

## eForms: Update Notifications Guidance Notes

These changes to the eForms system enable users to perform two new actions:

1. To generate a Variation Application Form linked to a selected submitted Notification
2. To generate an Update Notification linked to a selected submitted Notification

This will make documents easier to follow, when being reviewed, by showing links between documents.

If a service has submitted any Notifications, they will be shown the 'Generate an update to a Notification' option in the left menu:



If you click on this option, a list of any submitted notifications will be shown:

Select a notification below, then select 'Generate Update' or 'Generate Variation Form' to begin the process

Notifications Submitted	
 Accident	08 Jun 2011
 Allegation of Misconduct by Provider or Persons Employed in the Care Service	28 May 2011
 Allegation of Misconduct by Provider or Persons Employed in the Care Service	26 May 2011

Initially, the two buttons at the bottom of the list are not enabled.

It should be noted that not all Notification types will have an "Update to Notification" form.

Where a document is associated with one or more existing documents, details will be shown when you mouse over the row, as shown here:

Select a notification below, then select 'Generate Update' or 'Generate Variation Form' to begin the process

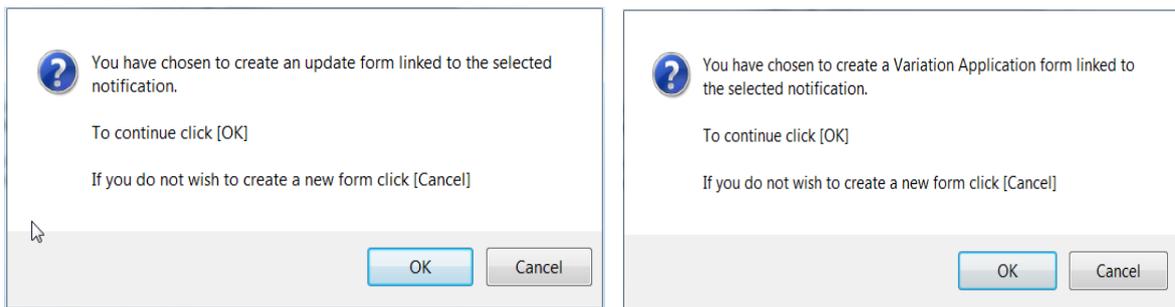
Notifications Submitted		
Accident		08 Jun 2011
Allegation of Misconduct	Linked to:	28 May 2011
Allegation of Misconduct	In progress Variation Application [1782063] dated: 24 Jul 2011	26 May 2011
	In progress Update to Notification - Accident [1782064] dated: 24 Jul 2011	

To choose a Notification click on the required Notification row. The background colour of this row will be changed and the **[Generate Variation]** button at the bottom of the screen will be enabled.

If there is an “Update Notification” form available for the selected Notification then the **[Generate Update]** button will also be enabled.



Clicking either of these buttons will show the relevant message as follows:



This check has been introduced because you cannot reverse the link that is created between the Notification and the new document, so you should proceed with care.

If you click **[Cancel]** the action will be aborted.

If you click **[OK]** the new document will be generated and opened automatically.

In the Documents view, where a document is linked with one or more others, information about the linked document(s) will be shown when you mouse over the row, as shown below:

	<b>SCSWIS Update Notifications</b> Update to Notification - Accident	in progress	<div style="width: 33%; background-color: #4a4a8a; height: 10px; display: inline-block;"></div> 33%	25 Jul 2011
	<b>SCSWIS Variations</b> Variation Application	in progress	<div style="width: 14%; background-color: #4a4a8a; height: 10px; display: inline-block;"></div> 14%	25 Jul 2011
	<b>SCSWIS Self Assessments</b> Care Homes for Older People	new		25 Jul 2011
	<b>SCSWIS Update Notifications</b> Update to Notification - Death of a Service User	in progress	<div style="width: 33%; background-color: #4a4a8a; height: 10px; display: inline-block;"></div> 33%	25 Jul 2011
	<b>Scottish Care Home Census (SCHC)</b> Scottish Care Home Census (SCHC)			

1782069 - linked to:

Completed Death of a Service User [1763444]  
dated: 03 May 2011 ( submitted: 03 May 2011 )

	<b>SCSWIS Notifications</b> Allegation of Abuse Concerning a Service User	completed		06 Jun 2011
	<b>SCSWIS Notifications</b> Accident	completed		02 Jun 2011
	<b>SCSWIS Notifications</b> Allegation of Misconduct by Provider or Persons Emplo			
	<b>SCSWIS Notifications</b> Allegation of Misconduct by Provider or Persons Emplo			
	<b>SCSWIS Notifications</b> Allegation of Abuse Concerning a Service User			
	<b>SCSWIS Notifications</b> Allegation of Abuse Concerning a Service User	completed		17 May 2011
	<b>SCSWIS Notifications</b> Allegation of Abuse Concerning a Service User	completed		16 May 2011
	<b>SCSWIS Notifications</b> Allegation of Abuse Concerning a Service User	completed		16 May 2011
	<b>SCSWIS Notifications</b>	completed		12 May 2011

1777809 - linked to:

In progress Update to Notification - Accident [1782066]  
dated: 25 Jul 2011

In progress Variation Application [1782067]  
dated: 25 Jul 2011

List of Update Notification Forms:

form_name
Update to Absence of a Manager for more than 28 days
Update to Accident
Update to Allegation of Abuse Concerning a Service User
Update to Allegation of Misconduct by Provider or Persons Employed in the Care Service
Update to Change of Premises
Update to Change of Providers Address
Update to Change of Service Address
Update to Death of a Service User
Update to Equipment Breakdown having a significant effect on the Service
Update to Incident
Update to Injury to Service User
Update to Outbreak of Infectious Disease
Update to Planned Refurbishment or Alteration or Extension of Premises