

## Detailed notes for CaFC verification reports

24<sup>th</sup> July 2024

Version 1.3 – including additional guidance for deleting records

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### 1. Introduction and basic information

This document collects all the guidance information relating to CaFC verification reports and provides additional guidance for clinics, particularly those using API solutions

The verification reports covered in this guidance are:

- *Cycles missing any treatment data*

This document will be updated as new verification reports are published.

**Where to find the verification reports:** These reports can be found in the **CaFC exception category** of the reports section of the PRISM Homepage.

**General guidance on the reports:** Clinics should run these reports for each of the 4 CaFC years currently under verification (2020 to 2023).

The reports are structured so that there is a drill through to view the affected records. Clinics that enter data directly onto PRISM can use these links to correct the data, but for **clinics that use an API solution, they will need to view the data in PRISM and then make corrections through their clinical system interface.**

**Checking progress:** In the CaFC exception category, there is **separate summary report** that clinics can run to show the number of outstanding exceptions for all the other published reports.

**Getting support:** Please read the detailed guidance below. Contact [cafcsupport@hfea.gov.uk](mailto:cafcsupport@hfea.gov.uk) if clinics have any queries relating specifically to these CaFC verification reports or previously released missing outcomes.

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### 2. Report: Cycles missing any treatment details

**Why this report?** We are observing a number of records which have been initiated but then no further details have been provided. **Concerningly a subset of these records have outcomes recorded against them but no treatment details - these require special investigation.**

**Report text:** *This report lists partial, early submission of non-DI cycle data to the HFEA Register that have now passed the deadline for full data submission. Centre to check if the cycle was required to be submitted to the Register as per General Direction 0005 and to either delete it or provide complete data.*

**Our Register team advise as follows:** Clinics should note that we consider the thawing of an embryo as the cut off between a 'cancelled cycle' (needs to be reported) and 'no cycle' (does not need to be reported). If nothing is thawed, then we can say the cycle never started and any activity erroneously recorded on PRISM can be deleted. If something is thawed, then that will be a cycle and we need more information, even when the thawed gamete is not viable.

**Additional guidance for API clinics in relation to cycles missing any treatment details:** We are finding that most of these exceptions relate to API clinics:

- **IDEAS clinics:** If these are records that are present in PRISM but have been removed in IDEAS, then you will need to go manually into PRISM and delete these records. You can use the links in the verification report to navigate to these records. Before doing this please assure yourself that you have properly identified the required action and **do not amend any other records in PRISM** as this will interfere with your data synchronisation with IDEAS. We recommend clinics keep a separate list of those records that have been deleted in case anything needs to be checked in the future.

**[Additional guidance for API clinics on deleting cycles in PRISM]**

- The screen shots below show clinics how to delete records in PRISM through the ‘cycles missing any treatment details’ verification report. **Please follow these instructions and do not amend any other records other than the cycle that you are directed to by the verification report.**

**Step 1: Access record through the ‘EPRS cycle ref’ link in the verification report:**

Reg No.	EPRSRegRef (for use with non-Prism systems) ***	Surname	DOB	Age at Cycle	Cycle Date	EPRSCycleRef (for use with non-Prism systems) ***	Treatment	Main Reasons	Features	Pregnant	Live Birth
W1195309	R:0007-00000130325-1			41	21/02/2022	78234	Yes	FET (Frozen Embryo Transfer)	Stimulated	No	No
					06/04/2022	73056	Yes	FET (Frozen Embryo Transfer)	Unstimulated/Natural	No	No
					20/10/2022	77507	Yes	FET (Frozen Embryo Transfer)	Unstimulated/Natural	No	No

Click on the EPRS cycle ref to link to the cycle for review

**Step 2: View the cycle, determine if it is appropriate for deletion and click delete.**

Cycle Dates: 24 Jun 2022      Cycle Type: IVF treatment (FET)      Cycle Status: incomplete - FET with No thaw

**Cycle Initiate Details** +

Cycle Initiate Details

Special Direction Ref.No. (if applicable)

Is the treatment NHS Funded \*  No  Yes

**Comments** +

Print    Cancel    **Delete**    Save & Continue

**Step 3: Select the radial button associated with the cycle and click delete again.**

**Cycle Activities** -

Cycle

Cancel    **Delete**

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### 3. Further verification reports [to follow]

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