



SUICIDE INQUIRY ELECTRONIC QUESTIONNAIRE INFORMATION SHEET

This is the link to the website where you can access your questionnaire:

<https://ncish-response.manchester.ac.uk>

GETTING STARTED

- **FIRST TIME USERS:** Please click on the word 'register' in the bottom right of the log in box.
- Now enter your email address. This must be either an **nhs.uk**, **nhs.scot** or **nhs.net** address.
- Select your Trust/Health board from the drop down menu.
- Create a pass phrase which needs to be 15 characters minimum (a pass PHRASE does not need to be a mix of capitals and numbers), click Register.
- You will receive an email to the nhs.uk / nhs.net account you have used to register with which authenticates your address and contains a link to the login page.
- Once logged in you will be taken to the 'Your Patients' page. Enter your COMPLETER CODE which is on the top left of the attached letter. This will bring up a link of Patient Codes relating to the questionnaire(s) you have been requested to complete. **Please double-check that you select the questionnaire with the SAME Patient Code on the top left of your letter.**
- Click on the 'Go to' arrow and complete the questionnaire.
- **Please note:** If your trust has recently merged with another trust you may need to update your details. To do this log in, click on change my details and select the new name of the trust and confirm your password.

COMPLETING THE QUESTIONNAIRE

- Each section of the questionnaire is accessed via the column of tabs on the left hand side of the page and answers are saved automatically.
- Some answers automatically fill in responses later in the questionnaire to save you time but you are able to overwrite them if you feel it is appropriate.
- You can log in and out of the questionnaire as many times as you wish but **once you have pressed the submit button you will no longer be able to access the questionnaire.**

COMPLETING THE QUESTIONNAIRE ON BEHALF OF SOMEONE ELSE

You may pass this letter on to someone else to complete the questionnaire, or part of the questionnaire, on your behalf, i.e., another member of your team, however he/she must:

- Register independently to use the site.
- Click on the link in the email sent to the nhs.uk / nhs.net address used to register in order to authenticate the email address and to be taken back to the login page.
- Login to go to the 'Your Patient's' page and input the Completer Code as described above to be taken to the page listing the Patient Codes for that Completer.
- Select the questionnaire with the same Patient Code given at the top of the Inquiry letter.

The final section of the questionnaire is a feedback form and we would be grateful if you could provide us with as much detailed feedback as possible on this process, before you submit the questionnaire to us.

Thank you very much for taking the time to complete the questionnaire and for providing us with valuable feedback.