When complete, click Submit. A box will appear asking you to confirm your submission. Once you have clicked Yes a green banner will display a message at the top of the screen informing you that the data has been captured successfully. You can then begin to complete the form again for another patient.



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.

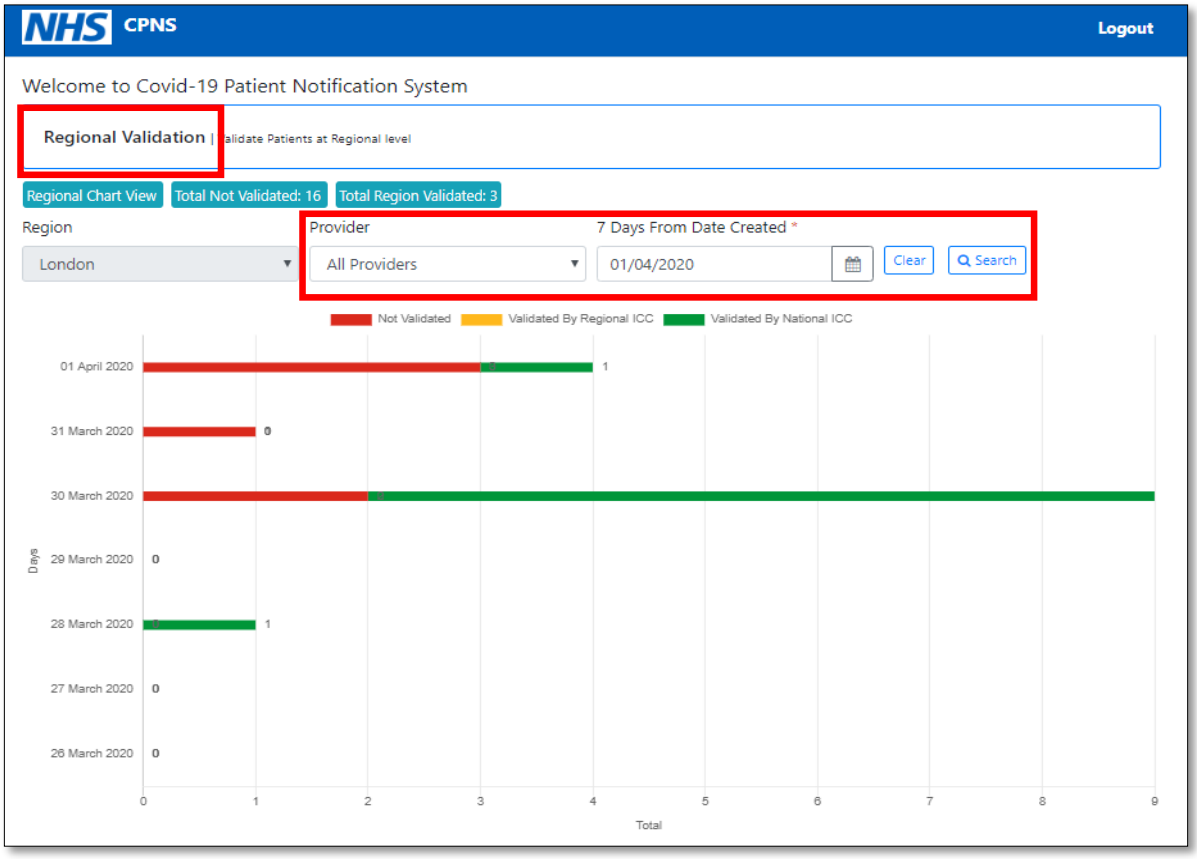
The graph at the top of the screen shows the number of submissions that are available to edit based on the auto switch records (please see p.24) and you can click on the bars to filter the list of records. Once you have located the record that requires updating, select the edit icon in the column on the left hand side named **Edit.**



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.

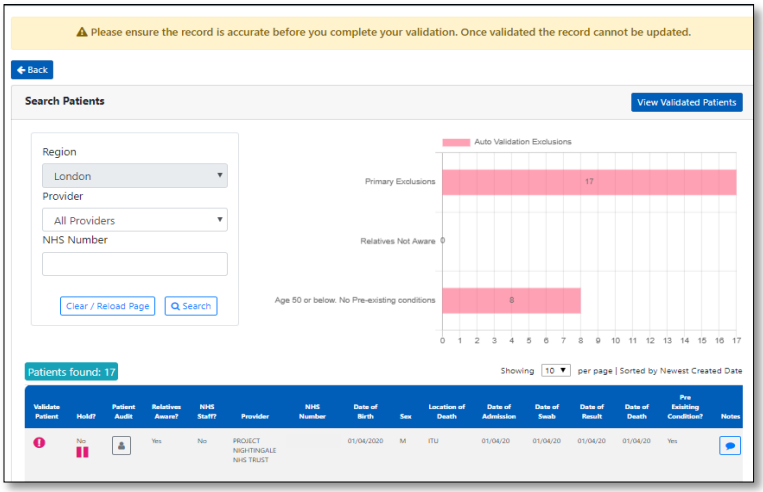


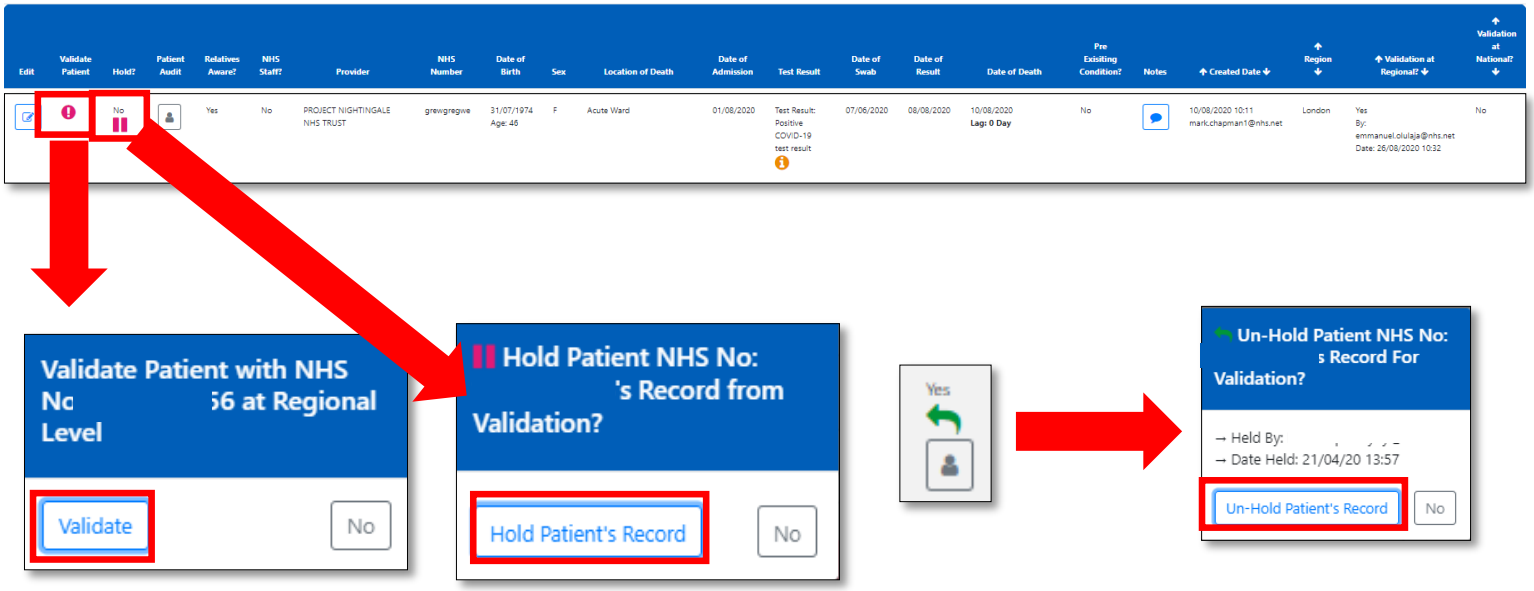
The home page will display a chart that contains information regarding your Region's submissions and the status of those submissions, whether they are not validated, validated by the Regional ICC or validated by the National ICC. Totals are displayed at the top of the graph.

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 or 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 switch records (see p.24) and you can click on the bars to filter the list of records. It is possible to sort records by created date, region, validated at region, validated at national. Simply click the arrows either side of the column heading.





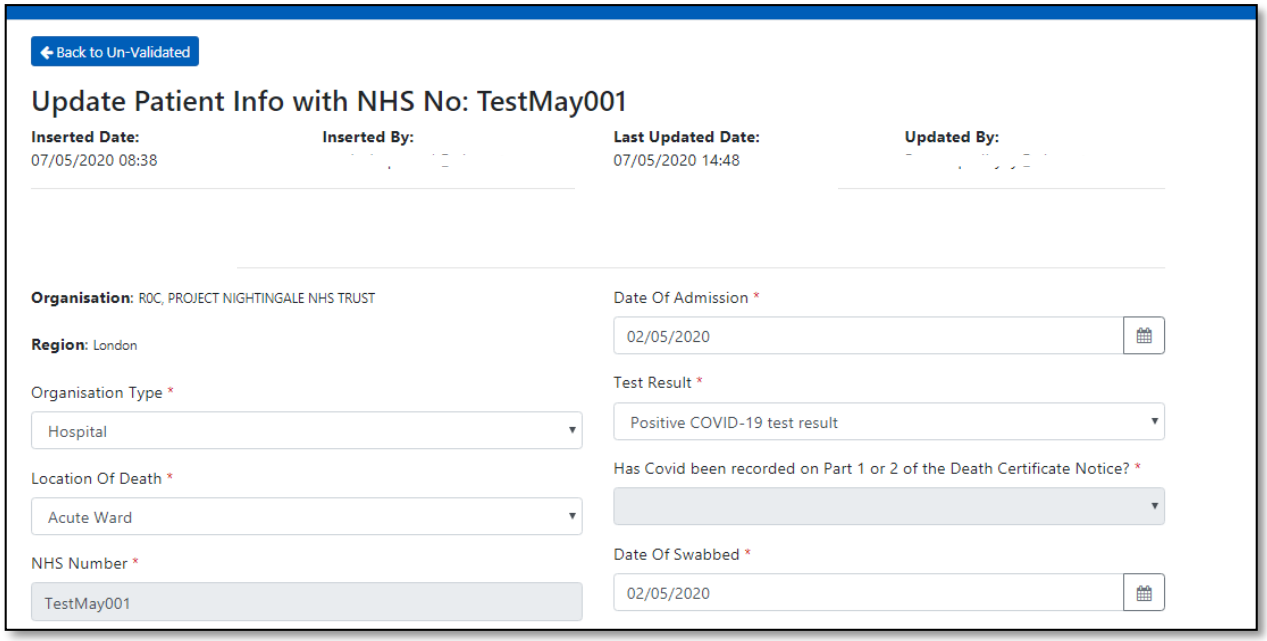
A summary of the submission will display and Notes and NHS Employee information can be viewed by hovering over the **i** icon or the comment icon. Hovering over the person icon will display audit information. The **age** is displayed under the date of birth and will be highlighted in red if the patient is aged 18 or under. There is also a **lag** calculator; under the date of death, the number of days between the date of death and the date of the record being submitted will display.

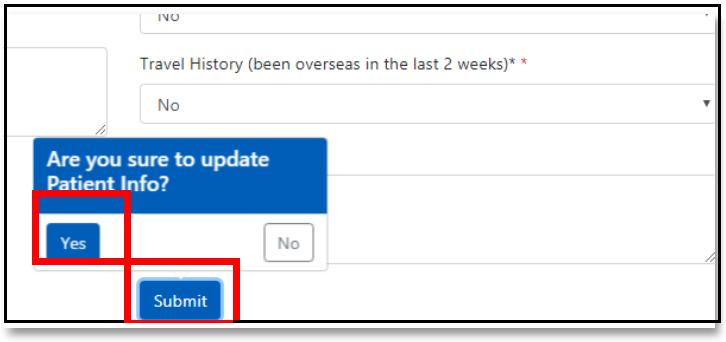
Validate a submission by selecting the **!** Icon in the column on the left hand side of the page, and then select **Validate** in the pop up box that appears. If a submission requires investigation, you can 'Hold' the submission by selecting the pause icon and then **Hold Patient's Record** in the pop 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'.

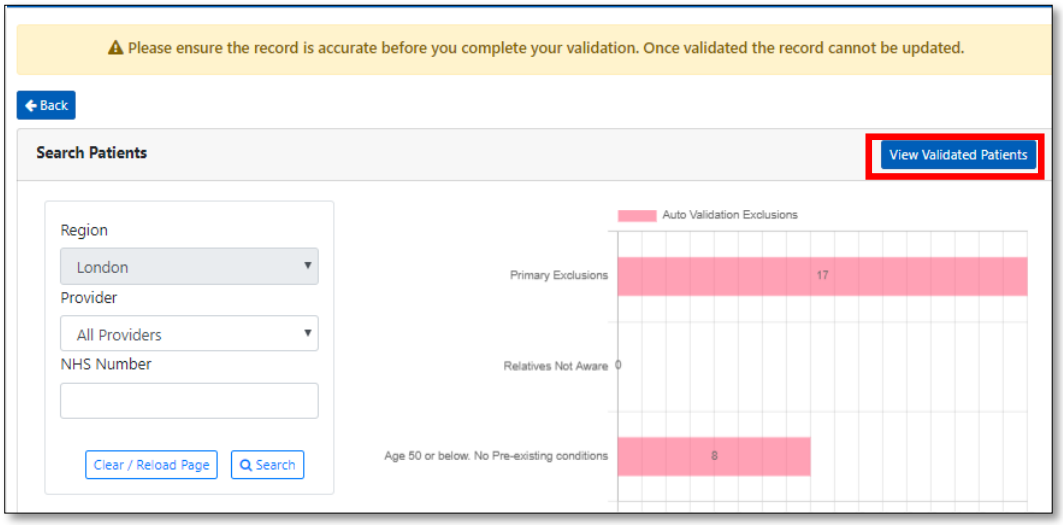
The below screen will appear. Edit the necessary information and then select 'Submit'. You will be asked to confirm that the patient information should be updated. Select 'Yes' to proceed.



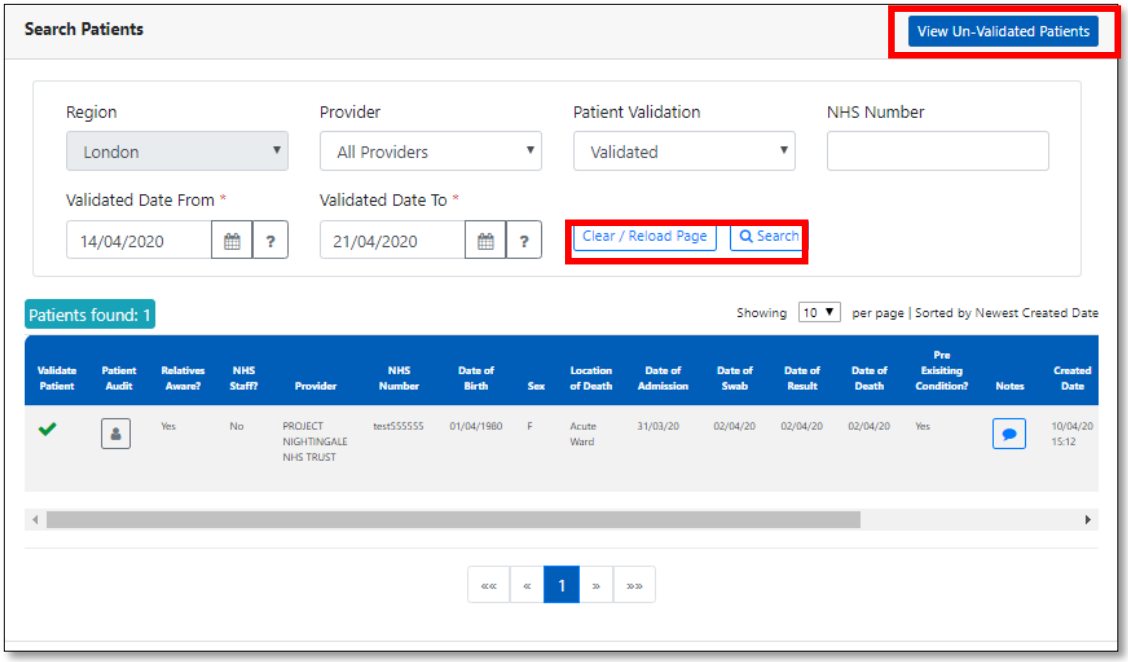


Regional ICC Users: View Validated Patients

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.



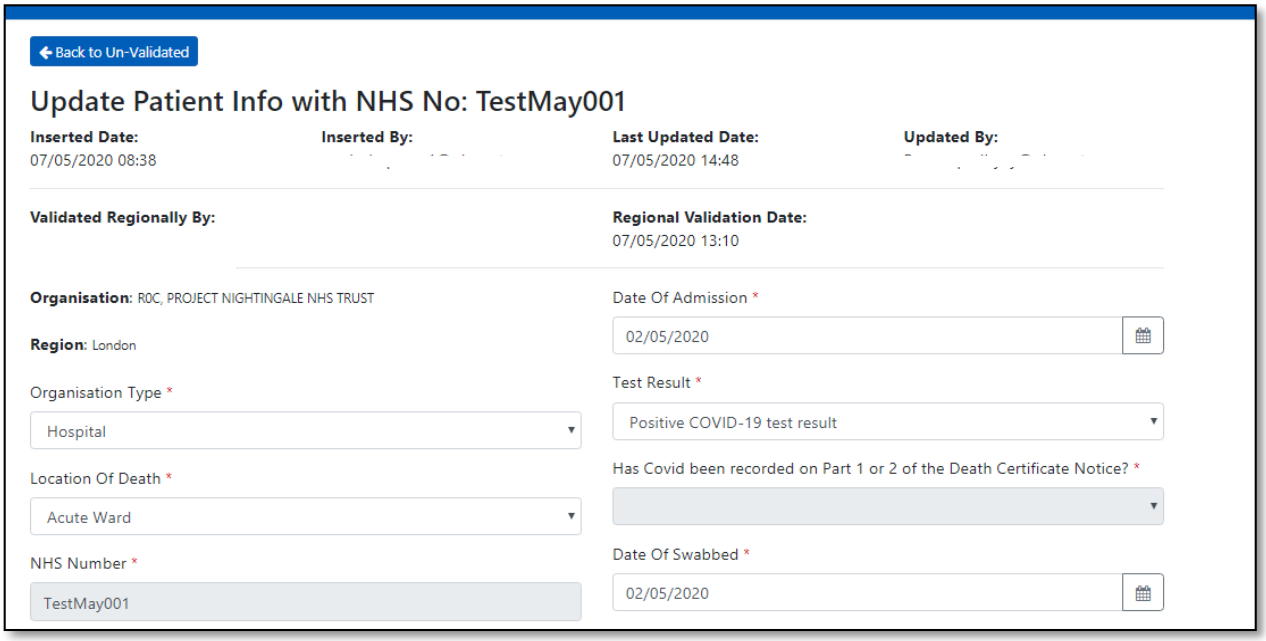
The **Region** field will automatically default to your region. You can then filter on 'Provider', 'NHS Number' and validated dates. You can view all records submitted by a specific provider without entering a date range. From the 'Patient Validation' drop down menu there are two options: 'Validated' and 'Auto Validated'. Select **Search.** You can switch back to the validate patient records by selecting the blue **View Un-Validated Patients** box.

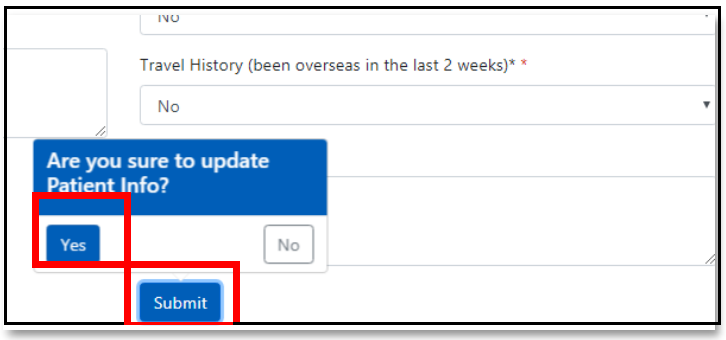


Regional ICC Users: Edit Validated Records

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'.

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.





National ICC Users: Home Page

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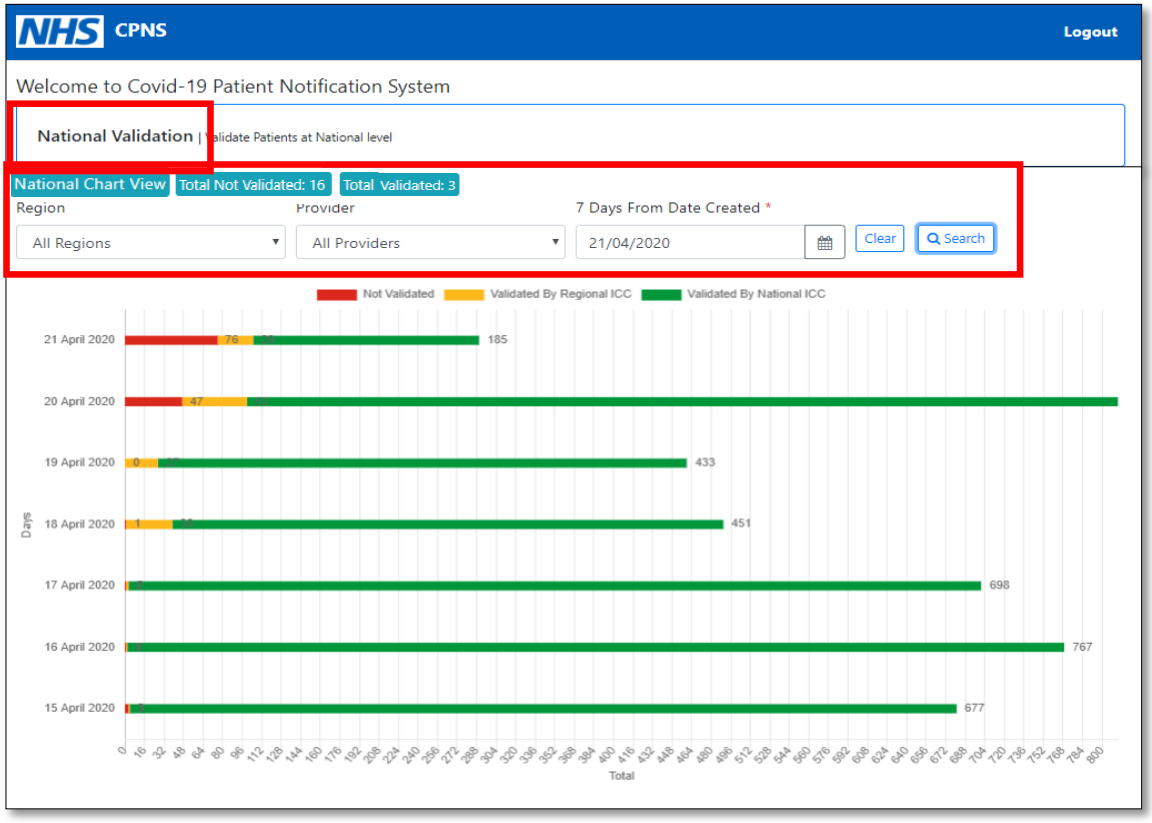
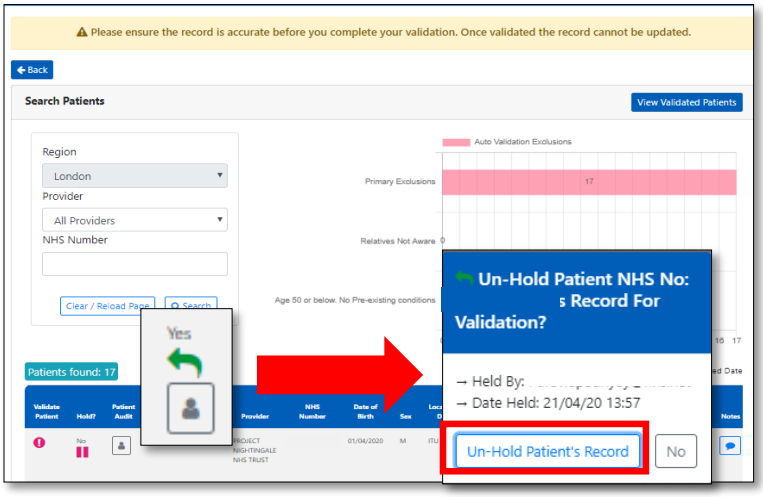


The home page will display a chart that contains information regarding national submissions and the status of those submissions, whether they are not validated, validated by the Regional ICC or validated by the National ICC. Totals are displayed at the top of the graph.

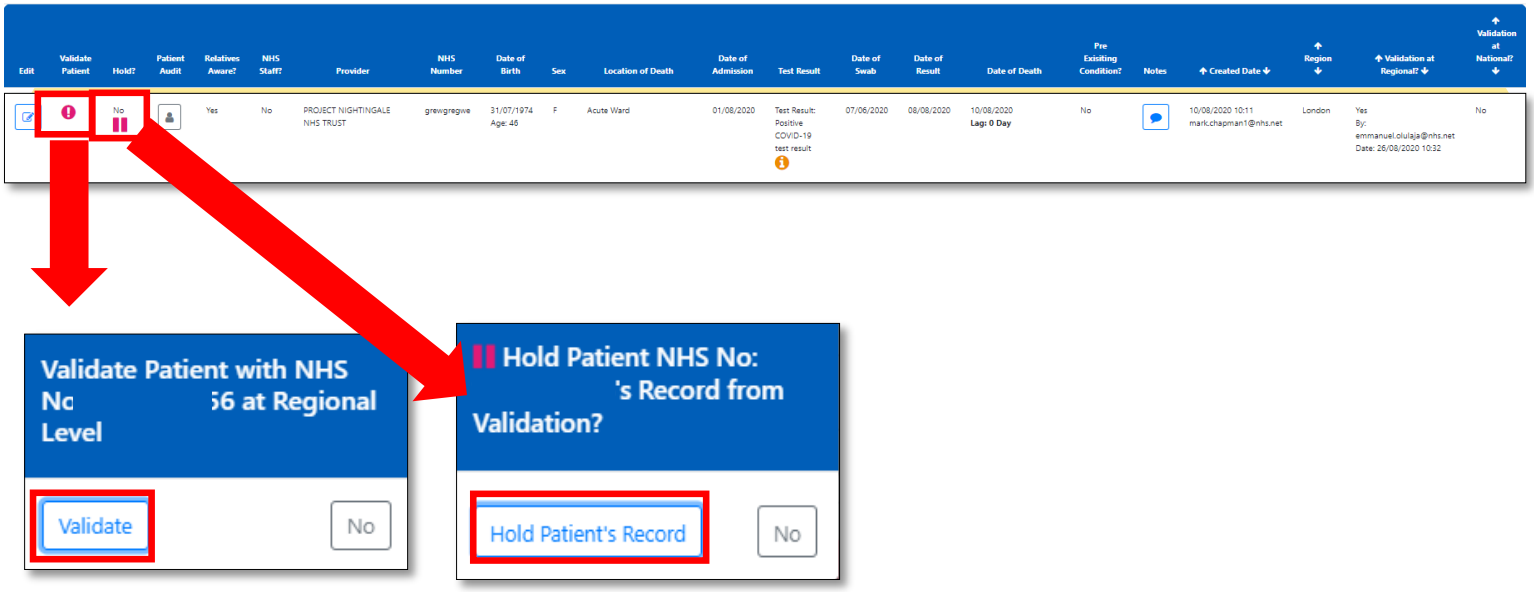
You can use the calendar icon to alter the dates displayed. Select **Search** once you have selected a date. You can also filter the chart to view submissions for individual regions and providers using the drop down menu.

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 switch records (see p.24) and you can click on the bars to filter the list of records. It is possible to sort records by created date, region, validated at region, validated at national. Simply click the arrows either side of the column heading.



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. The **age** is displayed under the date of birth and will be highlighted in red if the patient is aged 18 or under. There is also a **lag** calculator; under the date of death, the number of days between the date of death and the date of the record being submitted will display.

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

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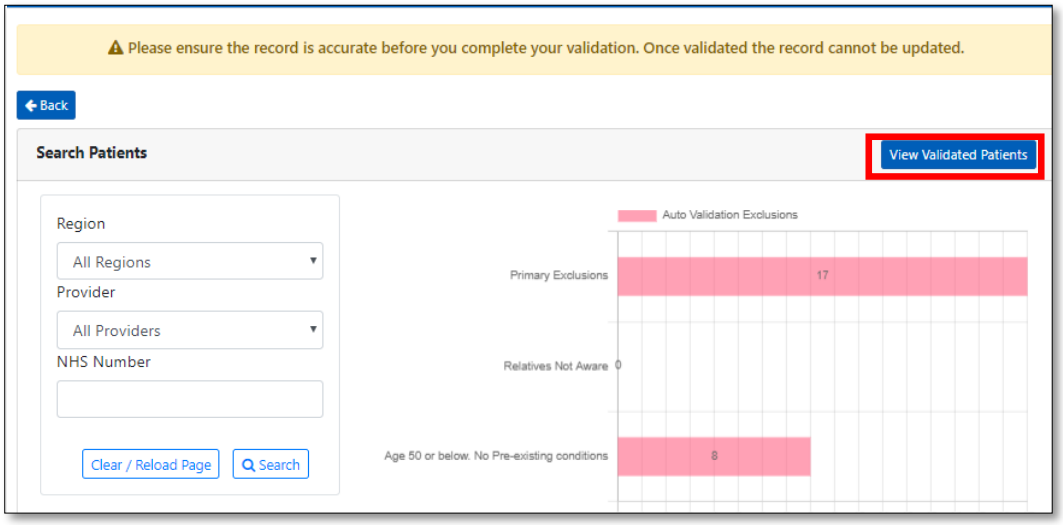
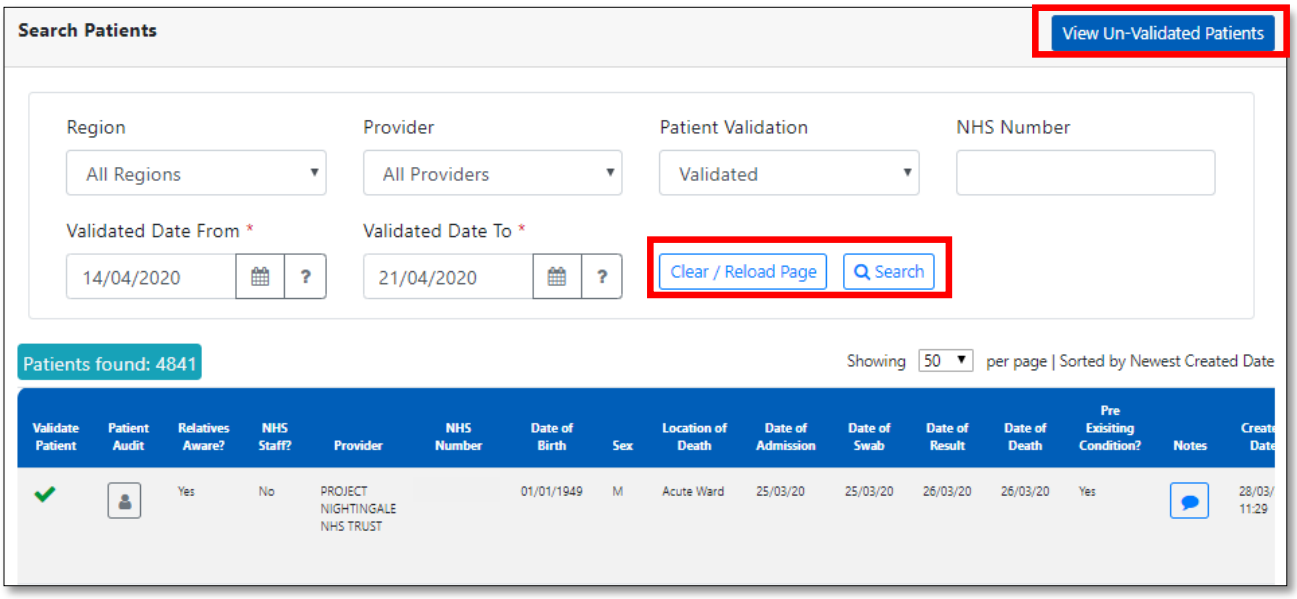


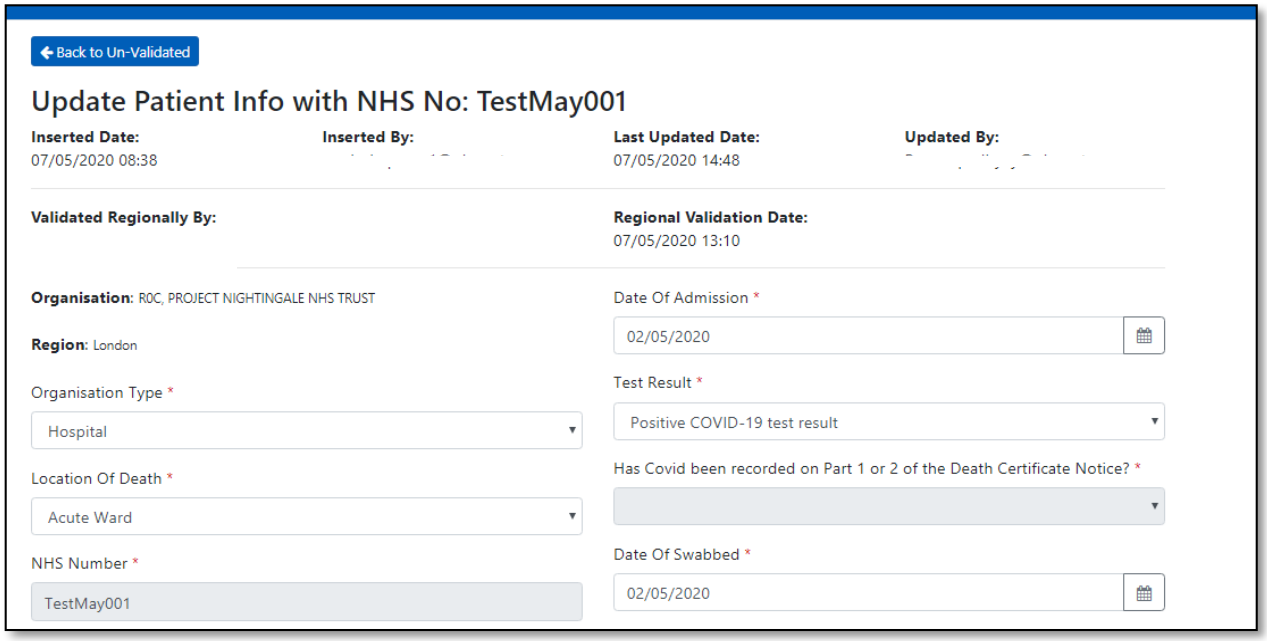
You can then filter on 'Region', 'Provider', 'NHS Number' and validated dates. From the 'Patient Validation' drop down menu there are two options: 'Validated' and 'Auto Validated'. Select **Search.** The 'Validated' option will include records that were automatically validated. For guidance on submissions 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.

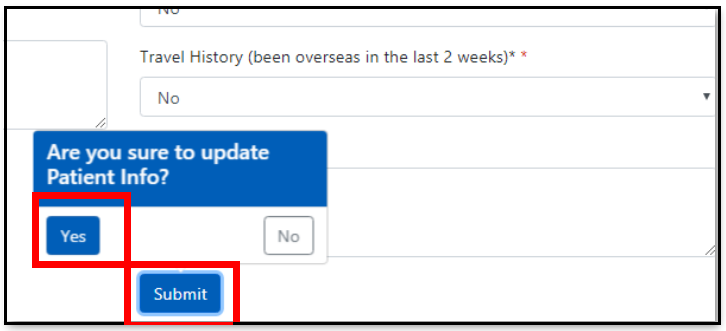


National ICC Users: Edit Records

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'.

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.

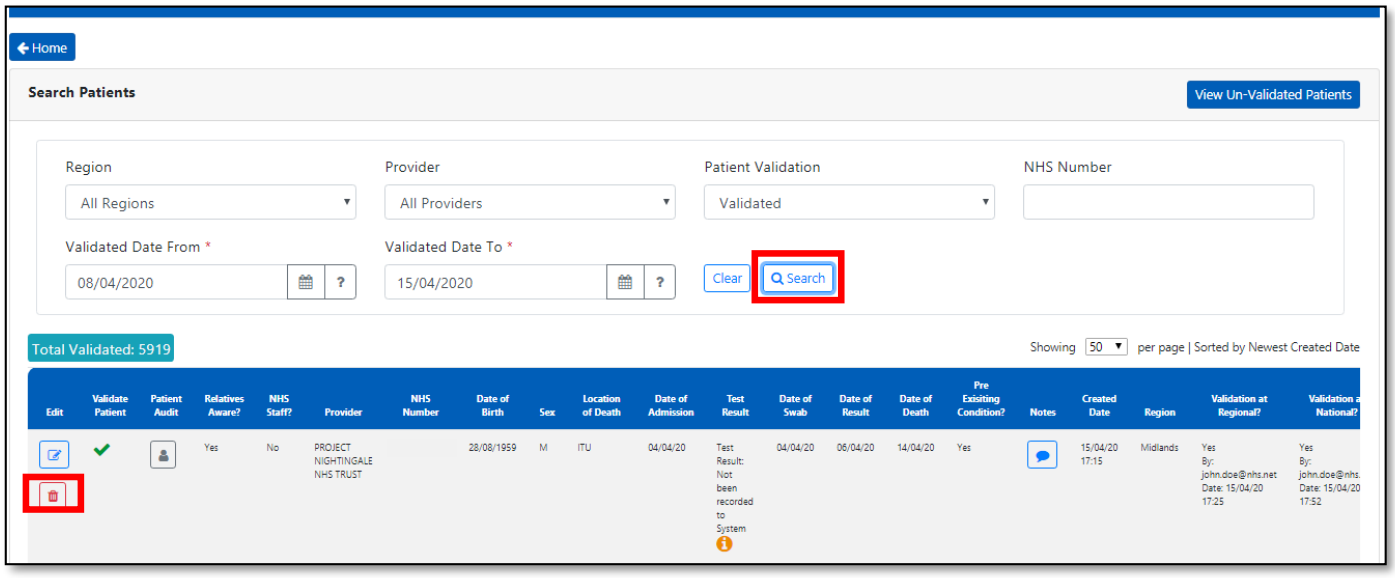




Additional permissions may also be applied to specific, authorised National ICC users to edit validated records.

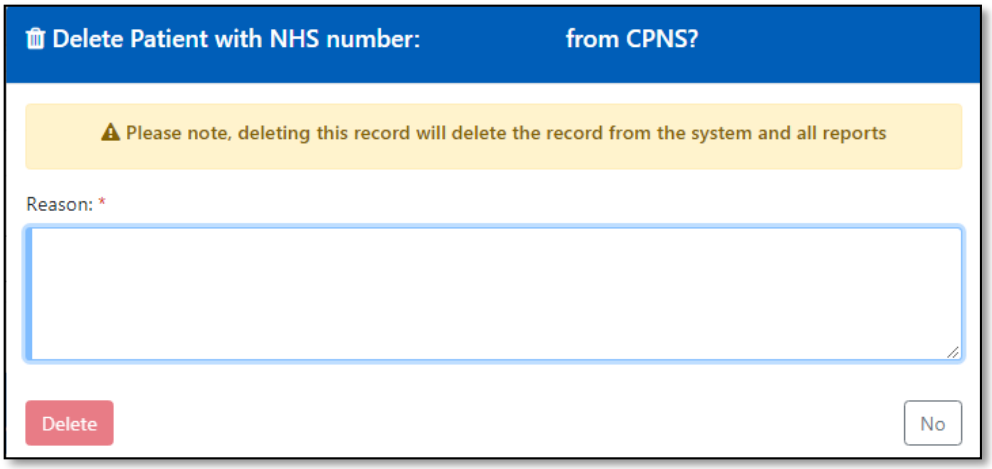
Authorised National ICC Users: Remove Validated Patient Records

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 switch' records

Primary Rules

Submissions are highlighted for additional enquiry 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 (please ensure you gain a temporary number allocated by the Regional CPNS team - **do not** enter a dummy number of your own)
- 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 available for validating for 24 hours where:

- The Relatives Aware field is 'No' or 'No NOK' (no Next of Kin)

After 24 hours, the 'Relatives Aware' field will automatically update to 'Yes' will be assumed correct and available for validation.

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 Staff	• Health Care Workers who die in their employing NHS trust or NHS organisation including Community, Mental Health, Ambulance Services and Ministry of Justice establishment • Subcontracted staff working in Health Care Worker roles in their host organisation • Volunteers working under a permissive contracted arrangement in an NHS organisation who were working during the Covid-19 phase. • Health Care workers who die in another NHS trust but were declared as a Health Care Worker • Health Care Workers in the four pillars of primary care including clinical and admin staff • Employees of NHS England and NHS Improvement, CCGs, CSUs and associated ALBs and Executive Agencies. 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. This includes admin and clerical staff. The worker must have been providing duties recently in their capacity.
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

Staff Role	Please select the professional group for the deceased person: • Additional Clinical Services • Additional Professional Scientific and technical • Admin and Clerical • AHP • Ambulance • Estates and Ancillary • Health care scientists • Medical and Dental • Nursing and Midwifery • Students • Not known
Last Trust of work	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
Staff Job title (if known)	Please input the title which the person would have identified with e.g. health care assistant, Ward manager, physiotherapist or Staff nurse etc
Staff Specialty (if known)	If it is known what specialty the person worked in, for example: Emergency medicine or paediatrics
Any Relevant Info	If there is any other information about the person relating to their NHS worker status.
Date of Admission	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.
Test Result	Please select whether the COVID 19 test result was positive, negative, Not known or Not carried out.
Has Covid been recorded on Part 1 or 2 of the Death Certificate notice?	If the test result is positive but >28 days before death; 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

Date of Swabbed	These are mandatory fields if there is a positive test result. Please indicate the date the test was carried out
Date of Result	Please input the date of the test result
Date of Death	Please input the date the person died. This cannot be before the admission date.
Relatives Aware	Are the relatives aware of the patients COVID-19 status?
Is Pre-existing Conditions	Did the patient have any pre-existing conditions Yes or No? If you select No, this section of the form will be greyed out.
Pre-existing conditions	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.
Pre-existing conditions Notes	This is a free text box where additional pre-existing conditions can be added
Learning Disability and / or Autism?	Did the person have a learning disability and / or autism. If you select Yes, additional fields will appear
Received treatment for a mental health condition?	Was the person being treated for a mental health condition? If yes, additional fields will appear
Detained under the mental health act?	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

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 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 This is defined as • 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 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, any other beds designated for the treatment/care of people with a learning disability and/or autism

Covid-19 Patient Notification System (CPNS) Definitions

Homeless	**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**
Recent Migrant	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.
Travel history	Has the patient been overseas within the last two weeks? Yes, No or Not known
Notes	Please add any additional notes about the patient or for the national team

Contact Us

Website: https://cpns.ardengemcsu.nhs.uk/

For any **application queries**, please contact the **Systems & Reporting Help Desk** -

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Midlands	0114 324 0465	england.midlands-cpns@nhs.net
North East and Yorkshire	07702 404046	england.eprrney@nhs.net
North West	07724 426305	england.eprrnw@nhs.net england.covid-19nwcpns@nhs.net
South East	030 3033 8844	england.servoc@nhs.net
South West	030 3033 9980	england.sw-incident1@nhs.net scwcsu.covid19records@nhs.net

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

Version Control

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
11	09.02.2021	Chris Ashdown/Arden & GEM		Addition of under 18 flag, lag calculation, sort and edit functionality and calendar restrictions
12	18.06.2021	Chris Ashdown/Arden & GEM		Amendment of developer email from agem.apps@nhs.net to agem.apps@england.nhs.uk
13	11.08.2021	Chris Ashdown		Updating of regional contact emails