

# 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> <li>Updated branding (PHE to UKHSA)</li> <li>Updated screenshots</li> </ul>

# 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 (<u>Figure 1</u>) and select 'Please email the ICCQIP inbox' link under the 'Register' section of the screen.

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

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

2003						Help   🗚	
UK Health Security	ICU Surveillance		Hon	ıe	About Us	Contact Us	
Agency							
About the Intensive Care L	About the Intensive Care Unit & Data Capture System Log in						
	Intensive Care Unit ( Intensive Care Unit (I	(ICU) Surveillance CU) blood stream infections	(BSIs), are prevalent	ι	Jser Name*		
M. E.	across ICU units in Er Critical Care Quality I	ingland. This surveillance programme (Infection in Improvement Programme; ICCQIP), works to collect			Password*		
and report on unit level ICU-BSIs. Public Health England's Data Capture System provides an integrated data reporting and analysis system for the surveillance of all ICU-BSIs. ICCQIP participation is now covered by the D05 Service Specification.			9 F	Forgot Password? Don't have an account <b>Register</b>	Login ?		
Further Reading	urther Reading Publications & Updates			Help & Support			
Introduction to the ICCQIP surveillance program		Aggregate Reports	Publications		Register Sup	oport	
		Aggregate Quarterly Reports	- England		Jetails to Register		
		>>Unit level reports are produced on a quarterly basis and sent to the respective units for their info			Registration User Guides >>Please email the ICCQIP inbox <		
				5	See FAQs and Conten	t for more info	
ICCQIP >>The ICCQIP board was set up in	2016 to address the						

• 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 if 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 <u>'iccqip.surveillance@ukhsa.gov.uk</u>' 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 (<u>Figure 3</u>), which allows you to enter your message directly on the ICU DCS (<u>Figure 4</u>) 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

Contact Us			
Mandatory fields are	marked with red asterisk (*)		
Click Here To Access the Free	uently Asked Questions?		
Full Name*		]	
Email Address*			
Confirm Email*			
Time of Owned	Salaat		
Type of Query.	- Select		
Select a Topic*	•		
Query Subject*		]	
Message*			
		CODE WILL BE	
	MJ5AK	DIFFERENT	
	Type the code from the	e image	
		Submit Cancel	
		Canori Canori	

- 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

(<u>Figure 5</u>). 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

		Help & Support	
		Register Details to Register	
P participation is now covered by the	Don't have an account?	Registration User Guides Please email the ICCQIP inbox	
	Register	This section provides user guides assisting with the registration process for the ICU Data Capture System.	
		Create a user account user guide	
ns & Updates	Help & Support	Create a Local Administrator account user guide	
e Reports Publications	Register Support	Self account user guide	
	Details to Register	Manage user account user guide	
luarterly Reports - England reports are produced on a quarterly basis and spective units for their info	Registration User Guides >>Please email the ICCQIP inbox <	Manage account request user guide	
	See FAQs and Content for more info	Roles and permissions user guide	
		Continue Canal Address*     Contained Address*     Continue Canal Address*     Contained     Contained Address*     Contained Address*     Contained Addres	

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 fuctionality 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

; ICCQIP), works to collect h England's Data Capture and analysis system for the ion is now covered by the	● Forgot Password? Login Don't have an account? Register			
ites	Help & Support			
Publications	Register Support			
orts - England oduced on a quarterly basis and for their info	Registration User Guides >>Please email the ICCQIP inbox <			
	See FAQs and Content for more info			

## 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-bystep training videos for a range of functionalities that are present on the system (<u>Figure 8</u>). These are hosted on UKHSA's <u>YouTube channel</u> 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 Dictiona

#### Dashboard

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

#### Case Capture Training Video



# 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>.

www.ukhsa.gov.uk

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For queries relating to this document, please contact: <a href="mailto:iccgip.surveillance@ukhsa.gov.uk">iccgip.surveillance@ukhsa.gov.uk</a>

Published: December 2024



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