

DCB1609

Child Protection

Information Sharing

Change Specification

Published 31 May 2019

Information and technology
for better health and care

Data Coordination Board

This information standard (DCB1609) has been approved for publication by the Department of Health and Social Care under [section 250 of the Health and Social Care Act 2012](#).

Assurance that this information standard meets the requirements of the Act and is appropriate for the use specified in the specification document has been provided by the Data Coordination Board (DCB), a sub-group of the Digital Delivery Board.

This information standard comprises the following documents:

- Change Specification
- Requirements Specification
- Implementation Guidance.

An Information Standards Notice (DCB1609 Amd 113/2018) has been issued as a notification of use and implementation timescales. Please read this alongside the documents for the standard.

The controlled versions of these documents can be found on the [NHS Digital website](#). Any copies held outside of that area, in whatever format (e.g. paper, email attachment), are considered to have passed out of control and should be checked for currency and validity.

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Document management

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Reviewers

This document must be reviewed by the following people:

Reviewer name	Title / Responsibility	Date	Version
Jill Hepworth	Programme Manager	05/06/2015	1.0
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Glossary of Terms

Term / Abbreviation	What it stands for
CP	Child Protection
CAP	Common Assurance Process
CP-IS	Child Protection Information Sharing service http://systems.NHS.Digital.gov.uk/CP-IS
CPP	Child Protection Plan
CP-IS	Generic term for all Child Protection Plan, Unborn Child Protection Plan and Looked After Child information (https://digital.nhs.uk/services/child-protection-information-sharing-project)
DfE	Department for Education
DHSC	Department of Health and Social Care
Full Care Order	<i>Under Section 31 (of the Children's Act 1989):</i> It allows the Local Authority to share Parental Responsibility for a Child and determine (after consultation) important issues affecting a child. This would include where a child should live and with whom
NHS DIGITAL	NHS Digital (formerly the Health and Social Care Information Centre)
Interim Care Order	<i>Under Section 38 (of the Children's Act 1989):</i> The Court can make an Interim (temporary) Care Order until it has time to consider the case fully and until sufficient evidence has been compiled. A first interim Care Order can last for 8 weeks, and thereafter it can be renewed by the Court every 28 days.
IGSoC	Information Governance Statement of Compliance
LA	Local Authority
LAC	Looked After Children For the purposes of the CP-IS project, this will specifically be those children that are subject to a Full, Interim or Voluntary Care Order.
NHS DIGITAL	NHS Digital (formerly the Health and Social Care Information Centre)
NHS Spine	The Spine is a collection of national applications, services and directories that support the NHS in the exchange of information across national and local NHS systems
ODS	Organisation Data Service
PDS	Personal Demographic Service
SCRa	Summary Care Record Application
SFT	Secure File Transfer
UCPP	Unborn Child Protection Plan
Validated NHS Number	A validated NHS Number is one that has the correct format and passes the Number check digit calculation.
Verified NHS Number	A verified NHS Number is one where the patient's identity has been cross-checked using demographic details on the Personal Demographics Service (PDS)
Voluntary Care Order	<i>Under Section 20 (of the Children's Act 1989):</i> Children and Young people can be accommodated with the consent of those with parental responsibility

Document Control:

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Contents

1. Introduction	7
1.1 Purpose of Document	7
1.2 Supporting Documents	7
1.3 Related Standards	7
Overview	8
2.1 Summary	8
3. Health and Care Organisations	9
3.1 Requirements	9
3.2 Conformance Criteria	9
4. IT Systems (Health and Care)	10
4.1 Requirements	10
4.2 Conformance Criteria	13
5. Local Authority Organisations	14
5.1 Requirements	14
5.2 Conformance Criteria	14
6. IT Systems Suppliers (LA)	16
6.1 Requirements	16
6.2 Conformance Criteria	19
7. CP-IS Service	20
7.1 Requirements	20
7.2 Conformance Criteria	32
8. Implementation and Use	32
8.1 High Level View	32
8.2 Access to Service	33
9. Operational Use	33
10. Risk and Hazards	34
10.1 Possible risks for NHS	34
10.2 Possible risks for Local Authorities	34

1. Introduction

1.1 Purpose of Document

The purpose of this document is to specify the functional requirements for NHS systems to support the implementation strategy for the Child Protection Information Sharing (CP-IS) Service in England, delivered by the CP-IS Project Team within NHS Digital.

It is intended to inform suppliers of NHS systems and children's social care systems of the required functionality to enable a system to query and retrieve Child Protection Plan, Unborn Child Protection Plan and Looked after Children information (CPP/UCPP/LAC) indicator information.

1.2 Supporting Documents

This document should be read in conjunction with the following specifications in order to deliver the specified functionality.

All referenced documents in this section can be obtained CP-IS from the CP-IS Live Service Operations Team by emailing cpis@nhs.net

Ref #	Reference	Title
1	Requirements Matrix	CP-IS Requirements Matrix and Supporting Information V2.1
2	NHS System Specification	CP-IS System Specification Baseline
3	LA System Specification	CP-IS Local Authority System Baseline Specification
4	User Case	CP-IS Use Case Overview Baseline v1.0
5	Message Performance	CP-IS Message Performance Baseline v1.0
6	Messaging	CP-IS Message Description Baseline v1.0
7	Guidance & Implementation	Implementation Guide CP-IS NHS Guidance CP-IS LA Operational Guide
8	Client Installation	CP-IS Installation Guide for MESH Client v1.0
9	CP-IS Website	https://digital.nhs.uk/services/child-protection-information-sharing-project
10	Demographics - PDS Tracing	https://digital.nhs.uk/services/demographics
11	CP-IS LA Testing Guidance	LA Testing Guidance

1.3 Related Standards

Ref #	Reference	Title
1	ISB 0149	NHS Number
2	ISB 0149-02	NHS Number for Secondary Care
3	DCB0086	Data Security and Protection Toolkit

Overview

2.1 Summary

Standard	
Standard Number	DCB1609
Standard Title	Child Protection – Information Sharing
Description	<p>The CP-IS project is delivering a solution to share a specific information set between Social Care and Health unscheduled care settings with regards to Child Protection to help improve decisions around children who are being abused and/or neglected. It also intends to be a national solution in England that will deal with the issues of migration of children across local boundaries where they are not known in other areas. The dataset shared between social care and health will lead to better outcomes for vulnerable children in society.</p> <p>https://digital.nhs.uk/services/child-protection-information-sharing-project</p> <p>This standard is intended to be delivered at a national level across England by 31st March 2019. In order for child protection to be fully effective all Local Authorities and all NHS unscheduled care settings need to adopt, use and where possible integrate this standard into current processes and solutions. If the adoption of this information is not made across the board this will leave gaps where vulnerable children may be missed and could lead to serious consequences for the child.</p> <p>Data Set:</p> <ul style="list-style-type: none"> • NHS Number • Local Authority Name • Local Authority Code • Local Authority Emergency Duty Team Telephone Number • Local Authority Office Hours Telephone Number • Child Protection Plan Start Date • Child Protection Plan End Date • Looked After Child Start Date • Looked After Child End Date • Unborn Child Protection Plan Start Date • Unborn Child Protection Plan End Date
Applies to	<p>NHS urgent care services in England; Urgent care services commissioned by</p> <p>Emergency Departments</p> <ul style="list-style-type: none"> • Minor Injury Units • Walk in Centres • Maternity Units • GP Out of Hours Services • Paediatric Wards • Ambulance Services. <p>NHS systems suppliers are expected to upgrade all relevant systems in line with the implementation dates shown below.</p>
Release	
Release Number	DCB1609 Amd 113/2018
Release Title	Initial Standard
Release Description	Specific changes have been made to Maternity and 111 requirements, in addition to numerous cosmetic changes

Implementation Completion Date	<p>Local authority children’s social care providers</p> <p>Providers must be using this information standard no later than 31/03/2019.</p> <p>NHS care providers</p> <p>The date for the NHS to be using the fully integrated CP-IS solution or via SCRa is 31/03/2019. 80% by 31/12/2018, and 90% by 31/03/2019.</p> <p>CP-IS</p> <p>NHS care system suppliers</p> <p>System suppliers must update relevant Health IT Systems within 6 months of the publication of the revised ISN (30 November 2019).</p>
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3. Health and Care Organisations

3.1 Requirements

Reference	Requirement
1	NHS Trusts and Providers SHOULD read the Specification in conjunction with the Implementation Guidance to identify how the standard is applicable to them.
2	NHS Trusts and Providers MUST review their system compatibility against this standard to identify any changes required to current practice and systems to ensure compliance with the standard. Integration with CP-IS is via local systems or Summary Care Record Application (SCRa).
5	CP-IS does not replace existing safeguarding processes and procedures. NHS Trusts and Providers SHOULD review current practices to identify how CP-IS will support existing functions and clinical practice.

3.2 Conformance Criteria

This section describes the tests that can be measured to indicate that the information standard is being used correctly by an organisation (conformance criteria).

Reference	Criteria
1	Over 80% of NHS Trusts and Providers have implemented CP-IS using an interim solution i.e. Summary Care Record Application (SCRa) by 31/12/2018, and 90% by 31/03/2019
2	NHS Trusts and unscheduled care providers within the CP-IS scope will implement CP-IS via integrated systems and will be check for children presenting for care via central PDS compliant systems to check for a CP-IS indicator. Those Trusts without accredited CP-IS systems will implement via SCRa as an interim solution.
3	CP-IS replaces all existing electronic or manual sharing of child protection information between the NHS Trust and Provider, and the primary Local Authority
4	NHS Trusts and Providers must only integrate with CP-IS via an integrated system that has gone through CAP or via SCRa
5	NHS Trusts and Providers are routinely providing NHS number at case reviews
6	CP-IS reduces the time taken to locate child protection information for children out of area.

7	CP-IS access is governed by appropriate role-based access control and is permitted to authorised users only
8	CP-IS is embedded as a key check for child protection in existing process and working practices
9	NHS Trusts and Providers comply with obligations stated in the NHS Standard Contract for 2019/20 with regards to CP-IS
10	NHS Trusts and Providers will ensure that CP-IS is embedded within their local Clinical Safeguarding business processes.

4. IT Systems (Health and Care)

4.1 Requirements

Reference	Description
CP-NHS001	<p>The NHS system MUST use a verified NHS number as the unique identifier to request CP-IS information from CP-IS.</p> <p>Note: PDS MUST be used to verify NHS Numbers.</p>
CP-NHS002	<p>The NHS system must be able to send a CP-IS NHS Query message automatically and without any additional input by the NHS healthcare worker, to trace CP-IS information from within the CP-IS service, once a verified NHS number has been identified locally.</p> <p>Note: If access to CP-IS information is via a distributed system (see definition in Glossary & Terminology), e.g. the 111 Service, then in addition to the above the system should be configurable so that an option exists to send the CP-IS NHS Query message upon first clinical contact with the patient (i.e. when the end user is a clinician).</p>
CP-NHS003	<p>The NHS system MUST include the following when submitting a CP-IS NHS Query message to CP-IS;</p> <ul style="list-style-type: none"> - event date/ time of the query submission - the job role profile and name of the NHS healthcare worker - the NHS organisation code, and name, from where the query came from <p>This information, as outlined within the CP-IS NHS Query message, will ensure that the access to service history information is available for capture and displayed to any subsequent NHS user, querying the CP-IS service and also the Local Authority who will receive a CP-IS Access to Service Notification message</p> <p>Note 1: In some circumstances it may be appropriate to substitute the Job role and name of the NHS healthcare worker with those of the Child Safeguarding Lead. This SHOULD be discussed with NHS Digital</p> <p>Note 2: If access to CP-IS information is via a distributed system (see definition in Glossary & Terminology), e.g. the 111 Service and the end user is a Call Handler, then in addition to the above the information in the CP-IS NHS Query message MUST, where possible;</p> <ul style="list-style-type: none"> a. Indicate the geographical/physical location of the patient b. Include the job role profile and name of the nominated Safeguarding Lead who is in the same geographical/physical location as the patient.
CP-	If an integrated solution to view CP-IS information has been decided upon

NHS004	locally and where the NHS system is NHS Spine compliant and using smartcards; The NHS system MUST use Spine RBAC or if not available local access controls to determine whether the user is allowed to access CP-IS. The activity code to view the CP-IS service will be B0107 View Child Protection Plan information.
CP-NHS005	If access to CP-IS information is via the Summary Care Record application, then the NHS healthcare worker MUST have the activity code B0107 View Child Protection Plan information assigned to their smartcard, in conjunction with the existing activity codes to view SCRA, B0264 Access CSA.
CP-NHS006	If an integrated solution to view CP-IS information has been decided upon locally, and the NHS system: 1. will use Spine mini services to access CP-IS, and 2. does not support Spine RBAC using smartcards Then the NHS system MUST use local role based access controls to manage user access to the CP-IS service.
CP-NHS008	On receipt of the NHS number, the NHS system MUST be able to determine that the patient is either a child of any gender aged up to 18 years & 365 days or an adult of any gender, except male, aged between 19 years and 56 years & 365 days, in order to trigger a query of CP-IS using the verified NHS number.
CP-NHS009	The NHS system MUST display all names of NHS healthcare workers and NHS organisations in human readable text.
CP-NHS010	The NHS system MUST be able to receive the information contained within a CP-IS NHS Query Response message either directly or via a mini service. How the CP-IS information will be displayed to the end user will need to be locally determined, but this MUST include the following items from the CP-IS dataset: - Start Dates; - End dates; - Organisation Name; - Organisation Office Hours Telephone Number; - Organisation Emergency Duty Telephone Number; - NHS Number. Only the following exceptions from the dataset are not required for inclusion: - Local Authority Child Identifier number (only used in return responses for the children's social care system); - Delete Dates (although they can be assigned to a CP-IS record, the actual delete information will not be displayed to the end user); - Child's Given Name and Family Name (these are only used by the children's social care system and CP-IS to verify the child's NHS Number, it will not be stored for retrieval or display); - Child's Date of Birth (this will only be used by the children's social care system and CP-IS to verify the child's NHS Number, it will not be stored for retrieval or display).
CP-NHS011	The NHS system MUST display the 25 most recent CP-IS access to service notification events as contained in the CP-IS response message.
CP-NHS012	The presentation of any date & times associated with CPP/UCPP/LAC information MUST be in a standardised format, e.g. DD/MM/YYYY and HH/MM/SS.
CP-NHS013	If an integrated solution to view CP-IS information has been decided upon locally; the NHS system MUST be able to display the CPP/UCPP/LAC dataset items within the correct patient's local record ensuring that there can be no confusion as to which patient the CPP/UCPP/LAC information is associated.
CP-NHS014	The NHS system SHOULD only display positive traces of CP-IS to the NHS healthcare worker, displaying the CP-IS information. Where there is no CP-IS information this SHOULD not be displayed to the NHS healthcare worker. If the CP-IS query fails, the user SHOULD be informed via a user friendly error

	message. The system SHOULD log the details of the error e.g. date/time, error type, application, user, message details (query & response) if there is one.
CP-NHS015	The NHS system MUST ensure that on receipt of a CP-IS NHS Query Response message, the end user is displayed with the human readable form of the following: <ul style="list-style-type: none"> - the Local Authority that initially provided the CP-IS information to CP-IS; and as part of the access event information; - the date & time that the access took place (where/ if this is applicable); - the NHS organisation where CP-IS had been previously been accessed from (where/ if this is applicable); - the name of the NHS healthcare worker who has previously accessed CP-IS (where/ if this is applicable); - the role of the NHS healthcare worker who has previously accessed CP-IS (where/ if this is applicable).
CP-NHS016	An NHS system may store the status of CP-IS information locally for longer term retrieval including the access to service information, but it is strongly recommended however, that the date and time of when the CP-IS information was traced SHOULD also be included.
CP-NHS017	Withdrawn.
CP-NHS018	Only authorised NHS end-points MUST be permitted to connect to the CP-IS service. The mechanism for doing so may vary between systems that access SCRa and those that support integrated messages as per the CP-IS Domain Message Specification RC3.
CP-NHS019	Access to the CP-IS service by NHS unscheduled care systems that do not use Spine based RBAC MUST be controlled by the local systems access controls. Role access could for example be, clinician only access, administrative staff, e.g. receptionists, or a combination of both.
CP-NHS020	When a child of any gender aged up to 18 years & 365 days or an adult of any gender, except male, aged between 19 years and 56 years & 365 days presents within an unscheduled care setting, the NHS system MUST display the demographics and NHS number to the end user following a CP-IS trace, presenting either; <ul style="list-style-type: none"> - the demographic information (and NHS number), with the CP-IS information - the demographic information (and NHS number) only following a trace of CP-IS if no CP-IS information was found.
CP-NHS021	If an integrated solution to view CP-IS information has been decided upon locally; the NHS system SHOULD have the facility to automatically generate and send a report to the named Safeguarding Lead. The report will list all the patients for which there has been a positive trace of CP-IS in the last 'x' days. For each patient the report SHOULD display the Case number & Date, Consultation Type, Overall attendance type and the Consultation Doctor as well as the Date and Time of the CP-IS Queries. The functionality to enable/disable the report, set the frequency and input the Safeguarding Lead details are to be configurable by the System Administrator.
CP-NHS022	The CP-IS information MUST be cached for the duration of the encounter and a new query to CP-IS only to be triggered if the patient re-attends or the attendance exceeds 24 hours. This is to inform a current view of the child's circumstances so as to not rely on historic information.
CP-NHS023	The system MUST be capable of retaining CP-IS data and messages in accordance with legislative requirements.

4.2 Conformance Criteria

This section describes the tests that can be measured to indicate that the IT system is operating in accordance with the information standard.

Reference	Criteria
1	All NHS Systems MUST be accredited via the Common Assurance Process (CAP) for CP-IS functionality.
2	The system MUST not allow any unverified NHS Numbers to request CPP/UCPP/LAC information from CP-IS.
3	CP-IS information is only available to authorised personnel with the correct role based access codes on their smart card or access control profile.
4	All integrated systems MUST include all CP-IS dataset items apart from exceptions as identified in this document.
5	For integrated solutions the NHS system MUST allow the last 25 access events to be displayed to users.

5. Local Authority Organisations

5.1 Requirements

Reference	Requirement
1	Local Authorities SHOULD read the specification in conjunction with the Implementation Guidance to identify how the standard is applicable to them.
2	Local Authorities MUST ensure that data shared is no more than 2 working days out of date from the last case conference for the child or other major change to their circumstance. As soon as the information is updated within the LA system against the child's record, it will be uploaded within 24 hours to the CP-IS on the NHS Spine.
3	Local Authorities MUST ensure that CP-IS records hold a valid and accurate NHS Number as per the legal documentation relating to the child.
4	Local Authorities MUST ensure that they have a N3 connection. Local Authorities can also implement Message Exchange for Social Care and Health (MESH) client for CP-IS. Local Authorities must also complete the Data Security and Protection (DS&P) Toolkit to an 'acceptable' level.
5	Local Authorities MUST ensure that NHS Number compliance against their cohort of CPP/UCPP/UCPP/LAC children is kept above 95% and uploaded to the NHS Spine.

5.2 Conformance Criteria

This section describes the tests that can be measured to indicate that the information standard is being used correctly by a Local Authority Organisation.

Reference	Criteria
1	80% of Local Authorities to be integrated with National Spine – CP-IS and sharing data with NHS Trusts and Providers by December 2018 and 99% by 31 st March 2020
2	All CPP/UCPP/LAC records hold a valid NHS Number and that there are provisions in place to obtain NHS Number when CPP/UCPP/LAC record is created. There is 95%> return for matched NHS numbers uploaded to the NHS Spine.
3	CP-IS information is shared and uploaded within 48 hours of creation or amendment
4	All Local Authorities connecting to HSCN are compliant with the Data Security and Protection Toolkit and action plans are in place for non-compliant areas prior to the Local Authority being Live with CP-IS and sharing information on the national Spine.
5	Children's social care teams are routinely obtaining and updating on their Social Care Systems the NHS Numbers for all children with CPP and LAC and UCPP
6	All Local Authorities will need to establish a connection to the NHS Spine via an NHS Digital approved HSCN supplier

7	CP-IS replaces all existing electronic or manual sharing of child protection information between the Local Authority and NHS Trust and Provider
8	Local Authorities hold valid NHS Number (Mothers) for UCPP as per the legal documentation of the child and multi-agency case conferences.
9	Local Authorities MUST ensure use the correct version of the SFT client is installed and ensure that any updates are taken.
10	All Local Authorities MUST ensure that a process is embedded to identify and manage NHS Number upload failures and that these are dealt within 48 hours of identification.
11	All Local Authorities MUST follow the CP-IS Incident Support Model in reporting any issues affecting the CP-IS service.
12	All Local Authorities MUST ensure that health partners commissioned to deliver NHS Number matching services have an embedded validation process to ensure the accuracy of the NHS Numbers provided.
13	All Local Authorities MUST ensure that Access to Service Notifications received by their system are allocated to the Social Care Teams in real time or no more than 8 hours after receipt.

6. IT Systems Suppliers (LA)

6.1 Requirements

Reference	Description
CP-SC001	The children's social care system MUST use a validated NHS number as the unique identifier to send CP-IS information.
CP-SC002	The children's social care system SHOULD undertake NHS number check validation, to ensure NHS numbers entered locally are valid NHS numbers. The actual verification of the NHS number (to confirm the NHS number received is the correct child) will be the responsibility of the CP-IS Service, upon receipt of the CP-IS Local Authority Upload message.
CP-SC003	The children's social care system MAY use the NHS Spine PDS service to verify NHS numbers prior to any submission to the CP-IS service.
CP-SC004	The presentation of any date & times associated with CP-IS information MUST be in a standardised format, e.g. DD/MM/YYYY and HH/MM/SS.
CP-SC005	The children's social care system MUST be able to send current and up to date CP-IS information as outlined in the CP-IS dataset, using the CP-IS Local Authority Upload message. Sending of CP-IS information will be undertaken; - as an initial upload of all CP-IS information for each child - as subsequent uploads of all CP-IS information for each child - as subsequent updates of all CP-IS information where a child's CP-IS status has changed
CP-SC006	Any update to a CP-IS data item within a local record MUST automatically (and without manual intervention) trigger the creation of a CP-IS Local Authority Upload message, in order for this to be sent to the CP-IS service within 12hours of the original change being made. It is anticipated that the SFT client provided, will be embedded within the children's social care application, and upon creation of the CP-IS Local Authority Upload message will automate the transmission of the CP-IS information via the SFT mechanism to the CP-IS service.
CP-SC007	Where an 'Office Hours' telephone number is available locally, this SHOULD be included in the CP-IS Local Authority Upload message, in addition to the 'Out of Hours/ Emergency' telephone number. This will assist NHS healthcare workers to easily identify where to contact in non-emergency/ office hours circumstances, and will specifically be useful where a child has presented in out of area settings.
CP-SC008	Any update to a CP-IS information locally within a local record SHOULD be easily identifiable.
CP-SC009	Where there is any update to a CP-IS dataset item held locally within the children's social care system, this MUST trigger the creation of a new CP-IS Local Authority Upload message (replacing what is held within the CP-IS service). E.g. the addition of an End Date to a CPP. Any update to a local record that is not a CP-IS data item, SHOULD not trigger the creation of a new CP-IS Local Authority Upload message, e.g. updated assessment information, change of address etc.
CP-SC010	Any update to a CP-IS data item within a local record SHOULD easily identify locally who updated the CP-IS information.
CP-SC011	The children's social care system SHOULD ensure that prior to any sending of CP-IS information to the CP-IS service, the schema is validated to ensure the message is appropriately formed, and all appropriate fields have been populated appropriately. This will include: - NHS number;

	<ul style="list-style-type: none"> - Source Organisation Name (Local Authority Name); - Source Organisation Code (ODS Code); - Source Organisation Telephone (Emergency Duty Team/ Out of Hours); - At least one Start Date included for 1 of the 3 CP-IS status types (CPP, Unborn CPP or LAC); - Delete Date (which will be the expected Due Date) where CPP for an Unborn Baby details have been provided.
CP-SC012	<p>The children's social care system MUST ensure that when details of an Unborn CPP are sent, the following demographic information is used to populate the CP-IS Local Authority Upload message:</p> <ul style="list-style-type: none"> - the Mother's NHS Number; - the Mother's Given Name; - the Mother's Family Name; - the Mother's Date of Birth.
CP-SC013	<p>The children's social care system MUST ensure that when details of an Unborn CPP is sent, the expected Due Date for the baby (held locally) is used to populate the Unborn CPP End Date.</p> <p>The End Date (expected due date of the baby) provided will be used to trigger the deletion of the information from the mother's NHS record at End Date+28days.</p> <p>As part of the wider process, the new-born baby's NHS number will be manually provided to the children's social care team. This will need to be used to resubmit any CP-IS information using the new-born baby's NHS number, instead of the mother's NHS number.</p>
CP-SC014	<p>The children's social care system MUST allow the sending of CP-IS information, to be switched on and off, at the discretion of the Children's Social Care Team. This will be managed by end point enabling/ disabling.</p> <p>Where this occurs, the CP-IS Owner (NHS Digital), MUST be informed by the Local Authority management team, that the functional capability to send CP-IS information has been switched off.</p>
CP-SC015	<p>It MUST be possible to identify within the children's social care system, the appropriate child record that will have their CP-IS information sent to the CP-IS service.</p> <p>E.g. by having an active CP-IS status associated to the local record within the children's social care system.</p>
CP-SC016	<p>The children's social care system MUST ensure that any files sent are sequential and are uniquely identifiable.</p>
CP-SC017	<p>The children's social care system SHOULD resubmit a CP-IS Local Authority Upload file if no CP-IS Acknowledgement Response has been received for a CP-IS Local Authority Upload message.</p> <p>This SHOULD be sent if no CP-IS Acknowledgement Response message is received within 15hrs of the initial CP-IS Local Authority Upload message being submitted to the CP-IS SFT client.</p>
CP-SC018	<p>Where a child's case (or child record) is closed locally by the social care team, (and where an End Date for the CP-IS information has not been uploaded to the CP-IS service), then the children's social care system MUST apply End Dates for each of the relevant CPP/UCPP/LAC items within that child's case (or child record).</p> <p>The End Date will be the date that a child's case (or child record) is closed.</p> <p>The application of the End Date to the record, will trigger the submission of a CP-IS Local Authority Upload message outlining all associated End Dates for that record.</p> <p>In the case of the initial bulk upload of records to the CP-IS Service, a child record MUST not be included in the upload message when it is closed or when the CPP or LAC record has an End Date that is in the past at the point of data extraction / submission to CP-IS. Where there are multiple CPP and/or LAC records for one child and if one or more CPP, UCPP or LAC record has an End</p>

	<p>Date in the past, only those records without an End Date in the past are to be sent to the CP-IS Service. For example in the case of a child that has a LAC record with an End Date of 6 weeks ago and a CPP record that has a Start Date of 5 weeks ago and no End Date, only the CPP record would be sent to the CP-IS Service.</p> <p>Following the bulk upload, for reconciliation purposes, a report MUST be made available to the end user which will list the CPP, UCPP and LAC records that were not successfully uploaded to the CP-IS Service due to the End Date being in the past.</p>
CP-SC019	<p>The children's social care system MUST be able to manage the receipt of the following CP-IS messages and display the content of these messages to the end user.</p> <p>How the display of this information will be provided, will need to be locally defined and configured to the children's social care team's requirements.</p> <p>The CP-IS messages to the children's social care system will include:</p> <ul style="list-style-type: none"> - CP-IS Local Authority Acknowledgment Response (which includes file and record validation responses); - CP-IS Access to Service Notification (which includes who, when, where the CP-IS service was queried); - CP-IS Inactive NHS Number Notification (where available the new NHS Number will be provided).
CP-SC020	<p>On receipt of a CP-IS Local Authority Acknowledgement Response message, the children's social care system MUST determine the file and record validation responses of the CP-IS Local Authority Upload message.</p> <p>Where all records are successfully uploaded, consideration SHOULD be given to how the successful uploads are replayed to the end user, if this is required.</p> <p>Where records within the Upload message are not successfully uploaded, consideration SHOULD be given to how the unsuccessful uploads will be handled by the children's social care system and/ or end user.</p> <p>E.g. unverified NHS numbers and the associated reasons for that number not being uploaded to the CP-IS service, being displayed to the end user.</p>
CP-SC021	<p>On receipt of a CP-IS Access to Service Notification message, the children's social care system SHOULD be locally configured to determine how this information will be displayed to the end user. This will include the following information:</p> <ul style="list-style-type: none"> - the name of the NHS healthcare worker (in a readable format) who accessed the CP-IS service; - the name of the NHS organisation (in a readable format) where the access to the CP-IS service took place; - the date and time of when the CP-IS service was accessed. <p>Access to Service Notification messages will be provided daily to the children's social care system, including all access event history for all the associated children to that Local Authority, specifically including where there has been no access to the CP-IS service for that day.</p> <p>On receipt of a CP-IS Access to Service Notification message, consideration SHOULD be given to how this information will be displayed to the end user, including any alerting functionality.</p> <p>Further to this, consideration SHOULD also be given to how the receipt of the access history will be managed in the following scenarios;</p> <ol style="list-style-type: none"> 1. Where 'no access' event history is received, and whether this daily information SHOULD be displayed to the end user; 2. When an End Date is; <ul style="list-style-type: none"> - received as part of a typical Start/ End Dating of CP-IS information automatically created by the CP-IS service on the child's 18th birthday - automatically provided by the children's social care system, upon closure of a case/ record locally. <p>Following the capture of an End Date for a CP-IS information item (however</p>

	<p>this is done), the CP-IS item will still be retrievable by the NHS healthcare worker up to the End Date +365 days.</p> <p>Any access to CP-IS service during this 365 day period, will result in the creation of a CP-IS Access to Service Notification message back to the children's social care team.</p>
CP-SC022	<p>On receipt of a CP-IS Inactive NHS Number message, the children's social care system MUST be able to inform the end user that the NHS number previously used to submit CP-IS information to the CP-IS service is no longer a valid NHS number.</p> <p>The children's social care system MUST also inform the end user of the new NHS number, where this has been included within the Inactive NHS number message.</p> <p>Where Inactive NHS number information is received, consideration SHOULD be given to how this information is displayed to the end user.</p>
CP-SC023	<p>On receipt of a CP-IS Inactive NHS Number message that includes details of the new NHS number, the children's social care system MAY want to automatically update the NHS number within the local system.</p>
CP-SC024	<p>On receipt of a CP-IS Inactive NHS Number message that includes details of the new NHS number, the children's social care system MAY want to automatically create and resubmit a new CP-IS Local Authority Upload message using the new NHS number.</p>
CP-SC025	<p>Only authorised Local Authority end-points MUST be permitted to connect to the CP-IS service.</p> <p>The mechanism for doing so may vary between systems that consume web-services to those that submit Local Authority data.</p>

6.2 Conformance Criteria

This section describes the tests that can be measured to indicate that the information standard is being used correctly by an IT system supplier.

Reference	Criteria
1	All Local Authorities System Suppliers MUST have been successfully accredited with CP-IS
2	All LA systems developed for CP-IS MUST use validated NHS Numbers to send CP-IS information. These should be validated against the legal documentation for the child and multi-agency case conferences.
3	Unauthorised Local Authority end-points MUST not be permitted to connect to the CP-IS service.
4	<p>All the following fields MUST be populated in the CP-IS Local Authority Upload message for Unborn CPP</p> <ul style="list-style-type: none"> - the Mother's NHS Number - the Mother's Given Name - the Mother's Family Name - the Mother's Date of Birth

7. CP-IS Service

7.1 Requirements

Reference	Description
CP-IS001	The CP-IS service MUST be able to receive all CP-IS information for a child (CP-IS Dataset) as outlined within the CP-IS Local Authority Upload message.
CP-IS002	<p>On receipt of a CP-IS Local Authority Upload message the CP-IS service MUST confirm;</p> <ol style="list-style-type: none"> 1. the inbound schema is validated, well-formed and not corrupt 2. that NHS numbers included within each record are verified, by undertaking a PDS cross check, using the Given Name, Family Name and Date of Birth provided within the CP-IS Local Authority Upload message 3. that each file associated to an NHS number, is populated with the following information (as outlined in the CP-IS dataset); <ul style="list-style-type: none"> - CPP/UCPP/LAC Start Date - Source Organisation Name - Source Organisation Telephone Number <p>Where any of the above is not true then the appropriate File or Record Responses need to be determined, applied and included within the CP-IS Local Authority Acknowledgment Response message, outlining the code and textual description of the appropriate error.</p> <p><u>The mandatory criteria for the NHS Cross Check are:</u></p> <ul style="list-style-type: none"> - NHS Number (11 Digits) - Full Date of Birth (YYYYMMDD) <p>The NHS Number is considered to be verified if: The Date of Birth in the request exactly matches the current Date of Birth in the Service User Profile (to YYYYMMDD resolution).</p> <p>If the check fails on these 2 criteria, the upload will fail.</p>
CP-IS003	The CP-IS service MUST be able to receive all CP-IS information (as outlined in the CP-IS Dataset) for an unborn child, that will be stored against the Mother's NHS number and be available for display via retrieval, by NHS systems.
CP-IS004	<p>The CP-IS service MUST provide SFT client and installation guidance for all Local Authorities to upload additions/ updates and to receive CP-ISCP-ISCP-IS information sent from the children's social care system and received by the CP-IS service, specifically supporting the following CP-IS Domain Message Specification messages:</p> <ul style="list-style-type: none"> CP-IS Local Authority Upload message; CP-IS Local Authority Acknowledgement Response; CP-IS Access to Service Notification; CP-IS De-Activated NHS Number. <p>The interface will be provided by the CP-IS Service and will be implemented and supported and be made available to local authorities and their system suppliers.</p> <p>Updates to the CP-IS service via this interface shall support the sending of single or multiple messages i.e. a child or many children's CP-IS information.</p>
CP-IS005	The CP-IS service MUST use Spine information for Demographics, Security, Organisational Data Service structures.
CP-IS006	The CP-IS service MUST use verified NHS numbers as the unique identifier for receiving, storing, reconciling, updating and sharing CPP and LAC information.

CP-IS007	<p>The CP-IS service MUST identify a child of any gender up to the age of 18yrs and 365 days or an adult of any gender, except Male, aged between 19yrs and 56yrs and 365 days. As the end date of a CPP/UCPP/LAC Plan will be available for 12months after the End Date, this means that CP-IS information for children up to the age of 18yrs and 365 days old must still be available for retrieval, either via the use of the Child Care Alert within SCRa or via the CP-IS NHS Query/ Response messages.</p>
CP-IS008	<p>The CP-IS service MUST use Organisation Data Service codes and transform them into textual display names to all recipients.</p> <p>This will occur:</p> <ol style="list-style-type: none"> 1. when the CP-IS Service is queried and: <ol style="list-style-type: none"> a) the Local Authority Name is displayed to the NHS Healthcare worker in SCRa; b) the NHS healthcare worker information is displayed as part of the Access History information in SCRa; c) the NHS organisation information is displayed as part of the Access History information in SCRa. 2. when the CP-IS Service is queried and: <ol style="list-style-type: none"> a) the Local Authority Name is returned in the CP-IS NHS Query Response message and retrieved by the NHS system; b) the NHS healthcare worker information is displayed as part of the Access History information in the CP-IS NHS Query Response message; c) the NHS organisation information is displayed as part of the Access History information in the CP-IS NHS Query Response message. 3. when the Access to Service Notification message is returned to the Local Authority and: <ol style="list-style-type: none"> a) the NHS healthcare worker information is displayed as part of the Access History information; b) the NHS organisation information is displayed as part of the Access History information.
CP-IS009	<p>The CP-IS service MUST use the CPP/UCPP/LAC¹ Delete Date provided in the CP-IS Local Authority Upload message.</p> <p>On receipt of a Delete Date the CP-IS service must logically delete the associated CP-IS information item on the date stated, so that it is no longer available for retrieval nor display, either via the Child Care Alert Tab in SCRa or via the CP-IS NHS Query Response message.</p> <p>Any future Access to Service Notification information must not include any associated CP-IS information where a Delete Date has been provided.</p> <p>Example 1: if a child has a CPP and separately, LAC information outlined, and a CPP Delete Date is received, although the Access to Service Notification information will still be available as a result of the LAC information still being active, the CPP information will no longer be retrievable or available for display.</p> <p>Example 2: if a child only has CPP information and a CPP Delete Date is received, as there are no other CP-IS information items present, then the whole record must not be retrievable, or available for display.</p>
CP-IS010	<p>The CP-IS service MUST use the CPP/UCPP/LAC End Dates provided in the CP- IS Local Authority Upload message to trigger when the CP-IS information item is no longer available to be retrieved, nor available for display.</p> <p>On receipt of an End Date the CP-IS service must ensure that the associated CP-IS information is still available for retrieval and display, either via the Child Care Alert Tab in SCRa or via the CP-IS NHS Query Response message, up to End Date+365 days.</p> <p>After the CPP/UCPP/LAC End Date+365 days, the associated CP-IS information must no longer be available for retrieving or display.</p>

	Any future Access to Service information must not include any CP-IS information after the associated End Date+365 days. Where there is still active CP-IS information available (no End Date received), then the child's record must still be retrievable, although the End Date+365 day information item must not be retrievable for display.
CP-IS011	The CP-IS service MUST use the Unborn CPP End Date provided in the CP-IS Local Authority Upload message. The End Date will be the expected Due Date of the baby, as outlined by the Local Authority. The CP-IS service must delete the CP-IS information provided against the NHS Number at CPP for Unborn Baby End Date+28days. The record MUST then be no longer available for retrieval via the Child Care Alert Tab within SCRa or via the CP-IS NHS Query Response message.

¹ End Date is the date at which the LAC or CPP completes and is used to signify these. The delete date is there to support removals for data quality when errors occur in the data sent and these need to be removed immediately. E.g. a child is said to have a child protection plan but the incorrect NHS Number has been used which relates to a different child. The Local Authority will pass a delete date and this removes the incorrect record.

The End date was agreed between DH and DfE to keep CPP and LAC information for 365 days after the End Date had been reached as it was thought to have the best outcome for the child. This will allow the fact that a child is LAC or CPP to be visible to the Clinicians for a year after the closure of that status and also an audit of who has seen that child and where would continue to be sent for a year after that point in time.

CP-IS012	<p>The Service MUST be able to identify circumstances where the NHS number previously provided is no longer active or has been replaced with a new NHS number. Further to this, the Service MUST notify the Local Authority who provided the NHS Number of the inactive state, creating and submitting a CP-IS Inactive NHS Number message, back to the relevant Local Authority.</p> <p>This should be undertaken automatically via the existing Merge notification messaging, and where possible, should also inform the Local Authority of the new NHS number.</p> <p>Upon submission of the CP-IS Inactive NHS Number message, the inactive NHS Number and any associated CP-IS information MUST be logically deleted from the CP-IS service.CP-ISCP-ISCP-IS</p>
CP-IS013	<p>On confirmation of a verified NHS number the CP-IS service MUST provide interfaces to enable authorised Unscheduled Care systems (e.g. Hospital Patient Administration systems, Ambulance Service systems, Out of Hours systems) access to the CP-IS information held within SCRa or via the CP-IS NHS Query Response message.</p>
CP-IS014	<p>The CP-IS service MUST support all messages as outlined by the CP-IS Domain Message Specification RC3</p>
CP-IS015	<p>On the receipt of a CP-IS NHS Query message, the CP-IS service MUST be able to perform a trace of the CP-IS information, using the unique NHS number and determine what, if any CP-IS information exists for that NHS number.</p> <p>The CP-IS service MUST then inform the NHS system of:</p> <ul style="list-style-type: none"> - Positive Traces of CP-IS (where a record is found) and the associated CP-IS information; - Negative Traces of CP-IS (where a record is not found). <p>These responses should be included within the CP-IS NHS Query Response, which will be returned to the querying NHS organisation.</p> <p>It SHOULD be determined locally if negative responses are displayed to the NHS User or not.</p> <p>The CP-IS service MUST create the Child Care Alert Tab and make the CP-IS information visible when there is positive information if this has been the chosen mechanism.</p>
CP-IS016	<p>The CP-IS service MUST use HL7v 3 messages via TMS or Spine Mini Services, to receive (and send) CP-IS information requests (and responses), from (and to) NHS systems.</p> <p>This will specifically be the capability to receive the CP-IS NHS Query message, to process this by performing a trace of the enclosed validated NHS Number against the CP-IS information, and create and populate a CP-IS NHS Query Response message.</p>
CP-IS017	<p>The Service MUST clearly outline the associated validation response to the Local Authority user, within the CP-IS Acknowledgement Response message.</p> <p>Vocabulary for CP-ISUploadFileResponse</p> <ul style="list-style-type: none"> - CPF01: File Level Error - CPF02: Successful File Upload - CPF03: Partial File Upload - CPF04: Unsuccessful File Upload - CPF05: PDS Error – PDS Unavailable <p>Vocabulary for CP-ISUploadRecordResponse</p>

	<ul style="list-style-type: none"> - CPR01: PDS Error – No Match found for NHS Number - CPR02: PDS Error – NHS Number Matched, but Sensitive record - CPR03: PDS Error – NHS Number not Verified - CPR04: PDS Error – NHS Number Format Incorrect - CPR05: PDS Error – NHS Number Verified, but Superseded - CPR06: Successful Record Upload <p>The Service must support a Local Authority user resubmitting a CP-IS record using the existing method to correct any errors, resulting in a replacement of any previously uploaded CP-IS information.</p>
CP-IS018	The CP-IS service MUST capture the details of how many records within a file are valid or not and use this information to inform the CP-IS Acknowledgement Response message.
CP-IS019	The CP-IS service MUST ensure that all CP-IS messages are uniquely identifiable and correlate to the originally received file.
CP-IS020	The Service MUST be able to identify an existing CP-IS record and replace any CP-IS information for that NHS number provided by the children's social care system upon receipt of a subsequent CP-IS Local Authority Upload message batch file.
CP-IS021	The CP-IS service MUST be able to process, store and make available for retrieval via the CP-IS NHS Query Response message, multiple Local Authorities and all associated CP-IS information per organisation.
CP-IS022	<p>The CP-IS service MUST create and send the following content in the CP-IS Access to Service Notification message, which will be sent to the relevant Local Authority's children's social care system, (which had provided the initial CP-IS information for the child):</p> <ul style="list-style-type: none"> - the name of the NHS healthcare worker (in a readable format) as to who submitted the CP-IS NHS Query message; - the name of the NHS organisation (in a readable format) where the CP-IS NHS Query message was sent from; - the date and time of when the CP-IS NHS Query message was sent.
CP-IS023	<p>Where there is more than one Local Authority that has provided CP-IS information for an NHS number, then when a;</p> <ul style="list-style-type: none"> - CP-IS Access to Service Notification message is created, it MUST be sent to all the associated Local Authorities that have provided CP-IS information for that child (NHS number); - CP-IS Inactive NHS Number message is created, it MUST be sent to all the associated Local Authorities that have provided CP-IS information for that child (NHS number); - CP-IS Acknowledgement Response, it MUST only be sent back to the Local Authority that provided the CP-IS Local Authority Upload message. <p>When viewing the CP-IS information, the NHS MUST be able to see all Local Authorities that have provided CP-IS information for that child and the associated CP-IS information types.</p>
CP-IS024	The Service MUST return a CP-IS Acknowledgement Response message batch file, informing the appropriate Local Authority of a successful or unsuccessful uploads of CP-IS information.
CP-IS025	<p>The CP-IS service MUST process and send all the access event history to each Local Authority via the CP-IS Access to Service Notification message on a 24hr cycle, detailing all the access event history of all the children associated to that Local Authority for the last 24 hrs. The exception to this rule will be as outlined from CP-IS053 where only the 1st access event per NHS healthcare worker will be displayed within a 24hr period.</p> <p>This must also include details where there has been no access event history within the last 24hrs, to confirm to the Local Authority that none of the children they are responsible for, has had their CPP/UCPP/LAC record accessed within the last 24 hrs.</p>

CP-IS026	The CP-IS service MUST include the following access event history within the CP-IS NHS Query Response message (where a CP-IS record exists); <ul style="list-style-type: none"> - the name of the NHS healthcare worker (in a readable format) who sent the CP-IS NHS Query message - the name of the NHS organisation (in a readable format) where the CP-IS NHS Query message was sent from, the date and time of when the CP-IS NHS Query message was sent.
CP-IS027	All CP-IS messages sent by the CP-IS service and received by the Local Authority children's social care system, MUST be sent using the same mechanism that was used to provide the information initially, i.e. via Secure File Transfer mechanism.
CP-IS028	The CP-IS service MUST continue to include access event history information within the CP-IS NHS Query Response message until the entire CP-IS record has been logically deleted.
CP-IS029	The CP-IS MUST continue to send Access to Service Notification messages until the entire CP-IS record has been logically deleted.
CP-IS030	When the child reaches their 18th birthday and CPP/UCPP/LAC is still held within CP-IS then the record MUST be automatically End Dated. The CP-IS information must be still available for retrieval following the existing End Date rules, i.e. 365 days after the End Date.
CP-IS031	The CP-IS service MUST be able to store all CP-IS information for a child (as outlined in the CP-IS Dataset) that has been provided by a Local Authority.
CP-IS032	The CP-IS indicator information MUST be stored and remain available for display 12 months after the End Date. Once End Date+12months has passed, the CP-IS information should no longer be available to be retrievable.
CP-IS033	The CPP information for an unborn child MUST be stored using the mother's NHS Number, and must include an End Date (Due Date for the baby). On reaching the included End Date+28 days the CPP record MUST be deleted from the CP-IS service and no longer available for retrieval and display against the Mother's NHS Number.
CP-IS034	The CP-IS service MUST be able to store CP-IS information provided within a CP-IS Local Authority Upload message from multiple Local Authorities for the same NHS Number.
CP-IS035	The CP-IS service MUST be able to store more than one CPP/UCPP/LAC record per child. This will mean that a child could have details of a Start Date for a CPP, a Start Date for a CPP for an unborn child, and have a Looked After Status all at the same time.
CP-IS036	The CP-IS service MUST capture and store the following details of who accessed the CP-IS information via the Child Care Alert tab within SCRA; <ul style="list-style-type: none"> - the Date & Time when the Child Care Alert tab was accessed - the name of the NHS healthcare worker who accessed the Child Care Alert tab - the NHS organisation where the Child Care Alert tab was accessed. The CP-IS service MUST store the following details of who accessed the CP-IS information as a result of a CP-IS NHS Query message being received by the CP-IS Service; <ul style="list-style-type: none"> - the Date & Time when the CP-IS NHS Query message was received - the name of the NHS healthcare worker who accessed the CP-IS information - the NHS organisation where the CP-IS NHS Query message was sent from
CP-IS037	The CP-IS service MUST store and process all the access event history where CP-IS information exists for a child on receipt of a CP-IS NHS Query message, and make this information available for release via the CPIS Access to Service Notification message on a 24hr cycle.

CP-IS038	<p>The Service MUST store the following details when a CP-IS NHS Query Response message is received;</p> <ul style="list-style-type: none"> - the name of the NHS healthcare worker (in a readable format) who sent the CP-IS NHS Query message - the name of the NHS organisation (in a readable format) where the CP-IS NHS Query message was sent from - the date and time of when the CP-IS NHS Query message was sent <p>This access event history will be used to populate the CP-IS NHS Query Response message, the Child Care Alert tab within SCRa and also the CP-IS Access to Service Notification message.</p>
CP-IS039	<p>The CP-IS service MUST continue to store the access event history (and make this available for return to the children's social care system and retrieval by NHS systems) until all CP-IS information items have all been logically deleted.</p>
CP-IS040	<p>The CP-IS service MUST enable NHS (Unscheduled Care Setting) systems to access and retrieve CP-IS information via the following mechanisms;</p> <ol style="list-style-type: none"> 1. SCRa (standalone web browser Service, separate log on and patient search capability, through secure access, displaying the CP-IS: SCRa Child Care Alert Dataset). 2. Direct messaging to support full integration within the NHS (Unscheduled Care Setting) systems, so when tracing the demographic information for a child, and where a valid NHS number has been identified, this can be used to query the CP-IS service (NHS Query & Response message as outlined in the CP-IS Domain Message Specification)
CP-IS042	<p>The Service MUST use validated Role Based Access controls, which will be used to validate which NHS users, can access CP-IS information via SCRa, or via the CP-IS messages.</p> <p>The Activity Code to view the CP-IS service will be B0107 View Child Protection Plan information, in conjunction with B0264 Access CSA (for SCRa).</p>
CP-IS043	<p>Only those NHS healthcare workers with the appropriate RBAC (B0107 View Child Protection Plan information, in conjunction with B0264 Access SCRa Access SCR Application (Perform Patient Trace) MUST be able to view the Child Care Alert Tab via SCRa using smartcards to access the CP-IS service.</p>
CP-IS044	<p>On the receipt of a valid NHS number, the CP-IS service MUST attempt to match this number to a CPP/UCPP/LAC record. Where CP-IS information is found, this information MUST be used to populate the CP-IS NHS Query Response message.</p>
CP-IS045	<p>The presentation of any date & times associated with child protection information MUST be in a standardised format, e.g. HH/MM/SS and DD/MM/YYYY with time zone indication.</p>
CP-IS046	<p>The CP-IS service MUST be able to display multiple Local Authorities and associated CP-IS information in the CP-IS NHS Query Response message.</p>
CP-IS047	<p>Although the CP-IS service MUST record every single access event undertaken, only the first access event per NHS healthcare worker within a 24hour period (in addition to the NHS organisation and time/ date details) MUST be returned within the CP-IS NHS Query Response message, displayed within the Child Care Alert tab within SCRa, or returned within the CP-IS Access to Service Notification message back to the children's social care system.</p> <p>The intention behind doing this is to avoid several access history events unnecessarily being displayed to the end user.</p>
CP-IS048	<p>The CP-IS service MUST limit the display of the access history event information in the CP-IS NHS Query Response message, up to the last 25</p>

	<p>events.</p> <p>Furthermore, the CP-IS service must limit the display of the access event history within the Child Care Alert Tab in SCRa to the last 25 access to service events.</p>
CP-IS049	<p>The CP-IS service MUST ensure that following a successful demographic search using PDS and a verified NHS number for a child is identified; the NHS number is used to query the CP-IS information.</p> <p>Upon successful identification of CP-IS information the Child Care Alert Tab must be displayed to the NHS user with the CP-IS information (as outlined in the CP-IS Dataset).</p>
CP-IS050	<p>The CP-IS service MUST support access to, and the display of, CP-IS information, where a request to access the Child Care Alert tab has been received.</p>
CP-IS051	<p>The CP-IS service MUST make all CP-IS information (as outlined in the CP-IS Dataset) available for display in the Child Care Alert Tab or available for inclusion within the CP-IS NHS Query Response.</p> <p>The exception to this will be the Local Authority Identity Number which will only be stored in CP-IS (and returned in the CP-IS Access to Service Notification, CP-IS Acknowledgement Response, or CP-IS NHS Number Inactive Messages).</p> <p>The Local Authority Identify Number MUST not be displayed in the Child Care Alert Tab within SCRa nor returned in the CP-IS NHS Query Response message.</p>
CP-IS052	<p>The Child Care Alert tab within SCRa MUST continue to display the access event history until the entire CP-IS record has been logically deleted.</p>
CP-IS053	<p>Upon receipt of a valid NHS Number, the CP-IS service MUST create a Child Care Alert Tab within SCRa and populate the Child Care Alert Tab with the relevant CP-IS information from within the CP-IS Local Authority Upload message.</p> <p>The Child Care Alert tab will be a new tab within the SCRa that is displayed alongside the existing SCRa 'Patient Details' tab level.</p>
CP-IS054	<p>The CP-IS service MUST only allow the Child Care Alert Tab to be displayed to those NHS users with the appropriate role based access activity codes (in addition to existing role based access codes [B0264 Access SCR Application (Perform Patient Trace), B0107 View Child Protection Plan information.]</p>
CP-IS055	<p>Where there is no CP-IS information held within CP-IS, then the Child Care Alert tab MUST not be created nor available to view, although access to SCRa will still be accessible.²</p>
CP-IS056	<p>Where the appropriate RBAC is not received the Child Care Alert tab MUST not be available to view.</p>
CP-IS057	<p>The CP-IS service MUST display the following access event history within the Child Care Alert tab within SCRa is opened;</p> <ul style="list-style-type: none"> - the name of the NHS healthcare worker (in a readable format) who sent the CP-IS NHS Query message - the name of the NHS organisation (in a readable format) where the CP-IS NHS Query message was sent from <p>the date and time of when the CP-IS NHS Query message was sent.</p>
CP-IS058	<p>The trigger to capture access history within SCRa MUST be when the Child Care Alert tab has been accessed, not just when the Child Care Alert tab is displayed to the NHS Healthcare worker.</p>
CP-IS059	<p>It MUST be possible for user administrators to disable access for a user account. In this case, the user shall no longer be able to access the system and contact details for that user shall no longer be available to other users.</p>
CP-IS060	<p>The confidentiality of Personal Data about a patient transmitted over the remote access links MUST be protected.</p>

CP-IS061	Messaging systems used to transmit messages containing personal data about a patient MUST keep a log of message transmissions. (This log will contain the time, origin and destination of the message, not its content).
CP-IS062	Where appropriate, systems MUST provide notification of receipt of a message by a recipient (read receipt) when requested to do so by the originator.
CP-IS063	The network ³ MUST provide acknowledgement of message submission.
CP-IS064	Personal data about a patient MUST be stored within databases and/or files that are protected by an access control system.
CP-IS065	On receipt of a validated CP-IS Upload Local Authority Upload message, the CP-IS information MUST be processed within 60mins and made available for retrieval via the CP-IS NHS Query Response message.
CP-IS066	On receipt of a validated CP-IS Upload Local Authority Upload message, the CP-IS information MUST process and create a CP-IS Acknowledgement Response message within 60mins.
CP-IS067	When the Child Care Alert Tab is accessed, the Access History MUST be immediately recorded.
CP-IS068	When the CP-IS service receives a CP-IS NHS Query message, the access to service information MUST be immediately recorded.

² Presence of the relevant activity code on a smartcard in conjunction with CP-IS information being available for a child, will be the trigger to display the Child Care Alert Tab.

³ National Spine

CP-IS069	When the CP-IS service receives a CP-IS NHS Query message, the CP-IS service MUST process and create the CP-IS NHS Query Response message immediately
CP-IS070	The CP-IS Access to Service Notification message MUST be processed and made available to the SFT mechanism within 24hrs of a successful CP-IS NHS Query Response trace or the Child Care Alert Tab being accessed
CP-IS071	The CP-IS service MUST provide responses to queries received within a timely period ⁴ , that will not increase workloads or significantly increase waiting times on responses for the requestor of the information. This information search should not limit the access to the information and the existing Unscheduled Care Setting system should not be limited to any delays in accessing this information.
CP-IS072	The CP-IS service MUST be available 24 hours a day, 365 days a year, operating at 99.90% availability.
CP-IS073	Whom, when and from what location the CP-IS service was accessed, MUST be date, time and user stamped and be auditable. Access will be defined as the following; For SCRa - when the Child Care Alert Tab is opened For Integrated messages - when a CP-IS NHS Query Response message is created and CPP/UCPP/LAC has been found
CP-IS074	The CP-IS service MUST retain audit information and ensure that it is tamper-proof by all Service users.
CP-IS075	Although no history of CP-IS records is being maintained, it must be possible to derive whether an individual record was present on the system at any time in the past, available by request from audit records. In addition, viewing access history MUST be available.
CP-IS076	In accordance with existing auditing of medical records, the retention of audit information within the CP-IS service MUST be until the child's 26th birthday or until 8 years after the child's death.

CP-IS077	<p>The CP-IS service provider MUST be able to identify the following information from within CP-IS, to support service usage requests from the CP-IS Project from within NHS DIGITAL;</p> <ul style="list-style-type: none"> - Confirmation of which children's social care teams have provided CP-IS information - Total current numbers of unique NHS Numbers - Total current number of unique Local Authorities (ODS codes) - Total current numbers of CPPs - Total current numbers of Unborn CPPs - Total current numbers of LAC statuses - Total number of CPPs within a definable period of time - Total number of Unborn CPPs within a definable period of time - Total number of LACs within a definable period of time - Total number of CP-IS NHS Query messages received within a definable period of time - Total number of CP-IS/ Unborn CPP's per Local Authority - Total number of unique NHS organisation's submitting CP-IS NHS Query messages - - The above information will purely be for management purposes within NHS DIGITAL and will ideally be available on an ad hoc basis, and available electronically to be sent to the Project Team.
CP-IS078	<p>The CP-IS service MUST provide performance management reports for Spine Services, e.g. system availability and incident management reports, e.g. Severity 1s t o Severity 5s.</p>

⁴ To be defined as part of service level agreement with provider

CP-IS079	<p>Data Protection Report</p> <p>Based on an individual NHS Number (child) and outlining all data stored against that particular NHS number. This will include all historic information about the Child Protection Information, up to the End Date of either the Child Protection Plan (including for Unborn Babies) or Looked After Child information. This MUST be available as per current Spine Subject access reporting capability.</p>
CP-IS080	<p>The CP-IS service MUST be able to identify where a Child Protection Plan with a Start Date has not received an End Date nor a Delete Date within 2years. This will specifically be for Child Protection Plans only, and not Unborn Child Protection Plans or Looked After Child dates.</p>
CP-IS081	<p>The CP-IS service MUST permit authorised users to easily identify;</p> <ul style="list-style-type: none"> - which users have viewed or amended which records, and from which organisation - when the CP-IS service was accessed - which child's details were accessed - when updates of records by Local Authorities took place and which Local Authorities this was done by <p>This shall be via a report within the CP-IS service.</p>
CP-IS082	<p>The CP-IS service MUST support the management (receiving, storing, updating and sending) of all CP-IS information (as outlined in the CP-IS Dataset), via the various interfaces, for each child with associated NHS Number.</p> <p>Children who were subject to a CPP:</p> <p>https://www.gov.uk/government/statistics/characteristics-of-children-in-need-2017-to-2018</p> <p>Looked After Children in England:</p>

	<p>https://www.gov.uk/government/statistics/children-looked-after-in-england-including-adoption-2017-to-2018</p> <p>A child may be a Looked After Child and also subject to a CPP at the same time. The details of these children will need to be stored accordingly with the CP-IS service being able to manage these cases.</p>
CP-IS083	<p>The CP-IS service MUST be able to support the expected growth of children with CPPs and Care Orders.</p> <p>Children who were subject to a CPP:</p> <p>https://www.gov.uk/government/statistics/characteristics-of-children-in-need-2017-to-2018</p> <p>Looked After Children in England:</p> <p>https://www.gov.uk/government/statistics/children-looked-after-in-england-including-adoption-2017-to-2018</p> <p>An increase in children with child protection plans will need to be factored into the development of the CP-IS to enable future increases.</p>
CP-IS084	<p>The CP-IS service MUST support the receipt of CP-IS information electronically, from all Local Authorities, (currently 152 within England) and/ or the agency with primary responsibility and ownership of the CP-IS information, with no detrimental impact on performance.</p>
CP-IS085	<p>The CP-IS service MUST support the access and provision of CP information from all Unscheduled Care Setting NHS systems users concurrently (subject to the correct access controls), with no detrimental impact on performance. Access to the CP information via the Unscheduled Care Setting system must be accessible to more than one user at a time.</p> <p>Current Unscheduled Care settings to be supported;</p> <ul style="list-style-type: none"> • Emergency Departments (NHS Trusts) • Minor Injury Units (NHS Trusts) • Walk in Centres (CCGs/Primary Care) • Maternity Units (NHS Trusts) – unscheduled care • GP Out of Hours only (CCGs/Primary Care) • Paediatric Wards (NHS Trusts) – unscheduled care • Ambulance Services (Ambulance Trusts) <p>Source: NHS Choices - Circa 1269 Unscheduled Care Settings at time of writing.</p>
CP-IS086	<p>The CP-IS service MUST support a minimum of number of users who can access the CP-IS service concurrently.</p> <p>This is currently;</p> <ul style="list-style-type: none"> - Circa 1269 Unscheduled Care Settings - 3 potential users at any one time within each Unscheduled Care Setting - 3207 potentially active SCRa users accessing CP-IS - 160 Active Concurrent Users (based on a 5% approximation that every unscheduled care setting could be viewing the CP-IS service information via SCRa at the same time) <p>Please note: this only considers the Unscheduled Care Settings outlined from CP-IS085.</p>
CP-IS087	Withdrawn.

CP-IS088	<p>CP-IS MUST accept the (validated) child records within a file where File Id attribute of the file is of a higher or equal value to a File Id already associated with that child's record within CP-IS.</p> <p>If the File Id attribute of an uploaded file is of a lower value than that currently associated with a child's record on CP-IS, then the child record MUST be rejected.</p>
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7.2 Conformance Criteria

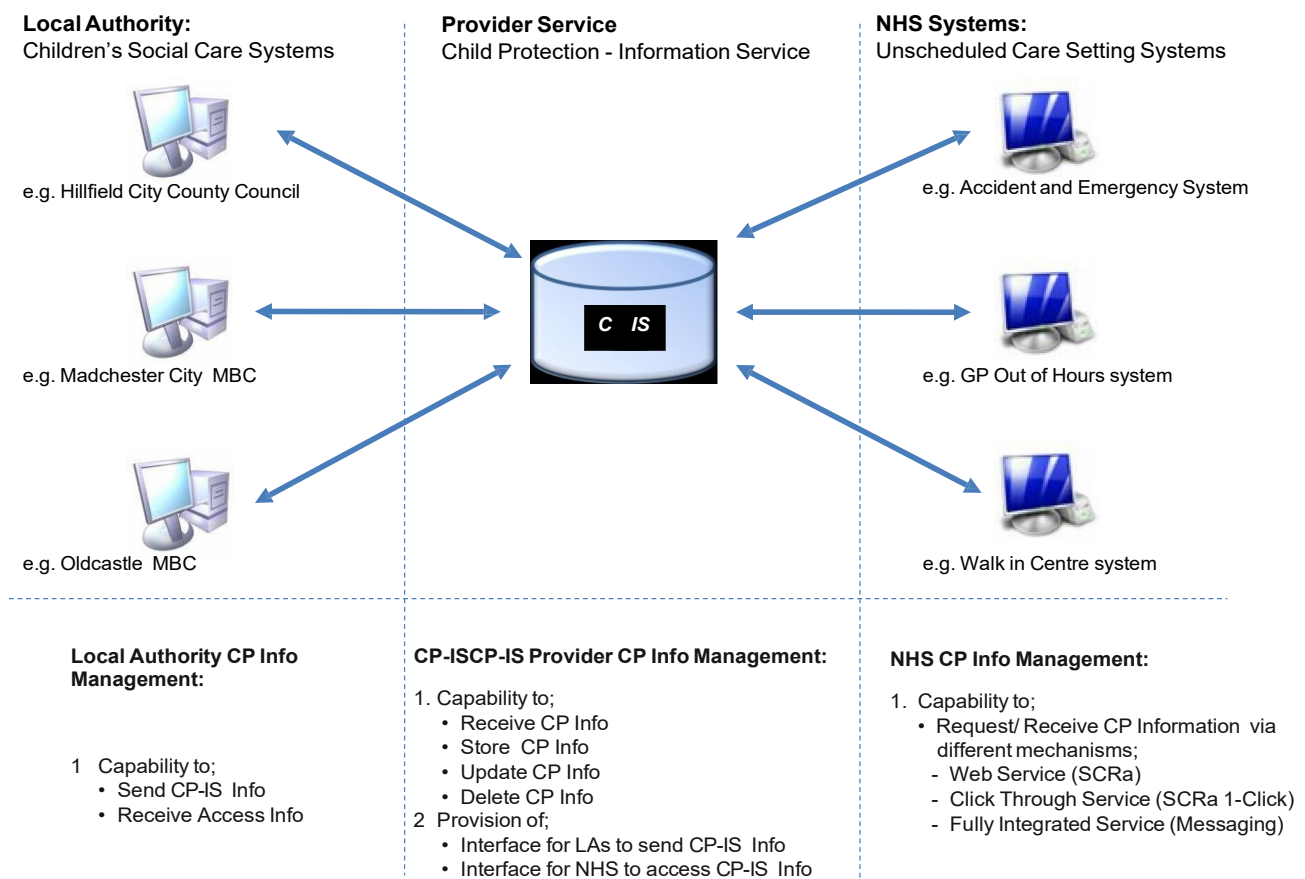
This section describes the tests that can be measured to indicate that the information standard is being used correctly by the CP-IS service.

Reference	Criteria
1	All reports CP-IS077 – CP-IS081 available
2	Only those with the appropriate role-based access activity codes are able to view CP-IS information
3	Availability of CP-IS service 24 hours a day, 365 days a year, operating at 99.90% availability.
4	Access History must be recorded whenever the Child Care Alert Tab is accessed.
5	No CP-IS information will be made available for retrieval for any male over 18yrs and 365 days old or any non-Male over 56yrs and 365 days old.
6	No CP-IS information available for retrieval or display from the delete date where provided. Any future Access to Service Notification information must not include any associated CP-IS information where a Delete Date has been provided.
7	No CP-IS information available for retrieval or display from End Date+365 days. Any future Access to Service information must not include any CP-IS information after the associated End Date+365 days.
8	No CP-IS information available for retrieval or display against the NHS Number at CPP for Unborn Baby End Date+28days.
9	CP-IS Acknowledgement Response message returned from the service, informing the appropriate Local Authority of successful or unsuccessful uploads of CP-IS information.
10	All CP-IS information provided by the Local Authority is able to be stored by the CP-IS service (as outlined in the CP-IS Dataset).

8. Implementation and Use

8.1 High Level View

CP-IS is intended for use with Unscheduled Care Settings. The diagram below shows the flow of child protection information from the Local Authorities into the central CP-IS service, to be accessed by unscheduled care systems. Implementation of CP-IS will be determined and managed locally. For further information on implementation and guidance please refer to the Implementation Guidance and CP-IS website: <https://digital.nhs.uk/services/child-protection-information-sharing-project>



8.2 Access to Service

The CP-IS information stored centrally can either be accessed via messaging, integrating the display of CP-IS information automatically when patient demographics are retrieved locally, or alternatively, can be displayed via the NHS Summary Care Record application (SCRa).

Mobile working is not supported unless it is accessed through web browser supported with the use of smart card readers for the device. NHS trusts and providers need to ensure business processes are updated to ensure that CP-IS information is available as needed to the relevant health care professional.

9. Operational Use

Please refer to implementation guidance and CP-IS website:

<https://digital.nhs.uk/services/child-protection-information-sharing-project>

The CP-IS service will be delivering the capability to share key information as to whether a child is subject to CPP, UCPP or LAC, which is not currently readily available to clinicians, specifically within Unscheduled Care Settings, where a presenting child is not known to that organisation. *CP-IS is not intended to replace existing working practices and processes but aims to support them*, it is providing additional information which is not routinely available to them.

This information will be used to provide the NHS healthcare worker with an opportunity to immediately verify the child protection status of a child, and further to this;

- confirm suspicions about a presenting child's welfare via the use of the CP-IS service

- help to diagnose a child patient, and support any follow up treatment with the appropriate LA, where there may be no immediate suspicions about a child's welfare
- provide the healthcare worker with details of which LA to contact in any follow up discussions, reducing time spent trying to determine which LA may be responsible for the child

NHS organisations will need to determine locally how CP-IS will be used with existing processes and ensure processes are updated accordingly.

A benefits baseline audit survey and lessons learned will be used to measure the benefits and successful implementation of CP-IS. In addition, NHS organisations and Local Authorities should consider local reporting and auditing processes.

10. Risk and Hazards

As part of local implementation for CP-IS, organisations should consider identification of risk and issues and ensure that appropriate mitigations are in place.

The CP-IS project has identified risks that the NHS and LA organisations might need to consider locally when they are sharing and accessing CP-IS information. Below are some suggested risks that should be considered to help sites identify if the risk applies to them and how they will be owned, managed and mitigated within the organisation. The list is not exhaustive.

10.1 Possible risks for NHS

- Dual running of processes for sharing child protection and looked after child information
- Cross border migration
- CP-IS not used across full health community just unscheduled care settings
- Business continuity plan
- Presumption of no risk with no flag
- Presumption of risk with flag
- CP-IS Risk that obstetrician does not have the Role Based Access Code for access to maternity to view unborn child information
- Wrong child is identified as having a plan or looked after
- Poor data quality
- Privacy statement needs to include CP-IS
- Locum and Temporary staff not having adequate training to identify the CP-IS flag

10.2 Possible risks for Local Authorities

- Dual running of processes for sharing child protection and looked after child information
- Large volumes of notifications
- Not acting on notifications
- Not spotting patterns of care using notifications
- Notifications going to a person e.g. social worker who is not available

- Cross border migration
- Business continuity plan
- Not getting access to NHS number
- Handling notification for children where a plan has finished but is still active for 365 days
- Wrong child is identified as having a plan or looked after
- A pregnant woman with an unborn baby on a plan has a miscarriage and nobody is made aware and in the interim the woman gets pregnant again
- Poor data quality
- Privacy statement needs to include CP-IS
- Consent to share voluntary care order information
- Child turns 18 and wants to be removed from CP-IS but this does not happen
- Delays or errors in the transition from being an unborn child with a care plan to either a child with a care plan or a looked after child (transfer of NHS Number)
- Delay in uploading of CP-IS information within the 48 hours requirement
- Devolved nation migration of children
- Full CP-IS cohort of children not matched with NHS number and therefore not included in upload by local authority