

MBRRACE-UK Guidance Document: Re-opening, assigning, and returning a case

There are two new facilities on the MBRRACE-UK website:

- **Re-opening cases in your Trust/Health Board for editing**
- **Assigning cases to a different Trust/Health Board to obtain additional information**

We hope you find this guidance useful and we welcome your comments on the new facilities provided.

1. Re-opening a closed case

There is now a facility to open a case which has previously been validated and closed by a member of the team at your Trust/Health Board. This may be because you have noticed an error in the data entry and wish to correct it; or you may have acquired additional information regarding the cause of death, such as a post mortem report. Previously this would have been accomplished by emailing a request to the MBRRACE-UK IT team. It is now possible for you to re-open the case yourself.

On selecting a case that is closed the following options are now available:

Search Results

Case ID	4579
NHS/CHI number	
Woman's family name	Brown
Woman's given name	Jenny
Woman's date of birth	03/02/1970
Case Status	Case data entry complete
	<input checked="" type="checkbox"/> Reopen this case <input type="checkbox"/> View case

Select: **Reopen this case** and you will see the following:

Reopen this case ✕

Case ID 4579
Unit NPEU
Trust MBRRACE
Status Case data entry complete
Notification date 09 May 2013
Date completed 14 November 2013

Please give a reason for reopening the case

Post mortem results now available

You are required to give a reason for reopening the case, type this into the text box provided and click on the **Confirm** button. You will then be able to edit the case.

2. Assigning cases to a different Trust/Health Board to obtain additional information

We realise that you will deal with some deaths of babies born outside your hospital and may not have immediate access to all of the obstetric detail, due to transfers of patients between Trusts/Health Boards. This is often the mother's notes and history. Previously units were advised to request the data from the transferring Trusts/Health Boards directly, with the consequence of increasing your workload but also slowing down the data entry process and still resulting in missing data if the case information is not forwarded.

We have now developed a facility within the existing system to enable you to temporarily transfer responsibility for data entry to another Trust/Health Board.

This will enable users to contact each other and allow users from other Trusts/Health Boards to enter the relevant data. The guidance below gives step-by-step directions on how to use this facility.

Please note:

The responsibility for reporting the data still remains with the unit where the death occurred.

Where all attempts to obtain the missing data from another hospital have been unsuccessful, you do have the option of entering "not known".

2.1 Assigning a case

The screenshot below shows the new layout of the search page. Once you have entered the relevant MBRRACE case ID in the box on the left, on the right hand side you will see 3 options highlighted in pink: **Edit this case/Assign this case/View case**.

You should now choose **Assign this case** from those options.

You will then be presented with a box like the example below.

From the drop-down menu you then choose the Trust/Health Board you wish to assign the case to and in addition describe what information you would like the team there to provide - to help you complete the data required for the report. *Please note that if you wish to assign the case to a Northern Ireland Trust, choose NIMACH from the list.*

Search for an existing case

Info Enter **either** an NHS/CHI number **or** a Woman's family name/surname and Date of Birth **or** a Case ID **and** then press Search. This will return a list of one or more women indicating what actions are available to you (e.g. edit an open form, view a completed one, etc).

Search Criteria

NHS/CHI number

Family name/surname

and Date of birth

MBRRACE Case ID

Search Results

Case ID	4001
NHS/CHI number	999 999 9654
Woman's family name	Smith
Woman's given name	Heather
Woman's date of birth	13/10/1990
Case Status	Case data entry started
	<input checked="" type="checkbox"/> Edit this case <input checked="" type="checkbox"/> Assign this case <input checked="" type="checkbox"/> View case

Assign this case to another trust/board ✕

Case ID 4001
Unit NPEU
Trust MBRRACE
Status Case data entry started
Notification date 30 July 2013
Date completed Date not set

Please select a trust/health board from this list:

NHS Fife ▼

Please state the reasons for assigning this case to assist the new trust to add the missing data

Please complete sections, woman's health, obstetric history and booling

⋮

Once you have **assigned** a case you will only be able to **view** the case (until it is returned). See below

Search Results

Case ID	4001
NHS/CHI number	999 999 9654
Woman's family name	Smith
Woman's given name	Heather
Woman's date of birth	13/10/1990
Case Status	Case data entry started
Case assignment status	Assigned, editing not started
Case was assigned to	NHS Fife
	View case

The email below is an example of the one which will be received by the team at the receiving Trust you have assigned the case to:

Email sent on assigning

MBRRACE Case Assignment from MBRRACE to NHS Fife

Date: 15 April 2014 12:22

MBRRACE Case number XXXX has been assigned to you as it is missing data:
Please complete sections, **woman's health, obstetric history and booking**

The person who assigned the case is:

Name: Jo Bloggs

Email address: Jo.Bloggs@StElsewhere.nhs.uk

Phone: 01865 123456

This email was sent to the following people in your Trust:

Name(s), email, phone:

Trust/Health Board lead users

2.2 Editing an assigned case

When a case has been assigned, the receiving Trust/ Health Board will see the following screen:

Search Results

Case ID	4001
NHS/CHI number	999 999 9654
Woman's family name	Smith
Woman's given name	Heather
Woman's date of birth	13/10/1990
Case Status	Case data entry started
Case assignment status	Assigned, editing not started
Case was assigned to	NHS Fife
	✎ Edit this case ➔ Return this case 👁 View case

On editing, the receiving Trust/Health Board will then see the standard page with the addition of a button which says **view assignment details**. This displays a box which details who assigned the case and what information they require to complete the report.

Perinatal and Infant Death Form

[Open FAQs](#)
[View assignment details](#)

1 Notification and Woman's details

1.1 Woman's identifiers

1.2 Woman's details

Ethnic category	White British	Main support during pregnancy	None
Country of birth	Spain	Employment status at booking	Employed or self-employed (full or pa
Time resident in the UK	<input type="radio"/> Less than 1 year		

Details of the assignment are available for viewing:

Case assignment details ✕

Case ID 4001

Assignment status Assigned, being edited

Case assigned by MBRRACE

Reason for assignment Please complete sections, woman's health, obstetric history and booking

Case assigned to NHS Fife

Comments on return -

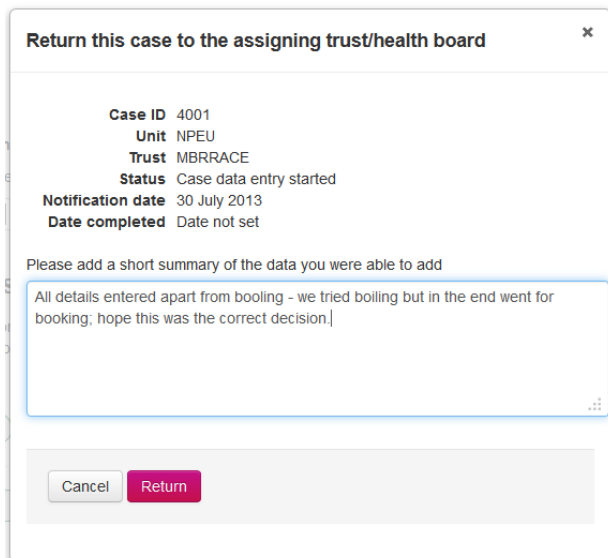
Assigned on 15 April 2014

Returned on Date not set

[Close](#)

2.3 Returning a case:

Once the receiving Trust/Health Board has completed the information required or provided an explanation why it is unable to do so, the case is returned by logging on and entering the MBRRACE case ID as before and selecting the **Return a case** option. This provides the opportunity to confirm that the missing data has been entered or provide an explanation as to why the data cannot be completed.



Return this case to the assigning trust/health board ✕

Case ID 4001
Unit NPEU
Trust MBRRACE
Status Case data entry started
Notification date 30 July 2013
Date completed Date not set

Please add a short summary of the data you were able to add

All details entered apart from booling - we tried booling but in the end went for booking; hope this was the correct decision.]

Cancel Return

Once the case is returned, to the assigning Trust/Health Board, the email below will be sent to the lead users and the user who originally assigned the case. The receiving Trust/Health Board will continue to be able to view the case.

Email sent on returning

MBRRACE Assigned Case Returned by NHS Fife to MBRRACE

Date: 15 April 2014 12:48

MBRRACE Case Assignment from NHS Fife to MBRRACE
Case ID 4001

The person who assigned the case is:
Name: Jo Bloggs

2.4 Case assignment summary

The following summary is always available to keep you up-to-date on assigned cases:

Case ID	Status	NHS Trust/Health board	Date assigned	Date returned
<i>Cases assigned by this trust/health board</i>				
4001	Returned	NHS Fife	15/04/2014 12:22	15/04/2014 12:48
<i>There are no cases assigned to this trust/health board</i>				

Clicking on the MBRRACE Case ID gives a summary of the assigned cases:

Case assignment details ✕

Case ID 4001

Assignment status Returned

Case assigned by MBRRACE

Reason for assignment Please complete sections, woman's health, obstetric history and booling

Case assigned to NHS Fife

Comments on return All details entered apart from booling - we tried boiling but in the end went for booking; hope this was the correct decision.

Assigned on 15 April 2014

Returned on 15 April 2014
