



Knowledge, understanding and learning to improve young lives



# **The CASCADE integrated system:**

Guidance for CDOPs

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## **Background**

**The Cascade** system was developed to streamline the neonatal death notification process and reduce the burden of work for organisations making them.

Information about neonatal deaths need to be submitted to multiple organisations including MBRRACE-UK for national perinatal mortality surveillance, local Child Death Overview Panels (CDOPs) and the National Child Mortality Data Base (NCMD).

**The Cascade** system will ensure this is a **SINGLE** activity.

## **Which cases can be notified via Cascade?**

Any neonatal death of a baby at 20 weeks gestation or later.

## **CDOP cases that cannot be notified via Cascade**

- Deaths of liveborn babies who are born at less than 20 weeks gestation
- Unattended stillbirths in the community

For these types of cases notification must be referred to CDOPs manually via the relevant eCDOP notification form or by email if the CDOP does not use the eCDOP system. Relevant contact details for notification can be found [here](#).

Figure 1. shows the above information as a flowchart.

## **Other types of deaths that CDOP do not need to know about**

- Terminations of pregnancy even if liveborn.

In such cases notification still needs to be made to MBRRACE-UK, however CDOP does not need to be notified.

## CASCADE Notification Flow Chart

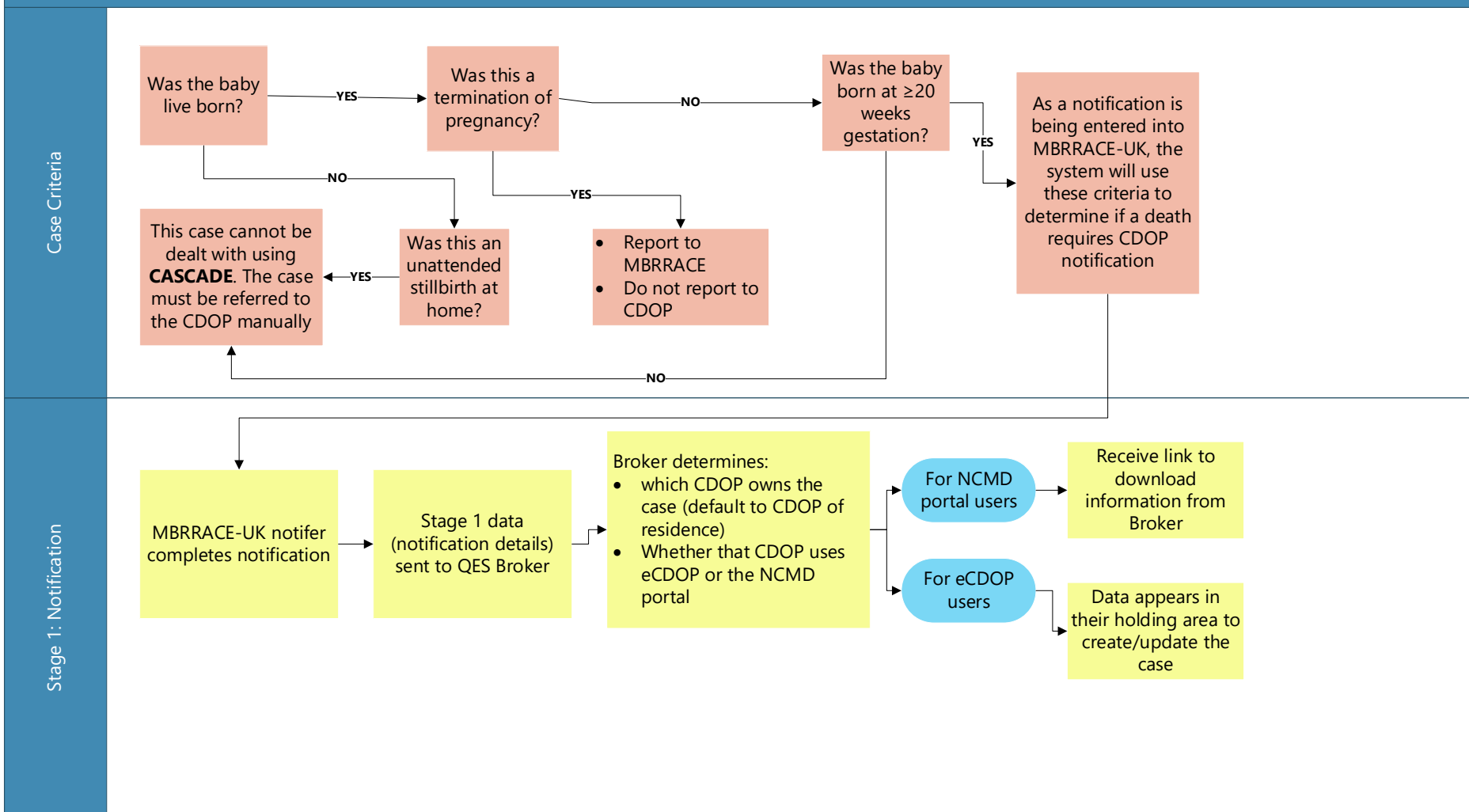





Figure 1. Cascade Notification Flow Chart

## Notifications for CDOPs using e CDOP

- The case will appear in your holding area as normal
- You will see a blue flag next to the record which lets you know the case has come from Cascade
- When you click into the notification, you will see the MBRRACE-UK ID
- Create the case in the normal way
- If you receive more than one notification for the same death, you can allocate the second notification to the case you have already created in the normal way.




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### My Home Page

#### Holding Area

Enter a search...

Sent Out of Area

Name	Exp/Unexp	Form(s) Submitted	Date
Rupert Burnett		A. Notification Form	28/04/2022 15:04
TomTest Case5		A. Notification Form	14/04/2022 15:58
TomTest Case4Twin2		A. Notification Form	14/04/2022 15:07
TomTest Case4Twin1		A. Notification Form	14/04/2022 15:07
**** TomCase3		A. Notification Form	14/04/2022 15:07

#### My Messages

Enter a search...

Subject	From	Date	Case
Notification Form Co...	Not Known	28/04/2022 15:04	N/A
Reporting Form Compl...	PMRT Safeguarding Broker	27/04/2022 14:35	1295
Notification Form Co...	Not Known	27/04/2022 14:19	N/A
Reporting Form Compl...	PMRT Safeguarding Broker	27/04/2022 12:55	1294
Notification Form Co...	Not Known	27/04/2022 10:46	N/A
Notification Form Co...	Not Known	25/04/2022 15:48	N/A
Notification Form Co...	Not Known	25/04/2022 15:39	N/A

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## A. Notification Form

If you have not already received a notification for this child then please click Create New Case, if you have already received a Notification then click 'Add Form to an existing case', search for the child and assign to their case.

### Child's Details

MBRRACE Id

CDOP Identifier

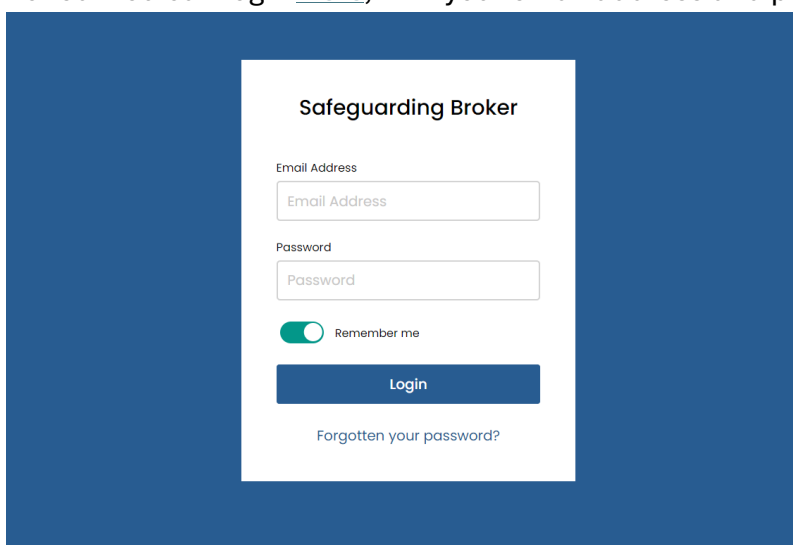
## Notifications for CDOPs using the NCMD Portal

### What is the QES Broker?

When a Trust completes a notification using the Cascade system, a newly developed function called the Broker, determines which CDOP the case belongs to (by postcode of residence). Your CDOP will receive an email advising you that a notification is waiting for you in the Broker.

### How to log in to the Broker

The NCMD team will contact you to set you up with a login for the Broker before *Cascade* is launched. You can log in [here](#), with your email address and password.

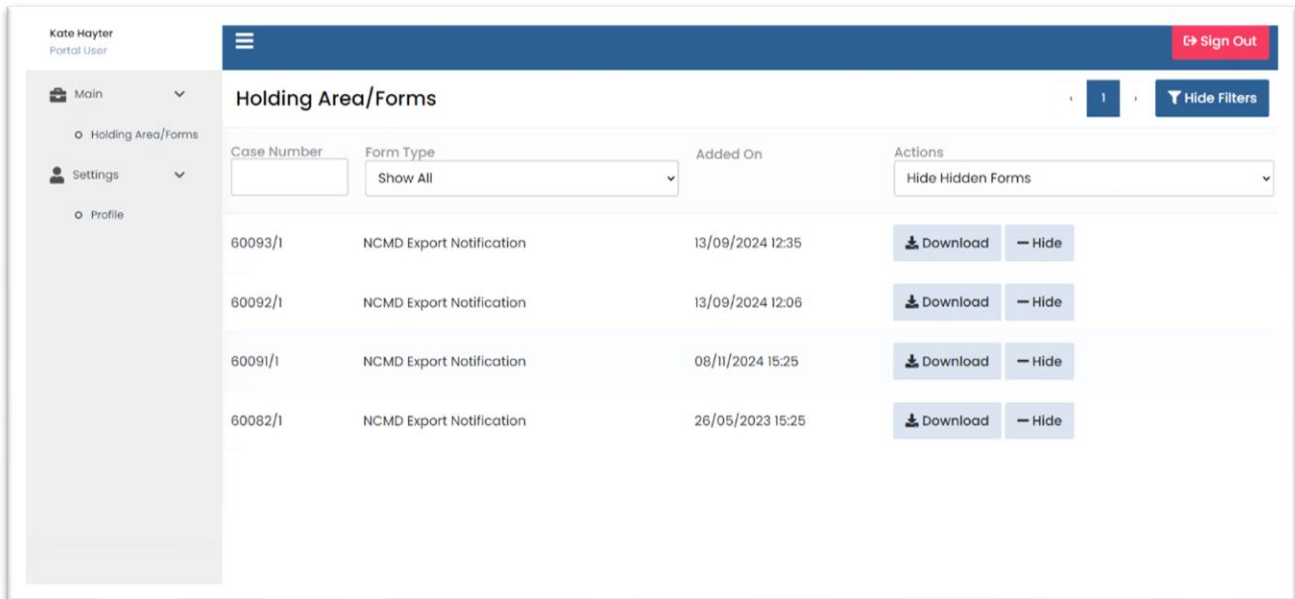


The image shows a login form for the 'Safeguarding Broker'. The form is centered on a dark blue background. It contains the following elements: the title 'Safeguarding Broker', an 'Email Address' label above a text input field, a 'Password' label above a text input field, a 'Remember me' toggle switch (which is currently turned on), a blue 'Login' button, and a link for 'Forgotten your password?'.

You will then see the 'Holding Area/Forms' page.

### What you need to do

When your CDOP has been sent a notification, it will appear here:



Click the 'Download' button for each case. This will download an Excel file containing the notification details. Store the downloaded Excel file securely.

You can then create a case on the NCMD Portal, and populate the information from the Excel file into the Portal (please remember to check every tab in the Excel file). Please ensure that notification details are entered into the NCMD Portal as quickly as possible and within 48 hours of receipt of the notification.

When you have created the case in the Portal, you can click the 'Hide' button in the Broker so that it no longer appears in your notifications list. If you want to see your hidden notifications, you can click 'Show Hidden Forms' under 'Actions'.

## Support:

If you have any queries and require additional support, please contact **ncmd-programme@bristol.ac.uk**