



UK Health
Security
Agency

CPE PPS Data Capture System User Guide

Search

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Document History

Revision date	Author	Version
08/04/2022	UK Health Security Agency	1.0

Search for cases

Introduction

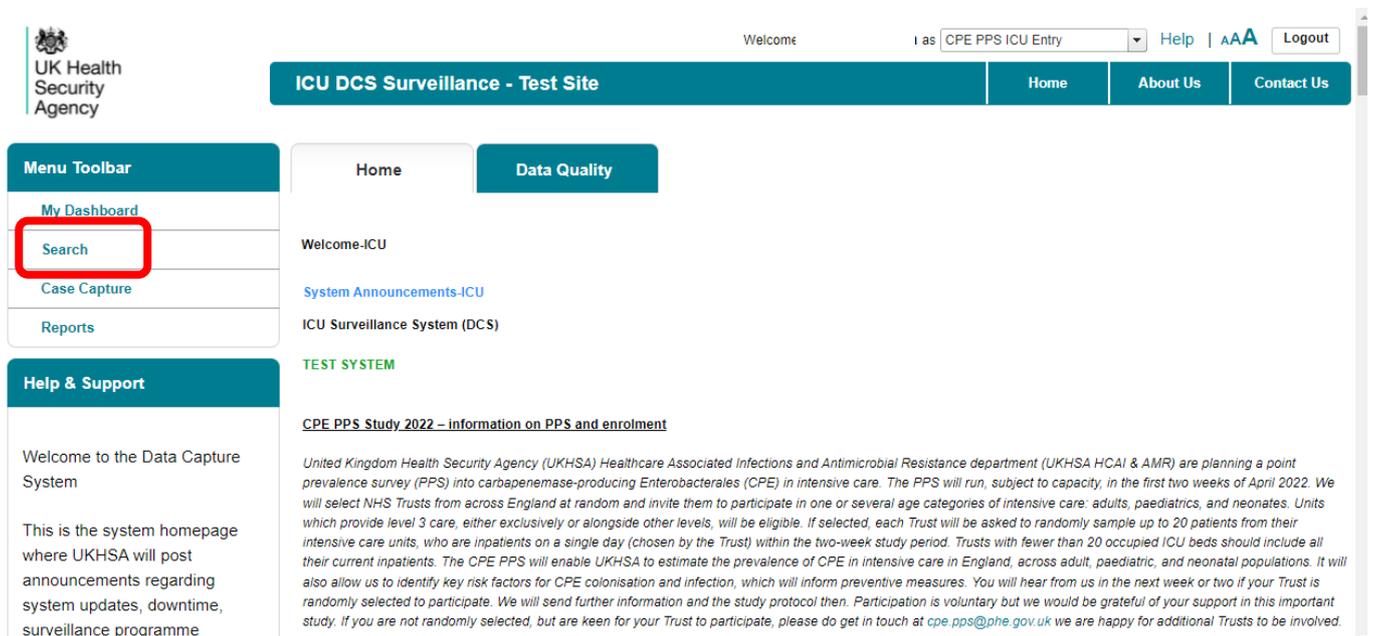
The Search screen enables users to search for cases and:

- Update an existing case
- Enter a new case
- Delete an existing case

Searching for a Case

Users may search for cases by selecting the 'Search' option from the 'Menu Toolbar' on the Home screen ([Figure 1](#)).

Figure 1: Menu Toolbar: Search



In the Search Infection Episodes screen ([Figure 2](#), [Figure 3a](#), [Figure 3b](#), [Figure 3c](#), [Figure 3d](#)), you can enter as many parameters as desired to return the relevant case(s). Please note that although none of the fields alone are mandatory for searching, a minimum of one of the following fields is required for results to be returned: ID, Condition, Data Collection, Specimen Number, NHS Number, First name, Surname, Date of Birth or Age.

Please note: From the 'condition' menu select 'Carbapenemase Producing Enterobacteriaceae' to trigger other drop-down menus.

To run your search query, click on the ‘Find’ button on the lower right-hand side of the screen.

Please note: Search results are limited to 500 cases. It is therefore advisable to enter as many criteria as possible to ensure that only relevant case(s) are returned.

Further information on each field on the Search Infection Episodes screen is provided in [Table 1](#). Search results are returned in the Results Table ([Figure 4](#)).

Figure 2: The Search Infection Episodes Screen

Please note that if any of the CPE PPS data collections (CPE PPS Trust, CPE PPS ICU or CPE PPS Patient) are selected in Data Collection, then an ‘Advanced Options’ button will appear next to the ‘Find’ and ‘Reset’ buttons visible in [Figure 2](#).

Table 1. Overview of the Search Infection Episodes fields

Field Name	Comment
ID	A unique number generated by the CPE PPS Data Capture System once the record has been saved. This can be entered when searching for a case. Note: This field is relevant for all Data Collection options. However, you will only have this at hand if you record the IDs when the data are saved. These will also be returned in the Results of your Search.
NHS number	A unique number assigned to each person registered with the NHS.

Field Name	Comment
	Note: this field is only relevant if 'CPE PPS Patient' is selected from the 'Data Collection' drop-down field
Condition	The only option is Carbapenemase Producing Enterobacteriaceae
Data Collection	Available options are dependent on the role you are logged in as. If you are logged in as 'CPE PPS ICU Data Entry' then the options will be either CPE PPS ICU or CPE PPS Patient. If you are signed in as 'CPE PPS Trust Data Entry' then your only option will be CPE PPS Trust.
First Name	The patient's first name. A search may be performed on a partial name by ticking the 'Partial' box next to the First Name field. Note: this field is only relevant if 'CPE PPS Patient' is selected from the 'Data Collection' drop-down field
Surname	The patient's surname. A search may be performed on a partial name by ticking the 'Partial' box next to the Surname field. Note: this field is only relevant if 'CPE PPS Patient' is selected from the 'Data Collection' drop-down field
Specimen Number	The specimen number of a specific case being searched for. Note: this field is only relevant if 'CPE PPS Patient' is selected from the 'Data Collection' drop-down field
Date of Birth	The patient's date of birth. If the patient's date of birth was unknown, 01/01/1900 should have been entered on the record. If you do not currently know the date of birth, please leave this field blank in the Search parameters rather than entering 01/01/1900 unless you know this was definitely also entered on the Infection Episode during case capture. Note: this field is only relevant if 'CPE PPS Patient' is selected from the 'Data Collection' drop-down field
Age	If the exact date of birth is unknown, you may search for a specific age (at the time the specimen was collected) instead. This can be specified as the age in days, months or years using the drop-down option next to 'Age' field. Note: this field is only relevant if 'CPE PPS Patient' is selected from the 'Data Collection' drop-down field

Field Name	Comment
Date From and Date To	<p>These fields can be used to search for cases with a data collection/specimen date within a specified range.</p> <p>If 'Date From' is left blank, but a 'Date To' is entered, the search will be performed on all records with a data collection/specimen date up to and including the 'Date To', that is from the earliest data collection/specimen date available on the system fulfilling any of the search criteria entered.</p> <p>If 'Date From' is entered, but 'Date To' is left blank, the search will be performed on all records that fulfil any other search criteria with a data collection/specimen date up to an including the current date.</p> <p>Note: This field is relevant for all Data Collection options.</p>
Region	<p>This filter can be used to refine the list of organisations available in the organisation drop down by geographical region, where applicable. If no region is selected, the search will be performed based on the default pathway of the logged in user.</p> <p>Note: This field is relevant for all Data Collection options.</p>
Organisation Type	<p>This can be used to filter the list of organisations available in the organisation drop down, where applicable.</p> <p>Note: This field is relevant for all Data Collection options.</p>
Organisation	<p>The organisation(s) for which the search will be performed. This list will be based on the logged in user.</p> <p>Note: This field is relevant for all Data Collection options.</p>

The 'Advanced Options' allow you to further limit the search results by various specific answers to case capture questions (see [Figures 3a- Figure 3d.](#)). The available parameters depend on the option selected for 'Data Collection' drop-down.

Figure 3a: Advanced Options for CPE PPS ICU searches

Advance Options

ICU Details*	
ICU type (Select all that apply)	<input type="button" value="?"/> -- Select --
ICU specialty type	<input type="text"/>
Care level (Select all that apply)	<input type="button" value="?"/> -- Select --
Compliance with CPE screening policy	<input type="button" value="?"/> -- Select --
Awareness of CPE Framework of Actions	<input type="button" value="?"/> -- Select --
CPE screening frequency (Select all that apply)	<input type="button" value="?"/> -- Select --
If "other" screening frequency, please specify	<input type="text"/>
Are antibiotic stewardship guidelines in place on the ward?	<input type="button" value="?"/> -- Select --
Date survey commenced	<input type="text"/> <input type="button" value="📅"/>
Number of beds	<input type="button" value="?"/> <input type="text"/>
Bed occupancy	<input type="button" value="?"/> <input type="text"/>

OK

Figure 3b: Advanced Options for CPE PPS Patient - Patient Information

Advance Options

Patient information*	
Data entry date	<input type="text"/> <input type="button" value="📅"/>
Patient age group	<input type="button" value="?"/> -- Select --
Ethnicity	<input type="button" value="?"/> -- Select --
Please select specific White ethnicity	<input type="button" value="?"/> -- Select --
Please select specific Mixed or Multiple ethnicity	<input type="button" value="?"/> -- Select --
Please select specific Asian or Asian British ethnicity	<input type="button" value="?"/> -- Select --
Please select specific Black, African, Caribbean or Black British ethnicity	<input type="button" value="?"/> -- Select --
Please select specific other ethnic group	<input type="button" value="?"/> -- Select --
Please state other White background	<input type="text"/>
Please state other Mixed or Multiple ethnic background	<input type="text"/>
Please state other Asian background	<input type="text"/>
Please state other Black, African or Caribbean background	<input type="text"/>
Please state other ethnic group	<input type="text"/>
UK resident	<input type="button" value="?"/> -- Select --
Normal country of residence if not UK	<input type="button" value="?"/> -- Select --
Normal country of residence if Other	<input type="text"/>
Birthweight (number in grams)	<input type="text"/>
Gestation (weeks + days)	<input type="text"/>

Figure 3c: Advanced Options for CPE PPS Patient - Admission Details

Admission details*

Patient category	-- Select --
Other patient category	<input type="text"/>
Date admitted to hospital	<input type="text"/>
Admitted from	-- Select --
Other admitted from	<input type="text"/>
Date admitted to ICU	<input type="text"/>
Time admitted to ICU	<input type="text"/>
Location admitted to ICU from	-- Select --
Other admitted from (ICU)	<input type="text"/>
If admitted to ICU from another ward within the same Trust, please specify	-- Select --
If other, please specify	<input type="text"/>
Please specify Adult speciality	-- Select --
If 'Speciality', please specify which Adult speciality	<input type="text"/>
Please specify Paeds speciality	-- Select --
If 'Speciality', please specify which Paeds speciality	<input type="text"/>
Please specify Neonates speciality	-- Select --
If 'Speciality', please specify which Neonatal speciality	<input type="text"/>
APACHE II score	<input type="text"/>

Figure 3d: Advanced Options for CPE PPS Trust

Advance Options

Trust details*

What age groups are you submitting data on? (Select all that apply)	-- Select --
Is there a CPE screening policy in operation at the Adults Trust?	-- Select --
Is there a CPE screening policy in operation at the Paediatrics Trust?	-- Select --
Is there a CPE screening policy in operation at the Neonatals Trust?	-- Select --
What is the CPE screening policy at the adult trust?	-- Select --
If "other" screening policy at the adult trust, please specify	<input type="text"/>
What is the CPE screening policy at the paediatric trust?	-- Select --
If "other" screening policy at the paediatric trust, please specify	<input type="text"/>
What is the CPE screening policy at the neonatal trust?	-- Select --
If "other" screening policy at the neonatal trust, please specify	<input type="text"/>
Number of Adult ICU beds	<input type="text"/>
Number of Paediatric ICU beds	<input type="text"/>
Number of Neonatal ICU beds	<input type="text"/>

Please note: if you enter the 'Advanced Options' screen, you will need to click on 'OK' on the far right of this screen. The DCS will then navigate you back to the 'Search' screen (the

advanced options you selected are still stored). Click on 'Find' on the 'Search' screen to bring back the results from your search.

The Results Table

The Results Table returns all cases (up to the limit of 500) fulfilling the search criteria.

Figure 4: Search Infection Episodes: Result Table

	■	Condition	Data Collection	ID	Data Collection Date	NHS Number	First Name	Surname
		(All)	(All)	(All)			(All)	(All)
View	<input type="checkbox"/>	Carbapenemase Producing Enterobacteriaceae	CPE PPS Patient	1031186	08-Feb-2022	9999999999	8_9*&%	8_9*&%
View	<input type="checkbox"/>	Carbapenemase Producing Enterobacteriaceae	CPE PPS Patient	1031185	01-Feb-2022	9999999999	test3	test3
View	<input type="checkbox"/>	Carbapenemase Producing Enterobacteriaceae	CPE PPS Patient	1031180	02-Feb-2022	9999999999	Test	Test2

The cases are sorted by ID by default; however, it is possible to sort the results by clicking on the relevant field name in the grey header of the Results Table ([Figure 5](#)). In addition, it is possible to filter the returned results by other values of the fields in the grey header. For example, it is possible to filter by 'First Name' ([Figure 6](#)).

Figure 5: Result Table header allowing for sorting cases by selected field

■	Condition	Data Collection		Data Collection Date	Region	Organisation
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Relevant headers include Condition, Data Collection, ID, Data Collection Date, NHS Number, First name, Surname, Date of Birth, Region, Organisation, Organisation Type, Date of interest.

Please note: Date of interest indicates the first available date in the following hierarchy:

- 1) Date of screening test (single test) OR
- 2) If multiple screening tests:
 - a. date of first positive screen OR
 - b. date of most relevant screen (if all negative),
- 3) Today's date if never screened).

Further categories exist but are irrelevant for the CPE PPS, these include Apportionment Category and Status.

Figure 6: Filtering the results

		Condition	Data Collection	ID	Data Collection Date	NHS Number	First Name	Surname
	<input type="checkbox"/>	(All)	(All)	(All)			(All)	(All)
<input type="button" value="View"/>	<input type="checkbox"/>	Carbapenemase Producing Enterobacteriaceae	CPE PPS Patient	1031185	01-Feb-2022	9999999999	Test test3	test3
<input type="button" value="View"/>	<input type="checkbox"/>	Carbapenemase Producing Enterobacteriaceae	CPE PPS Patient	1031180	02-Feb-2022	9999999999		Test2

Further Actions

The 'View' button, available in the far left of each row of the Search Results Table, allows you to view a specific record. Selecting 'View' also enables you to edit that particular record.

Please note: that if you access the patient record via the 'Search' screen, a pop-out window appears. To return to the 'Search' screen and your results, click on the small cross in the top right-hand corner of the patient record window.

Deleting a record is also possible from the 'Search' screen; this is done by clicking on the tickbox next to the desired record and then clicking on the 'Delete' button on the bottom right-hand side of your screen ([Figure 7](#)). If you wish to delete multiple records, you can click on the tickboxes next to each record you wish to delete and then click the 'Delete' button once. If you wish to delete ALL of the records in the Results Table, then click on the tickbox which is in the header bar, this will automatically tick all tickboxes and then click on the 'Delete' button on the bottom right-hand side of your screen.

Figure 7: Delete and New Infection Episode actions



In the bottom right-hand side of the Search screen, underneath the Results Table, is a 'New Infection Episode' button ([Figure 7](#)). Please click this if you wish to add a new infection episode (see [Trust Case Capture User Guide](#), [ICU Case Capture User Guide](#), and [Patient Case Capture User Guide](#)).

About the UK Health Security Agency

The UK Health Security Agency is an executive agency, sponsored by the [Department of Health and Social Care](#).
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Version 1.0

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Published: April 2022



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