ICU DCS Data Completeness
User Manual

ICU Data Quality 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.

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Document History

Revision Date	Author	Version
13/07/2018	Public Health England	1.0

Using the Data Quality Dashboard

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)
- 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)

Data Quality Dashboard

The data quality dashboard allows Users to view data collection field completeness of cases. The report summarises data completeness of the various case capture tabs and/or of specified fields within these tabs. The number or percentage of fields with complete or incomplete (missing) responses, or a response of "unknown" is presented. Users can modify the report to show data for specific surveillance programmes and data field completion if required. From the report output it is possible to drill down to view the specific cases involved.

When first landing on the Data Quality Dashboard the parameter selections are hidden. To view and modify the available parameters, click on the small arrow above the report (pictured below). The parameters can be hidden by clicking this arrow again.

Figure 1: Accessing the data completeness parameters screen
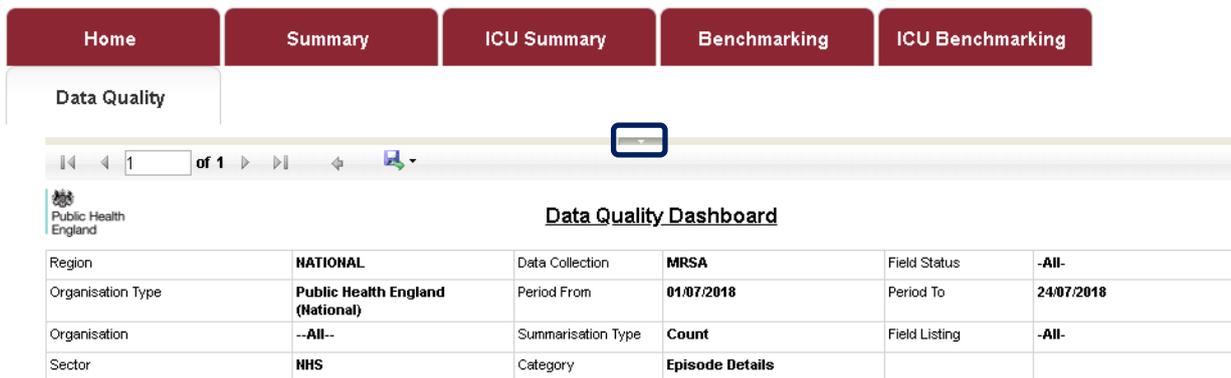
The parameters can be adjusted using the various drop-down menus available. An overview of the different report parameters on the Summary Dashboard can be found in Table 1.

Table 1: Overview of the Report Parameters on the Data Quality Dashboard

Parameter	Comment	Parameter Type	Note
Period From and Period To	Changes the time period the data is shown for	Date Selector	The default value for 'Period To' is today's date. The default value for 'Period From' is dependent on today's date. If today's date is on or before the 15th of the current month, then the default value will be the first day of the current month minus one month. If however today's date is after `15th of the current month, then the default value will be first day of the current month. For example, if today's data is 13th July 2018 then the default value for 'Period From' will be 1st July 2018. If however today's date is 16th August 2018 then the default value for 'Period From' will be 1st August 2018.
Region	Changes the region that the data are presented for in this report.	Multi-select drop-down	The default value is the users region. NB: options are limited to those regions that the user has permission to view data for.
Summarisation Type	Changes whether the data are presented in terms of a count or percentage.	Drop-down	The default value is count.
Organisation Type	Changes the organisation type the report displays the data by.	Drop-down	The default value is the organisation type that you are currently logged into the system as.
Field Status	Changes whether the data presented includes all fields or only those that are either complete/incomplete/ unknown.	Drop-down	Default value is 'All'

Parameter	Comment	Parameter Type	Note
Organisation	Changes the organisation for which this report presents data.	Multi-select drop-down **NB.** The drop-down menu can be made larger, so that you can read the full name of the organisations, by clicking on and dragging the bottom right-hand corner to a wider point.	The default organisation will be the organisation that you are signed into the system as.
Data Collection	Changes which Data Collection the data is presented for in this report.	Drop-down	The default value is ICU BSI.
Sector	Changes the sector for which this report presents data.	Drop-down	The default value will be 'NHS' for NHS organisations and 'IS' for Independent Healthcare Providers.
Category	Changes the case capture tab that is presented in the report	Drop-down	The default values is 'Episode Details'
Field Listing	Changes the fields (questions) that are presented in the report.	Multi-select drop-down NB. The drop-down menu can be made larger, so that you can read the full name of the organisations, by clicking on and dragging the bottom right-hand corner to a wider point.	Default value is 'All'

Once relevant selections have been made, click the 'View Report' button (circled in Figure 2) to display the associated chart with your parameter selections applied.

Figure 2: Data quality report output
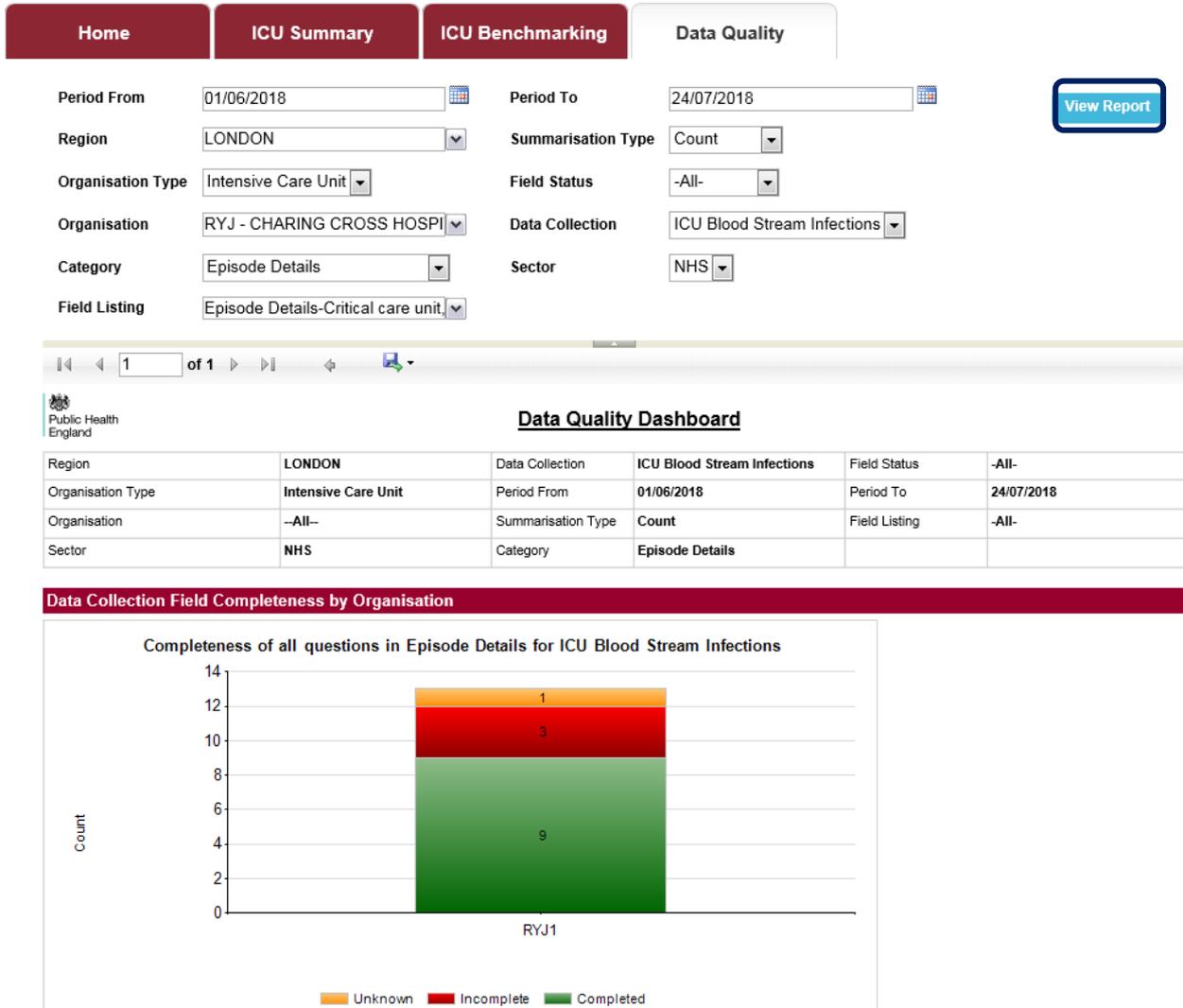
The report output shows either the count or percentage of records with a given status of completeness, for a given category (data entry tab) and selected subset of fields (questions) within that category. The green portion of the chart shows those records where the selected fields are complete, the red shows those records where fields are incomplete and yellow where the fields have been entered as 'Unknown'.

It is possible to drill down from the graph to individual record/s included in each of these segments. This is done by clicking on the relevant segment. This will take you to the Data Quality drill down sub report (Figure 3).

Figure 3: Data quality drill down sub-report

Click on the ID for an individual record to drill down to the relevant case capture screen.

Once in this drill down clicking on the ID of an individual record will open the corresponding record in the data entry screen (Figure 4). This allows the completeness of individual records to be examined and altered if necessary.

Please note, that to exit this pop-out window and to return to the drill down sub-report you need to close this window using the large cross in the top right hand-corner (Figure 4).

Figure 4: Data quality drill down to case capture screen

A green tick will appear in the tab label if a section is complete, if the tick is absent, some sections within require completion.

To return to the Main Data Quality Dashboard, click on the blue back arrow on the record drill down screen as highlighted in Figure 5.

Figure 5: Data quality report drill down 'Back Button'
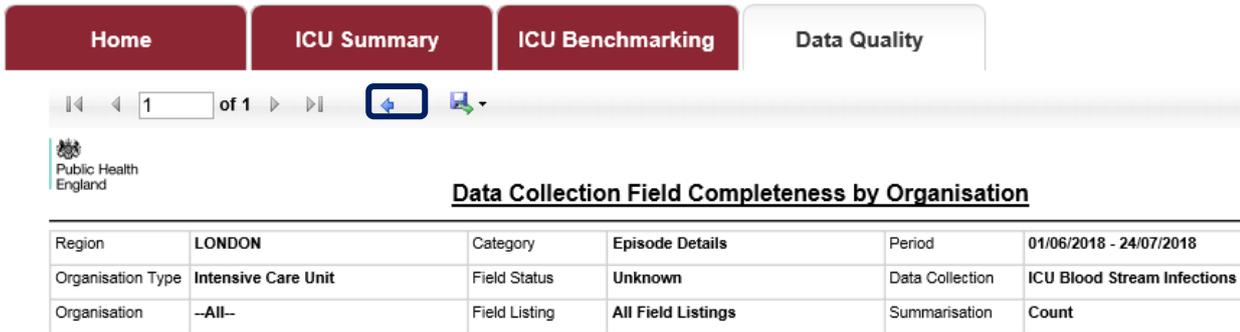
After running the Data Quality Report with your selected parameters you can export the chart output by clicking the small disk icon above the graph (Figure 6). This provides a drop-down menu with a choice of file formats (csv, Excel, pdf or Word). Click the format of your choice and follow the dialogue boxes to save the report.

Figure 6: Data quality dashboard 'Export Button'