CPE PPS Data Capture System
User Guide

Case Capture CPE PPS Trust

Contents

Document History

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

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 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 Trust level data. For guidance on entering ICU or Patient-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 Trust Data Capture

CPE PPS Trust Data Capture allows users to record the Trust, the survey commencement date and Trust-level CPE screening policy.

Accessing the Trust data capture form

The Trust data capture form is accessed via the 'New Infections Episode' page.

There are two ways of accessing the 'New Infections Episode' page:

1) **Via the 'Case Capture' link** (Figure 1).
- From the home screen click 'Case Capture' on the Menu Toolbar on the left-hand side of your screen, then click 'Enter a case' (Figure 1).

Figure 1: Accessing the Trust data capture form via 'Case Capture' link
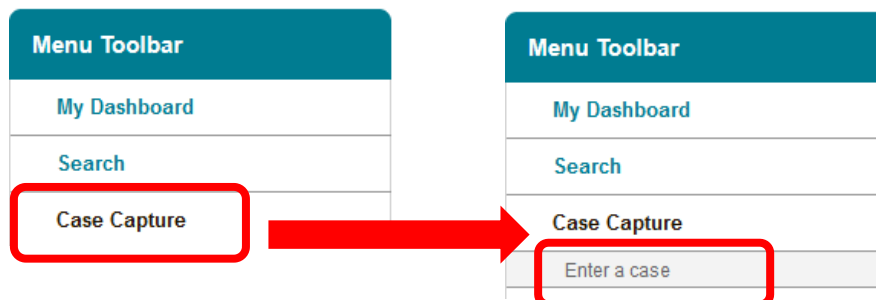
2) **Via 'Search Infection Episodes' page** (Figure 2)
- From the home screen click 'Search' on the Menu Toolbar on the left-hand side of your screen. This opens a new page 'Search Infection Episodes' in the main window. Scroll to the bottom of the page and click 'New Infection Episode' (Figure 2).

Figure 2: Accessing the Trust data capture form via 'Search' tab

Clicking on 'Search' from the Menu Toolbar loads a new page 'Search Infection Episodes' in the main window.

At the bottom of the 'Search Infections Episode' page, click 'New Infection Episode'

Once the 'New Infections Episode' page loads in the main window, select 'CPE PPS Trust' from the Data Collection parameter drop-down menu (Figure 3). Please note, for Trust Entry users, there will only be one option to select from this menu.

Figure 3: Data Collection drop-down
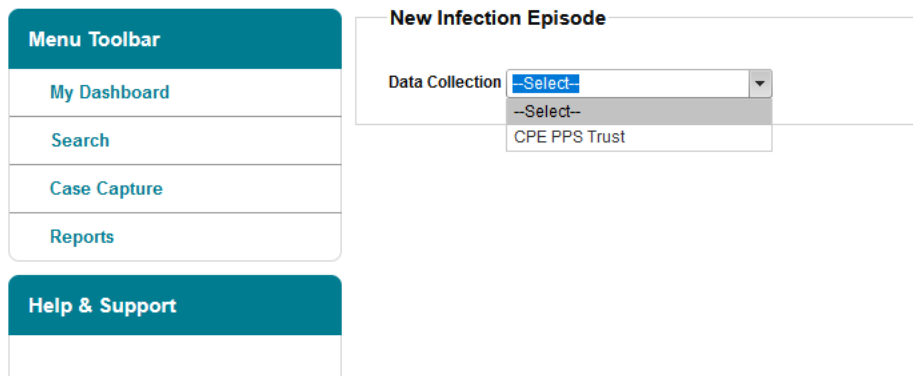
Selecting 'CPE PPS Trust' will load the Trust case capture form which has two tabs 'Trust Details' and 'Trust Details 2'. The first tab 'Trust Details' will be loaded by default (Figure 4).

Trust case capture form

The Trust case capture form allows you to enter Trust-level information including the age group of the ICUs you will be entering data for (i.e. adult, paediatric, neonatal), the Trust-wide CPE screening policy for the different age groups and the number of ICU beds for each age group. The information is split over two tabs: 'Trust Details' and 'Trust Details 2'. Both tabs must be completed prior to the record being saved as they are used to generate an ID number on the system for the Trust data entry record. The first tab of the Trust case capture form, 'Trust Details', loads by default (Figure 4).
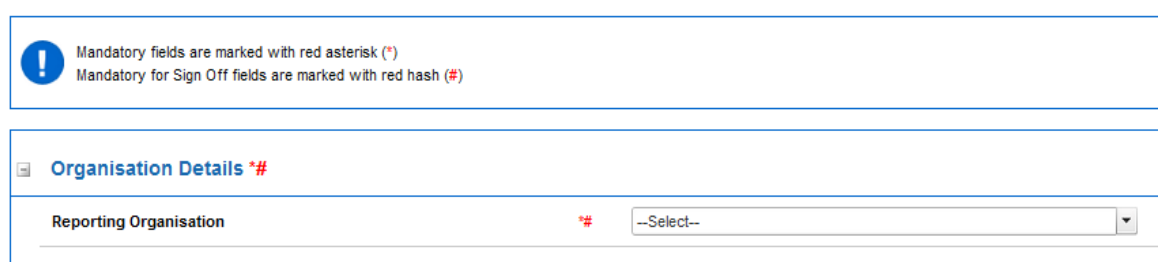
Figure 4: Trust case capture form – main screen
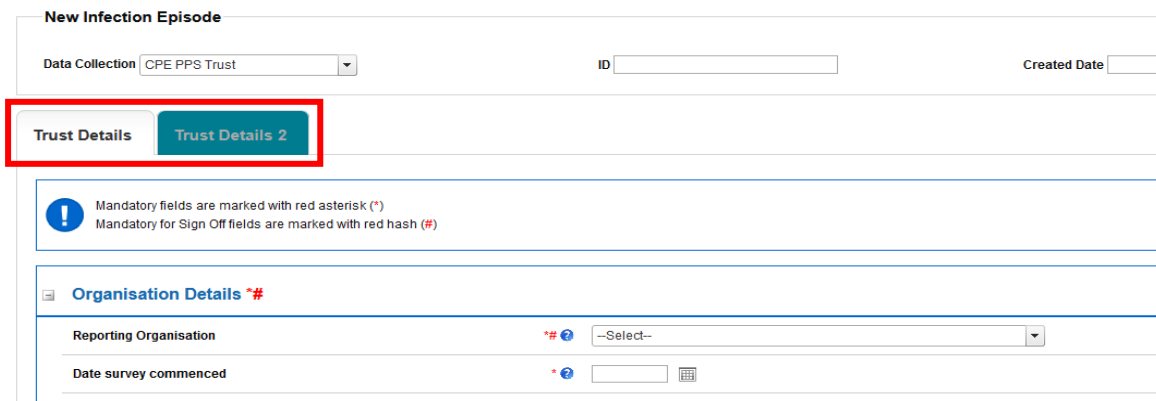
Fields marked with a * - denote **mandatory for saving** and the system will not allow the user to save or continue to the next tab unless these sections are complete (with plausible data that is within the range of accepted values).

Please note: There are no mandatory for sign-off fields for CPE PPS data collections. 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 a hash (#) (Figure 5). **Please ignore notifications for mandatory sign-off.**

Figure 5. Ignore mandatory for sign-off notifications

Section 1: Trust Details

This section includes key organisation and survey date details. The whole of this section (Figure 4) must be completed prior to the record being saved as it is used to generate a case/record ID number on the system. See Section 2 below for further required data in 'Trust Details 2'.

Organisation Details

The information completed in this section (Figure 4) captures vital Trust and survey information for epidemiological analyses. Table 1 describes the parameters that must be completed to save this section.

Please note that parameters in Table 1 marked with an asterisk (*) indicate a mandatory field required for saving the page.

Table 1: Trust Details Parameters

| Field	Comment	Field Type
Organisation details		
*Reporting Organisation	Role based. As 'Trust Data Entry', the Reporting Organisation is your NHS Trust. Your Trust will be pre-selected if you are only registered for one Trust. If you are registered for multiple Trusts, use the drop-down menu to select the Trust for which you would like to enter data.	Single-select drop-down
*Date survey commenced	Enter the date the point prevalence survey commenced in the Trust. All of the questions on 'Trust Details 2' will relate to what was true at the date included for this field. **Please note:** the date entered must be less than or equal to today's date.	Calendar picker or enter in text using following format: DD/MM/YYYY (Figure 6)

Figure 6: Date Survey Commenced field
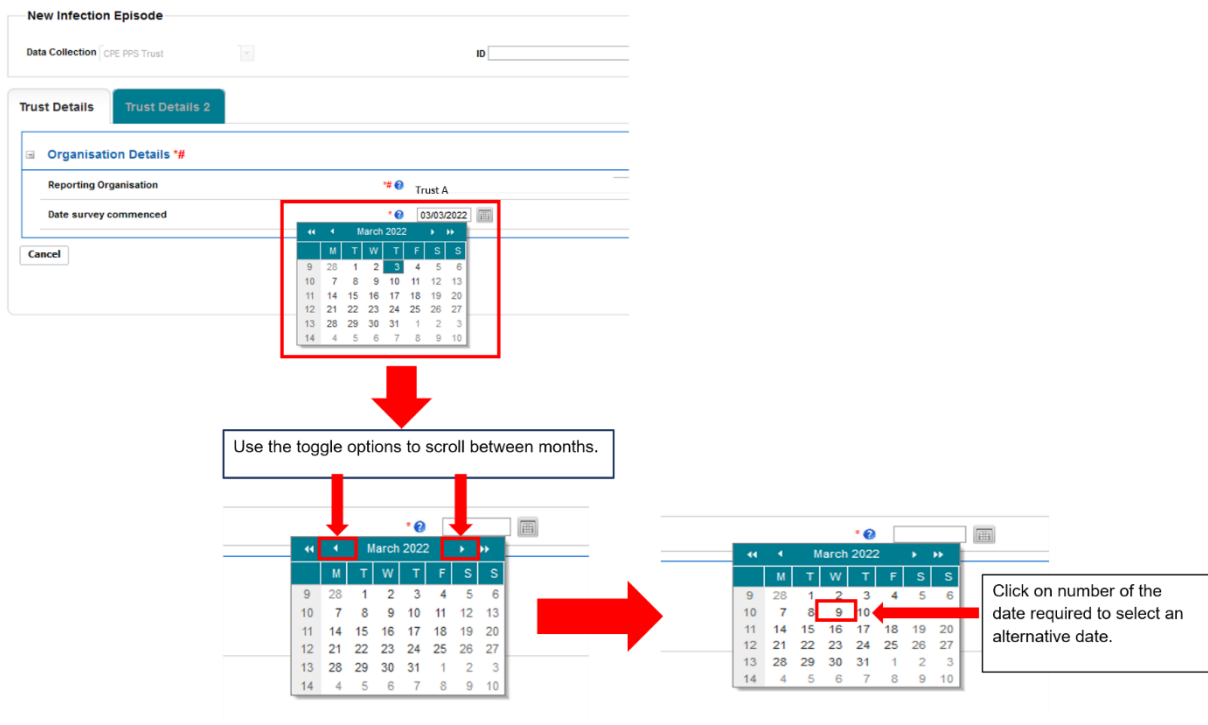
This calendar pop-up function is available on all date related questions and is utilised in the same fashion as seen above.
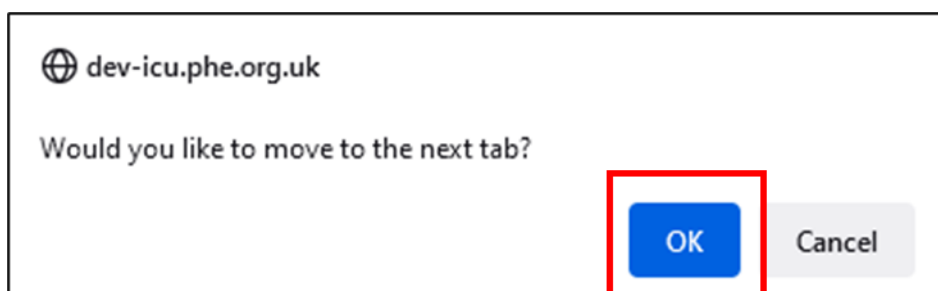
Once you completed all mandatory data, click on the 'Next' button to move to the next tab (Figure 7).
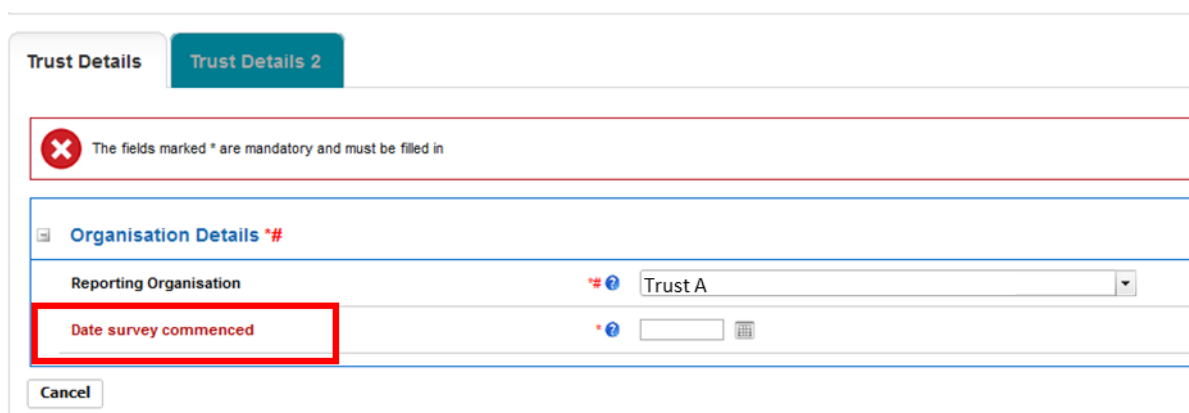
Figure 7: Next button
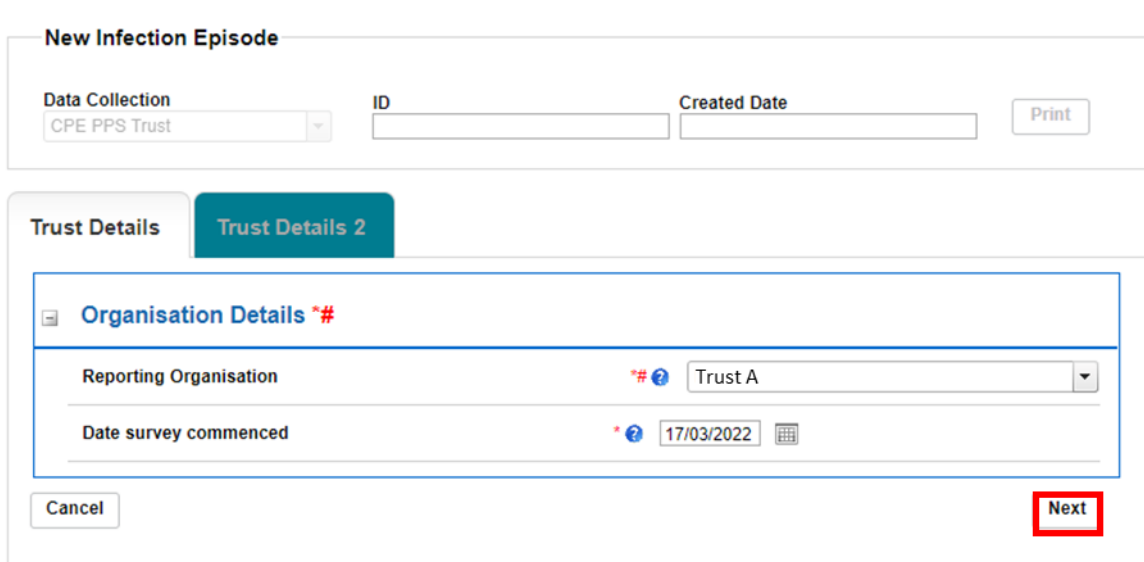
Confirm your intention to move to the next tab by clicking 'OK' on the pop-up (Figure 8).

Figure 8: Pop-up confirming intention to move to the next tab

If the mandatory data is not completed, the following error message will be displayed after clicking 'OK' and the data field with incomplete data will be highlighted in red (Figure 9).

Figure 9: Warning message for missing mandatory data

Section 2: Trust Details 2

This section includes details for each age group of data collection the Trust is participating in (adult ICUs, paediatric ICUs, or neonatal ICUs), Trust-wide CPE screening policy, and the number of ICU beds in the relevant age groups across the Trust (Figure 11). The whole of this section must be completed prior to the record being saved as it is used to generate a record ID number on the system.

Please note that this section has further triggered questions based on specific responses to the main questions in this section shown in Figure 11, all fields are described in Table 2. For an example of what the page will look like when all triggered questions are visible, please see Figure 12.

Please note: All fields marked with * in Table 2 are mandatory for saving a record.

Please note that for all drop-down menus, you can start typing the response and matching options will display in the drop-down with the matching letters highlighted in grey. For example, typing 'ne' into the 'What age groups are you submitting data on?' field brings up all response options containing these letters (**Ne**onatal ICU, Figure 10).

Figure 10. Typing in a response to questions with drop-down menus

Figure 11: Initial view of 'Trust Details 2' section

Table 2: Trust Details 2 Parameters

Field name	Field description	Response/notes
Organisation details		
*What age groups are you submitting data on?	Select <u>all</u> the ICU age groups that your trust will be submitting data on. The selection made here will trigger further questions below.	Multi-select drop-down. Options: Adult ICU Paediatric ICU Neonatal ICU
*Is there a CPE screening policy in operation for *adults* at the trust (not just in ICU)? Where ***adults*** will be replaced with paediatrics or neonates based on previous response.	Triggered question only enabled and visible if 'What age groups are you submitting data on?' = 'Adult ICU' Is there a CPE screening policy at the trust which applies to adult patients across the whole trust, i.e. not just adult ICU patients. **Please note:** If you have a Trust-level screening policy which is not demarcated by age, please still tick 'Yes' and answer the question based on the overarching trust-level policy. If you have multiple age groups that are participating in the point prevalence, please select 'Yes' for all and answer the triggered questions using the overarching trust-level policy for all. **Please note:** This question will appear for <u>each of the age groups</u> selected in response to the question 'What age groups are you submitting data on?' I.e. if you select 'Neonatal ICU' only then this question will relate to neonates and not adults. However, if you responded as	Single-select drop-down. Options: Yes No Unknown

Field name	Field description	Response/notes
	both 'Adult ICU' and 'Neonatal ICU' then this question will be repeated for both adults and neonates.	
*What is the CPE screening policy for adults at the trust? (select all that apply) Where **adults** will be replaced with paediatrics or neonates based on previous response.	Triggered question only enabled and visible if 'Is there a CPE screening policy in operation for *adults* at the trust (not just in ICU)?' = 'Yes' Select all of the options that best reflect the screening policy for all adult patients at your Trust. **Please note:** If you have a Trust-level screening policy which is not demarcated by age, please still tick 'Yes' and answer the question based on the overarching trust-level policy. If you have multiple age groups that are participating in the point prevalence, please select 'Yes' for all and answer the triggered questions using the overarching trust-level policy for all. **Please note:** This question will be repeated for each age group you are participating in within the point prevalence survey	Multi-select drop-down. Options: All admissions High-risk admission High-risk areas Known CPE carriers Contacts of cases Other
If 'Other' screening policy for *adults*, please specify Where **adults** will be replaced with paediatrics or neonates based on previous response	Triggered question only enabled and visible if 'What is the CPE screening policy for adults at the trust? (select all that apply)' = 'Other' Write in the other screening policy for adults at the Trust.	Text

Field name	Field description	Response/notes
	Please note: If you have a Trust-level screening policy which is not demarcated by age, please still tick 'Yes' and answer the question based on the overarching trust-level policy. If you have multiple age groups that are participating in the point prevalence, please select 'Yes' for all and answer the triggered questions using the overarching trust-level policy for all. **Please note:** This question will be repeated for each age group you are participating in within the point prevalence survey	
*Number of *adult* ICU beds Where *adult* will be replaced with paediatrics or neonates based on previous response	Enter the number of adult ICU beds across the whole trust **Please note:** This question will be repeated for each age group you are participating in within the point prevalence survey	Integer

Please note: Additional information on what would be defined as a high-risk admission (Section 2.3 page 14) or a high-risk area (Appendix B, page 61) can be found in the Framework of Actions to contain CPE.

However, in summary a high-risk admission would be defined as having one of the following in the previous 12 months:

- previous identification of CPE positive
- inpatient in a hospital (UK or abroad)
- multiple hospital treatments (e.g. dialysis dependent or undergoing chemotherapy treatment)
- epidemiological link to a known CPE carrier
- admission into augmented care/high risk areas (see below)

While high-risk areas and comorbidities would be defined as:

- augmented care

- patients who are severely immunosuppression because of disease or treatment (incl. transplant, haematology/oncology)

- those cared for where organ support is necessary (e.g. critical care, renal (incl. dialysis settings), respiratory support)

- extensive care needs (e.g. liver or burns units)

- Long Term Care Facilities

Figure 12. Trust Details parameters – maximum triggered field view

Once all mandatory data fields are completed, click on the 'Save' button to save the record (Figure 13), followed by confirming your intention to save the record by clicking 'OK' on the pop-up, similar to the one shown in Figure 8.

Figure 13: Save button

Once the record is saved, a confirmation message will appear under the tab headings and an ID number will be generated (Figure 14). This 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 website for details of how to use the 'Search' function).

Figure 14: Confirmation message upon saving a record

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