



UK Health
Security
Agency

Self help guide

User Guide

ICU Data Capture System

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Document History

Revision date	Author	Version	Changes
17/04/2018	Public Health England	1.0	-
02/10/2020	Public Health England	1.1	-
13/12/2024	William McMillan and Matt Wilson, UK Health Security Agency	1.2	<ul style="list-style-type: none"> • Updated branding (PHE to UKHSA) • Updated screenshots

Self Help

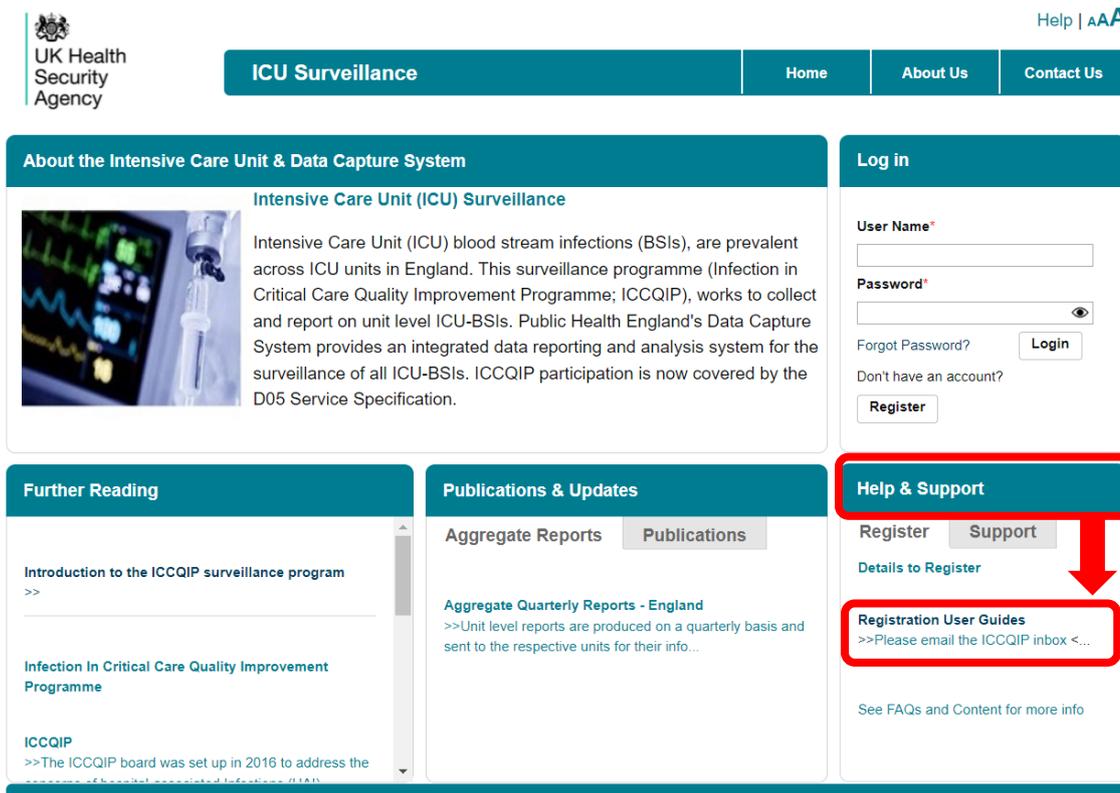
Contacting the ICCQIP Team

You can contact the ICCQIP team multiple ways.

Firstly, you can navigate to the 'Help & Support' section on the home page of the Intensive Care Unit (ICU) DCS ([Figure 1](#)) and select 'Please email the ICCQIP inbox' link under the 'Register' section of the screen.

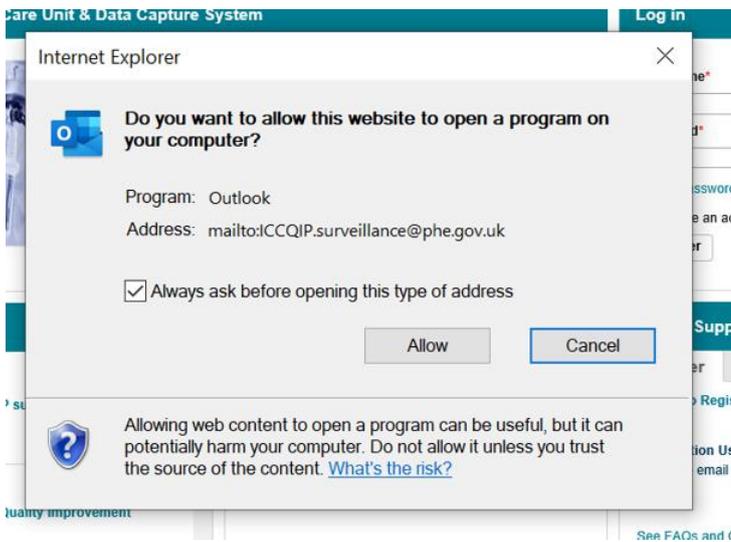
- Go to <https://icudcs.phe.org.uk>
- The ICU DCS will display the 'Homepage'

Figure 1: Register tab in Help & Support section on ICU DCS homepage



- The ICU DCS will display a pop-up window asking if you allow the website to open a programme on your computer ([Figure 2](#)). If Outlook is your default email programme, the pop-up window will display "Program: Outlook".

Figure 2: Email pop up window



- Click on 'Allow'. This will redirect you to your e-mail account, and will have already populated the 'To' section with the ICCQIP email address.
- Alternatively, if you are logged onto your email account, you can copy and paste 'iccqip.surveillance@ukhsa.gov.uk' into the 'To' section of a new email.

You will need to ensure you have access to the email account used – United Kingdom Health Security Agency's (UKHSA's) response will be sent to the email address which you have used to contact us.

Alternatively, use the 'Contact Us' feature of the system ([Figure 3](#)), which allows you to enter your message directly on the ICU DCS ([Figure 4](#)) and this will send a message to the ICU DCS Support team on your behalf. If a response by email is not appropriate, please provide an alternative method of contact within the 'Contact Us' message (see below).

Figure 3: 'Contact Us' tab

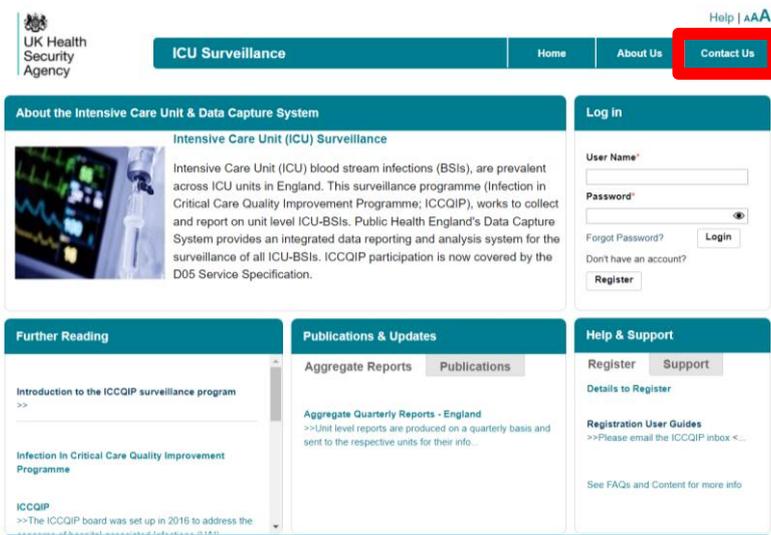


Figure 4: 'Contact Us' screen

The screenshot shows a 'Contact Us' form with the following fields: Full Name*, Email Address*, Confirm Email*, Type of Query* (dropdown), Select a Topic* (dropdown), Query Subject*, and Message*. Below the message field is an image with the code 'MJ5AK' and a text input field labeled 'Type the code from the image'. A red callout box with the text 'CODE WILL BE DIFFERENT' and an arrow points to this input field. At the bottom right are 'Submit' and 'Cancel' buttons. A warning message at the top states: 'Mandatory fields are marked with red asterisk (*)'.

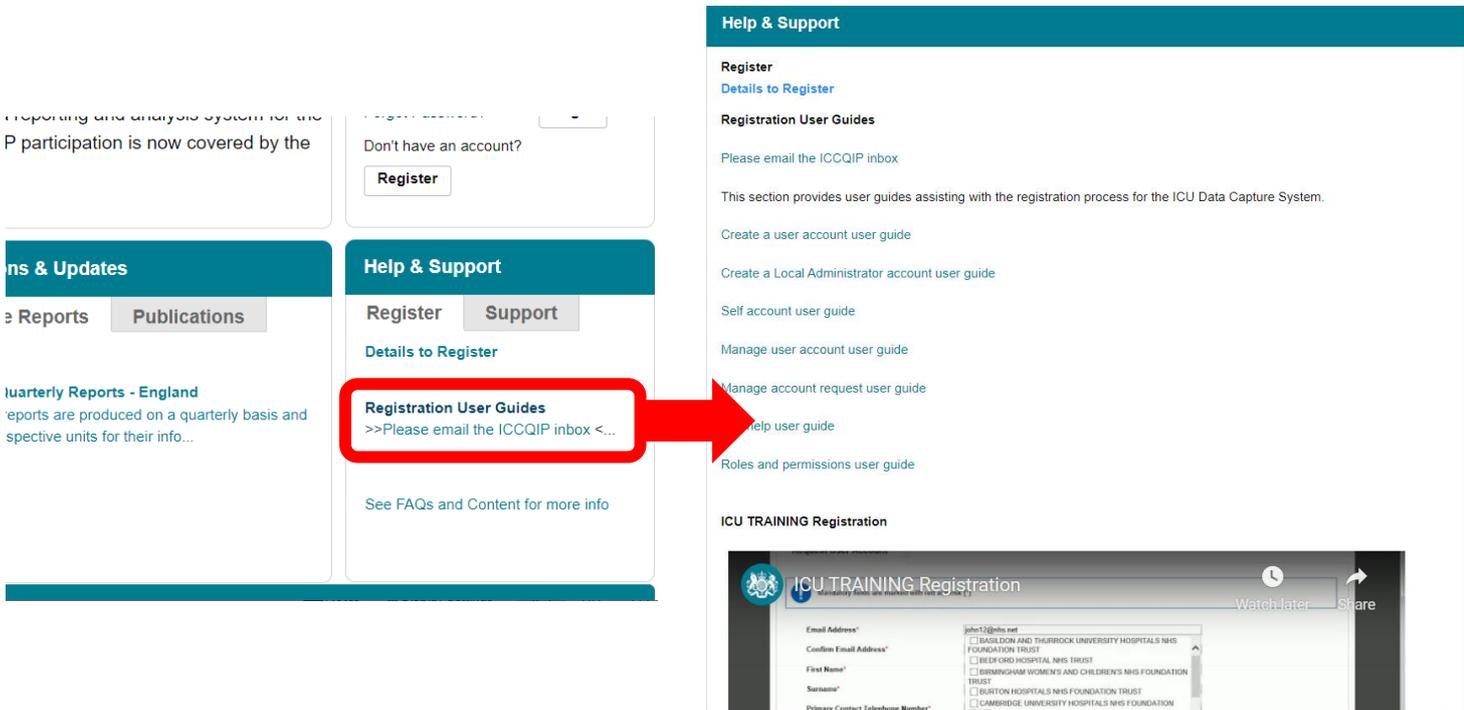
- Make sure that you include your full name and email address (this should be the same one that you registered with on the DCS).
- Select the type of query and a topic, so that the Support team can best direct your query to the relevant staff member(s).
- Please add as much detail as you can in the message box and include an alternative contact if you would rather we did not reply by email. When you registered you should have provided a contact telephone number, but please feel free to supply it again or any direct extensions for us to best contact you.
- Then please enter the image code, this will be different every time you use this screen.
- Click 'Submit' and the DCS will email the Support team on your behalf.

Accessing User Guides

User Guides can be accessed regardless of whether you are logged onto the system or not. If you are specifically interested in how to register for, or manage, an account on the ICU DCS then please select the 'Register' tab in the 'Help & Support' section of the ICU DCS homepage

(Figure 5). Click on the 'Registration User Guides' or 'Details to Register' hyperlinks, which will direct you to access Registration User Guides and some training videos for the ICU DCS.

Figure 5: Registration User Guides



To view the User Guides please click the relevant hyperlink which will direct you to a PDF document.

Alternatively, to be directed to our full list of User Guides (including those on Data Capture and Search functionality and so on) and the ICCQIP Protocol, you can either select the 'Support' tab in the 'Help and Support' section of the ICU DCS homepage (Figure 6) or you can click on 'Help' in the top right hand of the ICU DCS homepage (Figure 7).

Figure 6: Support tab in Help & Support section on ICU DCS homepage

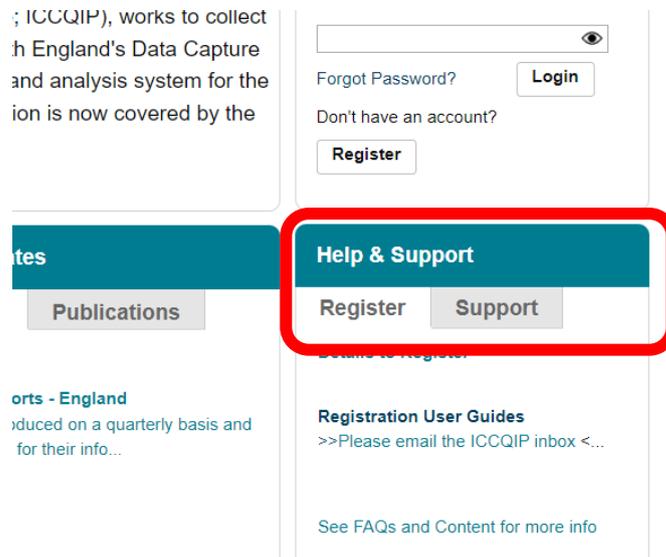
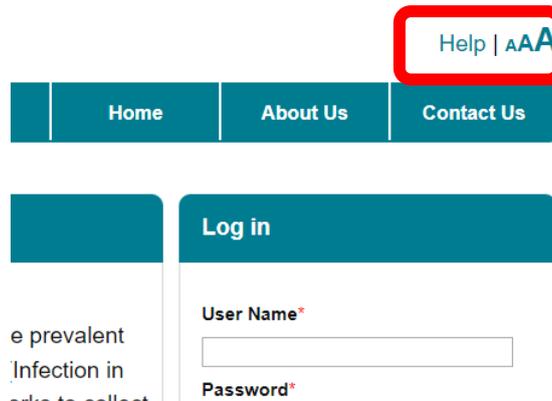


Figure 7: Accessing the 'Help' screen when not logged on the ICU DCS



In addition to a full list of the User Guides and the Protocol, there are also numerous step-by-step training videos for a range of functionalities that are present on the system ([Figure 8](#)). These are hosted on UKHSA's [YouTube channel](#) and you can play them directly on the ICU DCS.

Figure 8: 'Help' screen and training videos

Help

Help

Protocol

- ICU Protocol

User Management

- Create New LA Account User Guide
- Create New Account User Guide
- Manage Account Request User Guide
- Manage User Account User guide
- Self Account Management User Guide
- Self Help Guide User Guide
- Sign Off User Guide
- Unlock Requests User Guide
- Roles and Permissions User Guide

Case Capture

- Case Capture BSI User Guide
- Denominators User Guide
- Search User Guide
- Delete BSI User Guide

Data Entry Forms/Aids

- Case Capture BSI - Paper form
- Case Capture Denominators - Paper form
- Case Capture BSI - Excel form
- Case Capture Denominators - Excel form

Data Upload Wizard

- ICU Data Upload Wizard User Guide
- Data Upload Wizard Templates and Data Dictionaries

Dashboard

- Home Dashboard User Guide
- Summary Dashboard User Guide
- Dashboard User Guide
- Data Completeness Dashboard

Case Capture Training Video

Daily Census and Monthly Census Denominator Data Entry Training Video

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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For queries relating to this document, please contact: iccqip.surveillance@ukhsa.gov.uk

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