

FGM Enhanced Dataset Clinical Audit Platform Operational Guidance

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1 Introduction

1.1 Purpose

The purpose of this document is to provide a walkthrough in how to enter FGM information into the Clinical Audit Platform (CAP).

CAP is the collection tool, developed, owned and supported by NHS Digital, currently used within a variety of healthcare settings to collect clinical information. Further information about CAP is available from:

<http://content.digital.nhs.uk/clinicalauditplatform>

1.2 Scope

- Overview of the CAP screens and expected content
- Direct entry into CAP
- File Upload for several records

1.3 Out of Scope

- FGM consultation processes with women or girls
- FGM Enhanced Dataset requirements, specifically how FGM information is shared locally in the provision of care
- Registration process to CAP and to FGM collection within CAP

1.4 Related Documents

To support the end to end requirements and implementation approach to support the FGM Enhanced Dataset collection, this and the following documents should be read prior to any data entry:

- FGM Enhanced Dataset Requirements Specification
- CAP Registration Process

1.5 Document Structure

The following sections will be included, outlining the screenshots and walkthroughs of what information is required:

- Adding Patient
- Adding Attendance
- Adding FGM Details
- Updating Records
- Upload File

1.6 Getting Started

To support the submission of FGM information to CAP, outlined below is an overview to the steps required in order to enter FGM information into CAP:

1. Registration to CAP (required prior to any access to CAP):
 - http://content.digital.nhs.uk/media/16099/FGM-User-Registration-Form/doc/FGM_User_Registration_Form_v1.4.docx

2. Creating an account with NHS Digital known as a Single Sign On (SSO) Each person that will be submitting data will need to have an account.

- <https://login.hscic.gov.uk/>

3. Access FGM Collection in CAP (once SSO has been set up and FGM Enhanced Dataset CAP User Registration Form has been submitted

- <https://clinicalaudit.hscic.gov.uk/fgm>

1.7 Example data collection tool

To support implementation for organisations, an example proforma is available which can be used to collect the relevant FGM information. This form lists the relevant FGM Enhanced Dataset items, the data can be copied from the proforma, and use this to enter in to CAP.

Example proforma;



FGM Enhanced
Dataset_Example Pro

2 Adding Patient

To submit FGM information, you will need to access:

<https://clinicalaudit.hscic.gov.uk/fgm>

2.1 Add or Search for Patient Record

The screenshot shows the 'FGM Enhanced Dataset' page. At the top, there are navigation links: 'Clinical Audit Home', 'FGM Home', 'Add/Search for Patient Record', 'Reporting', and 'File Submission Dashboard'. Below this, there is a breadcrumb trail: '< Back Home'. The main content area is titled 'FGM Enhanced Dataset' and contains three menu items: 'Add / Search for Patient Record' (highlighted with a red box), 'File Submission Dashboard', and 'Reporting'. To the right of the menu items is a 'Need help?' section with contact information: 'For technical problems and login queries, please contact HSCIC on: 0300 303 5678 enquiries@hscic.gov.uk'.

2.2 Patient NHS Number available?

The screenshot shows the 'Add / Search for Patient Record' page. At the top, there are navigation links: 'Clinical Audit Home', 'FGM Home', 'Add/Search for Patient Record', 'Reporting', and 'File Submission Dashboard'. Below this, there is a breadcrumb trail: '< Back Home > Add / Search for Patient Record'. The main content area is titled 'Add / Search for Patient Record'. Below the title, there is a label 'NHS Number Available?:' followed by a dropdown menu. The dropdown menu is open, showing the following options: '-- Please Select --', '-- Please Select --', 'Yes', and 'No'.

2.2.1 NHS Number is available

Where the NHS Number is available then enter the NHS Number here.

The screenshot shows the 'Add / Search for Patient Record' page. At the top, there are navigation links: 'Clinical Audit Home', 'FGM Home', 'Add/Search for Patient Record', 'Reporting', and 'File Submission Dashboard'. Below this, there is a breadcrumb trail: '< Back Home > Add / Search for Patient Record'. The main content area is titled 'Add / Search for Patient Record'. Below the title, there is a label 'NHS Number Available?:' followed by a dropdown menu. The dropdown menu is set to 'Yes'. Below the dropdown menu, there is a label 'NHS Number:' followed by an empty input field.

2.2.2 NHS Number is not available

If the NHS Number is not available, then a local patient identifier must be entered, in order to help identify the patient. When using a local patient identifier, the provider organisation details **must** be entered.

Add / Search for Patient Record

NHS Number Available?:

Local Patient Identifier:

Provider Organisation:

Is Patient Birth Date Known?:

Whilst a Patient Record can be created without the NHS Number, the record can not be used as part of any publication process. Therefore the NHS Number must be populated when the NHS Number is identified.

2.2.3 Provider Organisation

The provider organisation is the code of the organisation where care was provided. This must be completed when the NHS Number is not used. When entering the Provider Organisation field, the following search pop up window will appear.

Select a Provider Organisation

Show entries Search all columns:

Code	Name
5MD75	1 ELLYS ROAD
5PP81	1 DRINGS CLOSE
5PQN8	1 BIRCH TREE CLOSE - KINGS LYNN
RDEBC	1 BRUNEL COURT
REF60	(HY) GU MEDICINE ST MICHAEL'S HOSPITAL HAYLE
REP54	1 ASHFIELD ROAD
RW5EY	1 ALBERT ROAD
RW5JF	1 ASHFIELD ROAD
RXTYA	*PERRY BARR OPS PBOA
TAK37	(HEALTH VISITING) NORTH CRAY CHILDREN'S CENTRE

Showing 1 to 10 of 38,523 entries ◀ Previous Next ▶

Users can search for the Provider Organisation by organisation code or name. Users can chose to view more than 10 entries at a time in the top left hand corner.

2.2.4 NHS Number is not valid

Where an invalid NHS Number is entered, the user will be informed that a correct NHS Number is required.

Add / Search for Patient Record

NHS Number [12345] is invalid

NHS Number Available?: Yes

NHS Number: 12345

2.3 Date of Birth

2.3.1 Date of Birth is known

Enter details of the patient date of birth

Is Patient Birth Date Known?: Yes

Date of Birth: dd/mm/yyyy

Once date of birth is entered, click on 'Submit'.

2.3.2 Date of Birth is not known

Is Patient Birth Date Known?: No

Date of Birth: 01/01/1900

A default value will be automatically entered (01/01/1900) where the date of birth is not known, but it is expected that this should be known in most cases.

Once completed, click on 'Submit'.

2.3.3 Date of Birth is invalid

Where an invalid date of birth format is entered, the user will be informed and the correct date of birth will be required

Add / Search for Patient Record

The value '01/01/180_' is not valid for Date of Birth.
The Date of birth field is required

2.4 Patient Information

Once the initial patient detail is entered, further patient information will be required.

NHS Number: **888 912 5349** Date Of Birth: **16/12/1980** Name: **Not yet added**

Patient Information

Patient Details

Organisation that Provided Care: ⓘ

NHS Number: ⓘ

Local Patient Identifier: ⓘ

Is Patient Birth Date Known?: ▼

Date of birth: ⓘ *required

Postcode of usual address: *required

Forename: *required

Surname: *required

Country of Birth: ▼ ⓘ

Country of Origin: ▼ ⓘ

Region of Country of Origin: ▼ ⓘ

GP Registration Status: ▼

GP Registration Code: ⓘ

2.4.1 Organisation that Provided Care

This is the code of the organisation that provided the care.

2.4.2 NHS Number / Local Patient Identifier

This is displayed to the user.


2.4.3 Date of Birth

This is displayed to the user.

If the girl is under 18, the following warning message will appear,

Patient Information

Patient Details

 **Warning:** This patient has been identified as being a child, please ensure local safeguarding procedures are observed if required

Submit record with warnings

Remember in line with mandatory reporting of patients under 18 yrs of age to the police. <https://www.gov.uk/government/publications/fgm-mandatory-reporting-in-healthcare>.

<https://www.gov.uk/government/publications/fgm-mandatory-reporting-in-healthcare>

The 'Submit record with warnings' box must be ticked to save and exit the record.

2.4.4 Postcode of usual address

The postcode of the woman or girl's usual address is required here.

2.4.5 Forename / Surname

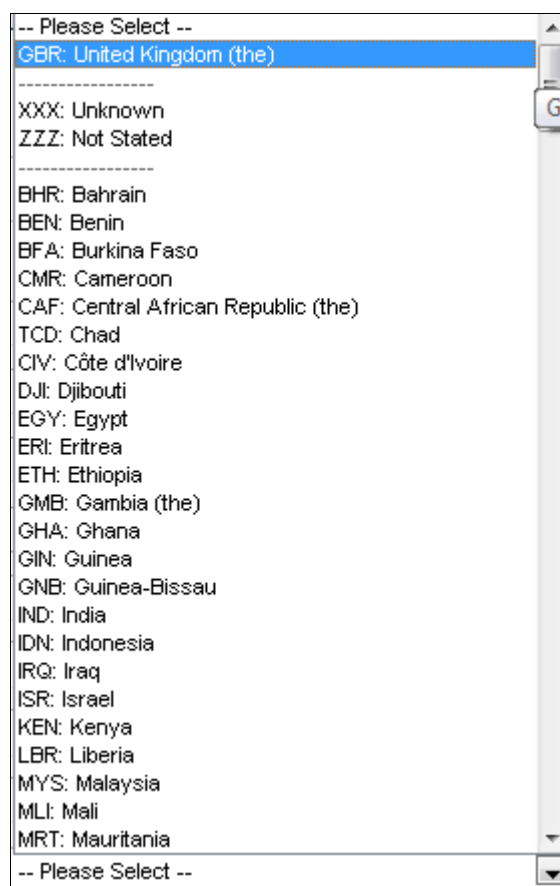
The woman or girl's forename and surname are required here. This will be used to help verify the patient's NHS number.

2.4.6 Country of Birth / Origin

The following options will be displayed to the user, and is the same for both Country of Birth and Country of Origin.

GBR: United Kingdom will be the first entry on the list, followed by Unknown if this is not known, then Not Stated where the woman declines to answer after being asked.

The next group of countries are the most prevalent FGM countries known, in alphabetical order. Finally, the remaining countries, are available for selection, again in alphabetical order.



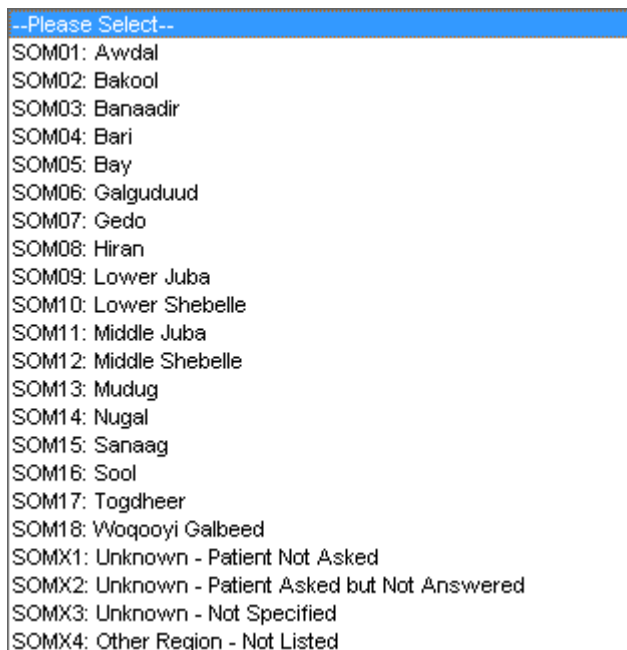
Country of Origin is where the woman or girl says their family comes from.

2.4.7 Region of Country of Origin

If possible, the region of country of origin details can be recorded here. This will list the regions of a country dependent to which country of origin details have been recorded.

It will be possible to record Unknown values too;

- Unknown – patient not asked
- Unknown – patient was asked but the question was not answered
- Unknown – not specified
- Other Region Not listed – to accommodate the circumstances where the regions outlined do not reflect what the woman has outlined.

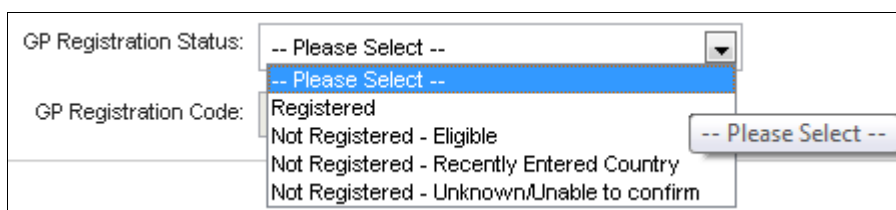


A screenshot of a dropdown menu for 'Region of Country of Origin'. The menu is open, showing a list of regions. The top item is '--Please Select--'. Below it are 18 regions, each with a unique code: SOM01: Awdal, SOM02: Bakool, SOM03: Banaadir, SOM04: Bari, SOM05: Bay, SOM06: Galguduud, SOM07: Gedo, SOM08: Hiran, SOM09: Lower Juba, SOM10: Lower Shebelle, SOM11: Middle Juba, SOM12: Middle Shebelle, SOM13: Mudug, SOM14: Nugal, SOM15: Sanaag, SOM16: Sool, SOM17: Togdheer, SOM18: Woqooyi Galbeed. Below these are four 'Unknown' categories: SOMX1: Unknown - Patient Not Asked, SOMX2: Unknown - Patient Asked but Not Answered, SOMX3: Unknown - Not Specified, and SOMX4: Other Region - Not Listed.

2.4.8 GP Registration Status

The GP Registration status will help to confirm if the woman or girl is registered to a GP. This is expected to usually be 'Registered', but in the circumstances where this is not available, there are 'Not Registered' default values available. These include:

- Not Registered – Eligible: where a woman could be eligible to register, but is not registered for whatever reason
- Not Registered – Recently Entered Country: where a woman has recently entered the country and is not yet registered to a GP
- Not Registered – Unknown/Unable to confirm: this is the default value where it is either unknown or they're unable to confirm which GP they are registered with



A screenshot of two dropdown menus. The first is labeled 'GP Registration Status:' and has a dropdown arrow pointing down. The second is labeled 'GP Registration Code:' and has a dropdown arrow pointing down. The dropdown menu for 'GP Registration Code:' is open, showing four options: Registered, Not Registered - Eligible, Not Registered - Recently Entered Country, and Not Registered - Unknown/Unable to confirm. A third dropdown menu is visible to the right of the 'GP Registration Code:' dropdown, with the text '-- Please Select --'.

2.4.9 GP Registration Code

Where a GP Registration Code is available it will be possible to search for this from the following pop up window:

Select a GP Practice ✕

Show entries Search all columns:

Code	Name
A83007	DR. P. BURRELL & PARTNERS
A83008	HALLGARTH SURGERY
A83009	BRIDGE END SURGERY
A83010	MOORLANDS SURGERY
A83011	CLAYPATH & UNIVERSITY MEDICAL GROUP
A83012	WILLIAM BROWN CENTRE
A83013	NEASHAM ROAD SURGERY
A83014	BELMONT & SHERBURN MEDICAL GROUP
A83015	STATION VIEW MEDICAL CENTRE
A83016	TANFIELD VIEW MEDICAL GROUP

Showing 1 to 10 of 14,804 entries ◀ Previous Next ▶

Where it is outlined that the woman or girl is not registered to a GP practice for whatever reason, the GP registration field will be automatically greyed out.

GP Registration Status:

GP Registration Code: 

2.5 Submitting


Once all details have been entered, select 'Submit'.

3 Adding Attendance

Once the patient details have been entered to create a Patient Record, it will be possible to update this record with attendance details:

NHS Number: 886 267 2888	Date Of Birth: 01/01/1900	Name: TEST Miss
--------------------------	---------------------------	-----------------

Record Tree

 Patient: 886 267 2888 [Edit record](#) [Delete Record](#) [Add Attendance](#)

Once 'Add Attendance' is selected the following will be displayed to the user:

NHS Number: 886 267 2888	Date Of Birth: 01/01/1900	Name: TEST Miss
--------------------------	---------------------------	-----------------

Attendance

Attendance Details

Care Contact date: **i** **required*

Referral Organisation Type: **i**

Referral Organisation Code: **i**

Site of Treatment: **i**

Treatment Function Area: **i**

Pregnancy Status: **i**

How was the FGM identified?: **i** **required*

FGM Family History: **i**

Number of daughters the woman has under 18?: **i**

Advised on the health implications of FGM?: **i**

Advised on the illegalities of FGM?: **i**

Were any daughters born at this attendance?: **i**

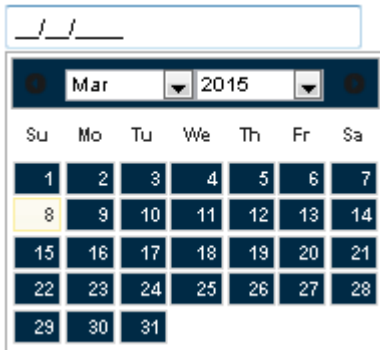
Country of birth of baby's father:

Country of origin of baby's father:

[← Back](#) [Submit →](#)

3.1 Care Contact Date

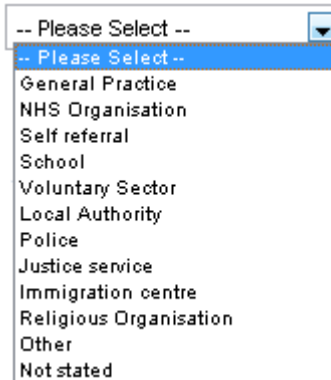
This will be the date of the attendance where FGM was identified, treatment was provided or a procedure for FGM was undertaken.



A date picker interface showing a calendar for March 2015. The month and year are displayed at the top. The calendar grid shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 31. The date 8 is highlighted in yellow.

3.2 Referral Organisation Type

This is used to determine the type of organisation a referral was made from:



A dropdown menu for selecting the referral organisation type. The menu is open, showing the following options: -- Please Select --, General Practice, NHS Organisation, Self referral, School, Voluntary Sector, Local Authority, Police, Justice service, Immigration centre, Religious Organisation, Other, and Not stated.

3.3 Referral Organisation Code

Where General Practice or NHS Organisation has been entered then a pop up window will allow the specific organisation code to be recorded.

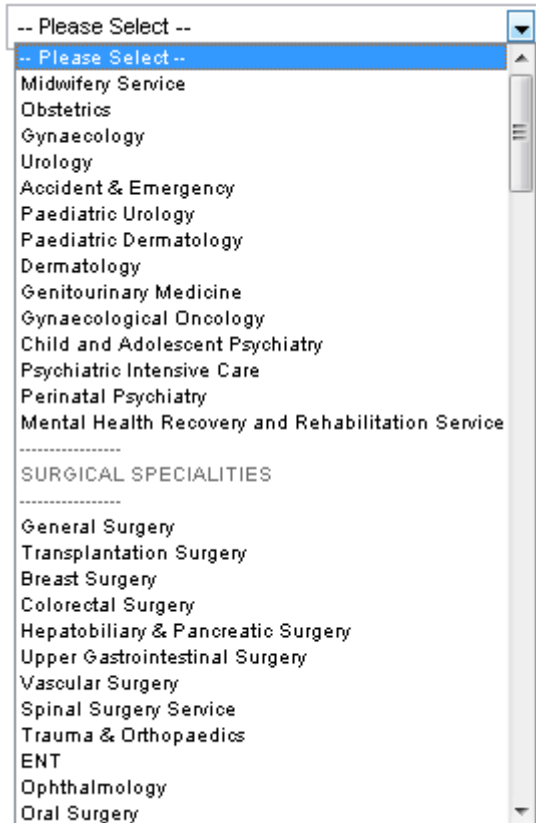
If any other type or referral organisation type is selected, then no code will be required.

3.4 Site of Treatment

When entering this field, a pop up window will be displayed, allowing the user to choose the site code of the organisation where the attendance, consultation or treatment with the patient, identified with having undergone FGM took place.

3.5 Treatment Function Area

Details of the specific treatment function area where treatment was provided are entered here. The most prominent treatment areas are listed first, with all other treatment function areas listed below.

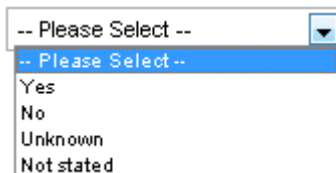


A screenshot of a dropdown menu for 'Treatment Function Area'. The menu is open, showing a list of medical specialties. The top two options are '-- Please Select --'. The list includes: Midwifery Service, Obstetrics, Gynaecology, Urology, Accident & Emergency, Paediatric Urology, Paediatric Dermatology, Dermatology, Genitourinary Medicine, Gynaecological Oncology, Child and Adolescent Psychiatry, Psychiatric Intensive Care, Perinatal Psychiatry, and Mental Health Recovery and Rehabilitation Service. A separator line is followed by 'SURGICAL SPECIALITIES'. Below this, the list continues with: General Surgery, Transplantation Surgery, Breast Surgery, Colorectal Surgery, Hepatobiliary & Pancreatic Surgery, Upper Gastrointestinal Surgery, Vascular Surgery, Spinal Surgery Service, Trauma & Orthopaedics, ENT, Ophthalmology, and Oral Surgery.

3.6 Pregnancy Status

The pregnancy status details are requested and list the following options to be recorded.

- Unknown: where it is simply not known at that current time
- Not stated: where a woman or girl was asked but the question was not answered



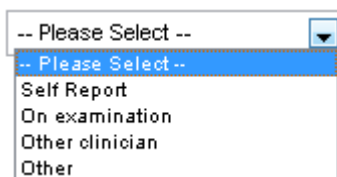
A screenshot of a dropdown menu for 'Pregnancy Status'. The menu is open, showing four options: '-- Please Select --', 'Yes', 'No', 'Unknown', and 'Not stated'. The first option is highlighted in blue.

3.7 How was the FGM identified?

This field allows the user to confirm how the FGM information was made known to the healthcare worker. If 'Self Report' is chosen, it is expected that a clinical examination may not have been undertaken to confirm the FGM status and that the woman volunteered this information.

Where 'On examination' has been selected, this will indicate that a clinical examination of the woman or girl has been undertaken which will then allow for the confirmation on the type of FGM identified, where this is possible to do so.

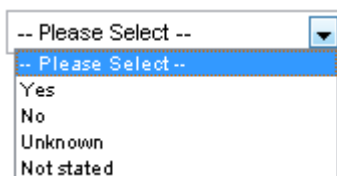
'Other clinician' will indicate that a referral has been made and within that referral FGM has been identified. If the healthcare worker in receipt of the referral does not undertake a clinical examination, 'Other clinician' would be recorded here.



A screenshot of a web form dropdown menu. The menu is open, showing the following options: "-- Please Select --", "-- Please Select --", "Self Report", "On examination", "Other clinician", and "Other". The first two options are highlighted in blue.

3.8 FGM Family History

This field is used where the woman or girl says that other family members (e.g mother, sisters, aunts, grandmothers, cousins) have FGM or a member of their wider community group (e.g guardians, in-laws, wider social group) has FGM



A screenshot of a web form dropdown menu. The menu is open, showing the following options: "-- Please Select --", "-- Please Select --", "Yes", "No", "Unknown", and "Not stated". The first two options are highlighted in blue.

3.9 Number of daughters the woman has under 18?

This will indicate if there are wider risks to other daughters the woman has, but with the asking of this question, there may be local safeguarding procedures that will need to be undertaken to directly address the potential risks of those other daughters.

The responses range from 'None' up to 20 daughters. It is also possible to record that the answer is 'Unknown' or that it was 'Not Stated', indicating that the question was asked but an answer was not given.

3.10 Advised on health implications of FGM?

This will help to confirm that health implications of FGM have been discussed with the woman or girl.

The response options, include 'Yes', 'No' and also 'Unknown' where applicable.

3.11 Advised on illegalities of FGM?

This will help to confirm that the illegalities of FGM have been discussed with the woman or girl.

The response options, include 'Yes', 'No' and also 'Unknown' where applicable.

3.12 Were any daughter's born at this attendance?

This will help understand if there are wider risks to a daughter born at this attendance. Following the asking of this question, it may be that local safeguarding considerations are required where a woman with FGM gives birth to a daughter.

The responses here include 'Yes' or 'No'

3.13 Country of birth of baby's father

Where available users can include the country of birth of the baby's father, following confirmation of a daughter being born at this attendance. This is optional.

3.14 Country of origin of baby's father

Where available users can include the country of origin of the baby's father, following confirmation of a daughter being born at this attendance. This is optional.

3.15 Submitting

Once all Attendance details have been completed, click on 'Submit'.

4 Adding FGM

Once the attendance details have been entered, it will be possible to update this record with FGM details.

NHS Number: 886 267 2888 Date Of Birth: 01/01/1900 Name: TEST Miss

Record Tree

Patient: 886 267 2888 [Edit record](#) [Delete Record](#) [Add Attendance](#)

Attendance: Care Contact date: 05/01/2015 [Edit record](#) [Delete Record](#) [Add FGM](#)

Once 'Add FGM' is selected the following will be displayed to the user:

NHS Number: 886 267 2888 Date Of Birth: 01/01/1900 Name: TEST Miss

FGM

FGM Details

FGM Activity Identified: *required*

FGM Type 4 Qualifier:

Deinfibulation Undertaken?:

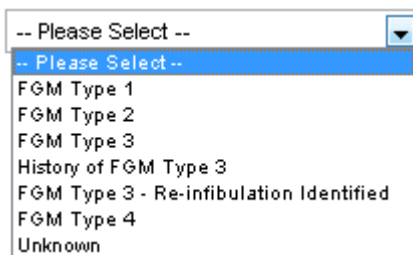
Age Range when FGM was undertaken?:

Country where FGM was undertaken?:

[Back](#) [Submit](#)

4.1 FGM Activity Identified

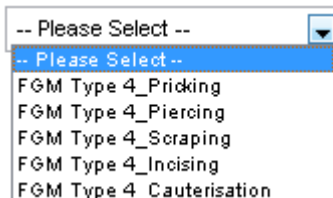
This is a required field and must be populated. The following options will be available to the user to record;



- FGM Types 1, 2, 3 and 4 should already be understood, but these reflect the FGM Types as outlined by the WHO classifications
<http://www.who.int/reproductivehealth/topics/fgm/overview/en/>
- History of FGM Type 3 describes the current FGM state, where a woman or girl has had FGM Type 3, but has since been deinfibulated
- FGM Type 3 – Reinfibulation Identified: where a woman or girl has been closed previously, opened as part of a deinfibulation procedure, but is currently closed again.
- FGM Type Unknown: this is to support the circumstances where it has not been possible to identify what FGM Type the woman or girl has

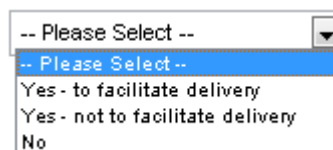
4.2 FGM Type 4 Qualifier

This only becomes available when FGM Type 4 is selected in the FGM Activity Identified drop down list. The qualifiers are shown below, but these are optional and should be left blank if they do not apply. Only one option can be selected.



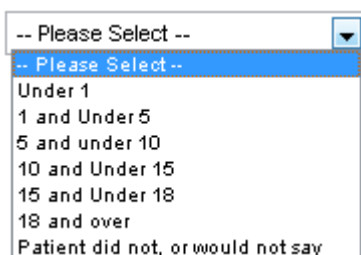
4.3 Deinfibulation Undertaken?

This will help to confirm that at this care contact, a deinfibulation procedure has been undertaken. These will include confirmation that a deinfibulation procedure was undertaken, to facilitate the delivery of a birth or not, or that no deinfibulation procedure was undertaken at this care contact.



4.4 Age range when FGM was undertaken

To help confirm when FGM was undertaken, the following age range options have been identified which will need to be completed.



A screenshot of a web form dropdown menu. The menu is open, showing a list of age range options. The top option is "-- Please Select --" and is highlighted in blue. Below it are the following options: "Under 1", "1 and Under 5", "5 and under 10", "10 and Under 15", "15 and Under 18", "18 and over", and "Patient did not, or would not say".

4.5 Country where FGM was undertaken?

This will be the country drop down list again to confirm where FGM was undertaken. This will also include the options as before to support the circumstances where a woman or girl does not state where this occurred.

4.6 Submitting

Once the FGM details have been completed, click on 'Submit'.

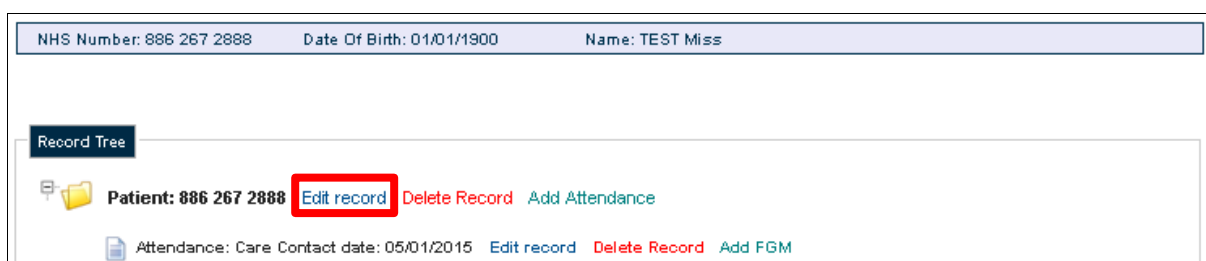
5 Updating Records

A user may not know that a woman or girl already has her information recorded within CAP.

When entering the NHS Number and date of birth details, any existing record will be displayed to the user.

5.1 Updating Patient Details

Where a woman or girl has details already recorded within CAP, it will be possible to edit the Patient Details



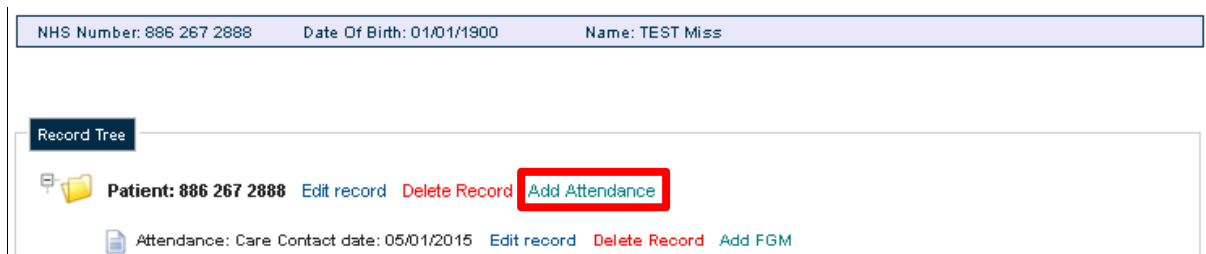
The screenshot shows a header bar with patient information: NHS Number: 886 267 2888, Date Of Birth: 01/01/1900, and Name: TEST Miss. Below this is a 'Record Tree' section. Under the 'Record Tree' header, there is a folder icon and the text 'Patient: 886 267 2888'. To the right of this text are three buttons: 'Edit record' (highlighted with a red box), 'Delete Record', and 'Add Attendance'. Below this, there is a document icon and the text 'Attendance: Care Contact date: 05/01/2015'. To the right of this text are three buttons: 'Edit record', 'Delete Record', and 'Add FGM'.

After clicking on 'Edit Record' it will be possible to update the Patient Record.

If no Patient details have changed, then Attendance details for the current contact date will need to be added.

5.2 Updating Attendance Details

In addition to updating the Patient Record, it is also possible to add another Attendance Record by clicking on 'Add Attendance'.



The screenshot shows the same header bar as the previous image. In the 'Record Tree' section, the 'Add Attendance' button is now highlighted with a red box. The other elements, including the patient information and the 'Attendance: Care Contact date: 05/01/2015' section, remain the same.

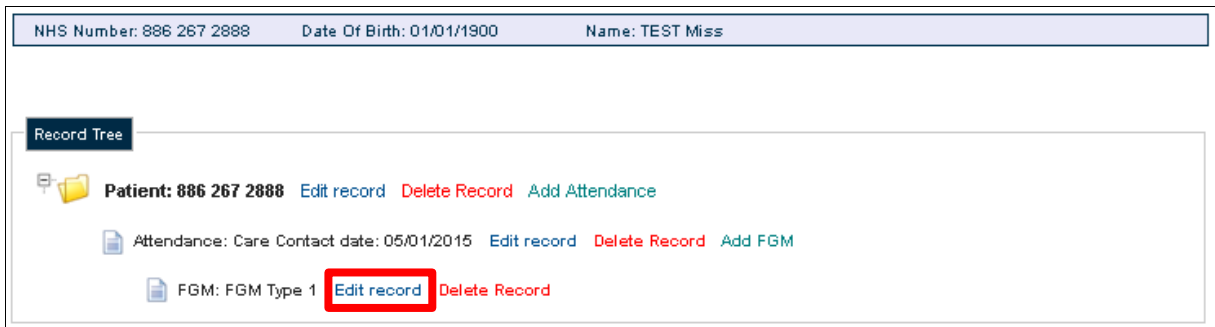
New Attendance details should be added accordingly.

5.3 Updating FGM Details

Whilst it will be possible to update FGM details, it is not expected that these details will change for a woman or girl. However, it will be possible to update these details too, by clicking on 'Edit Record'.

It is anticipated that the FGM details would only change to record Deinfibulation details or possibly updates to the age range when FGM was undertaken if not previously known or also the Country where the FGM was undertaken.

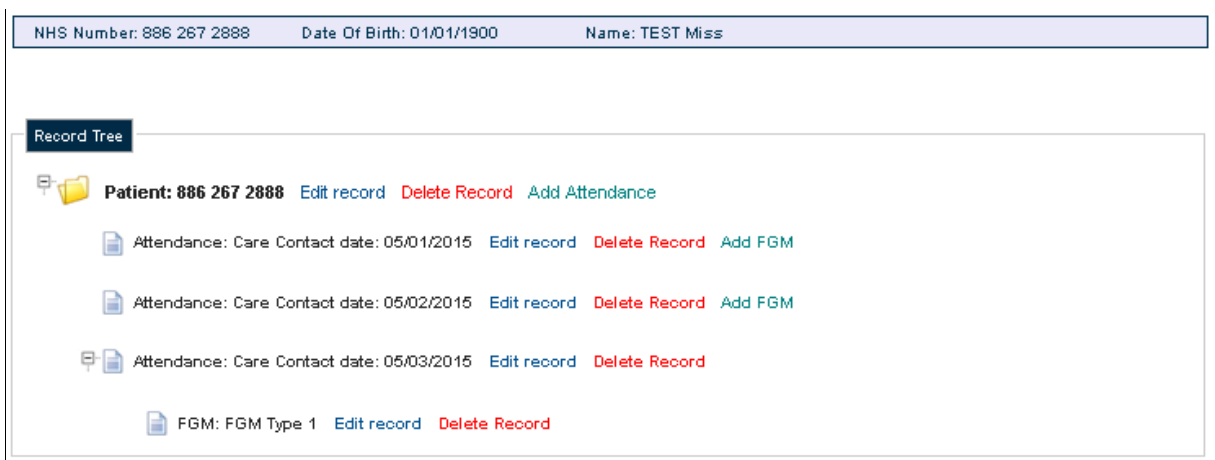
Previous details of what had been recorded will be displayed to the new user.



The screenshot shows a patient record interface for NHS Number: 886 267 2888, Date Of Birth: 01/01/1900, and Name: TEST Miss. Under the 'Record Tree' section, there is a folder icon for 'Patient: 886 267 2888' with links for 'Edit record', 'Delete Record', and 'Add Attendance'. Below this, there are two document icons: 'Attendance: Care Contact date: 05/01/2015' with links for 'Edit record', 'Delete Record', and 'Add FGM'; and 'FGM: FGM Type 1' with links for 'Edit record' (highlighted with a red box) and 'Delete Record'.

5.4 Historic Records

As more attendance details are added over a period of time, these additional attendance records will be seen as follows:



The screenshot shows the same patient record interface as above, but with three attendance records listed under the 'Record Tree' section: 'Attendance: Care Contact date: 05/01/2015', 'Attendance: Care Contact date: 05/02/2015', and 'Attendance: Care Contact date: 05/03/2015'. Each record has links for 'Edit record', 'Delete Record', and 'Add FGM'. The 'FGM: FGM Type 1' record at the bottom still has links for 'Edit record' and 'Delete Record'.

6 Upload File

As part of the design of CAP, it is possible to enter FGM information into CAP by three different mechanisms. These are briefly outlined below:

1. Direct entry in to CAP
2. Collection tools, mapped to the CSV specification
3. Existing clinical systems developed to provide a FGM extract to upload to CAP

Prior to any uploading of information into CAP it will be necessary to determine locally which option is to be used, and where necessary any mapping to the CSV specification should be completed before uploading begins.

Some of the clinical system suppliers have developed reports, which map to the specifications required in CAP, that can be run from a providers clinical system, when a report is run locally it must still be uploaded into CAP using the methods described below

Guidance on manual data entry is provided above (sections 2-5); guidance on uploading files is provided below.

6.1 Collection Tools

Locally users need to decide which mechanism best suits their organisation if there are only 1 or 2 women whose' data needs to be submitted then manual data entry is probably the easiest. .

The CSV file specification (found within the FGM Enhanced Dataset Excel file) http://content.digital.nhs.uk/media/18370/FGM-Enhanced-Dataset/xls/FGM_Enhanced_Dataset_v1.2.xls

this includes the data items and reference data required for a successful upload. Refer to the tab labelled Model and reference Data.

6.1.1 Existing collection tools and direct entry to CAP

Existing collection tools will need to ensure that they are mapped appropriately to the fields within the CSV specification which could be used as part of, or following a consultation with a woman or girl.

Where existing collection tools are used, there may be additional information (which is not required for the FGM Enhanced Dataset) which still needs to be collected locally. When mapping to the upload file, these additional items required locally will not be required by CAP.

These completed collection tools can then be provided to the Information Team, or Practice Manager, who in turn access CAP and directly populates the relevant information.

6.1.2 Existing collection tools mapped to the upload file

As above, existing local collection tools that are mapped to the CSV specification, can be uploaded to CAP.

6.1.3 Example proforma tool for file upload

Example CSV files;



Patient_Test.csv



Attendance_Test.csv

v



FGM_Test.csv

6.2 Existing Clinical Systems

Where it is decided locally to use existing clinical systems, it will be necessary to ensure that all the FGM Enhanced Dataset items can be appropriately extracted from those systems, and mapped to the CSV specification, prior to any submission to CAP.

The actual system development undertaken will need to be determined locally, but may include for example,

- the inclusion of additional 'FGM' fields within existing patient records
- specific FGM templates associated to a patient record
- FGM modules associated to a patient record

6.3 Mapping to the Upload File

File upload will involve the creation of three CSV files from the data source used following the examples in 6.1.3. This will include;

- Sequencing the data collected locally onto a CSV file in the order listed within the CSV specification.
- The header row for each file is optional. If one is used, then the name of the first column has to be preceded by the word HEADER_. You will need to create three separate files – one for each record type (patient, attendance, FGM)
- Ensure that the data entered match the format and type indicated in the 'Reference Data' worksheet in the upload file
- Save each file using the correct name:
 - Patient_abc.csv
 - Attendance_abc.csv
 - FGM_abc.csv

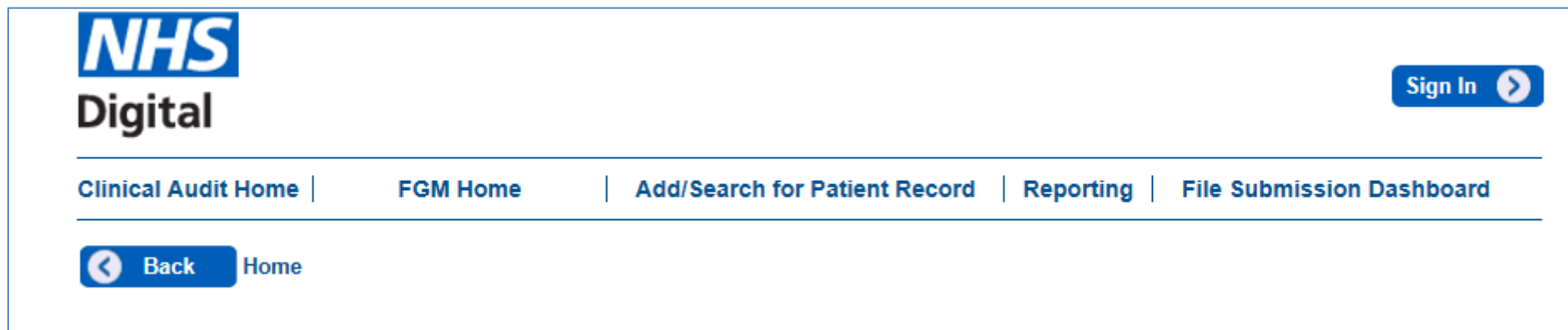
(where abc can be anything to help identify the file locally, e.g. patient_July 2015.csv)

PLEASE NOTE: If you open a CSV extract in Excel you may need to change the properties of some of the columns in order to display the data correctly. The required values can be found in the 'Reference data' tab of the CSV specification. Please also be aware that Excel sometimes removes leading zeroes, e.g. 0123 456 will be changed to 123456. Excel does not display double quotes.

Once the relevant record type files have been created these can then be uploaded to CAP.

6.4 Upload File

The Upload Files will be available from within CAP using the File Submission Dashboard .



6.4.1 Upload File: Patient

An example of the upload file for Patient is outlined below;

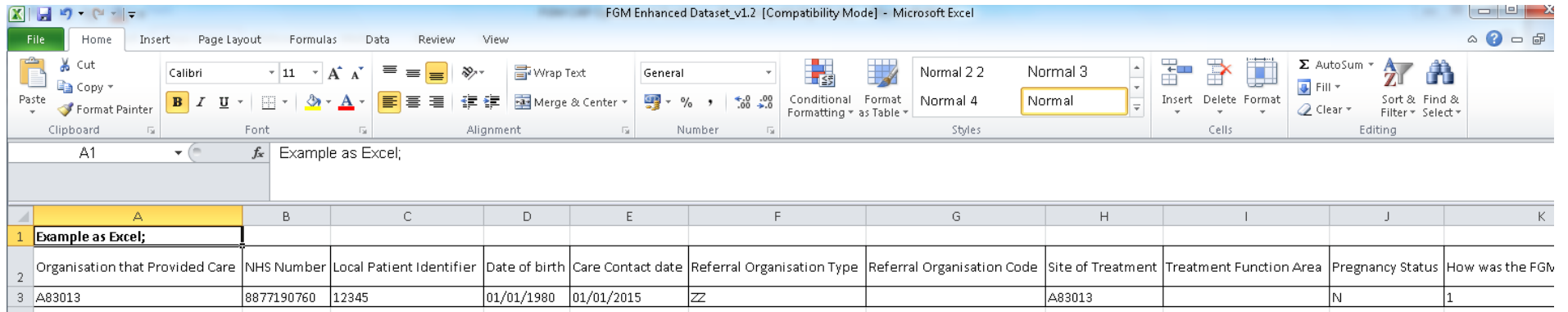
```
HEADER_OrganisationThatProvidedCare,NHSNumber,LocalPatientIdentifier,DateOfBirth,PostcodeOfUsualAddress,Forename,Surname,CountryOfBirth,
CountryOfOrigin,RegionOfCountryOfOrigin,GPRRegistrationCode,A83013,8877190760,12345,01/01/1980,TE3 7ER,Testforename,Testsurname,GBR,CAF,
CAF03,A83013
```

6.4.2 Upload File: Attendance

An example of the upload file for Attendance is outlined below;

```
HEADER_OrganisationThatProvidedCare,NHSNumber,LocalPatientIdentifier,DateOfBirth,CareContactDate,ReferralOrganisationType,SiteOfTreatment,Treatm
entFunctionArea,PregnancyStatus,HowWasTheFGMIdentified,FGMFamilyHistory,NumberOfDaughtersTheWomanHasUnder18,AdvisedOnTheHealthImplicati
onsOfFGM,AdvisedOnTheIllegalitiesOfFGM,WereAnyDaughtersBornAtThisAttendance,CountryOfBirthOfBabysFather,CountryOfOriginOfBabysFather
```

A83013,8877190760,12345,01/01/1980,01/01/2015,ZZ,,A83013,,N,1,Y,3,Y,Y,N,GBR,GBR



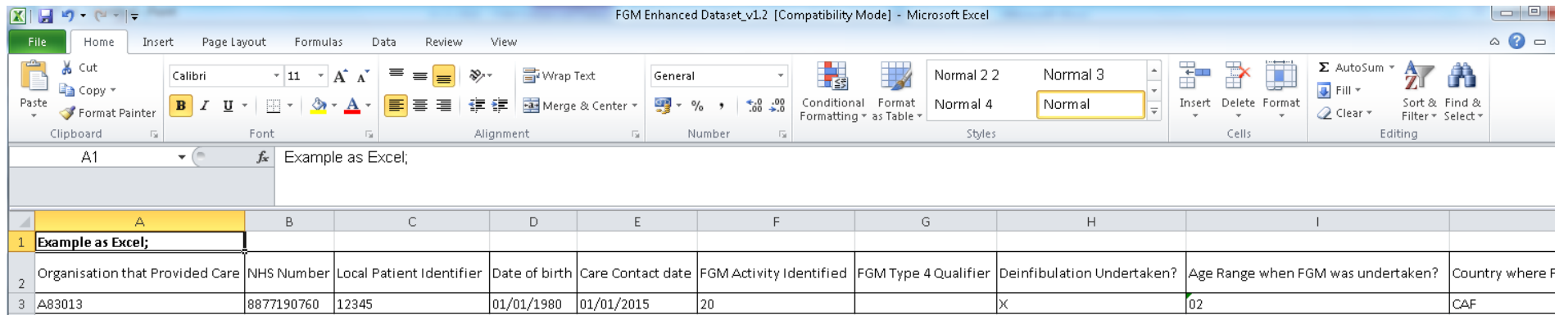
The screenshot shows the Microsoft Excel interface with the following data table:

	A	B	C	D	E	F	G	H	I	J	K
1	Example as Excel;										
2	Organisation that Provided Care	NHS Number	Local Patient Identifier	Date of birth	Care Contact date	Referral Organisation Type	Referral Organisation Code	Site of Treatment	Treatment Function Area	Pregnancy Status	How was the FGM
3	A83013	8877190760	12345	01/01/1980	01/01/2015	ZZ		A83013		N	1

6.4.3 Upload File: FGM

An example of the upload file for FGM is outlined below;

HEADER_OrganisationThatProvidedCare,NHSNumber,LocalPatientIdentifier,DateOfBirth,CareContactDate,FGMActivityIdentified,FGMType4Qualifier,DeinfibulationUndertaken,AgeRangeWhenFGMWasUndertaken,CountryWhereFGMWasUndertaken,A83013,8877190760,12345,01/01/1980,01/01/2015,20,,X,02,CAF



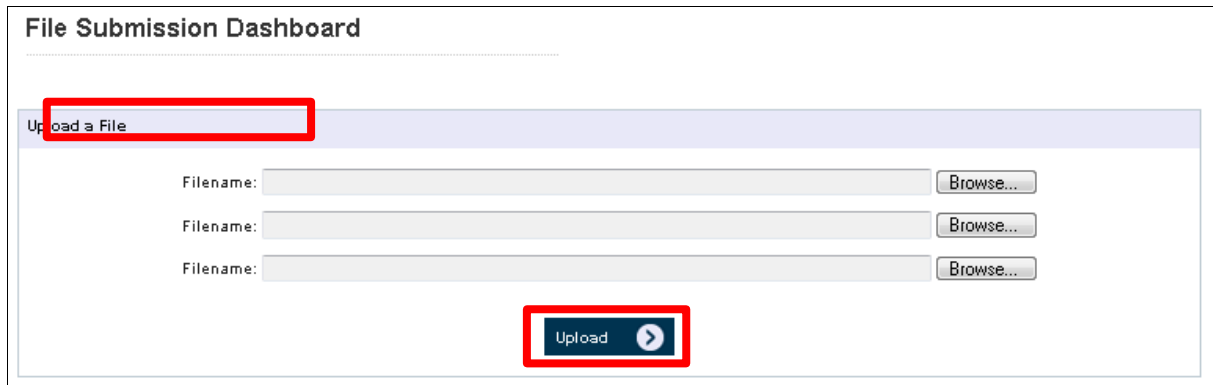
The screenshot shows a Microsoft Excel spreadsheet titled "FGM Enhanced Dataset_v1.2 [Compatibility Mode]". The ribbon is set to "Home" with the "Font" group selected. The active cell is A1, containing the text "Example as Excel;". Below this, a table is displayed with the following data:

	A	B	C	D	E	F	G	H	I	
1	Example as Excel;									
2	Organisation that Provided Care	NHS Number	Local Patient Identifier	Date of birth	Care Contact date	FGM Activity Identified	FGM Type 4 Qualifier	Deinfibulation Undertaken?	Age Range when FGM was undertaken?	Country where F
3	A83013	8877190760	12345	01/01/1980	01/01/2015	20		X	02	CAF

6.5 File Submission Dashboard

From the FGM Home page, it will be possible to select the File Submission Dashboard;

Click on 'File Submission Dashboard'

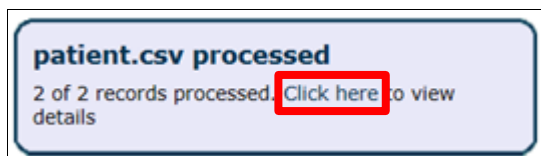


The screenshot shows the 'File Submission Dashboard' interface. At the top, there is a header 'File Submission Dashboard'. Below it, there is a section titled 'Upload a File' which is highlighted with a red box. Underneath, there are three rows, each with a 'Filename:' label, a text input field, and a 'Browse...' button. At the bottom of this section, there is a blue 'Upload' button with a right-pointing arrow, also highlighted with a red box.

When in the File Submission Dashboard, it will be possible to upload the relevant files to CAP.

Once the relevant file locally has been identified, click on 'Upload'

Once 'Upload' has been selected, the files will be processed and a message will appear once they are processed.



Select the 'Click here' text to see if the upload was successful or if there were any warnings/ errors identified.

6.5.1 Errors and Notifications

Following submission of the upload files errors and notifications may be displayed to the user, with an example of these outlined below.

File Name: FGM_Test.csv File Type: fgm No. Of Records: 4
✔ Successfully imported: 0 ⚠ Successfully imported with warnings: 3 ❌ Unsuccessful: 1

Show entries Search:

[Download CSV](#)

Row	NHS Number	Status	Notifications
1		Record Import Unsuccessful - Errors Generated	<ul style="list-style-type: none">❌ The value entered for Date of birth [Date of birth] is invalid. This is a required field.❌ The value entered for Care Contact date [Care Contact date] is invalid. This is a required field.❌ FGM Activity Identified [FGM Activity Identified] is not in the list of valid values. This is a required field.❌ Error processing record. Please contact administrator. Error Id: ddf97c41-3195-48ee-8f4f-8f52ae50ea6c⚠ The value entered for NHS Number [NHS Number] is invalid.⚠ Local Patient Identifier has a max length of 20.⚠ FGM Type 4 Qualifier [FGM Type 4 Qualifier] is not in the list of valid values.⚠ Deinfibulation Undertaken? [Deinfibulation Undertaken?] is not in the list of valid values.⚠ Age Range when FGM was undertaken? [Age Range when FGM was undertaken?] is not in the list of valid values.⚠ Country where FGM was undertaken? [Country where FGM was undertaken?] is not in the list of valid values.

From here it will be possible to determine;

- how many records were successfully imported to CAP
- how many records were successfully imported with warnings
- how many records were unsuccessful in being imported

The records successfully imported [✔] had no errors with their data. All the data for this patient has been uploaded to CAP. This data will be included in future publications. Although submitted to the system, publications will not include patient identifiable information

The records successfully imported with a warnings [⚠] means that the record has been submitted to CAP, but there were some issues with non-required data items. It may be that a non-required data item has been submitted or a data item has an invalid value.

The records unsuccessfully imported [❌] mean that this record has not been submitted to CAP. This may be because a required data item is missing or has an invalid value. The data items must be corrected and uploaded again to ensure a successful submission.

The error messages and warnings should be self-explanatory. Users should address all error messages and correct their CSV file before uploading to CAP. Users should try to address all warnings – these can be updated by amending and uploading the CSV file again or manually searching for the patient and editing the record.

6.5.2 Reference Data

Where invalid values are outlined in the errors or warnings, a list of all valid entries available can be found under the 'Reference data' tab in the CSV specification.

6.5.3 Uploading Sequence

When uploading the Patient, Attendance and FGM files, it is suggested that these are uploaded one at a time to ensure all errors and warnings are addressed prior to the subsequent uploading of the Attendance and FGM files. It is still possible to upload all the files at the same time.

6.5.4 Date formats

Within the direct entry within CAP, the user will be limited to recording in the DD-MM-YYYY format. Within the File Upload it will be possible to record the information in either the DD-MM-YYYY format or the CCYY-MM-DD format, but CAP will store all records using the CCYY-MM-DD format.

7 Reporting

The following section outlines the reports available within CAP. These reports include the following:

- System Reports
- Missing Key Fields Reports
- Under 18s Reports

To access the reports, click on Reporting.



7.1 System Reports

These provide access to a download of what has been submitted to CAP at Trust, Site and Individual level.

[Clinical Audit Home](#) |
 [FGM Home](#) |
 [Add/Search for Patient Record](#) |
 [Reporting](#) |
 [File Submission Dashboard](#)

[← Back](#) [Home > Report](#)

System Reports

[▶ Trust Level](#)
[▶ Site Level](#)
[▶ Individual Level](#)

- Trust Level provides users within trusts with an extract of all data submitted* by users registered against the same trust as them, eg RA7.
- Site Level provides users within trusts and GP practices with an extract of all data submitted by users registered against the same five or six digit code as them, eg RA772 or A81027.
- Individual Level provides users within trusts and GP practices with an extract of only the data they submitted.

Note: Submitted data includes records updated, as well as records created. The extract reports are based on the date the record was created

For each level it is possible to select a From date and To date as required locally. Once dates have been determined, click on Extract.

From date: ❗ *required

To date: ❗ *required

[Extract](#)

The extract generated is a CSV file. You will be given the option to open or save the extract. If you choose to open, it will open the file in Excel, as shown below.

	A	B	C	D	E	F	G	H	I	J	K	L
1	NhsNumber	ProviderOrganisation	LocalPatientIdentifier	DateOfBirth	Postcode	Forename	Surname	CountryOf	CountryOf	RegionOf	GpRegistr	CareCont
2	1111111111	Y00800		13/01/1978 00:00	LS1 4JT	Miss	Test	United Kir	Unknown		V81997	05/05/20
3	8811354056	RR801		02/01/1963 00:00	Ls1 2AW	Miss	Tester	Egypt	Egypt	Giza	A83010	14/05/20
4	8863846782	RR801	24680A	24/08/2006 00:00	Ls1 4rt	Miss	Tester2	Somalia	Somalia		V81999	14/05/20
5	8868646897	RHU09		16/10/2002 00:00	LS2 4AB	Miss	Tester3	United Kir	Ghana		A83009	15/04/20

7.2 Missing Key Field Reports

These provide the user with details of which records submitted to CAP have not had the NHS Number included. NHS Number is required for information within a record to be included in any publications. To avoid restricting the capture of FGM information where the NHS Number is not immediately available to a user, local patient identifiers can be used initially and updated with NHS Number later.

The Missing Key Field Report focuses on identifying records which do not have an NHS Number and allows users to populate NHS Number when it becomes available.

This report includes all records whether entered manually and directly into CAP or submitted as bulk upload of several patient records via CSV file submission.

From the Reporting list, click on Missing Key Fields Report and then on NHS Number.

Clinical Audit Home | FGM Home | Add/Search for Patient Record | Reporting | File Submission Dashboard

[← Back](#) Home > Report

Missing Key Fields

[> Nhs Number](#)

The report displays details for all records where the NHS Number has not been provided. It is possible to select a From date and To date. The record details displayed, such as Local Identifier, are provided to help users to obtain the NHS Number. Clicking on “Edit Record” will take you to the Patient Details where the NHS Number can be populated.

Clinical Audit Home | FGM Home | Add/Search for Patient Record | Reporting | File Submission Dashboard

[← Back](#) Home > Report > Missing Key Field Reports

Missing Key Fields Nhs Number

From date: *required

To date: *required

[Change Dates](#)

Organisation Name: Admin user organisation Organisation Code: HSCIC No. Of Records: 1

	Forename	Surname	DOB	GP Code	Local Identifier	Provider Org	Postcode
Edit Record	jo	smith	01/01/1900		12345	RV820	Is1 6ae





Having clicked on “Edit Record”, the Patient Information screen is displayed to the user and the NHS Number, once obtained locally, can be updated within CAP.

[← Back](#) [Home](#)

Local patient identifier: 12345 Date Of Birth: 01/01/1900 Name: SMITH jo

Patient Information

Patient Details

Organisation that Provided Care:	<input type="text" value="RV820"/>	
NHS Number:	<input type="text"/>	
Local Patient Identifier:	<input type="text" value="12345"/>	
Is Patient Birth Date Known?:	<input type="text" value="No"/>	

7.3 Under 18s Report

This report provides details of all the girls under 18 identified with FGM submitted by the user's organisation. The details are provided in an extract which can be saved locally.

From the Reporting page, click on Under 18s Reports, then on Organisation Report.

From and To dates can be selected.

Once “Extract” has been clicked on, the user will be provided with the following information: the reporting month, the NHS Number of the girl and their date of birth, the FGM activity identified, and any deinfibulation information if applicable, the site code of treatment and also the Care Contact Date.

	A	B	C	D	E	F	G
1	Month Report	NhsNumber	DoB	FGMActivityIdentified	De-infibulationUndertaken	CareContactDate	SiteCodeOfTreatment
2	May	8863846782	24/08/2006	FGM Type 2	No	14/05/2015	
3	May	8868646897	16/10/2002	FGM Type 3	Yes - not to facilitate delivery	15/04/2015	
4	June	2222222222	01/06/1998	FGM Type 3 - Re-infibulation Identified		01/06/2015	

The reporting month is the month in which the data was submitted rather than when the Care Contact occurred. Therefore, the Care Contact Date may be prior to the reporting month.