



UK Health  
Security  
Agency

# CPE PPS Data Capture System User Guide

Case Capture CPE PPS ICU

# Contents

Contents .....	2
Document History.....	3
CPE PPS Data Capture .....	4
CPE PPS ICU Data Capture .....	4
Accessing the ICU data capture form .....	4
Section 1: ICU Details 1 .....	7
Section 2: ICU Details 2 .....	9
About the UK Health Security Agency .....	13

## Document History

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## CPE PPS Data Capture

There are three levels of data capture on the CPE PPS DCS and the access to these depends on the user account type you registered for (CPE PPS Trust Data Entry and/or CPE PPS ICU Data Entry):

- [CPE PPS Trust data collection](#) is available to CPE PPS Trust Data Entry users
- CPE PPS ICU data collection is available to CPE PPS ICU Data Entry users
- [CPE PPS Patient data collection](#) available to CPE PPS ICU Data Entry users

This user guide explains how to enter ICU level data. For guidance on entering ICU Patient or Trust level data please see the help pages on the website (<https://icudcs.phe.org.uk/>) or click on the hyperlinks above which will navigate to the relevant document.

## CPE PPS ICU Data Capture

CPE PPS ICU Data Capture allows users to record the type of ICU, level of care delivered, details about the CPE screening policy and antibiotic stewardship guidelines, number of beds and bed occupancy.

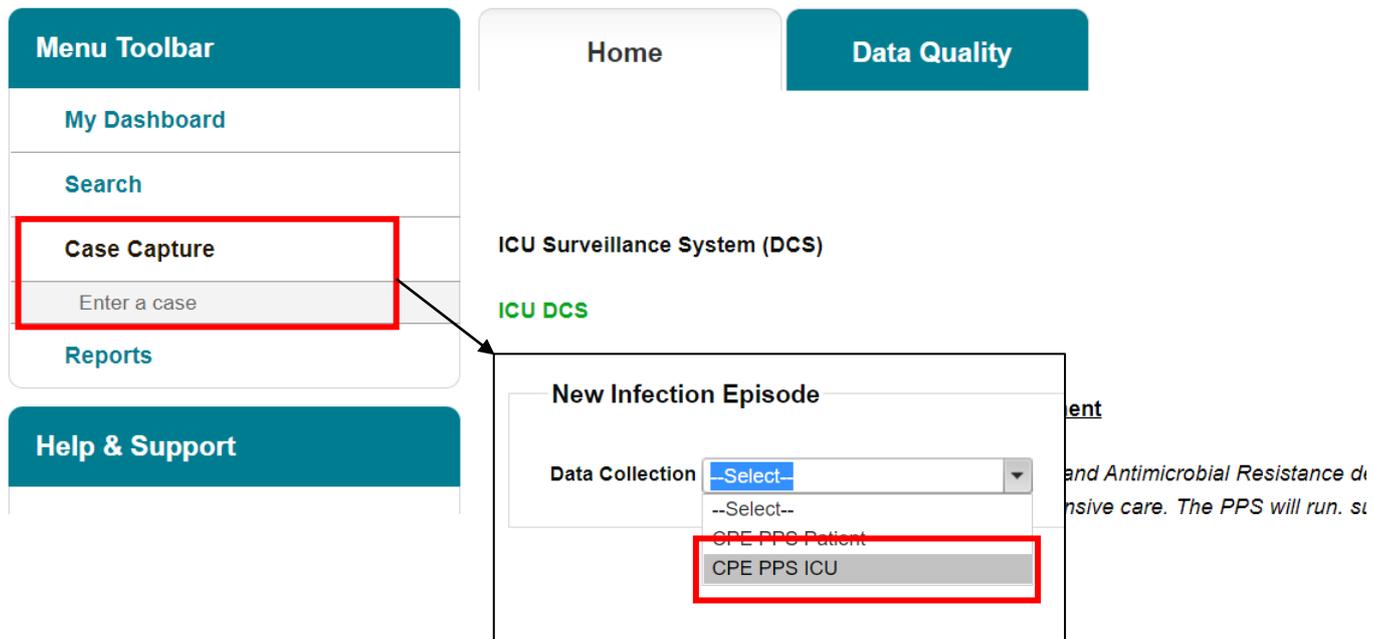
## Accessing the ICU data capture form

There are two ways of accessing the ICU data capture form:

### 1) Via the 'Case Capture' link ([Figure 1](#))

- Click 'Case Capture' on the Menu Toolbar on the left-hand side of your screen
- Click 'Enter a case' from the options below
- On the next page, select 'CPE PPS ICU' from the 'Data Collection' drop-down menu

Figure 1: Dashboard view to add a new event and selection of data collection drop-down

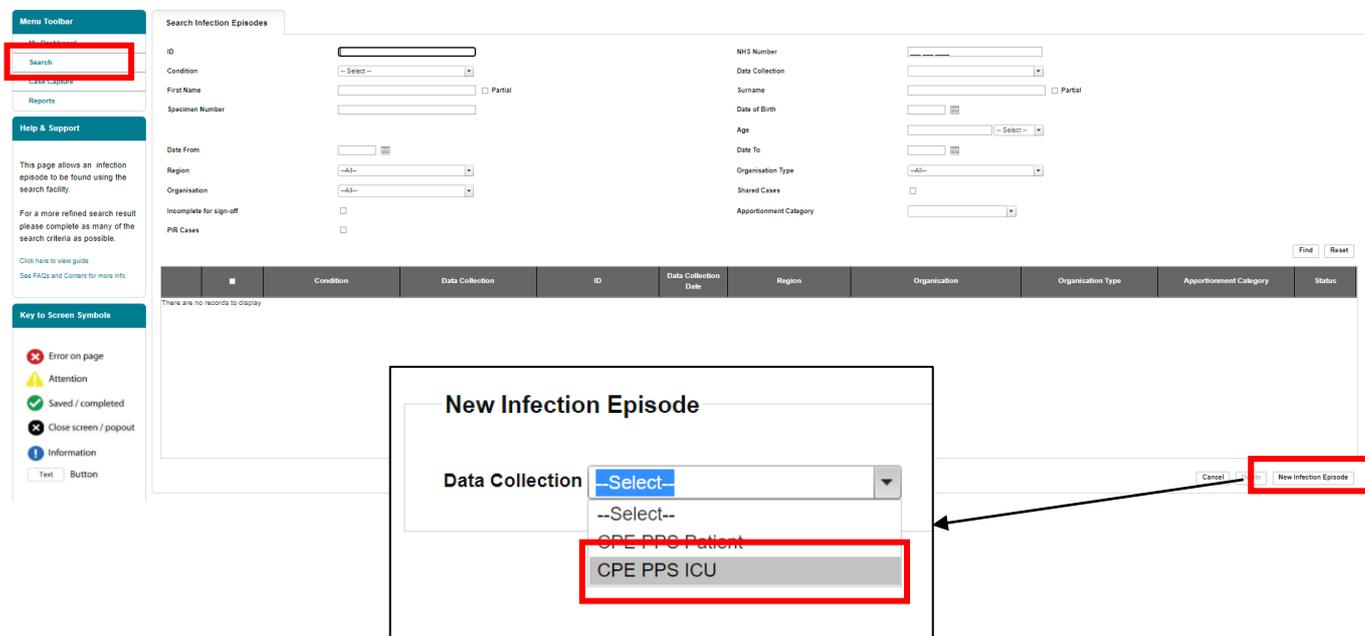


2) Via Search Infection Episodes tab (Figure 2)

- Click 'Search' on the Menu Toolbar on the left-hand side of your screen (Figure 2).
- On the page displayed in the main window, select 'New Infection Episode' in the bottom left (Figure 2).

On the next page, select 'CPE PPS ICU' from the 'Data Collection' drop-down menu (Figure 2)

Figure 2: Accessing 'New Infection Episode' form via 'Search' tab



The selection will redirect you to the first section of the ICU case capture screen ([Figure 3](#)). Case capture for an ICU consists of the following sections:

- [ICU Details 1](#)
- [ICU Details 2](#)

**Figure 3: ICU case capture screen**

The screenshot shows the 'New Infection Episode' form. At the top, there is a 'Data Collection' dropdown menu set to 'CPE PPS ICU', an 'ID' input field, and a 'Created Date' input field. Below these, two tabs are visible: 'ICU Details 1' and 'ICU Details 2'. The 'ICU Details 1' tab is highlighted with a red border. Below the tabs, there is a warning icon and text: 'Mandatory fields are marked with red asterisk (\*)' and 'Mandatory for Sign Off fields are marked with red hash (#)'. The main section is titled 'Organisation Details \*#'. It contains a 'Reporting Organisation' dropdown menu with a red asterisk and hash symbol, and a 'Date survey commenced' input field with a red asterisk and a calendar icon.

Both ICU Details 1 and ICU Details 2 must be completed fully and saved in order to generate ID number.

**Please note: There are no mandatory for sign-off fields for CPE PPS data collection.** There will be no requirement for the data to be signed off. The CPE PPS DCS builds on an existing ICU Surveillance DCS where some fields are required for sign off and these are indicated by # ([Figure 4](#)). **Please ignore notifications for mandatory sign-off.**

Fields marked with \* denote **mandatory for saving** and will not allow the user to save or continue to the next tab unless these sections are complete (with plausible data, that is within the range of accepted values).

**Figure 4. Ignore mandatory for sign-off notifications**



Mandatory fields are marked with red asterisk (\*)  
 Mandatory for Sign Off fields are marked with red hash (#)

**Organisation Details \*#**

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Reporting Organisation \*#

## Section 1: ICU Details 1

This section captures details on the participating organisation and the survey commencement date. The whole of this section must be completed prior to the record being saved. See [Section 2](#) below for how to enter further ICU Details such as CPE screening policy.

### Organisation Details

The information completed in this section captures vital ICU and survey information for epidemiological analyses ([Figure 3](#)). Table 1 describes the fields required to complete [ICU Details 1](#).

**Table 1: ICU Details 1 Parameters**

Field	Comment	Field Type
<b>*Reporting organisation</b>	<p>In ICU Data Entry the Reporting organisation is your ICU.</p> <p>Your ICU will be pre-selected if you are only registered for one ICU. If you are registered for multiple ICUs, use the drop-down menu to select the ICU for which you would like to enter data.</p>	Drop-down

<p><b>*Date survey commenced</b></p>	<p>Enter the date the survey commenced in the ICU.</p> <p>You can either write the date in DD/MM/YYYY format or choose a date from the calendar picker.</p> <p>This should be the date that was picked for the survey within the two-week study period, DD/MM/YYYY</p>	<p>DD/MM/YYYY or choose a date from calendar picker</p>
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Once you have completed all mandatory data, click on the 'Next' button to move to the next tab ([Figure 5](#)).

**Figure 5: Next button**

The screenshot shows a web form titled "New Infection Episode". At the top, there are three input fields: "Data Collection" (a dropdown menu with "CPE PPS ICU" selected), "ID" (an empty text box), and "Created Date" (an empty text box). To the right of these fields is a "Print" button. Below this section are two tabs: "ICU Details 1" and "ICU Details 2", with "ICU Details 2" being the active tab. A blue information box contains a warning icon and text: "Mandatory fields are marked with red asterisk (\*)" and "Mandatory for Sign Off fields are marked with red hash (#)". Underneath, the "Organisation Details" section is expanded, showing "Reporting Organisation" (a dropdown menu with "ICU A" selected, marked with a red hash) and "Date survey commenced" (a date picker showing "09/03/2022", marked with a red asterisk). At the bottom left is a "Cancel" button, and at the bottom right is a "Next" button, which is highlighted with a red rectangular box.

If any mandatory data is not filled in, an error message will be displayed after clicking 'OK' and the data field will be highlighted in red ([Figure 6](#)).

Figure 6: Warning message for missing mandatory data

The screenshot shows the 'ICU Details 2' section of a form. At the top, there are two tabs: 'ICU Details 1' and 'ICU Details 2'. Below the tabs is a warning message in a red-bordered box: 'The fields marked \* are mandatory and must be filled in'. The main form area is titled 'Organisation Details \*#'. It contains two fields: 'Reporting Organisation' with a dropdown menu showing 'ICU A' and a red hash symbol (#) to its left; and 'Date survey commenced' with a text input field, a calendar icon, and a red asterisk (\*) to its left. The 'Date survey commenced' field is highlighted with a red border.

## Section 2: ICU Details 2

This section includes details on ICU type, care level, CPE screening policy, antibiotic stewardship, number of beds and bed occupancy (Figure 7). This section must be completed prior to the record being saved as it is used to generate a case ID number on the system.

Figure 7: Full view of 'ICU Details 2' section

The screenshot shows the full view of the 'ICU Details 2' section. At the top, there are two tabs: 'ICU Details 1' and 'ICU Details 2', with the latter highlighted in red. Below the tabs is a warning message in a blue-bordered box: 'Mandatory fields are marked with red asterisk(\*) Mandatory for Sign Off fields are marked with red hash(#)'. The main form area is titled 'ICU Details 2\*'. It contains several fields, each with a red asterisk (\*) or red hash (#) to its left and a blue question mark (?) icon to its right. The fields are: 'ICU type (select all that apply)' with a dropdown menu showing '-- Select --'; 'Care level (select all that apply)' with a dropdown menu showing '-- Select --'; 'Compliance with CPE screening policy' with a dropdown menu showing '-- Select --'; 'Awareness of CPE Framework of Actions' with a dropdown menu showing '-- Select --'; 'CPE screening frequency (select all that apply)' with a dropdown menu showing '-- Select --'; 'Are antibiotic stewardship guidelines in place on the ward?' with a dropdown menu showing '-- Select --'; 'Number of beds' with a text input field; and 'Bed occupancy' with a text input field. At the bottom of the form, there are 'Cancel' and 'Save' buttons.

Guidance on how to fill out the fields in ICU Details 2 is outlined in [Table 2](#).

**Table 2: ICU Details 2 Parameters**

Field	Comment	Field Type
<b>*ICU Type</b>	<p>This specifies the type of ICU for each age category.</p> <p>Select at least one option from the drop-down menu to indicate ICU type you are submitting data for.</p> <p>If 'Adult- Specialty' or 'Paediatric Specialty' are selected, the following questions are enabled.</p>	Drop-down (multi-select)
<b>ICU Adult specialty type (triggered field)</b>	Selecting 'Adult- Specialty' will trigger free text 'ICU Adult specialty type' field; please write in the Specialty type.	Text
<b>ICU Paediatric specialty type (triggered field)</b>	Selecting 'Paediatric Specialty' will trigger free text 'ICU Paediatric specialty type' field; please write in the Specialty type.	Text
<b>*Care level</b>	Select all the levels of care that are provided in your ICU.	Drop-down (multi-select)
<b>*Compliance with CPE screening policy</b>	Select the frequency of compliance with CPE screening policy for your ICU.	Drop-down (single-select)
<b>*Awareness of CPE Framework of Actions</b>	Select the level of awareness of the PHE document 'Framework of actions to contain carbapenemase-producing Enterobacterales' amongst staff at your ICU.	Drop-down
<b>*CPE Screening frequency</b>	<p>Select the frequency of CPE screening in your ICU. You may select more than one screening frequency, for example your ICU may screen both on admission and weekly thereafter.</p> <p>If none of the options applies, please select 'Other'.</p> <p>Selecting 'Other' will trigger a new free text field that allows you to specify an alternative frequency of CPE screening for your ICU.</p>	Drop-down (multi-select)

Field	Comment	Field Type
If "other" screening frequency, please specify (triggered field)	Specify the frequency of CPE screening for your ICU	Text
*Are antibiotic stewardship guidelines in place on the ward?	Please record whether there are antibiotic stewardship guidelines in place on the ward by selecting one of the available options for this field.	Drop-down (single-select)
*Number of beds	Record the number of NHS-funded beds in your ICU.	Number
*Bed occupancy	Indicate the bed occupancy on the date of the survey (number of beds occupied on the date of the survey).	Number

Click on the 'Save' button to save the record (Figure 8), followed by confirming your intention to save the record by clicking 'OK' on the pop-up (Figure 9).

Figure 8: Save button

The screenshot shows a web form titled 'ICU Details' with two tabs: 'ICU Details 1' and 'ICU Details 2'. A warning message at the top states: 'Mandatory fields are marked with red asterisk(\*)' and 'Mandatory for Sign Off fields are marked with red hash(#)'. The form contains several fields: 'ICU type (Select all that apply)' with a dropdown menu showing 'Adult - General medical'; 'Care level (Select all that apply)' with a dropdown menu showing 'Level 3'; 'Compliance with CPE screening policy' with a dropdown menu showing 'Almost always'; 'Awareness of CPE Framework of Actions' with a dropdown menu showing 'Most staff'; 'CPE screening frequency (Select all that apply)' with a dropdown menu showing 'Admission'; 'Are antibiotic stewardship guidelines in place on the ward?' with a dropdown menu showing 'Yes'; 'Date survey commenced' with a date input field showing '03/03/2022'; 'Number of beds' with a text input field showing '20'; and 'Bed occupancy' with a text input field showing '17'. At the bottom right of the form, a 'Save' button is highlighted with a red rectangular box.

Figure 9: Pop-up confirming intention to save the infection episode details

The screenshot shows a confirmation pop-up dialog box. At the top left, there is a globe icon followed by the URL 'dev-icu.phe.org.uk'. Below the URL, the text reads 'Would you like to save your changes?'. At the bottom of the dialog, there are two buttons: a blue 'OK' button and a grey 'Cancel' button. The 'OK' button is highlighted with a red rectangular box.

If the mandatory data are not filled in, the following error message will be displayed after clicking 'OK' and the data field will be highlighted in red (similar to that in [Figure 6](#)).

Once the record is saved, a confirmation message will appear under the tab headings and an ID number will be generated ([Figure 10](#)). This ID number is searchable via the 'Search' functionality that is accessible via 'Menu Toolbar' (Please see '[CPE PPS Search User Guide](#)' under the section 'Help' on the ICU DCS for details of how to use the 'Search' function).

**Figure 10: Confirmation message upon saving a record**

The screenshot displays the 'New Infection Episode' form. At the top, there is a 'Data Collection' dropdown set to 'CPE PPS ICU', an 'ID' field containing '1184649' (highlighted with a red box), a 'Created Date' field with '06-Apr-2022', and a 'Print' button. Below this, there are two tabs: 'ICU Details 1' and 'ICU Details 2' (which is active and has a green checkmark). A confirmation message box, also highlighted with a red box, contains a green checkmark and the text 'INFECTION EPISODE DATA COLLECTION RESPONSE SAVED SUCCESSFULLY'. Below the message, the 'ICU Details 2\*' section is expanded, showing a list of fields with their values:

ICU type (select all that apply)	*	?	Adult - Specialty
ICU Adult speciality type		?	Burns
Care level (select all that apply)	*	?	Level 3
Compliance with CPE screening policy	*	?	Almost always
Awareness of CPE Framework of Actions	*	?	Some staff
CPE screening frequency (select all that apply)	*	?	Weekly
Are antibiotic stewardship guidelines in place on the ward?	*	?	Yes
Number of beds		?	24
Bed occupancy	*	?	21

# About the UK Health Security Agency

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

[www.ukhsa.gov.uk](http://www.ukhsa.gov.uk)

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