

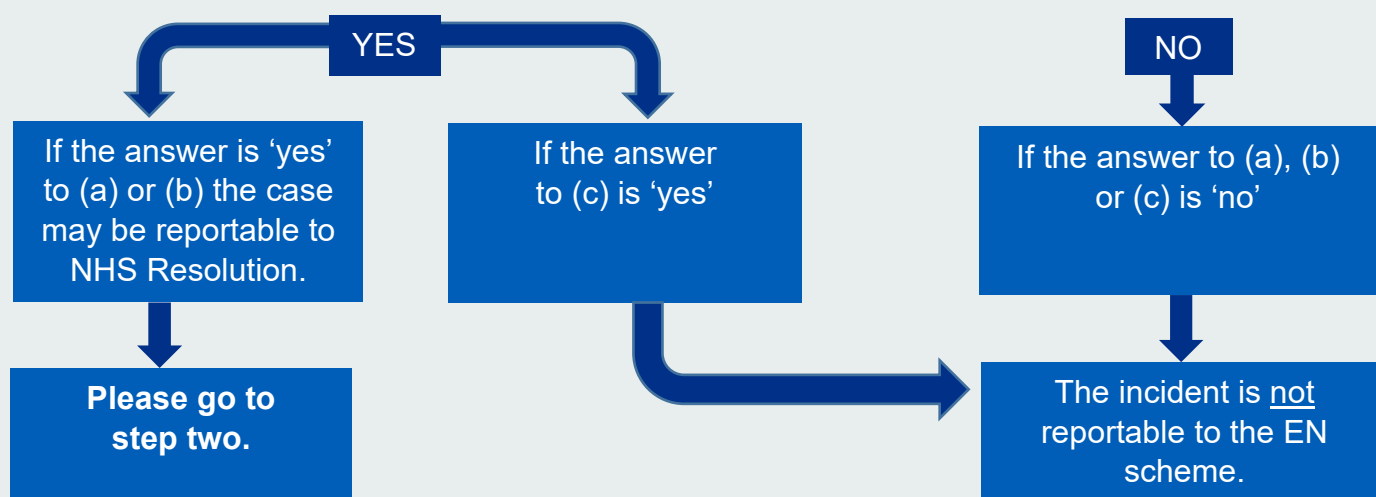
## Early Notification Scheme reporting guide

To be consider alongside wider [Claims Reporting guidelines](#) and to establish whether a maternity incident should be reported to the Early Notification (EN) scheme please answer the questions and

### STEP ONE (MNSI factors)

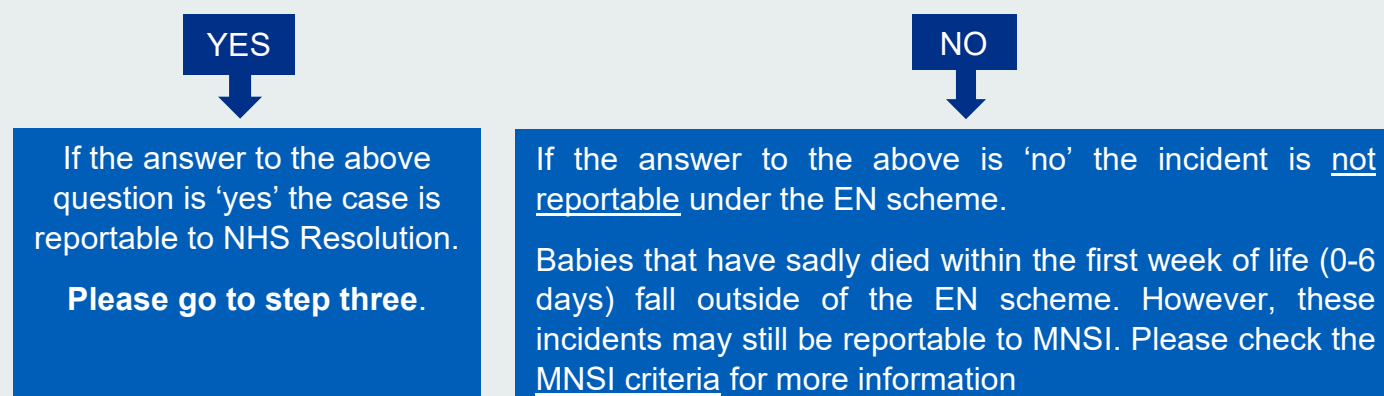
Has one of the following occurred?

- The maternity incident has been reported to and accepted by the Maternity & Newborn Safety Investigations (MNSI) for investigation; or
- The family have declined a MNSI investigation but requested an EN investigation; or
- The incident does not meet the MNSI criteria but due to family or Trust concerns they have requested that MNSI conduct an investigation and MNSI have agreed.



### STEP TWO (EN entry criteria)

Does the maternity incident involve a baby that lived to day seven or beyond?



### STEP THREE (Trust reporting actions for qualifying EN cases)

	Trust EN Reporting actions - Checklist	✓
1	Select Sangita Bodalia, Head of Early Notification at NHS Resolution on the Claims Reporting Wizard	
2	Provide a fully completed <a href="#">EN Reporting Form</a>	
3	Provide the MNSI reference** number: <ul style="list-style-type: none"><li>• In the 'Any other comments' box set out in the Reporting Wizard <b>AND</b></li><li>• On the <a href="#">EN Reporting Form</a></li></ul>	
4	Confirm that you have undertaken <a href="#">statutory duty of candour</a> conversations;	
5	Inform the family that the case has been reported to the EN Scheme and explain that the EN team will write to the family to advise on next steps once triage of the case has been completed. Please notify families that EN case triage takes place after receipt of the MNSI report. In the meantime, you may wish to direct families to <a href="#">EN's family facing web pages</a> .	

**\*\* EN cases reported without an MNSI reference cannot be progressed and you will be asked to resubmit the case with the MNSI reference.** The only exception to this applies when the family has declined an MNSI investigation but requested an EN investigation (this should be stated in the 'Any other comments' section of the Reporting Wizard).

A member of the EN team will write to the member Trust to acknowledge notification of the EN case and confirm the NHS Resolution reference number and the name of the assigned EN file handler.

Please note that there is no need to send any medical records or other documentation at this stage.

### STEP FOUR (Trust next steps – Following receipt of the completed MNSI report ~6 months)

Within 30 days of receipt of the final MNSI report Trusts must ensure that the following documents are uploaded to the corresponding CMS file via DTS:

- A copy of the final MNSI report;
- A copy MRI report (if available);
- An updated [EN report form](#) (if there were any outstanding fields of information).

Once these items are received, the EN team will triage the case and acknowledge whether the matter will be taken forward for further investigation. At this point medical records and/or other documentation may be requested.

#### **Good practice points:**

- If the Trust has not received the MNSI report six months after reporting, Trusts should obtain an update from MNSI and pass on this information to the EN team and advise on likely timescale for receipt of the MNSI report.
- Trusts should avoid uploading MNSI reports in batches (e.g. waiting for a number of reports to be received before uploading to DTS).
- Where qualifying cases are not reported within two years from the date of the incident, these cases will no longer be eligible for investigation under the Early Notification Scheme and should be reported to the appropriate CNST Operational Team Leader.

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For more information please visit the [Early Notification webpage](#) or contact the Early Notification team at [nhsr.enteam@nhs.net](mailto:nhsr.enteam@nhs.net) or 020 7811 6263