

## **CPE PPS Data Capture System** User Guide

**Deleting Records** 

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# **Document History**

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

### **Deleting records**

All patient-level and ICU-level records entered onto the Carbapenemase Point Prevalence Survey (CPE PPS) Data Capture System (DCS) can be deleted.

To delete a specific case:

- Select 'Search' from the Menu Toolbar (Figure 1)
- This will redirect you to the 'Search Infection Episodes' screen (Figure 2)

#### Figure 1: Locating Infection Episodes to be deleted

Menu Toolbar	Home	Data Quality					
My Dashboard							
Search	Welcome-ICU						
Case Capture	System Announcements-IC	U					
Reports	ICU Surveillance System (D	ICU Surveillance System (DCS)					
Help & Support							
	CPE PPE Study 2022 - info	mation on PPE and enrolme					
Welcome to the Data Capture System	Public Health England's Healthcare Associated Infections and Antimicrobial Resistance department (PHE HCAI & AMR) are planning a point prevalence sur intensive care. The PPS will run, subject to capacity, in the first two weeks of April 2022. We will select NHS Trusts from across England at random and invite adults, paediatrics, and neonates. Units which provide level 3 care, either exclusively or alongside other levels, will be eligible. If selected, each Trust will be units, who are inpatients on a single day (chosen by the Trust) within the two-week study period. Trusts with fewer than 20 occupied ICU beds should include the prevalence of CPE in intensive care in England, across adult, paediatric, and neonatal populations. It will also allow us to identify key risk factors for CPE will hear from us in the next week or two if your Trust is randomly selected to participate. We will send further information and the study protocol then. Partici important study. If you are not randomly selected, but are keen for your Trust to participate, please do get in touch at cpe.pps@phe.gov.uk we are happy for <b>Recent Reports:</b>						
This is the system homepage where UKHSA will post announcements regarding							
system updates, downtime, surveillance programme							
changes etc.	Generic aggregate adult, pa January 2020 - Septemb	ediatric and neonatal report per 2021 (Q16-Q22)	published September 2021				
See FAQs and Content for more info	National data from most recent quarterly report: January 2020 - September 2021- Adult Units						

#### Figure 2: Search Infection Episodes Screen

Menu Toolbar	Search Infection Epis	odes					
My Dashboard	ID			NHS Number			
Search	Condition	Palast		Data Callection			
Case Capture	Condition	Select		Data Collection			
Reports	First Name			Surname			
	Specimen Number			Date of Birth			
Help & Support				Age		Select 🔻	
	Date From			Date To			
This page allows an infection episode to be found using the	Region	All	•	Organisation Type	All	-	
search facility.	Organisation	All	•	Shared Cases			
For a more refined search result	Incomplete for sign-off			Apportionment Category		•	
please complete as many of the search criteria as possible.	PIR Cases						
Click here to view guide							Find Reset
See FAQs and Content for more info	-	Condition	Data Collection	ID	Data Collection Date	Region	Organisation
Key to Screen Symbols	There are no records to dis	play					

https://dev-icu.phe.org.uk/WebPages/CaseCapture/SearchInfectionEpisodes.aspx

- In the 'Search Infection Episodes' screen (Figure 2), enter as much information as required to find the case(s) of interest.
- Please refer to the <u>'Search User Guide'</u> under the section 'Help' of the CPE PPS DCS for further details regarding 'Search Infection Episodes' fields.
- Press 'Find' to search records matching the search criteria (bottom right-hand side of Search screen).
- The returned results show a list of the records fulfilling the 'Search' criteria on screen (<u>Figure 3</u>)
- Individual cases can be deleted by selecting the tick box next to the case ID and clicking on 'Delete' button (<u>Figure 3</u>)
- A delete confirmation box will appear asking to confirm the selection of records for deletion (<u>Figure 4</u>)
  - To delete the case select 'OK'
  - CPE PPS DCS will display confirmation of deletion of selected record(s) (Figure 5)
  - Please note that once a selected case is deleted, the change is permanent and cannot be reversed.
  - o To cancel the deletion select 'No'

#### Figure 3: Deleting cases

		Condition	Data Collection	ID	Data Collection Date	NHS Number	Forename	Surn
		(All)	(All)	(All)			(All)	(All)
View		Carbapenemase Producing Enterobacteriaceae	CPE PPS Patient	1031186	08-Feb-2022	99999999999	8_9*&%	8_9*&%
View		Carbapenemase Producing Enterobacteriaceae	CPE PPS Patient	1031185	01-Feb-2022	99999999999	test3	test3
View		Carbapenemase Producing Enterobacteriaceae	CPE PPS Patient	1031180	02-Feb-2022	99999999999	Test	Test2
<								>
H I	1		Page: 1	of 1 Go Page size: 3 Change				Item 1 to 3 of 3
						Can	cel Delete New Infe	ction Episode

Figure 4: Pop up message asking to confirm the selection of record(s) for deletion



### Figure 5: Confirmation of deletion of selected record(s)



# About the UK Health Security Agency

The UK Health Security Agency is an executive agency, sponsored by the <u>Department</u> of <u>Health and Social Care</u>.

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For queries relating to this document, please contact: CPE.PPS@phe.gov.uk

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