



UK Health
Security
Agency

CPE PPS Data Capture System User Guide

Line Listings Report

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Document History

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

Introduction

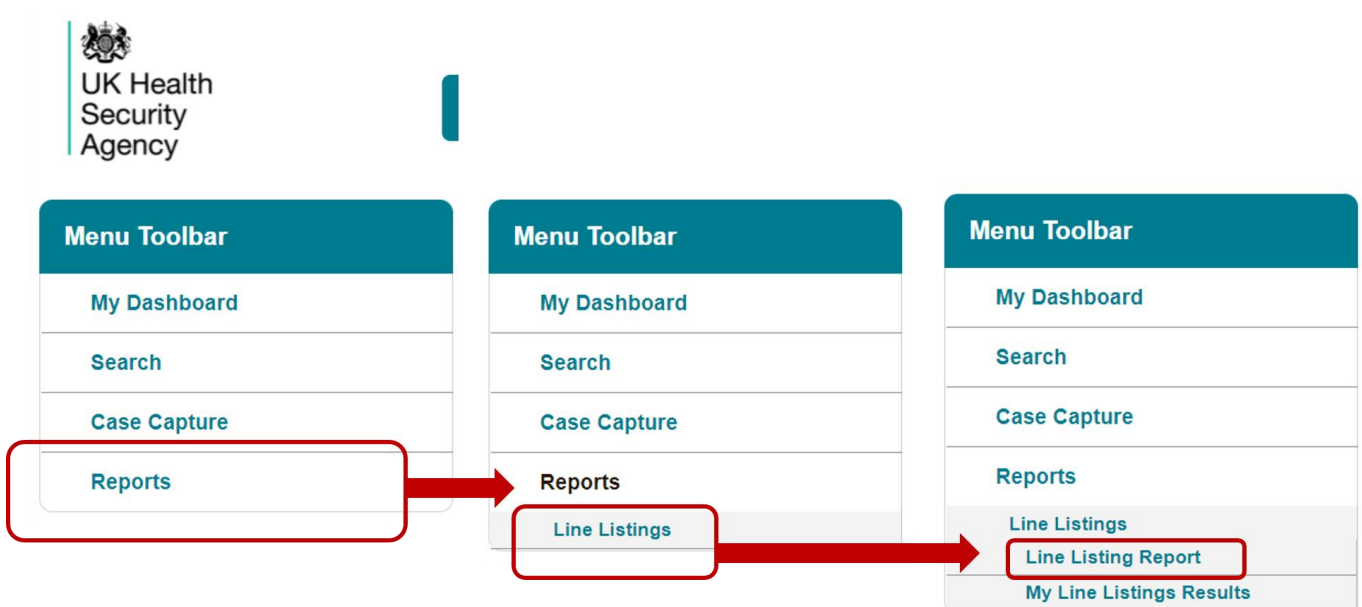
The Line Listings Report provides case level information on each case/record reported to the Carbapenemase-Producing Enterobacterales Point Prevalence Survey (CPE PPS) Data Capture System (DCS). This will include patient-level data, Intensive Care Unit (ICU)-level data and Trust-level data.

The Line Listings Report allows a user to view cases mapped to their Organisation, for example a user from an NHS Hospital Trust would view cases in the Line Listings report for the Trust for which they are registered, while a user from an ICU would have the option of viewing ICU level information or patient-level records from their ICU. The Report is also limited by the role type a user has, for example, a CPE PPS ICU Data Entry user for a single ICU would be able to view cases in the Line Listings Report for patients within their ICUs only, while CPE PPS ICU Data Entry users registered for three ICUs would be able to view patient-level records for all three ICUs; CPE PPS Trust Data Entry users would be able to view Trust level information for their Trust.

Accessing Line Listings reports

To access the Line Listings Report, log in to the CPE PPS data capture system using your user name and password, select 'Reports' from the 'Menu Toolbar' and then select 'Line Listings' and then 'Line Listing Report' ([Figure 1](#)).

Figure 1: Selection of Line Listings Report



You can then select specific data parameters that best suit the desired output ([Figure 2](#)).

Figure 2: Line Listings Report: Data parameters

The screenshot shows the 'UK Health Security Agency' logo and the 'ICU DCS Surveillance - Test Site' header. On the left is a 'Menu Toolbar' with options: My Dashboard, Search, Case Capture, Reports, and Help & Support. The main area is titled 'Line Listings' and contains the following configuration fields:

Period From	01/03/2021	Period To	14/03/2022
Organisation Type	CPE ICU	Organisation Classification	-All-
Region	LONDON	Data Collection	<Select a Value>
Category		Organisation	
Question Grouping		Sector	
Field Listing		Patient Age From	
Patient Age To	150	Sex	-All-

Default options for 'Organisation Type', 'Region', 'Organisation', 'Category', 'Question Grouping', and 'Field Listing' are dependent on the users' Organisation, their roles and permissions. Most of these options are pre-set and cannot be changed. For example, a CPE PPS ICU user registered with only one ICU will only have access to their ICU's data, thus the 'Organisation Type', 'Region' and 'Organisation' will reflect the particular ICU and likewise for Trust users. ICU or Trust users registered for more than one ICU or Trust will have to select the relevant 'Organisation(s)' from the drop-down menu.

Report Parameters

Period To and From

These parameters will limit the search result to cases whose Date of interest was within a set time period.

'Period From'- restricts the report to infection episodes with a date of interest on/after a specified date, that is, infections episodes from this date onwards will be included.

The date can be typed in directly in the DD/MM/YYYY format or selected from the date selector ([Figure 3](#)). It is defaulted to the first day of the current month of the previous year, for example on 14 March 2022 it will show Period From 1 March 2021.

Figure 3: ‘Period From’ parameter

Period To- restricts the report to patient/organisational records with a Date of interest on/before a specified date.

The date can be typed in directly in the DD/MM/YYYY format or selected from the date selector. It is defaulted to today’s date, for example, it will show 14/03/2022 on 14 March 2022.

Organisation Type

This is defaulted to the organisation type relevant for your role within the CPE PPS. For example, ICU Data Entry users will only be able to select CPE ICU, while Trust Data Entry users will see CPE NHS Trusts.

Region

Refers to the respective geographical region of the ‘Organisation’ and is defaulted to the region of the ICU or Trust that you are signed in as.

Data Collection

This parameter limits the search result to which of the three CPE PPS Data Collections you are interested in: CPE PPS Patient, CPE PPS ICU or CPE PPS Trust.

Please note: the options offered to you in this drop-down are dependent on the Role you are signed into the system as. If you are logged into the system as ‘CPE PPS ICU Data Entry’ then you can select from “CPE PPS Patients” for patient-level data or “CPE PPS ICU” for ICU-level data ([Figure 4a](#)). However, if you are logged into the system as “CPE PPS Trust Data Entry” then the search result is limited to CPE PPS Trusts ([Figure 4b](#)).

Figure 4a: Data Collection parameter – CPE PPS ICU Data Entry

The screenshot shows a web interface for 'Line Listings'. It features several input fields and dropdown menus. The 'Data Collection' dropdown menu is open, displaying four options: '<Select a Value>', '<Select a Value>', 'CPE PPS Patient', and 'CPE PPS ICU'. A red rectangular box highlights this dropdown menu. Other visible fields include 'Period From' (01/03/2021), 'Period To' (14/03/2022), 'Organisation Type' (CPE ICU), 'Region' (LONDON), 'Organisation Classification' (-All-), 'Organisation', 'Sector', 'Patient Age From', 'Sex' (-All-), and 'Patient Age To' (150). A 'View Report' button is located on the right side.

Figure 4b: Data Collection parameter – CPE PPS Trust Data Entry

The screenshot shows a web interface for 'Line Listings'. It features several input fields and dropdown menus. The 'Data Collection' dropdown menu is open, displaying three options: '<Select a Value>', '<Select a Value>', and 'CPE PPS Trust'. A red rectangular box highlights this dropdown menu. Other visible fields include 'Period From' (01/03/2021), 'Period To' (14/03/2022), 'Organisation Type' (CPE NHS Trusts), 'Region' (MIDLANDS AND EAST), 'Organisation Classification' (-All-), 'Organisation', 'Sector', 'Patient Age From', 'Sex' (-All-), and 'Patient Age To' (150). A 'View Report' button is located on the right side.

Category

Allows you to select the full dataset or a subset of data from each of the tabs available on case capture.

The default is to have a minimum dataset selected – these will differ based on the ‘Data Collection’ selected.

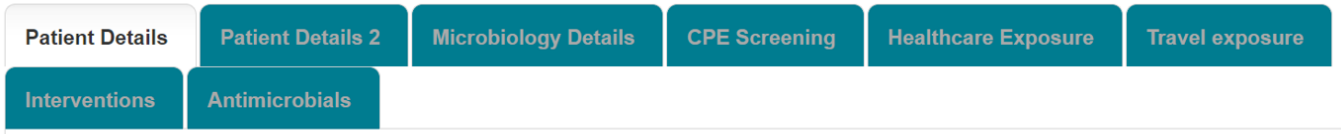
If you want a more detailed dataset then use the ‘Category’ dropdown menu to select all of the relevant parts from the Case Capture record you require ([Figure 5](#)).

For example, if you are only interested in data on the “Microbiology Details” and “Patient Details” tabs then you can select just these two options for Category, or any other mixed and limited selection that you would like. If you would like the whole record, then choose the “Select All” feature. This allows you to tailor how much data you view/export.

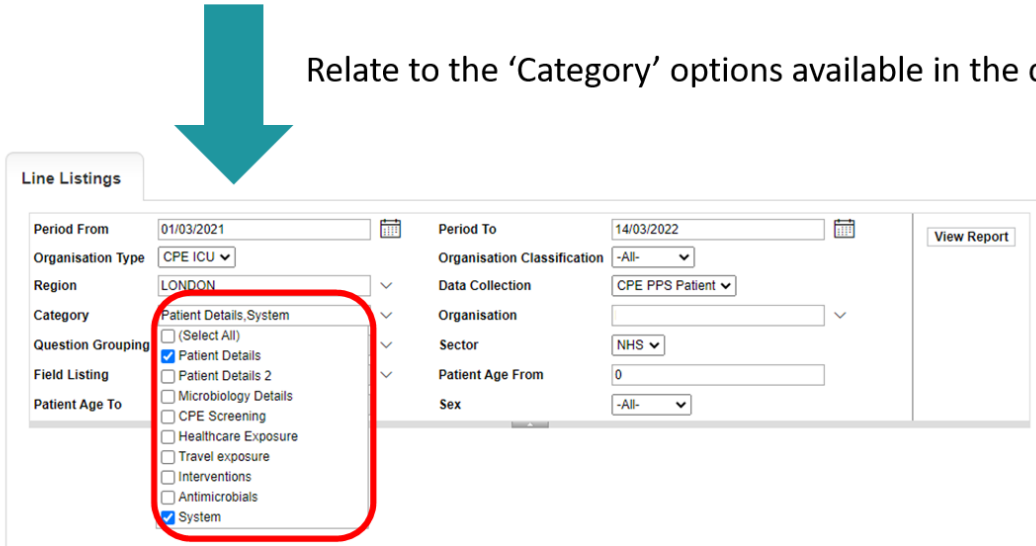
Please note: that the options available are specific to individual ‘Data Collection’ options and relate to the user role as shown in [Figure 4a](#) (ICU Data Entry users) or [Figure 4b](#) (Trust Data Entry users).

Figure 5: 'Category' parameter drop-down for 'CPE PPS Patients'

Case Capture Tabs:



Relate to the 'Category' options available in the drop down



Please note: the 'System' category includes system-generated fields, such as patient age.

Organisation

Refers to the specific Organisation for which data will be displayed. If you are registered to enter data for one Organisation, this parameter will default to the 'Organisation' you are logged in as. If you are registered to enter for more than one Organisation, all the Organisations you are registered for will be listed. For example, CPE PPS ICU Data Entry users will have the ICUs listed and CPE PPS Trust Entry users will have their Trusts listed in the drop-down.

Sector

This parameter is defaulted to NHS for all CPE PPS user types and cannot be amended.

Question Grouping

Refers to subgroups of questions/fields from case capture that will be displayed on the Line Listings Report, these are subset groups from individual tabs in case capture.

The available options depend on selection of options from 'Data Collection' and 'Category' parameters. For example, selection of 'CPE PPS Patient' from 'Data Collection' and 'Patient

Details' from 'Category' will result in display of Patient specific question groups, in particular Specimen Details and Patient Details ([Figure 6](#)).

Figure 6: 'Question Grouping' parameter for a specific combination of 'Data Collection' and 'Category' parameters

Questions groups from a tab in case capture:

The screenshot shows a form with two main sections. The first section is titled 'Specimen Details' and contains a field for 'Date of interest'. The second section is titled 'Patient Details' and contains three fields: 'NHS Number', 'First Name', and 'Surname'.



Relate to the 'Question Grouping' options available in the drop down e.g. Specimen Details, Patient Details etc

The screenshot shows the 'Line Listings' configuration interface. It includes various filters such as 'Period From' (01/03/2021), 'Period To' (14/03/2022), 'Organisation Type' (CPE ICU), 'Region' (LONDON), 'Category' (Episode Details, System), 'Data Collection' (CPE PPS Patient), 'Sector' (NHS), and 'Patient Age From' (0). The 'Question Grouping' dropdown is expanded, showing a list of options with checkboxes: '(Select All)', 'Episode Details - Specimen Details, f', 'Episode Details - Patient Details', 'System - Data Collection Date', 'System - Data Entry', 'System - Organisation', and 'System - Patient'. A red box highlights this dropdown menu.

Please note: "Patient Details" tab and Category name is denoted as "Episode Details" under Question Grouping.

Please note: the 'System' category includes system-generated fields, such as Data Collection Date.

Field Listing

Refers to specific fields from case capture that will be displayed on the Line Listings Report.

The available options depend on the selection of options from 'Data Collection', 'Category' and 'Question Grouping' parameters. For example, selection of 'CPE PPS Patient' from 'Data

Collection', 'Patient Details' from 'Category' and 'Episode Details - Specimen Details' from 'Question Grouping' will result in display of fields specific for the specimen details (i.e. Date of interest (Figure 7)). If there is more than one field in the Question Grouping, then the User can further decide to include all or only some of these in the report by deselecting/selecting specific options.

Figure 7: 'Field Listing' parameter for a specific combination of 'Data Collection', 'Category' and 'Question Grouping' parameters

The screenshot shows the 'Line Listings' filter interface. The 'Field Listing' dropdown is highlighted with a red box, showing 'Date of interest' selected with a checkmark. Other filters include: Period From (01/03/2021), Period To (14/03/2022), Organisation Type (CPE ICU), Organisation Classification (-All-), Region (LONDON), Data Collection (CPE PPS Patient), Category (Patient Details, System), Question Grouping (Episode Details - Specimen Details), Patient Age From (0), and Sex (-All-). A 'View Report' button is visible on the right.

Whatever is selected through these filters will then show in the report, with each Field included as a Column Header (Figure 8).

Figure 8: Line Listings Report headings based on parameter selection in Figure 7.

Period From	01/03/2021	Organisation Type	CPE ICU	Organisation	-All-
Period To	14/03/2022	Region	-All-	Data Collection	CPE PPS Patient
Category	Patient Details System	Question Grouping	Episode Details - Specimen Details	Field Listing	-All-
Patient Age From	0 - 150	Sex	-All-	Sector	NHS
Organisation Classification	-All-				
ID	Data Collection Date	Data Collection	Reporting Organisation Code	Date of interest	

Patient Age From and To

Allows users to select age range of patients to be included in the report. The default values are 0 to 150 years.

Sex

Allows users to select a subset of data based on gender. Available options are ‘-All-’, ‘Male’, ‘Female’ and ‘Unknown’.

To run the Line Listing Report

Selecting ‘View Report’ enables you to view the records specified by your previously made parameter selections (Figure 9 and Figure 10). Please note the ‘View Report’ functionality only enables the first 25 records to be displayed. This is to provide a preview of the report content prior to exporting the data in its entirety. ‘Export Report’ functionality is outlined below.

Figure 9: ‘View Report’ functionality

The screenshot shows the 'Line Listings' filter interface. It includes various dropdown menus and text input fields for filtering data. The 'View Report' button is highlighted with a red rectangular box.

Period From	01/03/2021	Period To	14/03/2022	View Report
Organisation Type	CPE ICU	Organisation Classification	-All-	
Region	LONDON	Data Collection	CPE PPS Patient	
Category	Patient Details, System	Organisation	I	
Question Grouping	Episode Details - Specimen Details, I	Sector	NHS	
Field Listing	Date of interest, Week No, Month No, I	Patient Age From	0	
Patient Age To	150	Sex	-All-	

Figure 10: Example of the ‘View Report’ output

The screenshot shows the 'View Report' output. It includes a table of data with columns for ID, Data Collection Date, Data Collection, Reporting Organisation Code, Date of interest, Week No, and Mo. The 'EXPORT' button is highlighted with a red rectangular box.

UK Health Security Agency

Line Listings

The line list displayed only shows 25 records. Click Export for full report

EXPORT

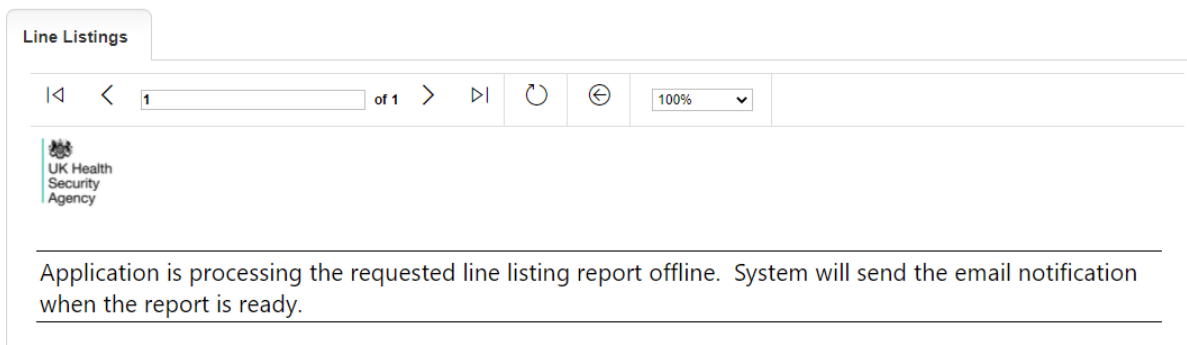
Period From	01/03/2021	Organisation Type	CPE ICU	Organisation	-All-
Period To	14/03/2022	Region	-All-	Data Collection	CPE PPS Patient
Category	Patient Details System	Question Grouping	-All-	Field Listing	-All-
Patient Age From	0 - 150	Sex	-All-	Sector	NHS
Organisation Classification	-All-				

ID	Data Collection Date	Data Collection	Reporting Organisation Code	Date of interest	Week No	Mo
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Export Report

Selecting 'Export' from the 'View Report' output ([Figure 10](#)) enables the export of all records fulfilling the previously specified criteria. The final report is compiled offline, meaning that you do not need to wait at the system for the report to be generated. Once you have selected "Export" the DCS will display a systems message ([Figure 11](#)). Large amounts of data can take some time to compile, once you have seen the message in [Figure 11](#) you do not need to remain on the same page or even logged into the system.

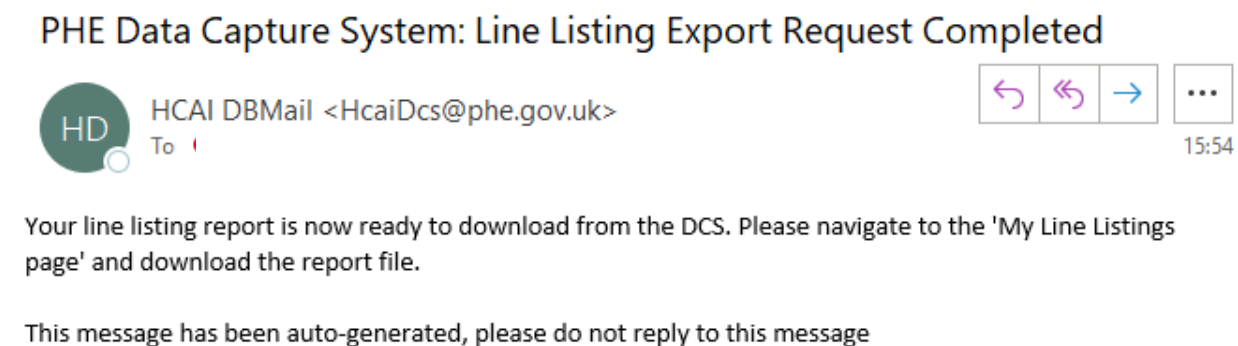
Figure 11: Progress message of export functionality



The output provided will be in .txt format.

Once your line listing report is ready, the DCS will send you an email to your registered email address (from HcaiDcs@phe.gov.uk) to let you know that the report is ready to view ([Figure 12](#)).

Figure 12: Email alert stating report is ready for export



My Line Listing Report

In order to view the progress of the export, the user will need to select 'My Line Listings Results' ([Figure 13](#)) from the Menu Toolbar. This will navigate you to the results window, which will display all line listings reports generated by the same user ([Figure 14](#)).

Figure 13: ‘My Line Listings Results’ option

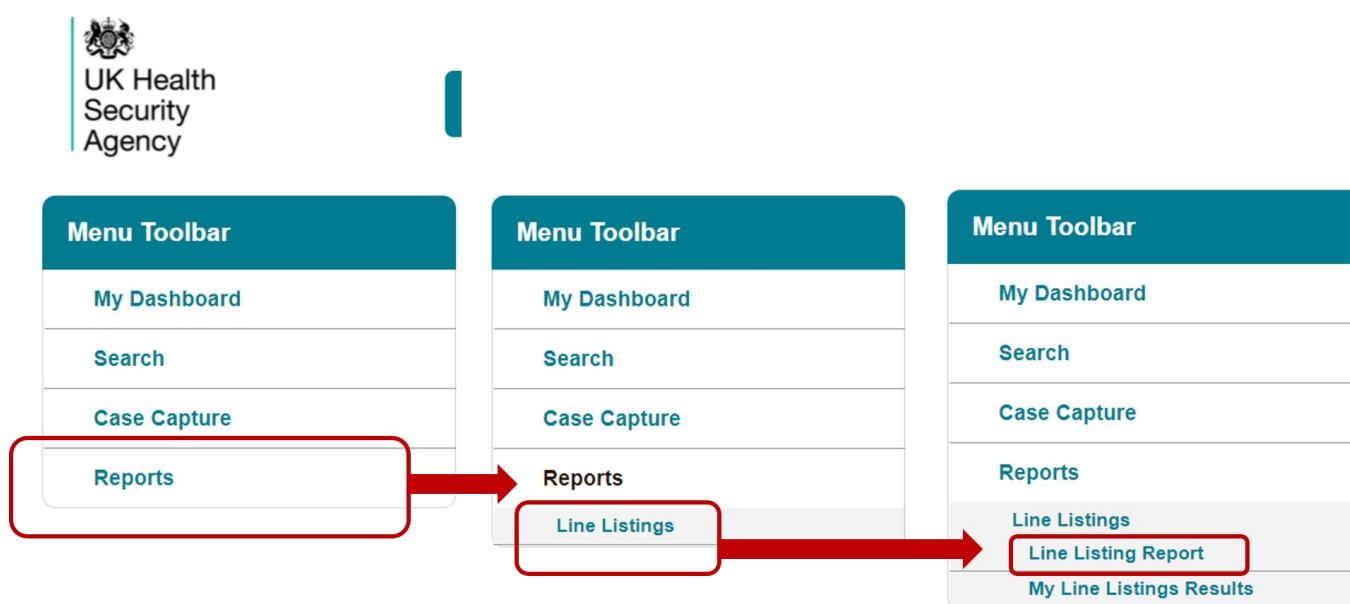


Figure 14: ‘My Line Listing Report’ window

My Line Listing Report										
Line Listing Reports										
	Created Date	Recurrence Exists?	Period From	Period To	Organisation Name	Data Collection	File Processing Status	File Name		
Download	31-03-2022 11:08:06	No	01-Mar-2021	31-Mar-2022	ICU A	(All)	(All)	Completed	USERNAMEDATEFILENUM	Details

The My Line Listings Report results window provides the following information for the user:

- Date and time the report was generated
- Period From and Period To of the data extracted
- Organisation Name
- Data Collection
- Status of the file being created
- File name (usually made up of user name, date and then numbers to denote the file)

Please note when a large amount of data is extracted the ‘File processing Status’ column will display ‘In Progress’, until the file is complete and ready for download ([Figure 15](#)).

Please note: If you have received an email from the system before navigating to ‘My Line Listings Results’ then the processing of the file should always be Complete. However, if you navigate straight to “My Line Listings Results” without an email notification from the system, then you may find report still “In Progress”.

Figure 15: Different statuses of file processing

Created Date	Recurrence Exists?	Period From	Period To	Organisation Name	Data Collection	File Processing Status	File Name
14-03-2022 15:56:12	No	01-Mar-2021	14-Mar-2022		CPE PPS ICU	In Progress	
14-03-2022 15:54:10	No	01-Mar-2021	14-Mar-2022		CPE PPS Patient	Completed	URNNAME,Name202203141547
14-03-2022 15:48:11	No	01-Mar-2021	14-Mar-2022		CPE PPS Patient	Downloaded	URNNAME,Name202203141547

Downloading the Line Listings report

Once the file is complete, a 'Download' button will be enabled at the beginning of the row. By clicking the 'Download' button ([Figure 16](#)) in the My Line Listings Results window, the file will be downloaded onto the user's PC.

The filename will always start with the user's surname and first name followed by the date of extraction. This file must be saved to a location where the user can easily navigate to and where it is safe within your organisation to store patient identifiable data.

Figure 16: My Line Listings Results window when the file is ready to be downloaded

Created Date	Recurrence Exists?	Period From	Period To	Organisation Name	Data Collection	File Processing Status	File Name
14-03-2022 15:56:12	No	01-Mar-2021	14-Mar-2022		CPE PPS ICU	In Progress	
14-03-2022 15:54:10	No	01-Mar-2021	14-Mar-2022		CPE PPS Patient	Completed	URNNAME,Name202203141547
14-03-2022 15:48:11	No	01-Mar-2021	14-Mar-2022		CPE PPS Patient	Downloaded	URNNAME,Name202203141547

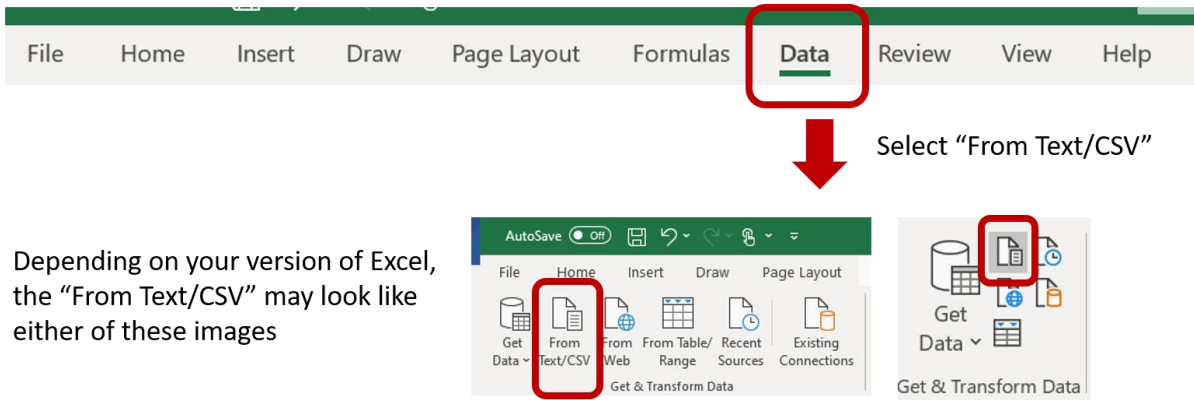
Due to the usually large size of the Line Listing output file, the Line Listing report can only be exported as a '|' ('pipe') delimited .txt file. This is in order to minimise its download time. Should you require the output file in Excel format, you can save the output file as an Excel workbook (.xls or .xlsx) by following the steps below ([Microsoft Office 365](#)):

- Open a new Microsoft Excel workbook
- Select the "From Text/CSV" option in the "Data" tab ([Figure 17](#))

Please note the steps will differ slightly for older versions of Excel, see section [Importing Text Files - older versions of Excel](#).

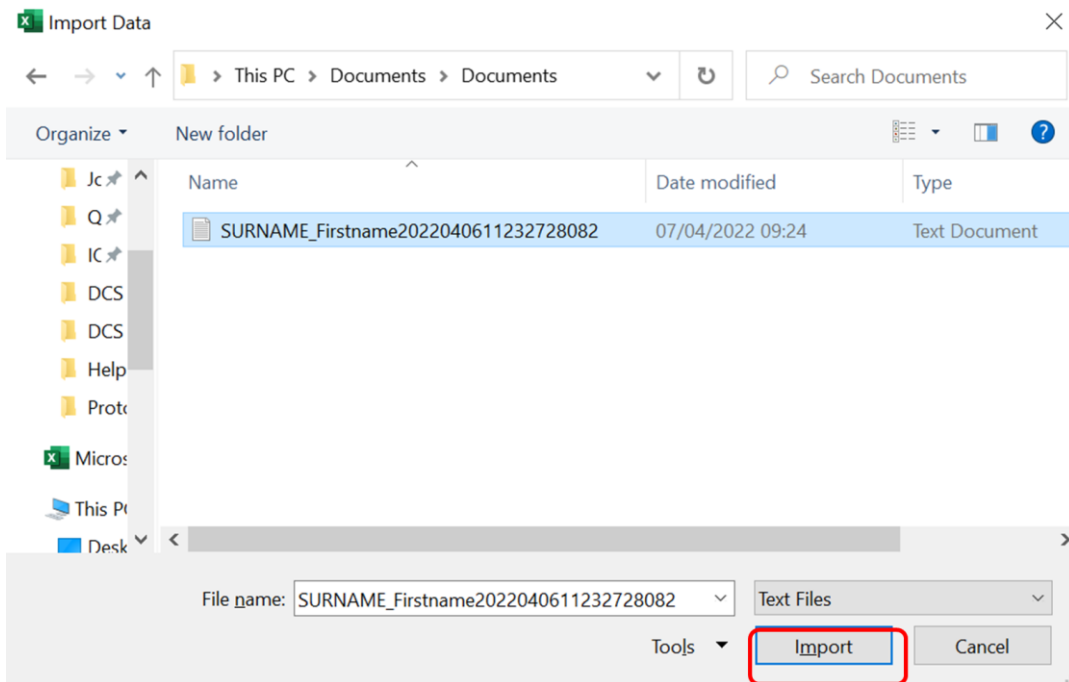
Importing text files – Office 365

Figure 17: Importing the text file



A standard browser window will then pop up allowing you to navigate to the stored file location. Select the output file and click “Import” (Figure 18).

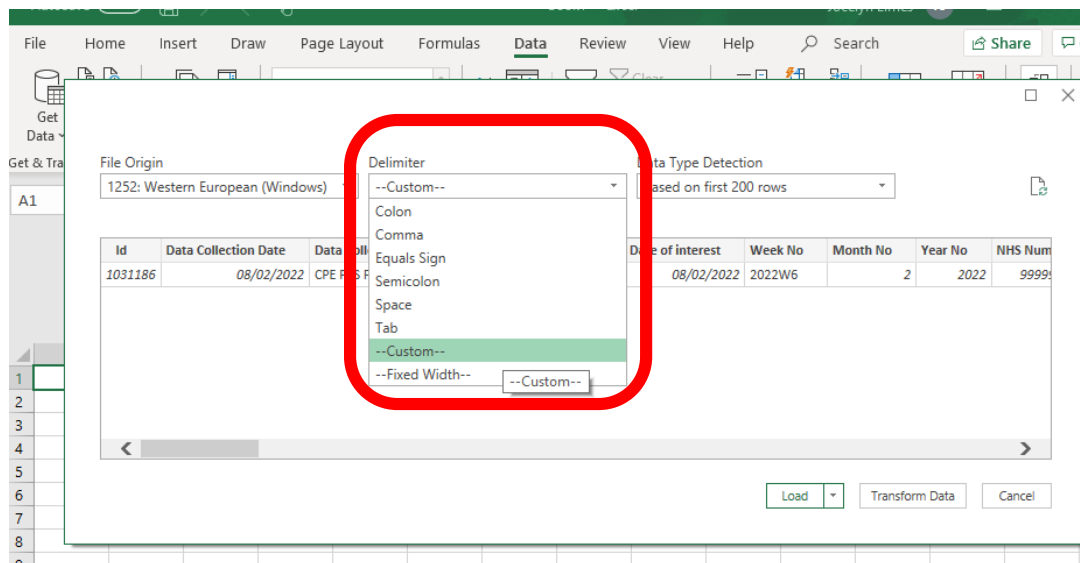
Figure 18: Import text file browse window



This will launch the **Text Import Wizard**.

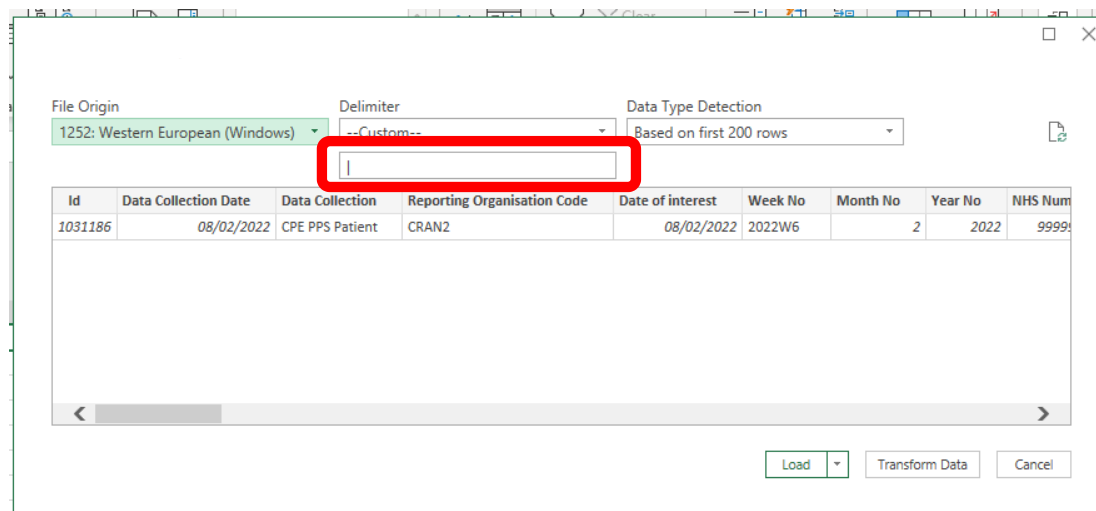
Step 1. select ‘Custom’ from the Delimiter menu (Figure 19).

Figure 19: Text Import Wizard – Step 1



Step 2. Type in the '|' ('pipe') character in text box as shown in [Figure 20](#).

Figure 20: Text Import Wizard – Step 2



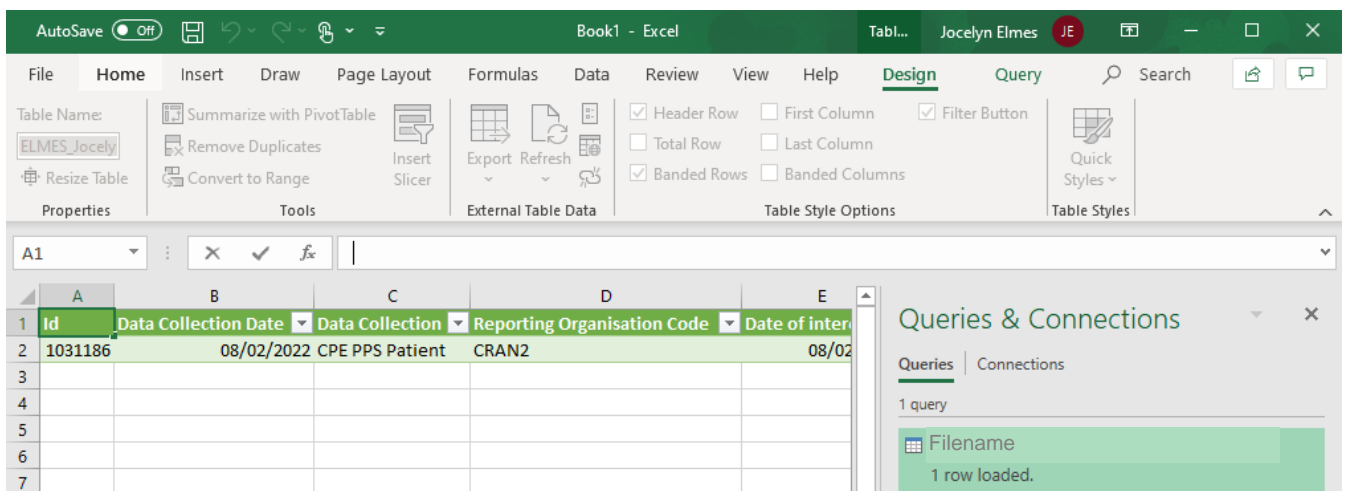
The pipe character is usually located at the bottom left corner of your keyboard ([Figure 21](#)). Note that you may need to hold down the 'Shift' key.

Figure 21: ‘|’ (Pipe) character on the keyboard



- Click the ‘Load’ button to complete the import.
- Once completed you should have a sheet similar to that shown below ([Figure 22](#)).

Figure 22: Example of imported data



To save the sheet, click the ‘File’ button on the top ribbon and select ‘Save As’. Browse to any destination folder of your choice, choose a name for the file, Select ‘**Excel Workbook (*.xlsx)**’ or ‘**Excel 97-2003 Workbook (*.xls)**’ and click ‘Save’.

Importing text files – older versions of Excel

Figure 23: Importing the text file

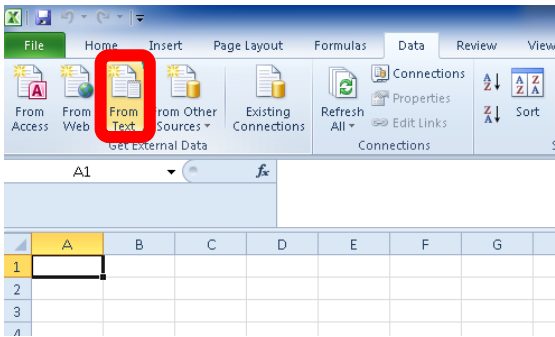
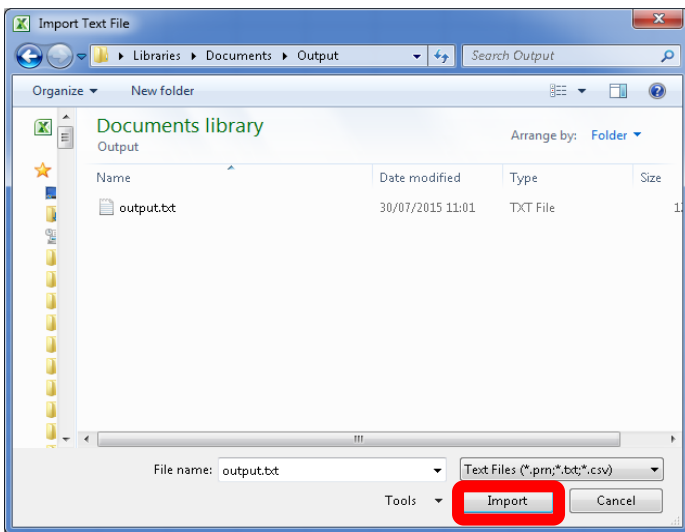
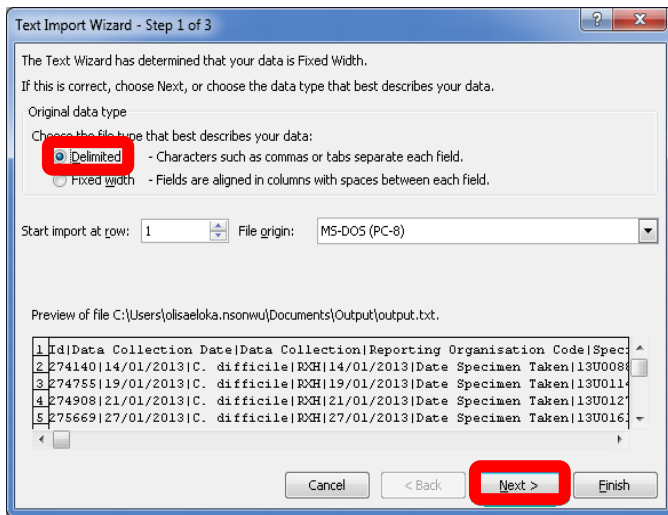


Figure 24: Import text file browse window



- This will launch the **Text Import Wizard**. In Step 1 change the file type to **'Delimited'** and click **'Next'** to move to Step 2 ([Figure 25](#)).

Figure 25: Text Import Wizard – Step 1



Under 'Delimiters' untick the 'Tab' option and type in the '|' ('pipe') character in text box beside the 'Other' option (Figure 26). This is usually located at the bottom left corner of your keyboard (Figure 27). Note that you may need to hold down the 'Shift' key. Click the 'Finish' button to complete the import.

Figure 26: Text Import Wizard – Step 2

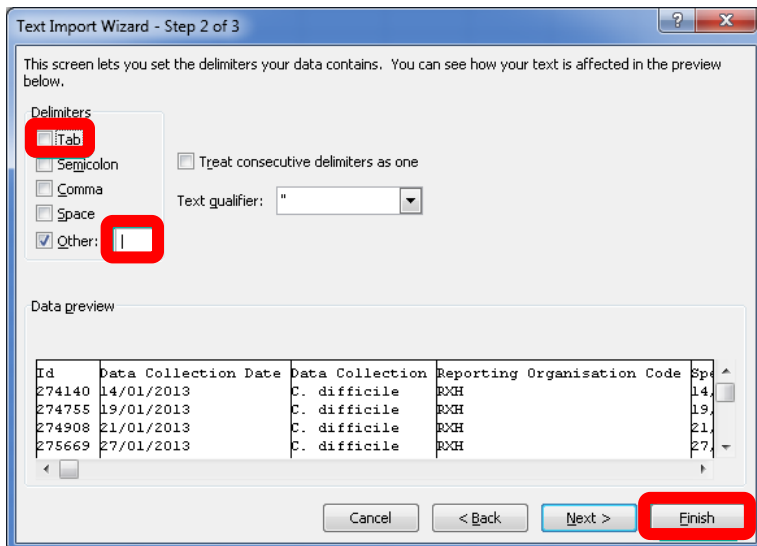
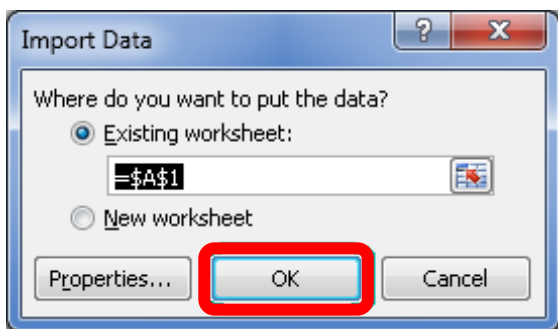


Figure 27: '|' (Pipe) character on the keyboard



In the next prompt leave the options as shown below and click 'OK' (Figure 28)

Figure 28: Position on worksheet to import data



Once completed you should have a sheet similar to that shown below (Figure 29).

Figure 29: Example of imported data

1	A	B	C	D	E	F	G	H
1	id	Data Collection Date	Data Collection	Reporting Organisation Code	Specimen Date	Type of Specimen	Specimen No	Laboratory where specimen processed Code
2	274140	14/01/2013	C. difficile	RHH	14/01/2013	Date Specimen Taken	13U008815	LAB311065
3	274795	19/01/2013	C. difficile	RHH	19/01/2013	Date Specimen Taken	13U011486	LAB311065
4	274908	21/01/2013	C. difficile	RHH	21/01/2013	Date Specimen Taken	13U012787	LAB311065
5	275669	27/01/2013	C. difficile	RHH	27/01/2013	Date Specimen Taken	13U016284	LAB311065
6	275889	29/01/2013	C. difficile	RHH	29/01/2013	Date Received in Lab	13U017066	LAB311065
7	275894	29/01/2013	C. difficile	RHH	29/01/2013	Date Specimen Taken	13U017068	LAB311065
8	276376	04/02/2013	C. difficile	RHH	04/02/2013	Date Specimen Taken	13U021343	LAB311065
9	277945	05/02/2013	C. difficile	RHH	05/02/2013	Date Specimen Taken	13U021568	LAB311065
10	278426	13/02/2013	C. difficile	RHH	13/02/2013	Date Specimen Taken	13U026734	LAB311065
11	278771	13/02/2013	C. difficile	RHH	13/02/2013	Date Specimen Taken	13U027601	LAB311065
12	278796	13/02/2013	C. difficile	RHH	13/02/2013	Date Specimen Taken	13U027264	LAB311065
13	279199	18/02/2013	C. difficile	RHH	18/02/2013	Date Specimen Taken	13U029593	LAB311065
14	279201	17/02/2013	C. difficile	RHH	17/02/2013	Date Specimen Taken	13U029582	LAB311065
15	279442	19/02/2013	C. difficile	RHH	19/02/2013	Date Specimen Taken	13U030999	LAB311065
16	279765	21/02/2013	C. difficile	RHH	21/02/2013	Date Specimen Taken	13U032311	LAB311065
17	279889	22/02/2013	C. difficile	RHH	22/02/2013	Date Specimen Taken	13U033264	LAB311065
18	281309	03/03/2013	C. difficile	RHH	03/03/2013	Date Specimen Taken	13U038530	LAB311065
19	281472	28/02/2013	C. difficile	RHH	28/02/2013	Date Received in Lab	13U112888	LAB285000
20	282489	10/03/2013	C. difficile	RHH	10/03/2013	Date Specimen Taken	13U048260	LAB311065
21	282889	08/03/2013	C. difficile	RHH	08/03/2013	Date Specimen Taken	13U048821	LAB311065
22	283079	13/03/2013	C. difficile	RHH	13/03/2013	Date Specimen Taken	13U045749	LAB311065
23	283894	10/03/2013	C. difficile	RHH	10/03/2013	Date Specimen Taken	13U045795	LAB311065
24	284881	21/03/2013	C. difficile	RHH	21/03/2013	Date Specimen Taken	13U050815	LAB311065
25	284837	21/03/2013	C. difficile	RHH	21/03/2013	Date Specimen Taken	13U051645	LAB311065
26	284926	24/03/2013	C. difficile	RHH	24/03/2013	Date Specimen Taken	13U052148	LAB311065
27	284840	25/03/2013	C. difficile	RHH	25/03/2013	Date Specimen Taken	13U053427	LAB311065
28	284751	27/03/2013	C. difficile	RHH	27/03/2013	Date Specimen Taken	13U054535	LAB311065
29	284795	28/03/2013	C. difficile	RHH	28/03/2013	Date Specimen Taken	13U054812	LAB311065
30	285932	03/04/2013	C. difficile	RHH	03/04/2013	Date Specimen Taken	13U057288	LAB311065
31	286364	03/04/2013	C. difficile	RHH	03/04/2013	Date Specimen Taken	8161570	LAB961780
32	287821	13/04/2013	C. difficile	RHH	13/04/2013	Date Specimen Taken	13U063574	LAB311065
33	289446	25/04/2013	C. difficile	RHH	25/04/2013	Date Specimen Taken	13U071064	LAB311065
34	289462	26/04/2013	C. difficile	RHH	26/04/2013	Date Specimen Taken	13U071493	LAB311065
35	289778	29/04/2013	C. difficile	RHH	29/04/2013	Date Specimen Taken	13U072667	LAB311065
36	291551	08/05/2013	C. difficile	RHH	08/05/2013	Date Specimen Taken	13U077952	LAB311065
37	292972	16/05/2013	C. difficile	RHH	16/05/2013	Date Specimen Taken	13U082944	LAB311065
38	292544	20/05/2013	C. difficile	RHH	20/05/2013	Date Specimen Taken	13U084852	LAB311065

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