Submit a Perinatal Event Notification (SPEN) Service

User Guide

Review History

This document has been reviewed by the following people. This document will be reviewed every twelve months.

Version Number	Date	Author	Summary of Changes
V1	14/08/2025	Rob Orton	Initial versions
V2	22/08/2025	Rob Orton	Updated Text and Pictures

Approvals

This document has been approved by the following people:

Version Number	Date	Name	Function
V1	14/08/2025	Elizabeth Rushton	Operational Service Desk Manager
V2	22/08/2025	Elizabeth Rushton	Operational Service Desk Manager

Contents

1. Introduction

The Submit a Perinatal Event Notification (SPEN) service has been developed by NHS England in collaboration with DHSC, MBBRACE-UK, NHS Resolution and MNSI after identifying the need to streamline reporting requirements for qualifying perinatal events. SPEN replaces the existing notification model which requires Trusts and Providers to report directly to each national organisation via 3 separate portals.

The purpose of this guide is to walk through users on how to access the portal, submit a notification for multiple different event types, how to upload documents and how to manage and oversee already submitted notifications at a trust.

The service benefits from:

- Single point of entry for all perinatal safety event notifications
- Automated routing to relevant national organisations
- Reduction in administrative burden
- Secure document sharing with national organisations
- Comprehensive audit trail for all notifications

2. Organisations Integrated

The organisations integrating the SPEN Service are:

- MBRRACE-UK (Mothers and Babies: Reducing Risk through Audits and Confidential Enquiries Across the UK)
- Maternity and Neonatal Safety Investigation (MNSI)
- NHS Resolution Early Notification (NHSR EN) scheme
- Child Death Overview Panel (CDOP) through MBRRACE-UK

3. Useful Contacts

For technical help and queries please contact the Arden and GEM CSU Service Desk.
They can be contacted via:

Email: agem.apps@england.nhs.uk
Telephone: 03330384238

For policy questions, please contact the Submit a Perinatal Event Notification (SPEN) Project Team.
They can be contacted via:
Email: england.maternitytransformation@nhs.net

Registration and invitation emails from OKTA will be received from:
apps@model.nhs.uk

4. Access Process - Registration

Service Leads or Heads of Midwifery for each Organisation can request user access by contacting the Arden and GEM CSU Service Desk (agem.apps@england.nhs.uk). The Service Desk will then verify the users ODS Code and authenticator prior to beginning the onboarding process below.

a. If the requestor has an existing OKTA account, the end user is invited by email to access the SPEN service application.

   OR

b. If an OKTA account does not exist, the end user is invited by email to register. Once the OKTA account is activated, the user is then invited by email to access the SPEN service application

Once the invitation email (from apps@model.nhs.uk) is actioned by the user, access is granted.
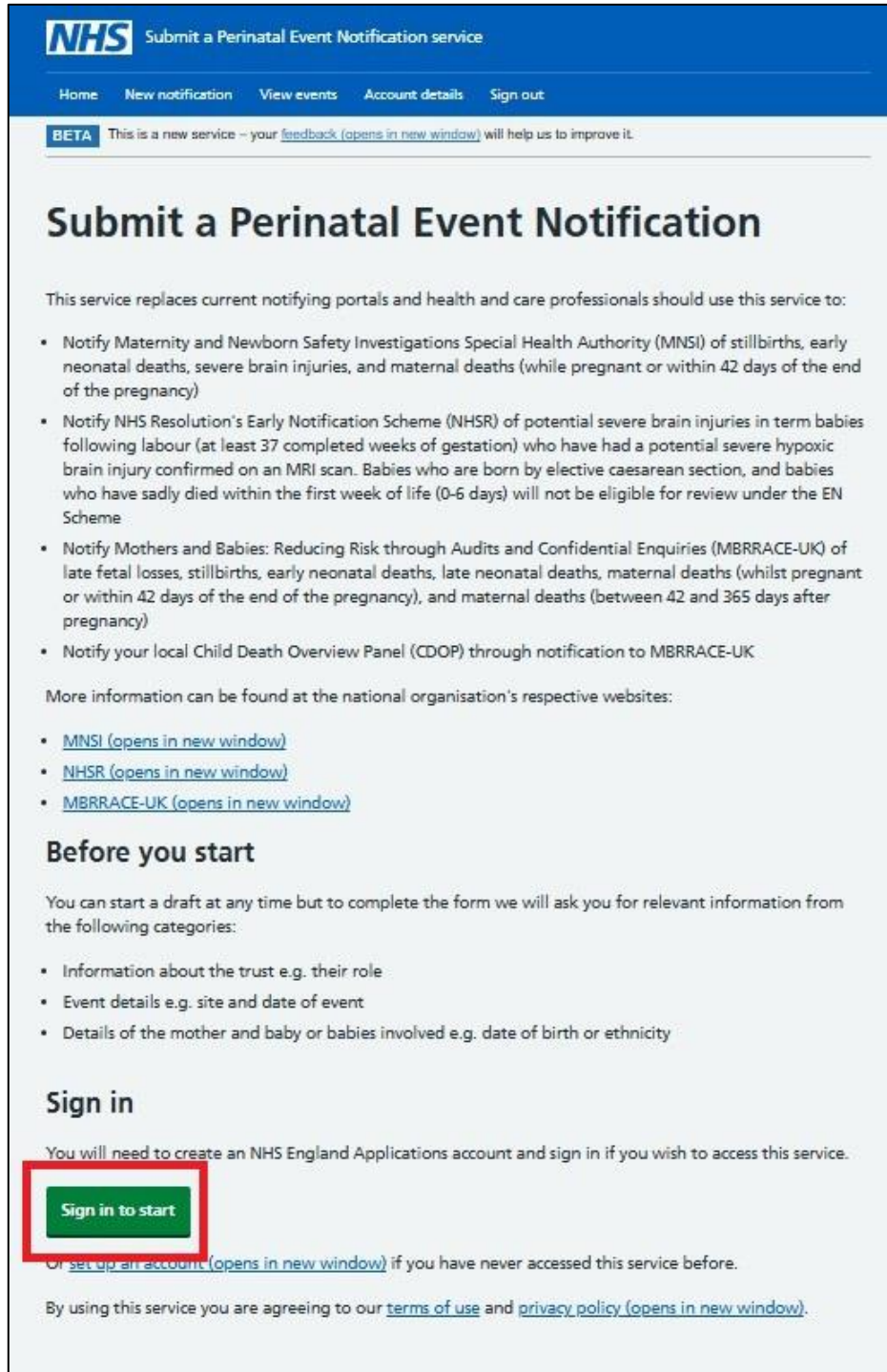
Example invitation email:
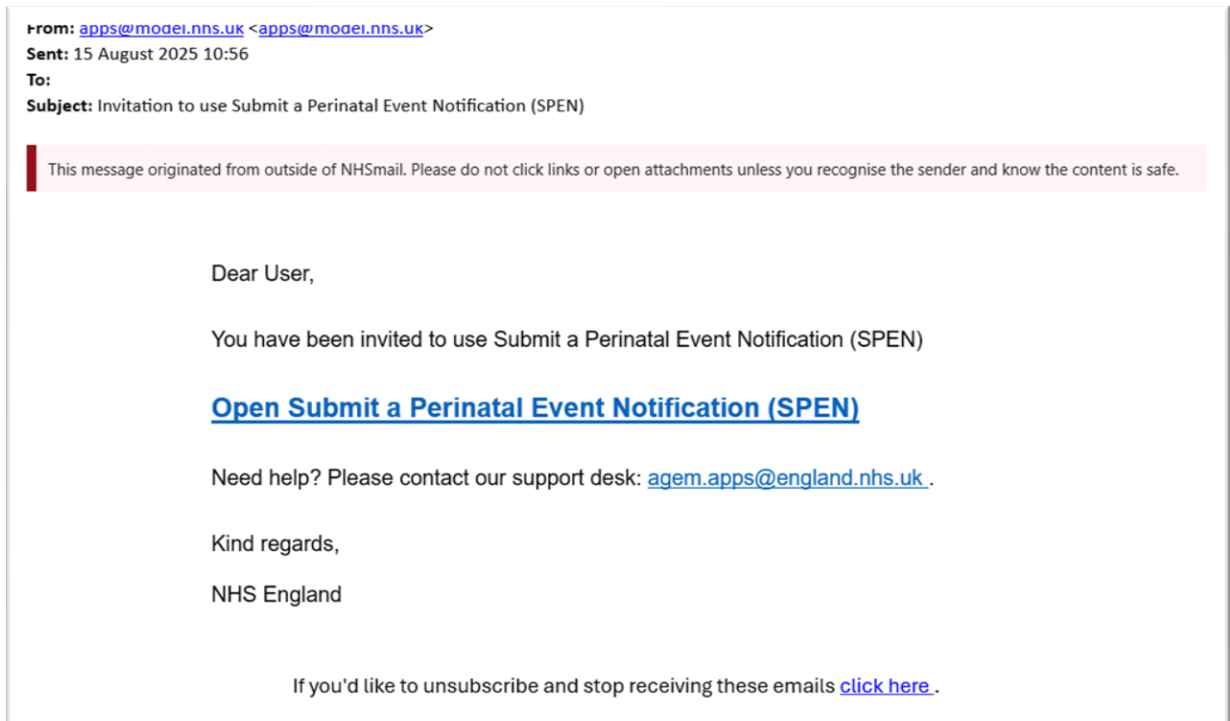
5. Accessing The Portal

To access SPEN navigate to: https://notify-perinatal-events.nhs.uk/

Select the 'Sign In To Start' button toward the bottom of the screen.

When logging in you will be asked for your OKTA details. Username is your full email address. Password is the one set in OKTA when registering.

If you have forgotten your password, the 'Reset password' link can be selected. A reset link will then be sent to the email address associated with the account.
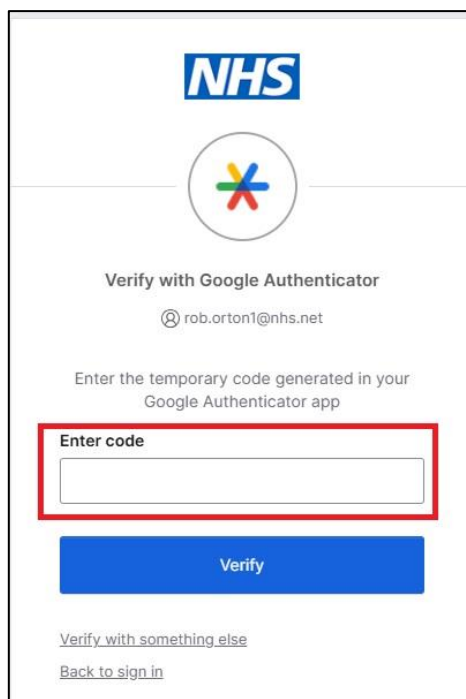
Insert the temporary code from the Multi Factor Authenticator (MFA) into the MFA screen.

Note: Once the service has been launched, user access and registration will be managed by a central process at NHS England. Registered users of existing systems (MBRRACE-UK, MNSI, NHSR EN

Scheme) will receive notifications about the registration process for SPEN as it is rolled out. When successfully logged in you will see the portal homepage.
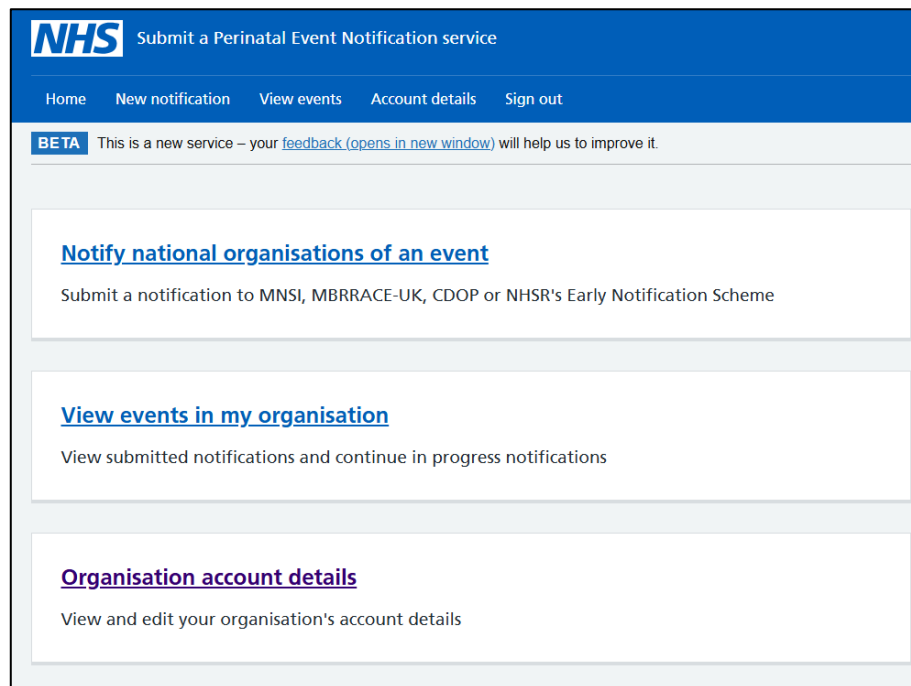
The homepage will display 3 options that are also mirrored on the top blue menu bar, which is always visible, allowing selection of a different area from any screen in the portal.

You can return to the homepage at any time by selecting 'Home' or the 'NHS' icon from the blue menu bar at the top of the page.

Note: The system will automatically identify your Organisation based on your login credentials.

Note: If you do not access SPEN for 6 months, your account will be deactivated.

6. Submitting a Notification

The portal supports reporting of various perinatal safety events that are eligible to reported to one or more of the national organisations. A notification that is sent to MBRRACE-UK via the portal will also notify local CDOPs where appropriate.

Events include:

- Early neonatal deaths
- Stillbirths
- Late foetal losses
- Potential severe brain injuries
- Terminations
- Maternal deaths
- Baby deaths involving multiples (e.g. twins, triplets).

For each section:

1. Complete all required fields within the existing reporting timeframes. This might mean that you submit section 1 first, and then section 2 a few days later.

2. Review your entries. Your notification cannot be amended after submission, so please check carefully.

3. Submit the notification to that organisation

4. Proceed to the next organisation's section if applicable.

Note: SPEN streamlines the notification element only. Other processes with each organisation continue as before. For example, MBRRACE-UK surveillance data must still be submitted through the MBRRACE-UK portal. The notification data from SPEN will automatically appear in MBRRACE-UK, eliminating the need to re-enter this information.
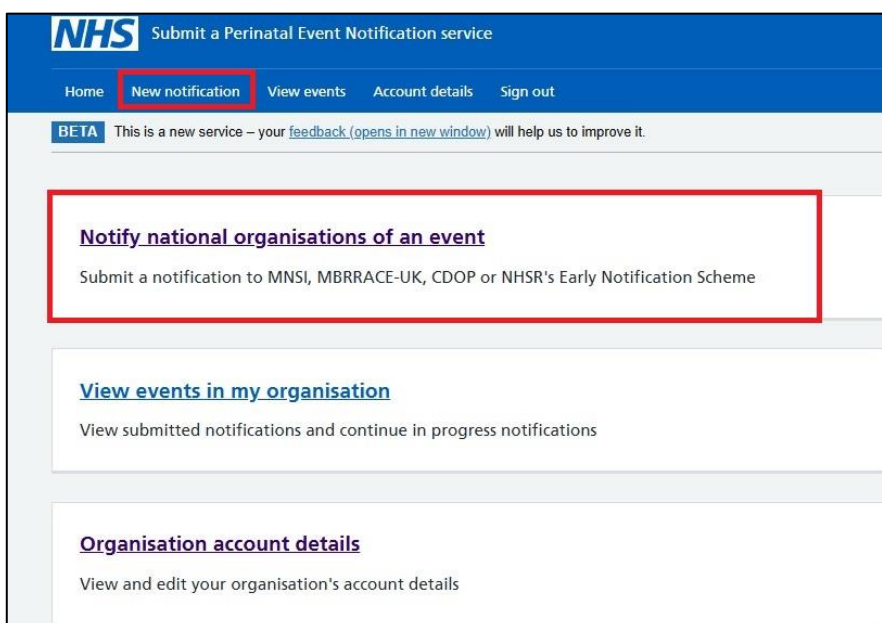
7. Notify national organisation of an event

The 'Notify national organisation of an event' option will allow you to submit a new notification to MNSI, MBRACE-UK, CDOP, or NHSR's Early Notification Scheme.

Notify national organisations of an event

Submit a notification to MNSI, MBRRACE-UK, CDOP or NHSR's Early Notification Scheme

Select the blue link 'Notify national organisation of an event', or the 'New Notification' option from the blue menu bar at the top of the screen.

Next, select the type of event you want to report and click continue.

Based on your answers to the filtering questions, the system will generate the appropriate notification forms divided into sections by organisation. There will never be more than two sections.

You will notice that if there are two sections, the second section will always contain fewer data fields than the first. This is because the SPEN streamlines the questions across different organisations and will automatically send any shared data fields from section 1 with the organisation that will be sent section 2.

8. Maternal Death Notifications

Select the answer to select event type.

When choosing certain answers, a further question may be asked. These will then need answering.

Then click 'Continue'.

Maternal death details

Did the mother die by suicide?
- ( ) Yes
- ( ) No

How did the mother die?
- ( ) Direct maternal death
  ▶ What does this mean?

- ( ) Indirect maternal death
  ▶ What does this mean?

- ( ) Coincidental death
  ▶ What does this mean?

Was this a multiple pregnancy?
- ( ) Yes
- ( ) No

Continue

Depending on the answers to the filtering questions meeting the reporting threshold for national organisations, you will then be asked to provide case details to one or more of the national organisations.

The different sections for information required will now need to be completed. The status if each section can be seen from the right-hand side.

Selecting the sub-section blue link allows the section to be completed.

When the Sub-section opens complete the required information and click 'Continue' to save the information.

Or to return to the sub-section list with out completing the information, select '

When completing a Sub-section, the system will automatically save your progress.
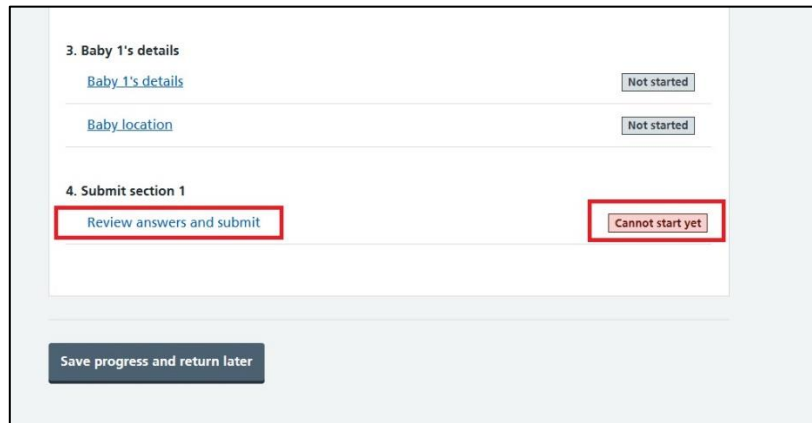
If you wish to manually save your progress, select the 'Save progress and return later' button at the base of the sub-section page.

When all the answers for Section 1 are complete there is an option to review all answers and submit by selecting the blue link.

If the notification to the right has 'Cannot start yet' this indicates there is a sub-section still to be completed.

Complete all the information required and submit the notification to MBRRACE-UK.

When section 1 is complete it is possible to move on to the questions in section 2.

When the answers have been completed for section 2, you can click the 'Review answers and submit' option for section 2.
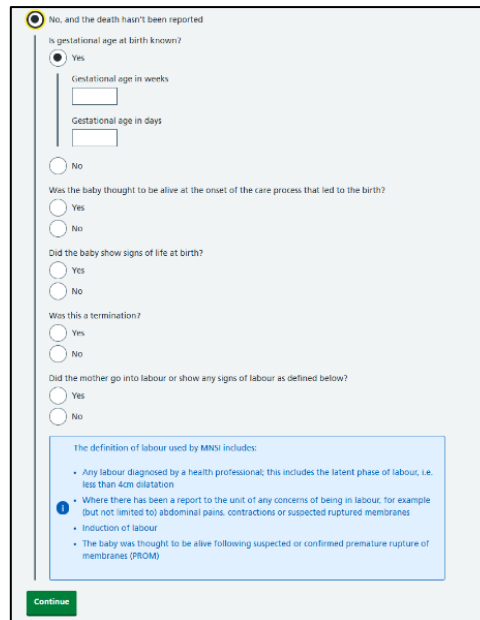
Note: When you 'Review answers and submit' you can no longer edit the questions in the sub-sections.

9. Baby Death Process

Alternatively, in the event of a baby death, a different set of filtering questions will need to be completed.

When entering a new notification, select No, the death has not been reported.

Next for a baby death, answer these following filtering questions to determine the Event Type and the Organisation(s) this notification should go to.

Finally, fill out the case history, medical notes, and details asked for in the final sections before submitting the notification. Please note that you may need to submit section 1 or section 2 at different times depending on national organisation's reporting timeframe requirements.

10. Severe Brain Injury Process

Select the Potential Severe Brain injury option.

What type of event do you want to notify?

Apart from multiple baby deaths from the same pregnancy, **you must report each event type as a separate notification** even if this happened to the same baby or within the same pregnancy.

For example, if a baby has suffered a potential severe brain injury and has subsequently died, users should submit two notifications: One for the brain injury, and one for the neonatal death.

To report multiple baby deaths in the same notification, select the Death (any event where a baby has died) option.

Mother

○ Maternal death (while pregnant or within 42 days of the end of the pregnancy)
▸ What does this mean?

○ Maternal death (between 42 and 365 days after pregnancy)
▸ What does this mean?

Baby

○ Death (any event where a baby has died)
▸ What does this mean?

◉ Potential severe brain injury
▸ What does this mean?

[Continue]

Complete the information required for the MNSI and/or NHSR Early Notification Scheme.

Potential severe brain injury details

Did the mother go into labour or show any signs of labour as defined below?
The definition of labour used by MNSI includes:
- Any labour diagnosed by a health professional; this includes the latent phase of labour, i.e. less than 4cm dilatation
- Where there has been a report to the unit of any concerns of being in labour, for example (but not limited to) abdominal pains, contractions or suspected ruptured membranes
- Induction of labour
- The baby was thought to be alive following suspected or confirmed premature rupture of membranes (PROM)

○ Yes
○ No

Was the baby born on or after 37+0 weeks gestation?
○ Yes
○ No

Was a potential severe brain injury diagnosed as occurring in the first 7 days of the baby's life?
○ Yes
○ No

Has this baby died?
○ Yes
○ No

[Continue]

11. Multiple Births Process

There are instances where reportable incidents involve multiples (e.g. twins or triplets). The SPEN portal can record multiple babies for any baby death or maternal death.

Note: Multiples are not supported for severe brain injuries. In this event, you should submit one brain injury notification for each baby that meets the brain injury criteria within the multiple pregnancy.

We recognise that due to reporting timeframes, not all deaths within a multiple pregnancy can be notified at the same time. Some baby deaths in a multiple pregnancy may happen outside of the MBRRACE-UK reporting timeframes.

For example: baby one in a set of twins could die during labour, and baby two could die 6 days after birth in a neonatal unit. Due to MBRRACE-UK and CDOP require notification of the first death within 2 days, you would submit one notification after each death. The first notification would state that baby one has died, and the death hasn't been reported, whereas baby two was still alive. The second notification would state that baby one has died, and the death has already been reported, and baby two has died and the death has not been reported.

12. Once a notification is submitted

You will receive a confirmation after completing each relevant stage of the notification, alongside reference numbers

For each notification you will receive a reference number generated by the portal in the format (MAT-000-XXX).

Notify a Maternal death (whilst pregnant or less than 42 days after pregnancy)

Your reference number
MAT-000-065
AGEM CSU (0DE)

Section 1 - Submitted on 12 August 2025

This section is used for notifying MBRRACE-UK.

View submitted answers

Section 2 - Submitted on 12 August 2025
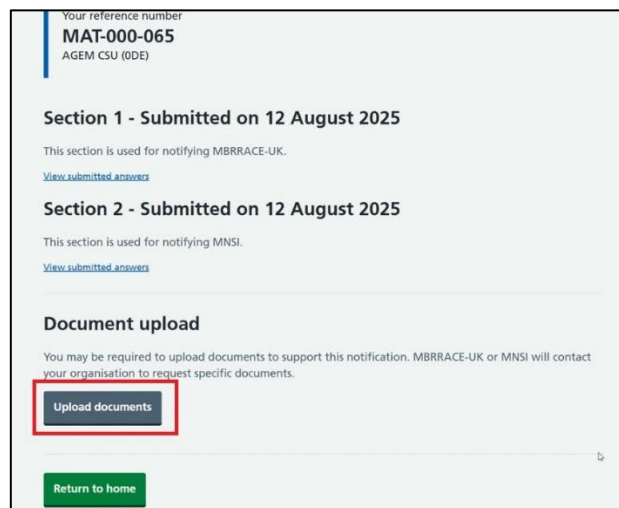
This section is used for notifying MNSI.

View submitted answers

13. Uploading a Document
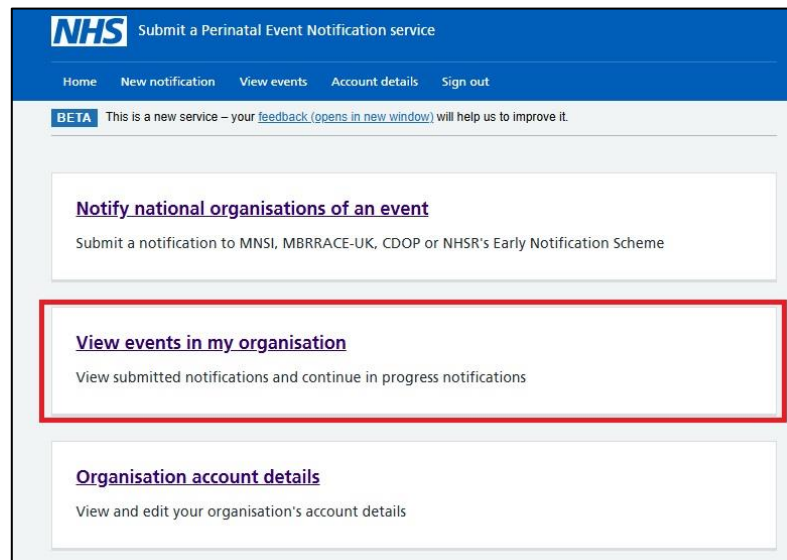
You may be required to upload supporting documentation and information for a notification, either before or after submission. National organisations will contact your Trust to request specific documents. Users will be able to upload documents to the SPEN portal and send them securely to one or more relevant organisation. Subsequent reporting of documents will need to be via local systems, with organisations contacting a Trust directly via their own case management system.

Users can navigate to the document upload function by either:

a. Clicking on the **upload document** button that appears after submitting a notification

b. Clicking on the paperclip icon on the relevant notifications, in the view documents section of the portal.

Events can be found from the home screen by selecting the middle option.

Events can be found from any screen in the portal by selecting 'View events' from the blue menu bar.
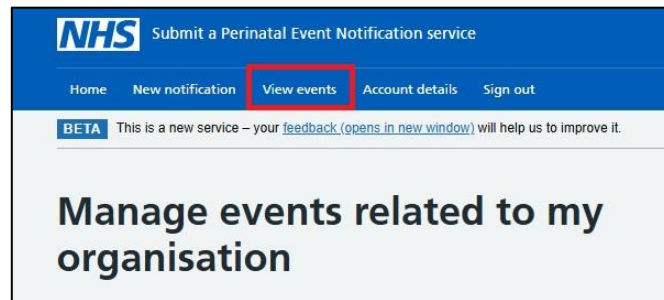
The page will load the list of events.

To the far right of the list of events is the paperclip icon.

Selecting the paperclip will open the document upload page.
Select the 'Add documents' button.

To send a document, users must navigate to the **document upload** page.

1.Choose a file or files to upload from the local drive.

2. Add a name description to each file and notes to each batch of files.

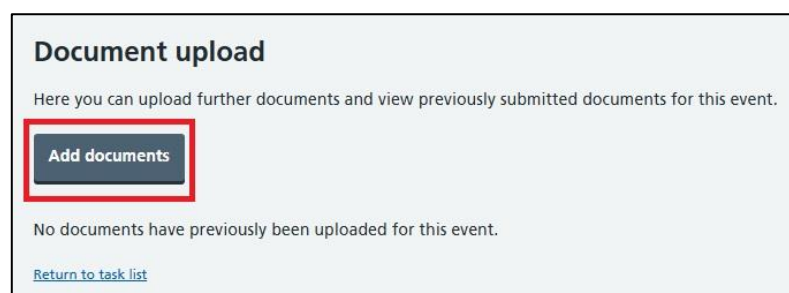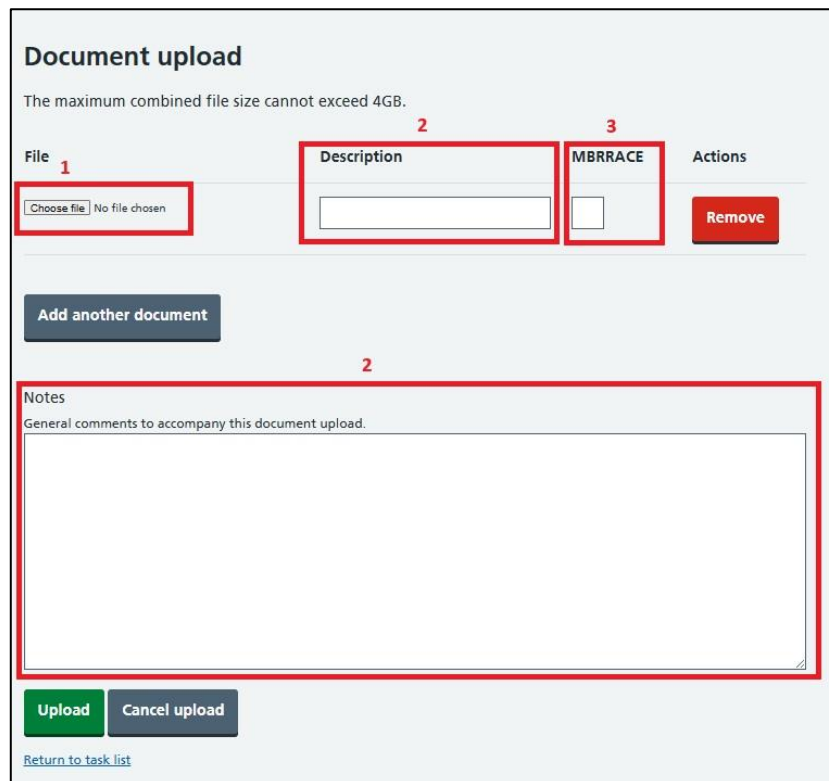3. Select which organisation to send the file to (the options available will depend on the event type and organisation's document upload permissions.

Document Upload Permissions: Each organisation has their own requirements for when documents are permitted for upload. This is for data protection reasons. This means that a user will only be able to send a document to an organisation when the relevant permissions are granted by an organisation. In any case, users should only upload a document when requested over email by a national organisation.

MBRRACE-UK: users will be able to upload and send documents as soon as a notification is **received.**

MNSI: users will be able to upload and send documents as soon as a notification is **accepted.**

NHSR: users will be able to upload and send documents as soon as a notification is **accepted.**

Uploading a document to an event raised by another organisation

All notifications of a maternal or baby death should be raised by the trust where this occurred.

There will be some scenarios where an organisation might require another trust to upload documents to this notification. This is usually because significant parts of the mother or baby's care occurred at another hospital prior to the death occurring at the hospital that has raised the original notification. The relevant national organisation will contact your trust in this instance to request documents be uploaded.

When a notification raised by another trust is linked to your trust, you can view part of this notification, and upload requested documents, through the "view events" tab at the top of the page.

1. Select "events from other organisations" in the "view events" section of the portal to find the relevant linked notification

2. Click on the paperclip icon to upload the requested documents and send to the relevant organisation.

Access to the notification will only be available if and once the notification is eligible for document upload as per the existing permissions

At the point the notification is opened by the non-referring trust:

- Users will only be able to see the mother and/or baby name(s) and NHS number(s) from section 1

- They will not be able to see or submit section 2

- They will be able to upload documents

- They will not be able to view or download documents uploaded by other trusts who have access to this notification

14. Managing Submitted Notifications

The portal provides the following notification management features:

1. **View all notifications** submitted by your Trust and all details of any previously submitted notification. All staff members who are signed up to the portal can access and view the same notification, complete different sections of notifications, upload documents for the notification, and review what has been submitted by colleagues.

2. Ability to **filter and sort options** by creator, date of event, type of event, reference number.

Manage events in my organisation

Your organisation: **NHS England**

Drag a column header here to group by that column

Reference	Created on	Created by	Event date	Event type	Section 1 ↑	Section 2	
MAT-000-238	07 Jan 2025 13:55	Kim Mir	01 Jan 2025	Maternal death (between 42 an...	Completed	Not required	✎ 🗑
MAT-000-379	24 Feb 2025 14:41	George Holley-Moore	01 Feb 2025	Potential severe brain injury	Completed	Not started	✎ 🗑
MAT-000-240	07 Jan 2025 14:42	Kim Mir	03 Jan 2025	Late neonatal death	Completed	Not required	✎ 🗑
MAT-000-506	19 Mar 2025 11:28	Haidi McDonald		Stillbirth	In progress	Not started	✎ 🗑
MAT-000-546	01 Apr 2025 12:44	Guido Mascolo		Potential severe brain injury	In progress	Not started	✎ 🗑
MAT-000-008	17 Oct 2024 16:29	Guido Mascolo		Potential severe brain injury	In progress	Not required	✎ 🗑
MAT-000-439	04 Mar 2025 17:33	James Beckett		Stillbirth	In progress	Not required	✎ 🗑
MAT-000-237	07 Jan 2025 11:08	Kim Mir		Combination event (more than ...	In progress	Not started	✎ 🗑
MAT-000-280	28 Jan 2025 10:23	Guido Mascolo	22 Jan 2025	Potential severe brain injury	In progress	Not required	✎ 🗑
MAT-000-505	19 Mar 2025 11:27	Haidi McDonald		Stillbirth	In progress	Not started	✎ 🗑
MAT-000-242	07 Jan 2025 15:37	George Holley-Moore		Early neonatal death	In progress	Not started	✎ 🗑

3. **Track Status:** monitor the status of each notification for each organisation (submitted, accepted, rejected).

15. Exporting Data

To support trust level reporting and auditing on perinatal safety events, it is possible to export a notification to excel and save the file in your preferred drive location.
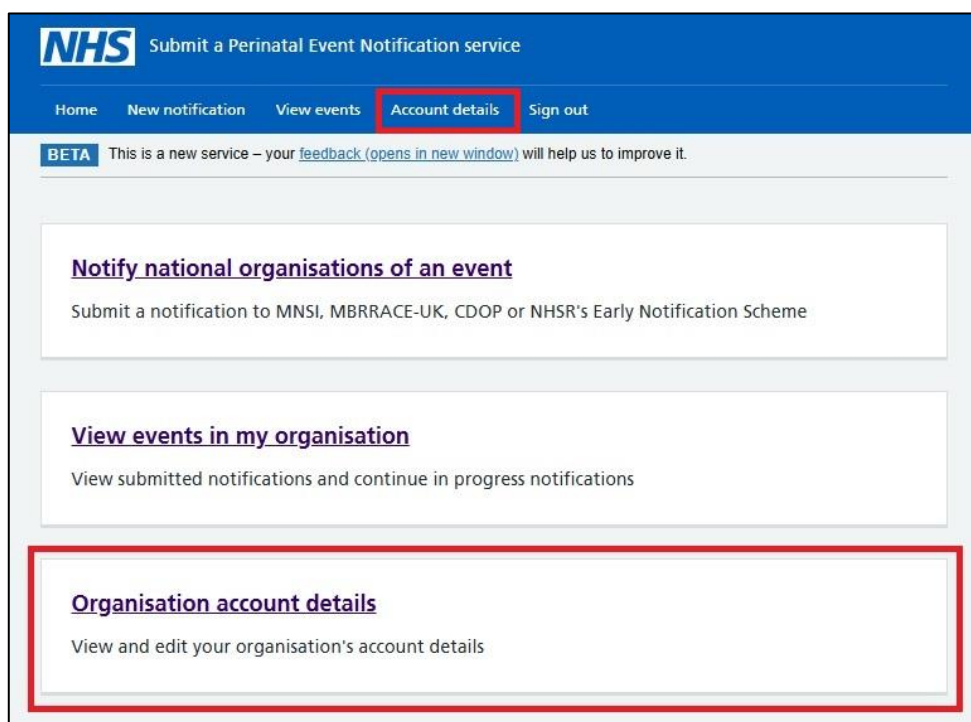
To export data, navigate to the 'View events' menu.

From the top right corner, select the export icon, this will show the export options. 'Export all data to excel' or 'Export select rows to excel'.

16. Organisation account details

The last option from the home screen is 'Organisation account details', or 'Account details' from the blue menu bar at the top of the screen.
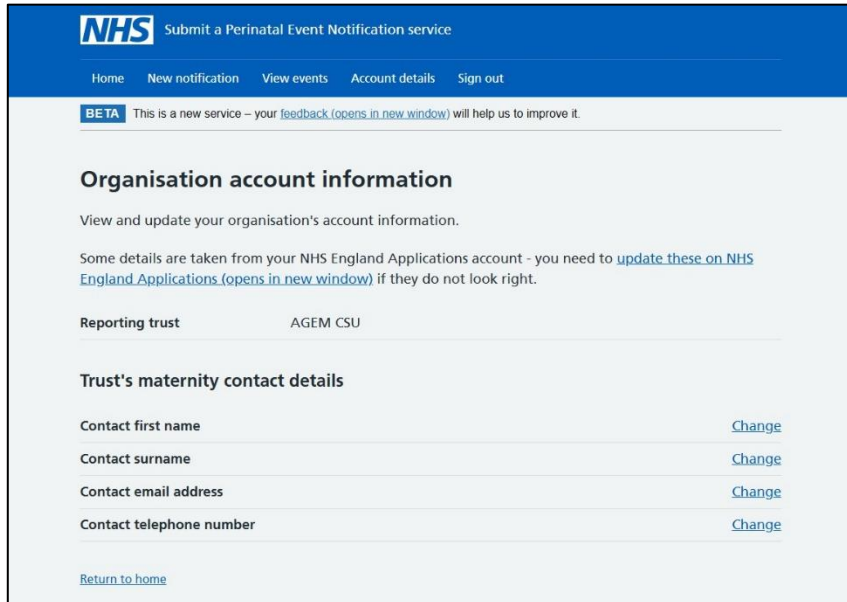

This selection will allow you to view and edit your organisations account details.

Ahead of your organisation using the portal, it is important that you ensure you have filled out your trust's maternity contact details. This will be used by national organisations to contact your trust with requests to upload documentation. You can update this by clicking "account details".

The top of the screen will show the organisation. This is pulled from the information when you registered on the Insights / OKTA screen. If this is not correct there is a link that allows the organisation to be amended.

The lower sections of the screen show the Maternity contact of the trust, with name, email address and contact telephone number.

Next to each contact detail is a change link. This allows the contact details to be edited and updated.

To save any changes the 'Update' button must be selected.