FGM ED Step by Step Guide to CAP Registration

NHS Digital

Organisation required to submit data Data Provision

Organisation identifies a local Primary Contact / FGM Lead

Organisation identifies a Data Submitter to submit data to NHS Digital

The Senior Partner's/Caldicott Guardian (GP Practice) Name and details in part C of the registration form will be verified by NHS Digital viewing the practice details on the ODS Portal.

WHY? This is to assure NHS Digital that appropriate staff are accessing the system and submitting data, because patient identifiable information can be seen during submission and on

Your Data Submitter completes a FGM CAP User Registration Form telling us their email address so that we can give them access to the clinical audit platform (CAP). This form needs be sent in by the Senior Partner/Caldicott Guardian to

NHS Digital reviews the CAP User registration form & verifies the Practice Senior Partner /Caldicott Guardian details on the ODS Portal

Access to CAP is granted & a confirmation email is sent to the Data Submitter & Senior Partner/Caldicott Guardian ready for the Data submitter to

WHY? This is part of our IT security.

We need the Data Submitters email address so that we can know who is submitting data in CAP

The Data submitter submits quarterly data into CAP manually or by .csv file upload (generated by local clinical information

All data submitted can be seen as part of the record tree
All attendances for a patient, from any site, can be seen and edited but it can only be deleted by the organisation that created the record
Users can run reports/extracts in CAP to check their data

NOTE: Practices only need to submit data if they have seen relevant patients within period

KEY:	User actions	NHS Digital process	Explanation

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