


## Submitting Update Reports on Corrective Action Plans

Once the final review has been completed and accepted by the Mental Health Commission the status of each CAPA will be set to **monitor**.

After a period of time the Commission will ask the Mental Health Facility to provide Update Reports to demonstrate that the Corrective and Preventative Plans are being implemented as intended.

### How does the Mental Health Facility know that an update report is required?

1. The Registered Proprietor will receive an email notifying them that an update report is needed.
2. The Registered Proprietor will have a Task on their homepage reminding them that an update report needs to be completed.
3. The status of each CAPA will be **Update Requested**.

 **Note:** Once the Commission have requested the report, the details being entered in the update will not be visible to Commission users until they have been submitted back to the Commission.

### Email from the Commission to the Registered Proprietor of the Facility

An email similar to the following will be sent by the Commission when an update report is required:-

We are writing to you, requesting update report for the batch XXXXX which includes the following CAPA(s)  
XXXXXX,  
XXXXXX  
This update must be submitted to the MHC by XXXXXXXX

To add an update to this CAPA, log into the CIS system <https://cis.mhcirl.ie> using your credentials.

1. Open the CAPA
2. Edit the Reason
3. If necessary, supporting documents can be added by clicking on the New Supporting Document button

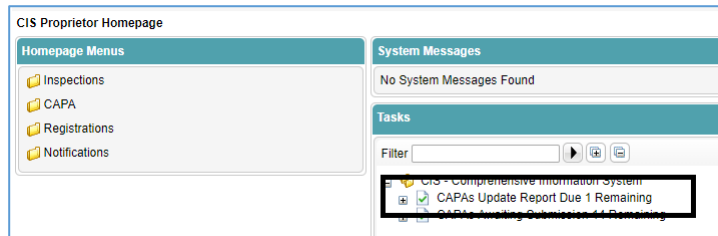
When all Reasons have been addressed for each CAPA listed, click on the Submit Update button to submit the CAPAs back to the Mental Health Commission for Review.

## Completing Update Reports on CAPAs

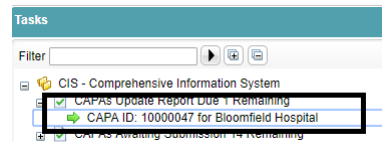
### How to provide an update report from the Task on the Homepage

There are 2 different ways to navigate to the screen where the Update Report should be added. The first option is for the Registered Proprietor to use the Task on the Homepage. Another way is to edit the CAPA from the List of CAPAs screen as described later in the session.

- ☞ On the homepage, Click on the Plus to see a list of CAPAs which require an update report



- ☞ Click on each task to open the **List of Reasons Screen** for that CAPA



**Remember** – This screen was previously used to create the CAPA for each reason for non-compliance. You are now required to revisit the screen and edit each reason on this screen to give an update. This will need to be done for each reason. You can then return to the homescreen and click on the Task to bring you into the List of Reasons Screen for the next CAPA.

For each reason, click on **Edit** to view the CAPA:-

Reason	Carried from CAPA ID	Status	Update Report Status	Reason ID	Reason for Deactivation / Closure	Action
this is a manually created CAPA created for Bloomfield. This is reason 1 it will relate to COP on admission transfer and discharge		Acceptable	In Progress	10000110		Clear
this is a manually created CAPA created for Bloomfield. This is reason 2 it will relate to COP on admission transfer and discharge		Acceptable		10000111		<b>Edit</b>

The details that were previously entered into the CAPA screen can be seen at the top of the screen. It cannot be edited.

Scroll down to the bottom of the screen. If the Commission have supplied specific instructions on what they would like to be updated on, this information will appear here on the **Update Reports** Tab.

**Time-bound:** Define time-frame for implementation of the action  
01/01/2019 Tuesday, 01 January 2019

**Update Reports** | Supporting Documents

Please send revised policies to: [redacted] instructions appear here

Click on the New Update Report button to add your update

**New Update Report**

Update Report Id	Details	Date Added	Added By	Status	Action
					Clear

## Completing Update Reports on CAPAs

☞ Click on **New Update Report**

Update Report

**Supporting Documents**

if you wish to upload document supporting this CAPA ,please click on the New Supporting Document Button

File Name	Description	Date Added	Added By	Status	Supporting Document ID	Action
						Clear

Records 0 to 0 of 0

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Save Cancel

☞ Fill in the **Update Report**

☞ Add any New **Supporting Documents**, if required

☞ Click on **Save**

When you click on Save, this brings you back to the **List of Reasons** Screen.

The update report can be edited or added to, if needed, by clicking on **edit** to go back into the screen with the details of the CAPA and creating an **Update Report** field as outlined above :-

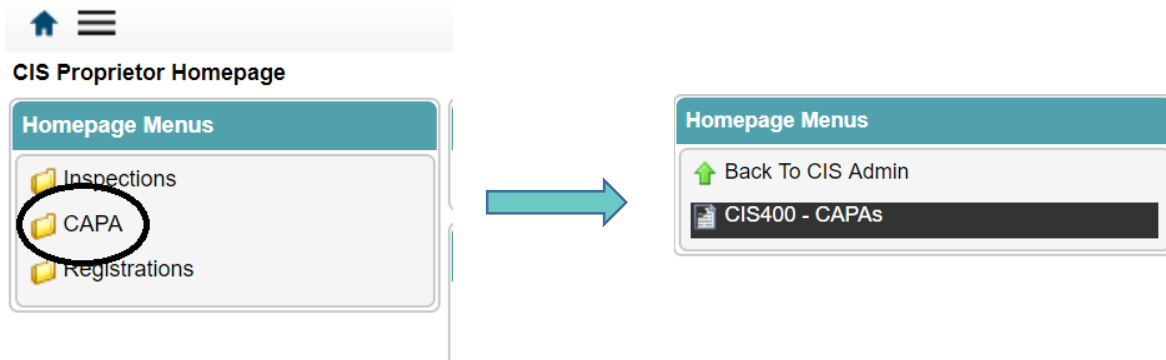
Reason	Carried from CAPA ID	Status	Update Report Status	Reason ID	Reason for Deactivation / Closure	Action
						Clear
Staff have received training relating to the care of children.		Acceptable	In Progress	10000119		View
A policy requiring each child to be individually risk-assessed.		Acceptable		10000120		Edit
Policies and procedures in place in relation to family liaison, parental consent, and confidentiality.		Acceptable		10000121		View

**Remember** – An update report is required for each reason.

## Completing Update Reports on CAPAs

### Using the List of CAPAs Screen

Another way to see all CAPAs is from the List of CAPAs. Screen. To open the List of CAPAs screen, Click on CAPAs on the Home screen and then click on **CIS400 – CAPAs** to open the List of CAPAs screen.



CAPAs with a Status of **Update Requested** are those for which **Update Reports** need to be completed.

Reason for CAPA	Inspection Cycle	Standard	Batch No.	Submission Deadline	Submission Date	Overdue	Status	Update Report Batch No.	Update CAPA Deadline	Update Report Date	Update Report Required	Update Report Status	CAPA ID	Action
														Clear
Inspection	2019	COP on Admission Transfer Discharge Approved Centre	10000008	04/05/2019	03/05/2019		Update Requested	10000016	08/05/2019		Yes		10000047	View
Inspection	2019	Regulation 21: Privacy	10000009	10/05/2019	09/05/2019		Update Requested	10000199	22/06/2019		Yes		10000041	View
Inspection	2019	Regulation 26: Staffing	10000011	22/06/2019	21/06/2019		Update Requested	10000208	24/06/2019		Yes		10000052	View
Inspection	2019	COP Relating to Admission of Children under the Mental Health	10000012	22/06/2019	21/06/2019		Update Requested	10000215	25/06/2019		Yes		10000053	Edit

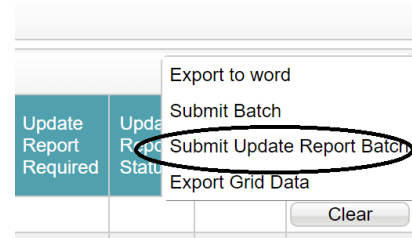
Each CAPA can be edited to add the update report for each reason.

## Submitting Update Report Batch to the Commission

Once an update report has been completed for each Reason on each CAPA for a Mental Health Facility, the batch must be submitted back to the Commission for review. This can be done from the List of CAPAs screen.

Only the Registered Proprietor can submit the Update Reports batch to the Commission.

- ☞ Open the List of CAPAs screen
- ☞ Click on the Down Arrow above the Grid
- ☞ Click on **Submit Update Reports Batch**
- ☞ Select the **batch** to submit and Click on OK
- ☞ Confirm that you wish to submit the batch
- ☞ The status of the CAPA is now **Update Submitted**



😊 The process for submitting Update Reports for a batch of CAPAs is now complete.

The Mental Health Commission will review the Update Reports. No further changes can be made at this time.

Once the review is complete, the Mental Health Facility will be notified.

If additional changes are needed, the Registered Proprietor will receive an email asking for an update report revision.

The same process should be followed again as outlined above.

## Summary

- Registered Proprietor receives an Email when an update report is required
- Edit each CAPA by clicking on the Task or by selecting edit on the List of CAPAs screen
- For each reason for non-compliance:-
  - Click on **New Update Report** to add the update
  - Add any supporting documentation
- Once all update reports have been completed for all CAPAs, choose **Submit Update Report Batch** on the top of **CIS400 – CAPAs** to submit to the Commission for their review.