



Public Health
England

Protecting and improving the nation's health

ICU Data Capture System User Manual

Summary Dashboard

About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. It does this through world-class science, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. PHE is an operationally autonomous executive agency of the Department of Health.

Public Health England
Wellington House
133-155 Waterloo Road
London SE1 8UG
Tel: 020 7654 8000
www.gov.uk/phe
Twitter: @PHE_uk
Facebook: www.facebook.com/PublicHealthEngland

© Crown copyright 2015

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence v2.0. To view this licence, visit [OGL](#) or email psi@nationalarchives.gsi.gov.uk. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned. Any enquiries regarding this publication should be sent to ICCQIP.surveillance@phe.gov.uk.



Document History

Revision Date	Author	Version
01/05/2018	Public Health England	1.0

Contents

About Public Health England	2	
Document History	3	
Dashboards	5	
Introduction		5
Summary Dashboard	6	
Using the Summary Dashboard		6
Summary Dashboard Parameters		7
Summary Dashboard Report Navigation		7
Summary Dashboard Parameters		7
Summary and Trends Elements		10
Data Collection Completeness Element		11
Sign-off History Element		14

Dashboards

Introduction

There are up to three report dashboards available to users depending on their permissions and access to the system. The dashboards provide an overview of data on the system to direct user's workflow and highlight outstanding actions. The available dashboards are:

- Summary (summary of cases entered onto the system, data completeness and sign-off);
- Benchmarking (allows users to compare their organisation against other organisations in terms of rates and counts of reported cases);
- Data Quality (completeness of data entry of cases on the system).

Summary Dashboard

Using the Summary Dashboard

The Summary Dashboard has up to five elements, access to which is determined by user permissions. When first landing on the Summary Dashboard, a report based on pre-set default parameters, similar to **Figure 1** will appear. To view and modify the parameters (see **Figure 2**) click on the small down arrow towards the top of the screen. The parameters can be hidden by clicking this arrow again (**Figure 2**). Each of the Summary Dashboard elements will now be described in turn. An overview of the different report parameters on the Summary Dashboard can be found in **Table 1**.

Figure 1: The Summary Dashboard

ICU Summary Dashboard

Region	LONDON	Denominator	Not Applicable	Period	01/03/2017 - 14/05/2018
Organisation Type	Intensive Care Unit	Denominator Period	Not Applicable	Limit report to	-All-
Organisation	R1K - NORTHWICK PARK ICU	Summarisation Type	Count	Frequency	Monthly
Data Collection	ICU Blood Stream Infections	Current Period	Yes	Rolling Average	3 Months
Sector	NHS	Organism	-All-	Bacteraemia Category	-All-
Source	All	ICU Classification	Adult		

Summary

Count of Episodes

Month	Signed-Off Cases	Unsigned-Off Cases
Mar-2017	0	0
Apr-2017	0	1
May-2017	0	1
Jun-2017	0	0
Jul-2017	0	1
Aug-2017	0	0
Sep-2017	0	0
Oct-2017	0	0
Nov-2017	0	0
Dec-2017	0	0
Jan-2018	0	0
Feb-2018	0	0
Mar-2018	0	2
Apr-2018	0	2
May-2018	0	1

Trends

3 Months Rolling Average of Count

Month	ICU Blood Stream Infections
Mar-2017	0
Apr-2017	0.5
May-2017	0.7
Jun-2017	0.7
Jul-2017	0.7
Aug-2017	0.4
Sep-2017	0.4
Oct-2017	0
Nov-2017	0
Dec-2017	0
Jan-2018	0

Data Collection Completeness - Current Period

Data Collection	Mandatory	Optional
ICU Blood Stream Infections	10	16
ICU Daily Census	1	1

Summary Dashboard Parameters

Figure 2: Summary Dashboard Report Parameters

Summary Dashboard Report Navigation

Several of the Summary Dashboard Elements have hyperlinks allowing users to navigate to other sub-reports. In order to return to the previous report, click on the small blue back arrow located at the top of sub-reports (Figure 3) and not your browser’s “Back” button.

Figure 3: Report Navigation

Data Collection Field	Category	Completed	Unknown	Missing
Reporting Organisation	Episode Details	5	0	0
Data Collection Date	Episode Details	5	0	0
Time Period	Episode Details	5	0	0
Attributed Organisation	Episode Details	5	0	0
Specimen Date	Episode Details	5	0	0

Summary Dashboard Parameters

Table 1: Overview of the report parameters on the Summary Dashboard

Parameter	Reports affected	Comment
Period From and Period To	By default: <ul style="list-style-type: none"> Summary graph Trends graph Only if Current Period is set to No: <ul style="list-style-type: none"> Data Completeness 	Changes the time period the data is shown for. The time periods selected will always modify the data returned in the ‘Summary’ and ‘Trends’ elements of the Summary dashboard. These dates will only modify other elements of the Summary dashboard if Current Period is set to ‘No’. See below.

Parameter	Reports affected	Comment
	<ul style="list-style-type: none"> Data Completeness (Shared Cases) 	
Summarisation Type	<ul style="list-style-type: none"> Summary graph Trends graph 	Changes the chart output to Count or Rate. This parameter only affects Summary dashboard elements where a rate can be returned.
Rolling Average	<ul style="list-style-type: none"> Trends graph 	<p>Changes the duration of the rolling average calculation. For example, a 3 month rolling average is calculated as the average of the count or rate of the current month and the previous two months. For a 6 month period the calculation would use the current month and the previous 5 months of data, etc.</p> <p>Note the rolling average calculation in the 'Trends' chart will use data prior to the selected 'Period From' in order to calculate the rolling average for the initial data points. The amount of data used prior to the Period From is determined by the Rolling Average selected.</p>
Data Collection	<ul style="list-style-type: none"> Summary graph Trends graph 	Changes which 'Data Collection' the charts present data for.
Limit Report To	<ul style="list-style-type: none"> Summary graph Trends graph 	Allows the chart data to present: 'All cases', or cases by apportioning ('ICU-associated' or 'Pre-ICU').
Current Period	<ul style="list-style-type: none"> Data Collection Completeness Data Collection Completeness (Shared cases) Sign-off History 	The 'Current Period' works differently for the 'Data Completeness' and 'Sign off History' elements. Please refer to the specific sections below for more detail.
Denominator	<ul style="list-style-type: none"> Summary graph Trends graph 	<p>Please refer to the Denominator User Guide for more information on the appropriate denominator to choose.</p> <p>Note this option is only available if 'Summarisation Type' is set to 'Rate'.</p>
Denominator Period	<ul style="list-style-type: none"> Summary graph Trends graph 	<p>This will default to 'Most applicable' which means the system will automatically select the time period of the denominator to cover the 'Period From' and 'Period To' dates entered. A specific denominator period can be selected if required.</p> <p>Note this option is only available if 'Summarisation Type' is set to 'Rate'.</p> <p>Please see the Denominator User Guide for more information.</p>


Parameter	Reports affected	Comment
Frequency	<ul style="list-style-type: none"> • Summary graph 	<p>The 'Frequency' filter changes whether the Summary chart is presented weekly, monthly etc.</p> <p>Note this filter only modifies the output of the Summary element.</p>
Sector	<ul style="list-style-type: none"> • Summary graph • Trends graph • Data Collection Completeness • Data Collection Completeness (Shared cases) • Sign-off History 	<p>This determines whether data reported by the NHS or Independent Sector is shown.</p> <p>Note if viewing data by 'Independent Sector Healthcare Provider' or 'Independent Sector Healthcare Provider Site', then the 'Sector' filter must be set to 'Independent'.</p>
Region	<ul style="list-style-type: none"> • Summary graph • Trends graph • Data Collection Completeness • Sign-off History 	<p>This will filter the list of organisations to those within the selected region. This will be limited to the regions the user has permissions to view data for.</p>
Organisation Type	<ul style="list-style-type: none"> • Summary graph • Trends graph • Data Collection Completeness • Data Collection Completeness (Shared cases) • Sign-off History 	<p>Allows the report to be presented based on the selected 'Organisation Type'. This will be limited to the organisation types the user has permissions to view data for.</p>
Organisation	<ul style="list-style-type: none"> • Summary graph • Trends graph • Data Collection Completeness • Data Collection Completeness (Shared cases) • Sign-off History 	<p>Allows the report to be presented based on the selected 'Organisation/s'. This will be limited to the 'Organisation Type' the user has permissions to view data for. Selecting a non-reporting organisation type will map cases to the selected type, based on the organisational hierarchy.</p>

Summary and Trends Elements

This element shows two graphs at the top of the report screen. The Summary graph, on the left (Figure 4), shows the number or rate of cases entered as per report parameters. Signed off data appears as a blue line and unsigned off data as a red dashed line. If any reporting organisation within the selected report parameters has unsigned off data this will be reflected as a red line.

The Trends graph, on the right (Figure 4), shows a monthly rolling average of the number or rate of cases over time.

Figure 4: Summary and Trends elements of the Summary Dashboard


Welcome SHAHRIARI, Sara

ICU Surveillance

Menu Toolbar

- My Dashboard
- Search
- Data Upload Wizard
- User Administration
- System Reports
- Reports**
- Account Request Report
- User Account Report
- ICU Counts or Rates of Infection Episodes
- ICU Device Utilisation Report
- ICU Denominator Report

Help & Support

This dashboard allows Users to compare rates or counts of infections occurring in organisation of the same type. By default shows rates are shown but the user can request counts of cases to be displayed.

[Click here to view guide](#)

[See FAQs and Content for more info](#)

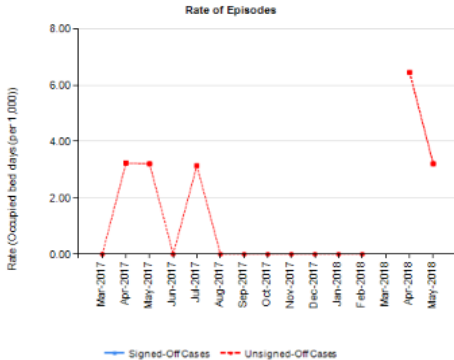
Home
ICU Summary
ICU Benchmarking

Public Health England

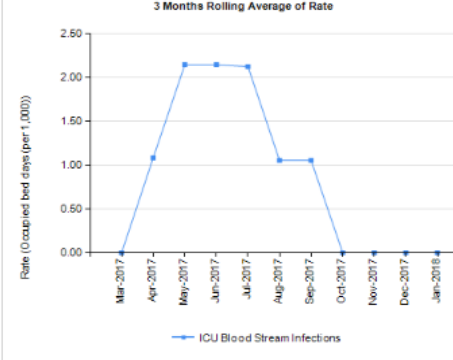
ICU Summary Dashboard

Region	LONDON	Denominator	Occupied bed days (per 1,000)	Period	01/03/2017 - 14/05/2018
Organisation Type	Intensive Care Unit	Denominator Period	Most Applicable	Limit report to	-All-
Organisation	R1K - NORTHWICK PARK ICU	Summarisation Type	Rate	Frequency	Monthly
Data Collection	ICU Blood Stream Infections	Current Period	Yes	Rolling Average	3 Months
Sector	NHS	Organism	-All-	Bacteraemia Category	-All-
Source	All	ICU Classification	Adult		

Summary



Trends



Data Collection Completeness - Current Period		
Data Collection	Mandatory	Optional
ICU Blood Stream Infections	9	10
ICU Daily Census	1	1

Key to Screen Symbols

✖ Error on page

⚠ Attention

Data Collection Completeness Element

This element (Figure 5) shows the completeness of mandatory and optional questions for each of the 'Data Collections' and allows users to drill down to view the record/s which require further data entry. Users who do not have permission to view personal identifiable information (PII) will be able to drill down to these records; however, the PII will be anonymised.

Setting the 'Current Period' control to 'Yes' will return data from the earliest unsigned-off period onwards. If there are no unsigned-off data, data from the start of the previous second month onwards will be returned.

An overview of the report output can be found in Table 2.

Figure 5: Data Collection Completeness

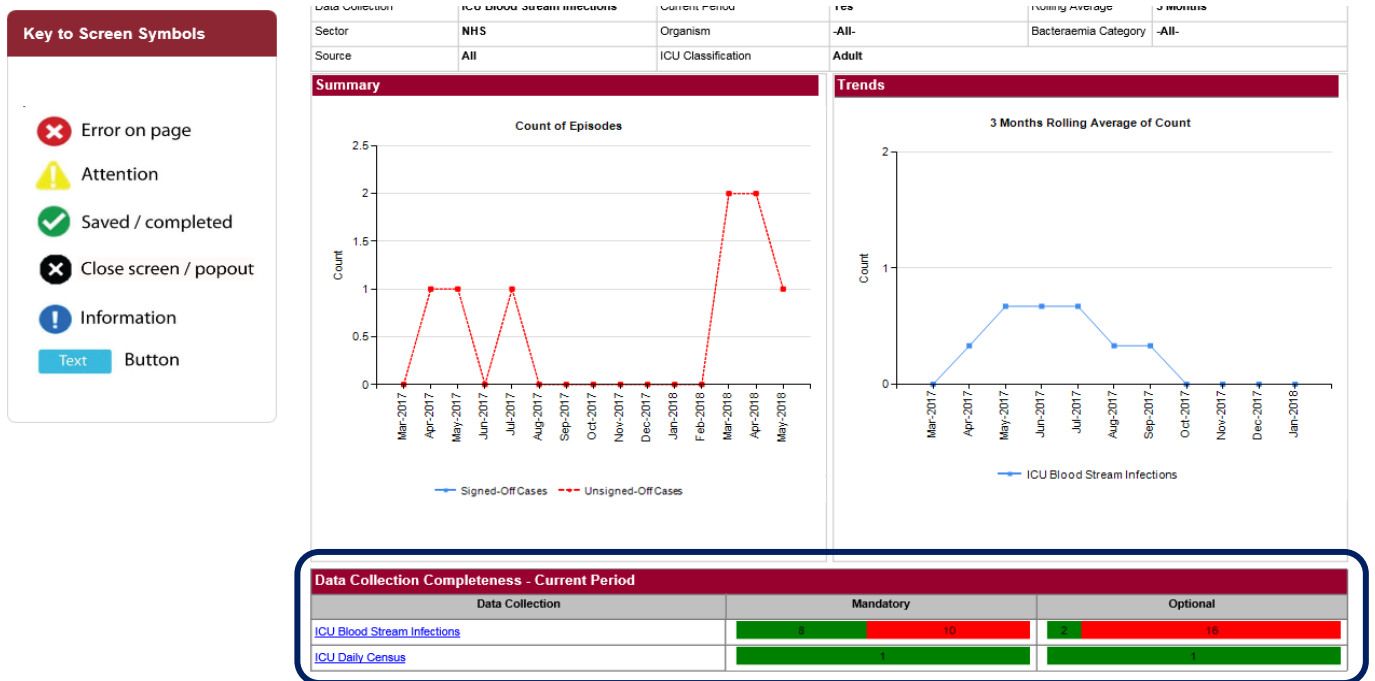


Table 2: Data Collection Completeness – Interpreting the Report Output

Parameter	Comment
Data Collection	<p>List of the relevant 'Data Collections'.</p> <p>Clicking on the 'Data Collection' hyperlink navigates to the drill down report shown in Figure 6. This report shows the number of cases with 'Completed', 'Unknown', or 'Missing' responses for each 'Data Collection Field'.</p> <p>Clicking on the number in each of the 'Completed', 'Unknown' or 'Missing' cells further drills down to a list of the case/s (Figure 7). The ID is a hyperlink which will navigate to the case capture screen allowing any missing data to be completed. If the data are within a signed-off period then an</p>

Parameter	Comment
	unlock request will need to be made to modify the data (see Unlock User Guide for more information).
Mandatory	<p>Summary of completeness of 'Mandatory' questions for each 'Data Collection'. The green portion of the bar indicates the number of cases with complete mandatory questions and the red portion the number of cases with incomplete mandatory questions (Figure 5).</p> <p>Clicking on the red or green bar drills down to a list of the case/s (Figure 7). The ID is a hyperlink which will navigate to the case capture screen allowing any missing data to be completed. If the data are within a signed-off period then an unlock request will need to be made to modify the data (see Unlock User Guide for more information).</p>
Optional	<p>Summary of completeness of 'Optional' questions for each 'Data Collection'. The green portion of the bar indicates the number of cases with complete optional questions and the red portion the number of cases with incomplete mandatory questions (Figure 5).</p> <p>Clicking on the red or green bar drills down to a list of the case/s (as shown in Figure 7). The ID is a hyperlink which will navigate to the case capture screen allowing any missing data to be completed. If the data are within a signed-off period then an unlock request will need to be made to modify the data (see Unlock User Guide for more information).</p>

Figure 6: Drill down from the 'Data Collection' hyperlink

Menu Toolbar

- My Dashboard
- Search
- Data Upload Wizard
- User Administration
- System Reports
- Reports

Help & Support

This dashboard allows Users to compare rates or counts of infections occurring in organisation of the same type. By default shows rates are shown but the user can request counts of cases to be displayed.

[Click here to view guide](#)

[See FAQs and Content for more info](#)

Key to Screen Symbols

- Error on page
- Attention
- Saved / completed
- Close screen / popout

Home
ICU Summary
ICU Benchmarking

Public Health England

Period From: 01/01/2009 Period To: 31/05/2018 Data Collection: ICU Blood Stream Infections

Current Period: Yes Organisation Type: Intensive Care Unit Region: LONDON

Sector: NHS Organisation: -All-

Data Collection Field	Category	Completed	Unknown	Missing
Critical care unit	Episode Details	18	0	0
Specimen Date	Episode Details	18	0	0
Specimen No	Episode Details	18	0	0
NHS Number	Episode Details	0	18	0
Forename	Episode Details	18	0	0
Surname	Episode Details	18	0	0
Date of Birth	Episode Details	18	0	0
Gender	Episode Details	18	0	0
Hospital Number	Episode Details	18	0	0
ICU Admission Date	Episode Details	18	0	0
ICU Admission Time	Episode Details	11	0	7
Specimen Time	Episode Details	11	0	7
Patient Postcode	Episode Details	2	0	16
How many organisms were cultured from the same culture bottle set?	Positive Blood Culture	10	0	8
Organism 1	Positive Blood Culture	10	0	0
Organism 2	Positive Blood Culture	0	0	0
Organism 3	Positive Blood Culture	0	0	0
Organism 4	Positive Blood Culture	0	0	0
Did the patient have any signs or symptoms at the time the specimen was taken?	Clinical Symptoms	2	0	16
What type of critical care unit was the patient in the care of?	Clinical Symptoms	1	0	0
Adult- What signs/symptoms was the patient experiencing at the time the specimen was taken?	Clinical Symptoms	1	0	0

Click on the hyperlink to view the relevant cases (see Figure 7)

Figure 7: Drill down showing list of case/s

ID	Data Collection	Reporting Organisation	Specimen Date	NHS Number	Patient Name	DOB	Sex	Apportioned Organisation
636846	ICU Blood Stream Infections	R1K - NORTHWICK PARK ICU	07/09/2016	9999999999	T T123	15/11/1899	F	R1K - NORTHWICK PARK ICU

Sign-off History Element

Only 'Sign-off Authority' users are able to view this element of the dashboard (**Figure 9**). This dashboard report allows users to view the sign-off status of the time periods and 'Data Collections' for 'Organisations' that they are responsible for. This dashboard element also allows 'Data Collections' to be signed off (please see the 'Sign-off' User Guide).

Once a data period has been signed-off, the mandatory fields are then locked. This means that the NHS acute Trusts are unable to add a new case to the signed-off time period, nor can they delete any of the cases or modify any of the mandatory fields on cases that have been previously entered for this time period. In exceptional circumstances the NHS acute Trust may request the unlocking of a period in order to amend the data entered for their organisation.

The data should be signed off within 1.5 months after the specified quarter comes to an end.






Figure 9: Sign-off History

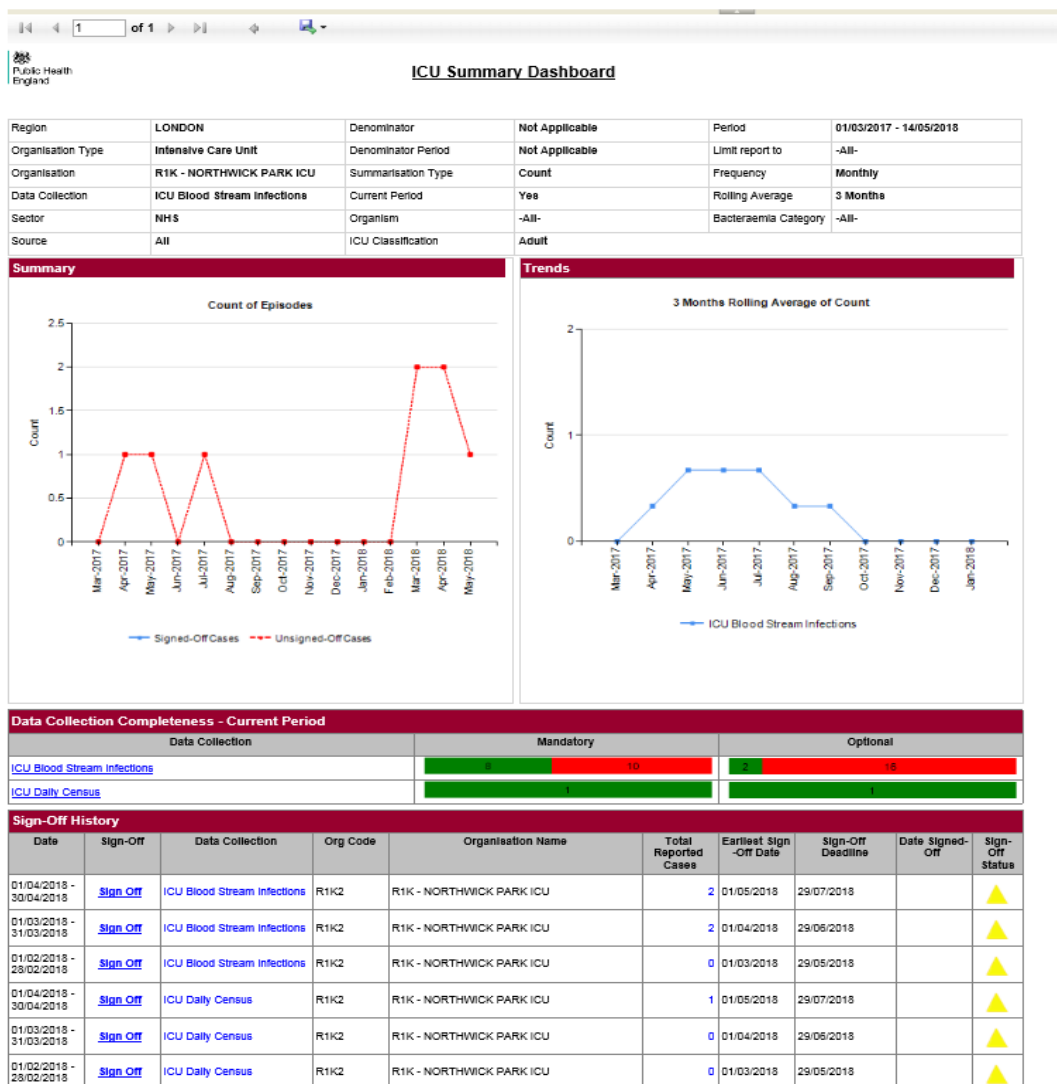
organisation of the same type. By default shows rates are shown but the user can request counts of cases to be displayed.

[Click here to view guide](#)

[See FAQs and Content for more info](#)

Key to Screen Symbols





-  Error on page
-  Attention
-  Saved / completed
-  Close screen / popout
-  Information
- Text Button



An overview of the report output are in [Table 4](#).

Table 4: Sign-off History Element: Interpreting the Report Output

Parameter	Comment
Date	Shows the sign-off period(s) within the time period selected based on either the 'Current Period' or the 'Period From' and 'Period To' parameters.
Sign-Off	Contains 'Sign-Off' hyperlink if the sign-off period is eligible for sign-off. Clicking on the 'Sign-Off' hyperlink navigates to the 'Sign-Off Episodes' screen (see Sign-off User Guide).
Data Collection	The 'Data Collection' relating to the sign-off period. Clicking on the 'Data Collection' hyperlink navigates to a list of the case/s (similar to Figure 7). The ID is a hyperlink which will navigate to the case capture screen.

Parameter	Comment
Org Code	The code relating to the organisation in the 'Organisation Name' field.
Organisation Name	The name of the organisation/s that the logged in user has permissions to sign-off data for.
Total Reported Cases	The total number of cases reported for the 'Data Collection' and time period. The number is a hyperlink. Clicking on the hyperlink navigates to a list of the case/s (similar to Figure 7). The ID is a hyperlink which will navigate to the case capture screen.
Earliest Sign-Off Date	The earliest date at which the period and 'Data Collection' can be signed-off.
Sign-off deadline	The latest date at which the 'Data Collection' and time period can be signed-off without being flagged as a late sign-off. Any data signed-off after this date will be flagged as a late sign-off.
Date signed-off	The actual date the 'Data Collection' was signed-off
Sign-off Status	A visual indication providing the status of sign-off for the data period. There are five different statuses: <ul style="list-style-type: none"> () - indicates that the sign-off for the data period has been completed and has been signed-off by the sign-off deadline. () - indicates that the sign-off for the data period has been completed but that sign-off occurred after the sign-off deadline. () - indicates that the data period is eligible for sign-off and that the sign-off deadline has not yet been passed. () - indicates that the data period is eligible for sign-off but that the sign-off deadline has been passed and so sign-off will be considered late. () - a missing symbol/blank indicates that the data period is not yet eligible for sign-off.