



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



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Consultant Applications Portal NDTP-DIME

Guide for Clinical Sites, Hospital Groups and CHOs



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Section 1 - DIME - Consultant Application Portal

1.1 Introduction and Purpose

The Doctors Integrated Management E-System (DIME) is an online system developed to support the human resources aspects of Doctors training and work force planning. The Consultant Application Portal (CAP) was the fifth module to launch in June 2018. There are currently six modules in DIME:

- National Employment Record (NER) - a document repository database in which NCHDs can store pre-employment and training documentation for timely processing by Medical Manpower departments in advance of clinical rotations.
- NCHD Post Matching - a multi-party platform designed to track NCHD training and non-training posts and occupancies. Data sharing between post graduate training bodies, acute hospitals and the medical council support workforce planning activities, post holding records and facilitates registration of NCHDs on the correct division of the medical council register.
- Consultant Post Matching - a post matching module designed to facilitate national reporting of consultant posts and occupancies.
- Occupational Health Module - a platform developed to facilitate the electronic pre-employment health screening and generation of Exposure Prone Procedure certificates to prevent repetition of screening facilitate timely rotations.
- Training Supports Scheme (TSS) Module – a module that enables NCHDs and Medical Manpower Departments to manage the administration for the TSS using a streamlined centralised system which also provides transparency throughout the entire process for all stakeholders.

The CAP has been developed to expedite the process of consultant post approval, and to allow visibility and transparency for stakeholders across the process. The portal will facilitate users to complete, verify, submit and track the consultant application form from initiation to approval online. This will provide a faster timeframe, a reduction in paper trail, minimize errors and improve traceability of forms through the application process. CAP will be used to apply for new posts, replacement posts and for the restructuring of existing posts.

1.2 User Roles and Glossary of Terms

<u>User Type</u>	<u>Description</u>
Initiator (Clinical Site / CHO/ Hospital Group)	This role allows the initiation of a CAP form on behalf of a Clinical Site and submission of the form to a user with a Submitter role, for review and submission to NDTP.
Submitter (CHO / Hospital Group)	This role is an approved CHO/HG User (Hospital Group or Community Health Organisation User), who reviews and verifies a CAP Application submitted by an Initiator, before further submission to NDTP, for screening. The CHO/HG User may also withdraw a CAP Application that has been submitted for screening. Note: the CHO/HG user, can also be an initiator
NDTP	A user with this role has the permission to review CAP Forms received from a Submitter. They can forward the CAP Application to CAAC and also return the CAP application with queries to the submitter for amendments.
<u>Post Types</u>	<u>Description</u>
New Post	A post which has not previously been approved and is an additional post for a clinical site
Replacement	An approved post which has become or is due to become vacant and approval is being sought to re-fill.
Restructure	An approved post where changes are being proposed to the structure of the post – e.g. working hours, contract type, location of post etc.,

Section 2 - CAP/DIME

2.1 Logging onto NDTP-DIME

Access to NDTP /DIME must be applied for by completing an access request form and submitting to NDTP by emailing dime.team@hse.ie The access request form is available at: http://www.hse.ie/eng/staff/Leadership_Education_Development/MET/database/forms/.

The DIME team will process your request and if approved forward you a username and temporary password for DIME. You will be required to change this password at your first log in. Should you not log in for 180 days, your account will be de-activated and you will need to contact NDTP to re-activate. These steps are part of the data protection procedures within NDTP.

To access DIME, type <https://ndtp-dime.hse.ie> into your browser and you will be directed to the logon screen. **Always use Internet Explorer (IE) when accessing DIME.**

Type in the user name and password provided by NDTP.

2.2 Accessing CAP

Once you have logged into DIME, you will find the CAP module on the left hand side of the screen



There are two options within the CAP:

1. Forms – this tab allows you to complete all actions for your permission level associated with the consultant application form. Depending on your role in the process you will have the ability to complete different tasks from initiation to submission / archive. You will be able to search for all applications associated with your permissions for your site / group and manage them through this tab.
2. Reports - There are a number of useful reports you can run and more detail of these is provided in section 4.

Section 3 CAP Applications

3.1 Initiating an Application

Applications can be initiated under the following headings:

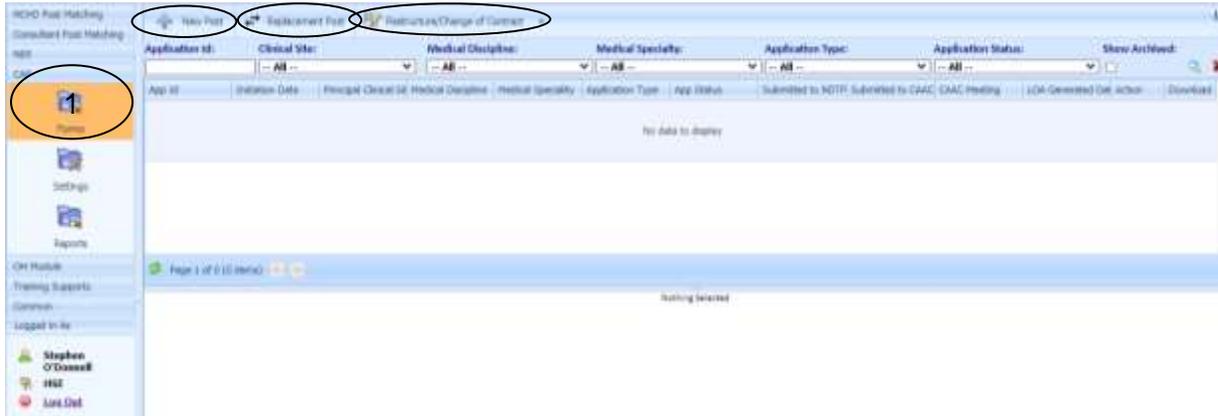
- New Post – For all new applications including posts not previously regularized by CAAC
- Replacement Post – For all replacement posts which have previously been approved through the CAAC process. This includes the restructuring of vacant posts
- Restructure / Change of Contract (of a Post) – For all applications of existing post-holders that require changes to their existing arrangements

Note: Hover text will appear over each heading in the CAP Module

The type of initiation will depend on the origin of the post (please see glossary of terms for clarity).

To proceed:

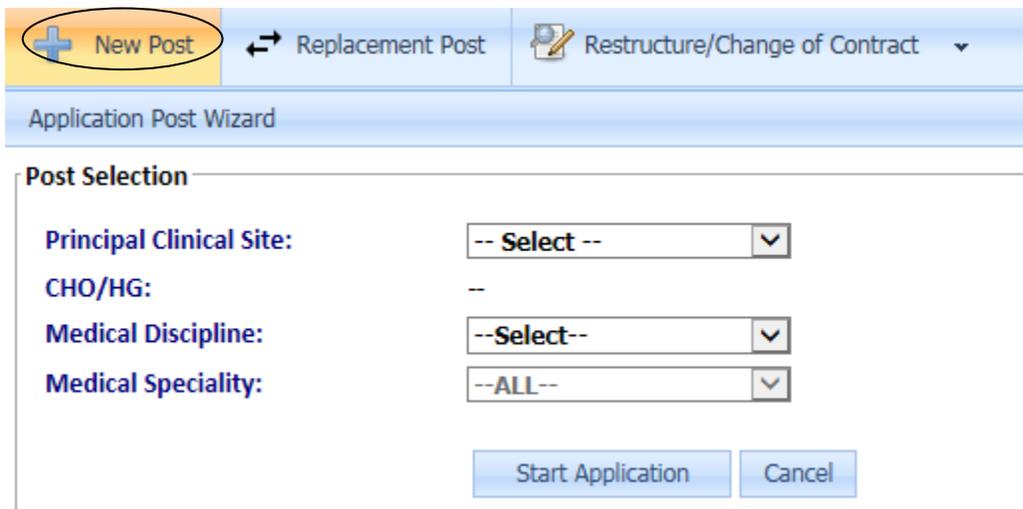
- Initiator logs into DIME
- Selects CAP portal on left hand menu
- Selects 'forms' tab
- Choose the appropriate button:-
New Post, Replacement Post or Restructure post / Change of Contract Type



3.1.1 Initiating New Posts

For new posts only the following process applies:

- Choose the Principal Site from the drop down list
- Choose the Medical Discipline from the drop down list
- Choose the Medical Specialty from the drop down list
- Select Start application



3.1.2 Initiating Replacement Posts

For replacement posts the following process applies:

The user will click on the replacement post button and will begin the initiation of the application. The user can search for the replacement post in two ways:

1. Enter the post reference number of the replacement consultant if known into the reference id field and click the search button.
2. If this is not known the post can also be searched by choosing the Clinical Site and or Hospital Group and or Specialty from the drop down menus and press the search icon (This will display the list of posts extracted from DIME Consultants Module associated with the Specialty).

The user will then choose the post for replacement and double click on same.

The 'Select & Proceed' Button, in the Assignments section will confirm the replacement post. A confirmation message will appear as a pop up before redirection to the CAP Form.

NB: for replacement posts it is essential that users select the permanent post holder from this menu and not any temporary appointments.

The screenshot displays the 'Replacement Post' search and details interface. The top section contains search filters for Clinical Site, Hospital Group/CHD, HSE Region, Medical Discipline, Specialty, Sub-Specialty, and Special Interest. Below the filters is a table of search results with columns for ID, Clinical Site, Specialty, Subspecialty, Postholder, and Status. The first result is highlighted in orange.

Below the table is a 'Post Details' section with the following information:

- Post ID: 47842
- Date Post Created: 26/09/2008
- Principal Clinical Site: Barry General Hospital
- Principal Site Consultant: 12 01
- WFE: 1.00
- Approval Status: Approved
- Post Ref #: 81644421
- Date of First Approval: 26/09/2008
- Date of Last Approval: 09/01/2012

A yellow warning message states: "Please select an assignment to start a replacement post. Please scroll down to view the Search and Proceed button."

The bottom section is an 'Assignments' table with the following data:

Specialty	Name	MC A	Issue	Grade	Start Date	End Date	Notes	Reg Status	Employment Status	Assignment WFE	#
Radiology	John Barry	18279	Fixed Term	Consultant	22/08/2008	01/08/2018	Pending	Active	Trust	4.82	

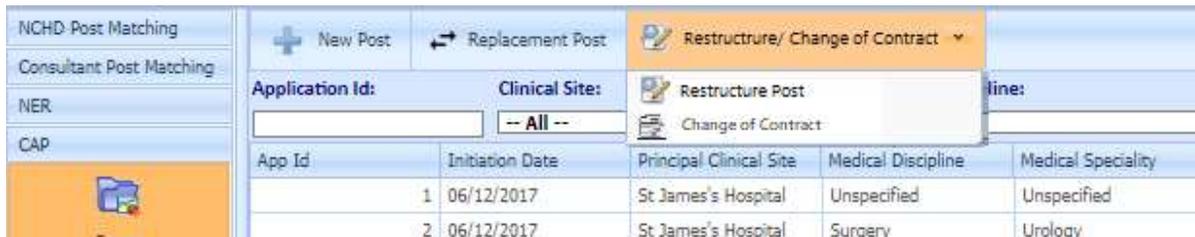
The CAP Form will open on Section A. The Post Reference No. will be displayed on this screen alongside a number of mandatory fields to be completed as detailed in Section 3.2.1 of the CAP User Guide

3.1.3 Initiation Restructure Posts / Change of Contract: -

The user will access the Restructure Post/ Change of Contract button to initiate the application. The user can search for the specific post in two ways: -

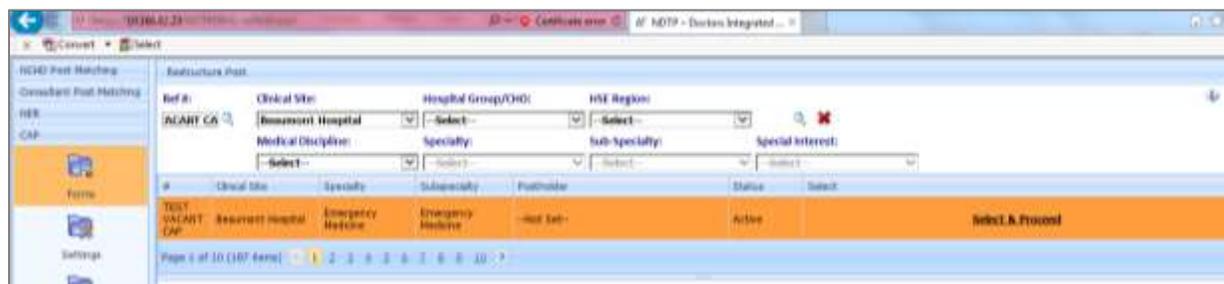
1. Enter the post reference number of the consultant post if known into the reference id field.
2. If this is not known the post can also be searched by choosing the Clinical Site and or Hospital Group and or Specialty from the drop down menus and press the search icon (blue key). This will display the list of posts extracted from the Consultant Post Matching Module associated with the Specialty.

The user then will choose the post for restructure or change of contract as appropriate and double click on same.



App Id	Initiation Date	Principal Clinical Site	Medical Discipline	Medical Specialty
1	06/12/2017	St James's Hospital	Unspecified	Unspecified
2	06/12/2017	St James's Hospital	Surgery	Urology

The 'Select & Proceed' Button, will confirm the restructure post. A confirmation message will pop up before redirection to the CAP Form. The CAP Form will open on Section A. The Post Reference No. will be displayed on this screen alongside a number of mandatory fields to be completed as detailed in Section 3.2.1 of the CAP User Guide



#	Clinical Site	Specialty	Sub-specialty	Postcode	Status	Select
1	Beckett Hospital	Emergency Medicine	Emergency Medicine	not set	Active	Select & Proceed

When Change of Contract is chosen, it lets you search for the post. It will have the search capability similar to that of a Restructure post. The only difference is when you click "Select & Proceed" it takes you to Change of Contract Post Application Wizard, which works very similar to the Restructure Post Application Wizard, except only Section A, Section H and Section I will need to be completed in this window.

Change of Contract Application Wizard - Application Id: 1097

Section A | Section H | Section I

Clinical Sites

Principal Clinical Site * Tallaght University Hospital Principal Site Commitment* 29.00

HG/CHO Dublin Midlands Hospitals Group

Other Clinical Sites

Clinical Site --Select-- Add >> Naas General Hospital (10.00)

Commitment 0.00 Remove <<

Details 1

Discipline * Medicine Specialty * Rheumatology

Sub Specialty* --Select-- Special Interest* --Select--

Post Title National Grade Code

Details 2

3.2 CAP Application Form

The following apply to all applications regardless of Post type.

Note: For all posts CAP will automatically assign the application a number (identified at the top of the screen) this will remain the unique number of the application through the application process.

3.2.1 Section A - Post Application

This section relates to the working terms and conditions of each post. For new posts all sections will be blank and require input. In the case of replacement or restructured posts information will be auto populated from the information contained in the Consultant Post Matching Module but should be reviewed to ensure accuracy.

Fields to be completed are:

- The principal clinical site
- Principal clinical site commitment
- HG / CHO (Automatically populates)
- Other Clinical Site and commitment (if applicable)
- Discipline
- Specialty
- Sub Specialty
- Special Interest (option to select 'none' exists)
- Contract Class
- Contract Type

- Post Capacity
- Reason for selection of contract type
- Academic selection (if relevant)
- Post type
- Grade
- Source of the proposed post
- HSE Medical Qualification (Automatically populates)

Click 'save and proceed' to move to next screen.

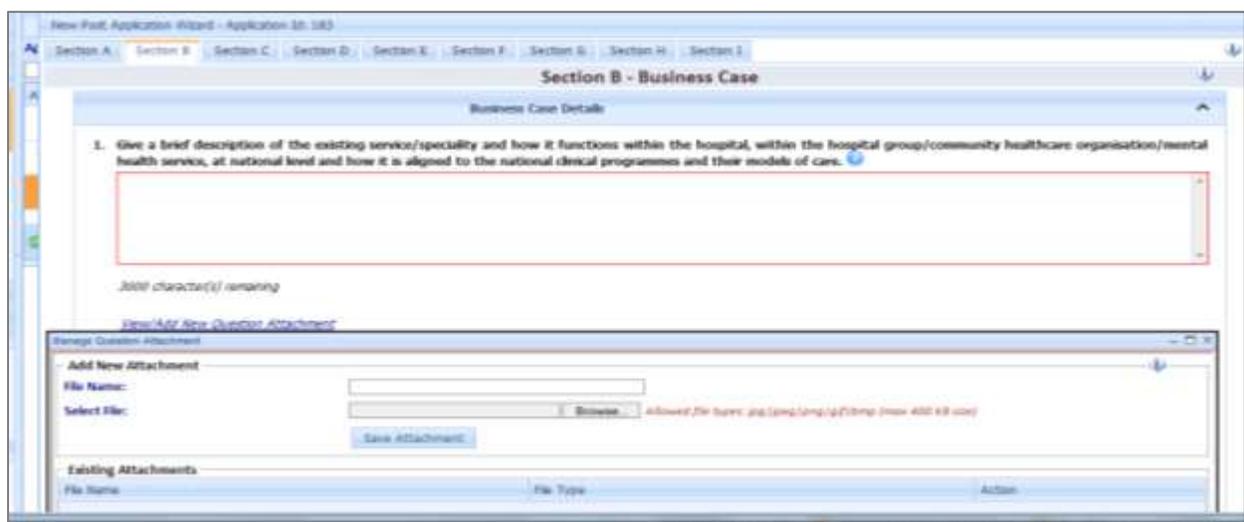
3.2.2 Section B – Business Case

The Business Case is divided into four sections and each section has a series of mandatory questions to be answered. If a user wishes to add graphs / tables or images into the text box please note that at the end of each question there is a facility to add JPG, JPEG, PNG, GIF, BMP (subject to a max 400 kb size).

The four subsections are:

- Business Case Details
- Clinical Facility Details
- General Facilities
- Performance Measurement

When all questions have been completed please click the save and continue button at the end of the screen to process to the next section of the Business Case.



3.2.3 Section C Indicative Work Practice Plan

This section is divided into two parts

- On-Call commitment
- Practice Plan

Both sections must be completed for all applications in accordance with the guidance notes.

On Call Commitment

- The initiator must provide information in relation to on-call. The on-call commitment is a mandatory field to be filled, i.e. either Yes or No should be ticked to proceed.
- If Yes is ticked then the user has to describe in full the on-call rota(s) commitment for this post in the comment box
- The “Save Commitment Details” box should be selected to save the details entered.

The screenshot shows the 'Section C - Indicative Practice Plan' form. It features a table for 'Clinical Site' with columns for 'Practice Plan Hours' and a section for 'On Call Commitment' with radio buttons for 'Yes' and 'No'. The 'On Call Commitment' section includes a text area for describing the on-call rota/commitment for the post.

Work Practice Plan

The initiator must complete the following fields to generate a weekly indicative practice plan for the post:

- Day
- Start Time
- End Time
- Clinical Site (Choose from the drop down list associated with information inputted in section A)
- Activity (Choose from the drop down list)

CAP will validate the information added to this screen to ensure that:

- The total hours for each clinical site does not exceed the total hours listed in the initial site breakdown in Section A.
- A minimum of 2 hours teaching time has been included. Teacher Training time should be reduced to 1 hour from 2 hours per week if the post is 19.5 hours or less in work practice plan

The screenshot shows the 'Add Activity' form. It includes a table for 'Add Activity' with columns for 'Day', 'Start Time', 'End Time', 'Clinical Site', 'Activity', 'Activity Total', and 'Action'. The table shows an entry for 'Monday' from 09:00 to 17:00 at 'Bohemont Hospital' for 'Teaching/Training' with an 'Activity Total' of 08:00.

3.2.4 Section D Existing Permanent Consultants

This section documents existing permanent Consultants in permanent posts. The data is extracted from the existing Consultants Post Matching Module and must be verified by the initiator. If data is missing or incorrect it must be amended in the Consultants Post Matching Module. Once this has been done Section D of CAP is automatically updated.

The Initiator must confirm the method of appointment for the current post holder by selecting the add/update tab

The user clicks the add/update button and a dropdown menu will appear. Choose the SCIP (Standard Competitive Interview Process) or CID (Contract of Indefinite Duration) from the list then click update to save the data. Note – you may need to scroll to the right of your screen to see this option.

Name	FICD	Contract Type	Special Interest Area	Post Ref Number	Date of Approval	Total Working Hours	Principal Clinical Site	Principal Site Approved Hours	Other Hospital / Mid medical school
	Type A	None	VTREADM			0.00	St Vincent's University Hospital	08:00	
	Type A	None	VTWABD			22.00	St Vincent's University Hospital	21:00	St Columbkille's Hospital 08:00
	Type A	None	VTWABD			28.00	St Vincent's University Hospital	28:00	

3.2.5 Section E Non-Permanent Consultants

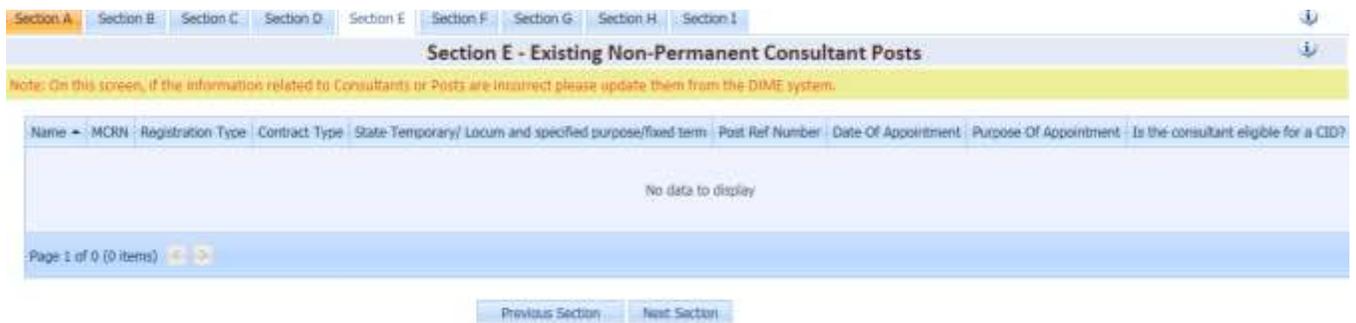
This section displays all Consultants in Posts that do not have permanent tenure. This data is extracted from the existing Consultants Post Matching Module and must be verified by the initiator. If data is missing/incorrect it must be amended in the Consultants Post Matching Module and this section repeated.

The fields are:

- Name
- Medical Council Number
- Registration Type
- Contract Type
- Tenure
- Post Ref Number
- *Date of Appointment (To be inputted)
- *Purpose of Appointment (Free Text Field)
- *Is the consultant eligible for a CID? (Dropdown - Yes/No)

*This can be done by choosing the add/edit option (last column) and then update to save information.

Previous Section / Next Section Tab. Allows the User to progress to the Next and Previous Sections



3.2.6 Section F Vacant Approved Posts

This screen displays all Consultants Posts, that are approved but do not have a Consultant matched to them. This data is extracted from the existing Consultants Post Matching Module and must be verified by the initiator. If data is missing/incorrect it must be amended in the Consultants Post Matching Module and this section repeated.

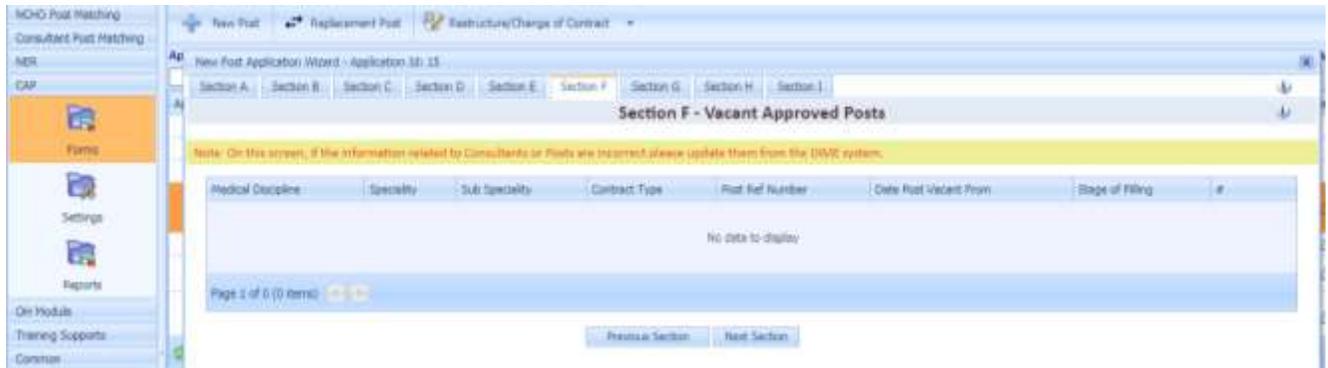
Vacant Approved Posts List

This List contains the following columns:

- Medical Discipline
- Specialty
- Sub Specialty
- Contract Type
- Post Ref Number
- Date Post Vacant From (If there has been no assignments for this post, the date of first approval will be used)
- *Stage of filling (Please select from the dropdown list)

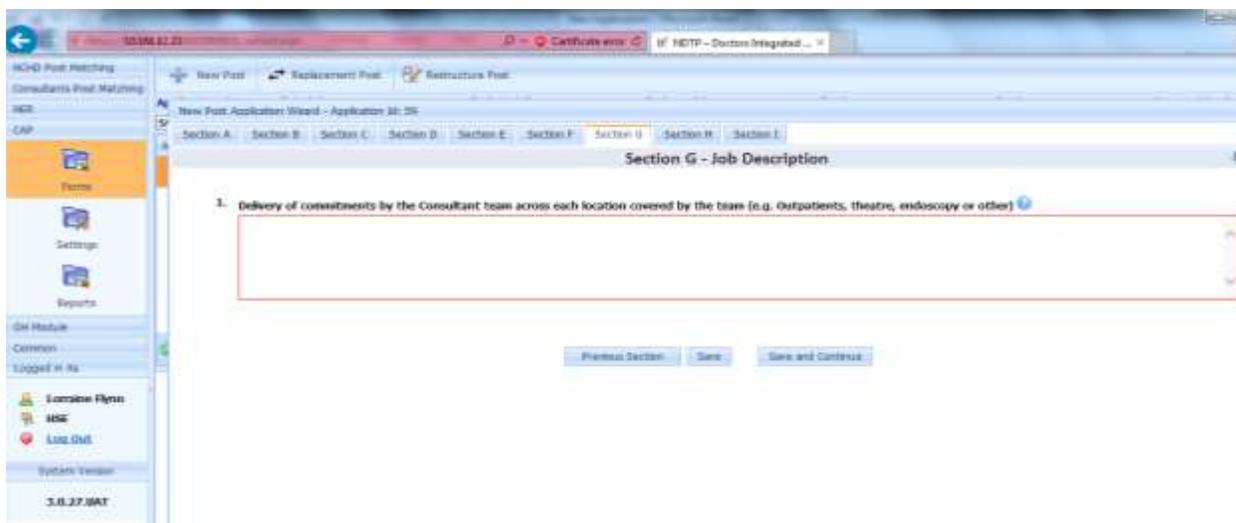
*This can be done by choosing the add/edit option (last column) and then update to save information

Previous Section / Next Section allows the User to progress to the Next and Previous Sections



3.2.6 Section G Job Description

This Section of the Form consists of a series of questions. All questions are mandatory with the exception of questions relating to Psychiatry posts. If the question is not applicable to a particular post please enter N/A and move on to the next question. As per Section B answers should be in text form only. Should the facility be required to add graphs see process under Business Case.



3.2.7 Section H Supporting Documents

The appropriate user will add the AHD Funding document, the Clinical Programme Lead Comments and any supporting documents for the application.

To add a document, please follow the steps below:

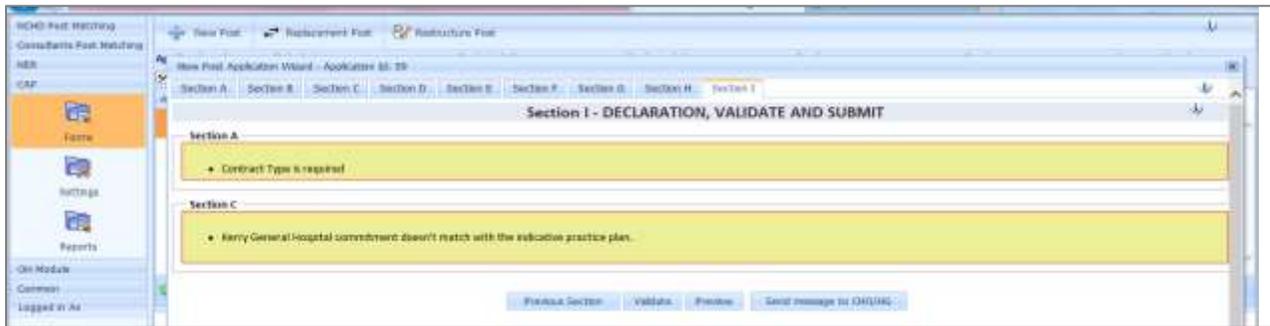
File type: Choose from Dropdown list

- File: Browse the location of the file and choose same
- Save: To add the file
- To cancel a document click cancel and the form will be cleared.

The screenshot shows a web browser window displaying the 'Replacement Post Application Wizard - Application Id: 174'. The interface includes a navigation bar with tabs for Section A through Section I, with Section H selected. Below the navigation bar is the 'Section H - Supporting Documents' section. This section contains an 'Add Document' form with a 'File Type' dropdown menu set to 'AHD Form', a 'File:' input field, and a 'Browse' button. Below the form is a table titled 'Supporting Documents' with columns for 'File Name', 'File Type', and 'Action'. The table is currently empty, displaying 'No data to display'. At the bottom of the page, there are three buttons: 'Previous Section', 'Save', and 'Cancel'.

3.2.8 Section I Declaration, Validation and Submit

At Validation, when the initiator is ready to validate the application an error message summary may appear. The initiator can move back and forth between the sections to amend the errors as detailed in the summary. All the mandatory requirements of the application must be met before the initiator can submit the form to the CHO/HG.



By clicking the preview button a PDF preview of the application is generated.

When all mandatory requirements are met the Initiator is then ready to 'Submit to CHO/HG' by selecting this button. The User will be notified by the system that the form will be submitted to the CHO/HG and a facility to include a message is available.

The Form Status will be set to Submission to-CHO/HG and an alert (via email) will be sent to the relevant CHO/HG.

3.2.9 The Submitter

The submitter will receive an alert (via email) indicating that an application requires validation and sign off prior to sending to NDTP.

The submitter will have two options: -

1: Submit to NDTP Button (Submitter)

The approved submitter:-

- Adds supporting documentation as outlined in 3.2.7
- Validates and verifies the application
- There is a preview button to view the final downloadable PDF version of the Application Form that will be submitted to NDTP
- Signs off declaration on behalf of the CHO/HG
- Clicks the submit to NDTP button, a facility to add a message to the NDTP will also become available.

The Application Status will be set to '**Screening Submission**' and an alert will be sent to all NDTP Users. A facility to include a message is enabled.

2: Return to Initiator (Submitter)

The submitter can also return the application to the Initiator for changes or correction. The initiator will receive an alert and a message will appear on the application status bar. The initiator will make the appropriate changes, revalidate and send to the submitter.

This can be repeated as many times as is required between the Submitter and the Initiator. There will be a message trail at all times to track the status of the application.

3.2.10 NDTP Screening

The application is now with NDTP for screening.

There are two options

1: Submit to CAAC

NDTP can submit the application to CAAC. The status is now changed to “submitted to CAAC”. The CHO/HG will be alerted via email.

2: Return to CHO/HG

NDTP can return an application for amendments to the CHO/HG and an alert will be sent via email. At this point the CHO/HG is notified and should act accordingly to the additional application requirements. The details of requirements are contained within the message. The CHO/HG can return to the initiator for action or may action the query. This can be repeated as many times as required between the NDTP/Submitter and the Initiator. There will be a message trail at all times to track the status of the application.

3.2.11 CAAC

The next phase of the project will automate the existing letter of approvals. The CHO/HG will be notified of the CAAC recommendation via email. It must be noted that this is only a recommendation and recruitment cannot proceed until a formal letter of approval is issued from the National Director’s office.

CAAC Decisions

- CAAC approved

- CAAC rejected
- Application is rejected and further action is required.
- CAAC approval? subject to

When an application is subject to it will require additional information which must be forwarded to the NDTP prior to any letter of approval being issued.

- CAAC deferred.

When an application is deferred the CHO/HG will withdraw this application until such a time that it is appropriate to re-initiate with additional information.

3.2.12 Messages/Status Change Events

The *Message / Status Change Event Log* is a Log of all Messages and CAP Application Status Changes in the context of a CAP Application. It contains the details listed below and is used to trace and track the journey of the application.

- CAP Application ID
- Date Time: Date Time when submitted
- Name: Name of the User who submitted the message
- Role: Role of the User who submitted
- Message: Message Text
- Status Change: If the message was part of a status change

This can be located when the user chooses forms and hits the search button. This will display all forms associated with the user's security access. The user can also track by application ID. The bottom of the screen will display the history and all associated messages associated with the application.

The screenshot displays a web application interface with a sidebar on the left containing navigation options like 'Forms', 'Settings', and 'Reports'. The main content area is divided into two sections. The top section is a table of CAP applications with columns for Application ID, Clinical Site, Medical Discipline, Medical Specialty, Application Type, and Application Status. The bottom section is a 'Message/Status Change Event Log' table with columns for Application ID, Date Time, Submitted By, Submitted User's Status, and Message.

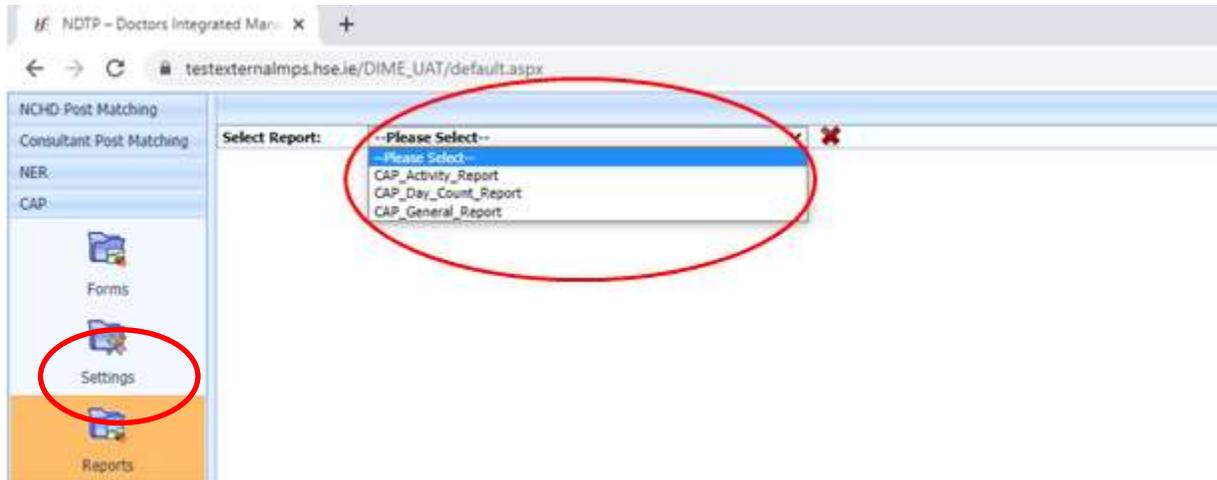
Application ID	Clinical Site	Medical Discipline	Medical Specialty	Application Type	Application Status	Show Archived
8	St Vincent's Hospital	Paediatrics	Paediatrics	New Post	Submitted To NDTP	
18	St Vincent's University Hospital	Medicine	General Medicine	Replacement Post	Submitted To NDTP	
19	St Vincent's University Hospital	Medicine	Dermatology	New Post	Submitted To NDTP	

Application ID	Date Time	Submitted By	Submitted User's Status	Message
19	14/12/2017 09:12:58	Lee Carr	CAP Reports, CAP CHO/HG Submitter	all applications to be completed so that it can be submitted to NDTP
19	14/12/2017 09:10:11	Lee Carr	CAP CHO/HG Initiator, CAP Reports	Submit To CHO/HG Please submit to NDTP for the next CAAC meeting
19	14/12/2017 10:20:22	Lee Carr	CAP Reports, CAP CHO/HG Submitter	please submit to next caac

Section 4 CAP Reports

4.1 Accessing Reports

The report section can be accessed by clicking on the report button on the left hand screen and then the relevant report can be selected from the drop down list:



- **CAP Activity Report**

Provides the number of applications submitted, approved, rejected, deferred and letter of approval issued within a period of time.

- **CAP Day Count Report**

Provides the number of days that applications are with Initiator, Submitter, NDTP and CAAC within a period of time, making available the average number of days from initiating an application until a letter of approval is issued.

- **Cap General Report**

Provides details of all applications in detail with following fields, among others:

- CAP Application ID
- Post Type
- HSE Medical Qualifications
- Post Holder and Post Reference, if applicable
- CAP Application Current Status

- Principal and Other Clinical Sites (Site, Commitment, WTE)
- HG/CHO
- Post Title
- Contract Type
- Relevant Dates as to submission of application to different parties
- CAAC Recommendation,

Running Reports:

1. Select the report from the drop down list and set the report parameters before the report is run.
2. Once user has selected parameters click view report button.
3. The report will appear in the screen and the user can export same to excel by clicking on the disc icon and clicking 'excel':
4. An option will be given to open, save or cancel the report

5 Help icon

The help icon is at the top right of the screen. When you click on the help icon it will bring you automatically to the section you require.

Also, an FAQ document is available on the NDTP website www.hse.ie/doctors within the 'NDTP-DIME' tab.

Should you require further assistance please do not hesitate to contact NDTP dime.team@hse.ie / consultant.applications@hse.ie

Appendix 1 CAP Application Status

App Status	Description	Initiator	CHO/HG	NDTP
Initiated	This is the status set when the CAP Application ID is created. (eg: when an Initiator or CHO/HG User first Saves or Saves and Proceeds in Section A of the CAP Application Wizard or the system generates a fresh CAP Application Id, when a CAP Application is Reinitiated.)	Archive - Yes Submit To-CHO/HG - Yes	Archive – Yes	
Submission To-CHO/HG	This is the status when an Initiator has submitted a CAP Application to CHO/HG for review (so that the CHO/HG can review/edit and submit the Application to NDTP). This is primarily to alert the CHO/HG that the Application is ready for review. This status change does not lock the Application, and the Initiator may continue to edit the application. Alerts: Application to show in the Inbox (Default CAP Application - Search and Listing View) to relevant CHO/HG. No emails are sent.	Archive - Yes	Archive – Yes CHO/HG-Returned - Yes Submitted To-NDTP – Yes	
CHO/HG-Returned	This is the status when the CHO/HG, returns the CAP Application to the Initiator, for changes or corrections. Alerts: Application to show in the Inbox (Default CAP Application - Search and Listing View) to relevant Initiators. No emails are sent.	Archive - Yes Submit To-CHO/HG - Yes	Archive – Yes Submit To-CHO/HG – Yes	
	This is the status when the CHO/HG, submits the CAP Application to NDTP for Screening (so that they may review and send		Withdraw - Yes	

Submitted To-NDTP	<p>the CAP Application to CAAC for consideration.)</p> <p>The Initiator and CHO/HG can no longer Edit or Deactivate the CAP Application, however the CHO/HG may withdraw the CAP Application.</p>			<p>Screening-Amendments - Yes</p> <p>Screening-NDTP - Yes</p> <p>Submitted To-CAAC - Yes</p>
Screening-Amendments	<p>This is the status when NDTP returns a CAP Application. The status change re-enables edit and deactivation functionality for the Initiator and CHO/HG Users.</p>	-	<p>Withdraw – Yes</p> <p>CHO/HG-Returned - Yes</p> <p>Submit To-NDTP – Yes</p>	
Screening-NDTP	<p>This is the status when NDTP puts a CAP Application through a screening process to check for errors.</p>		<p>Withdraw – Yes</p>	<p>Screening-Amendments - Yes</p> <p>Submitted To-CAAC - Yes</p>
Submitted To-CAAC	<p>This is the status when NDTP submits a CAP Application to CAAC.</p> <p>This is a Status Change event to consolidate Application, in order to submit to CAAC.</p>		<p>Withdraw – Yes</p>	<p>CAAC-Approved - Yes</p> <p>CAAC-Subject To - Yes</p> <p>CAAC-Deferred - Yes</p> <p>CAAC-Rejected - Yes</p>

CAAC-Approved	This is a status change for future compatibility. At present NDTP will set this status for a CAAC Application on basis of a decision taken by CAAC.			
CAAC-Subject To	NDTP will set this status for a CAAC Application on basis of a decision taken by CAAC.		Withdraw - Yes Submit To-NDTP - Yes CHO/HG-Returned - Yes	
CAAC-Deferred	NDTP will set this status for a CAAC Application on basis of a decision taken by CAAC outside the system.		Withdraw - Yes	CAAC-Approved - Yes CAAC-Subject To - Yes CAAC-Rejected - Yes
CAAC-Rejected	NDTP will set this status for a CAP Application on basis of a decision taken by CAAC outside the system.	Reinitiate - Yes	Reinitiate - Yes	
Withdrawn	This is the status when the CHO/HG, withdraws a CAP Application after submitting it to NDTP.	Reinitiate - Yes	Reinitiate - Yes	
Expired	This is the Status set by the System, when the System Deactivates the CAP Application, if the CHO/HG does not resubmit the CAP Application to NDTP within 90 days of CAAC-SubjectTo Status Change.	Reinitiate - Yes	Reinitiate - Yes	

Archive	<p>This is the status when the CHO/HG user has Archived the a CAP Application. It is the equivalent of a CAP Application Delete.</p> <p>Archived Applications should not show in the CAP Application listing unless the Show Archived Checkbox, in the Search Panel, is ticked</p>	Unarchive - Yes	Unarchive - Yes	
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