



Public Health
England

Protecting and improving the nation's health

ICU Data Capture System User Manual

Line Listings Report

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
01/05/2018	Public Health England	1.0

Contents

ICU Data Capture System	1
User Manual	1
Line Listings Report	1
About Public Health England	2
Document History	3
Line Listings report	5
Introduction.....	5
Accessing Line Listings reports	5
Report Parameters	6
Period To and From.....	6
Organisation Type	7
Region	8
Data Collection	9
Category	9
Organisation	10
View Report	11
Export Report	12

Line Listings report

Introduction

The Line Listing report provides case level information on each case reported to the ICU DCS. The information provided by this report will depend on the logged in user's roles and permissions as well as their organisational type.

The Line Listings report allows a user to view cases mapped to their Organisation for example; a Public Health England Centre would view cases in the Line Listings report for all organisations, a Local Administrator would view cases in the Line Listings report for ICUs within their organisation, and Data Entry rights would view cases in the Line Listings report for patients within their ICU department only.

Accessing Line Listings reports

To access the Line Listings report, log in to the ICU DCS system using your user name and password, select Report from the Menu Toolbar and Line Listings (Figure 1). You can then select specific data parameters that best suit the desired output (Figure 2).

Default options for 'Unit', 'Date from', 'Date to', 'Age from', 'Age to', 'Gender' and 'Reported date' are dependent on the users' Organisation, their roles and permissions. Most of these options are pre-set and cannot be changed. For example, an NHS Trust data entry user will only have access to their Trust data thus the 'Organisation Type', 'Region', 'Organisation', and 'Sector' will reflect the particular Trust, while a PHE Centre user with appropriate permissions will see all commissioning, reporting and residential route cases for their centre and the 'Organisation Type', 'Region' and 'Organisation' will reflect the particular centre.

Figure 1: Selection of Line Listings report

Figure 2: Data parameters

Report Parameters

Period To and From

These parameters will limit the search result to cases whose specimen date was within a set time period.

‘Period From’- serves to restrict the report to infection episodes with a specimen date (date of specimen collection or date received by the laboratory) on/after a specified date i.e. infections episodes from this date onwards will be included.

The date can be typed in directly in the DD/MM/YYYY format, or selected from the date selector (Figure 3). It is defaulted to the first day of the current month of last year, i.e. it will show 01/09/2014 on 02/09/2015.

Figure 3: ‘Period From’ parameter

‘Period To’- serves to restrict the report to infection episodes with a specimen date (date of specimen collection or date received by the laboratory) on/before a specified date, i.e. infections episodes up to this date will be included.

The date can be typed in directly in the DD/MM/YYYY format, or selected from the date selector (Figure 4). It is defaulted to today’s date, i.e. it will show 02/09/2015 on 02/09/2015.

Figure 4: ‘Period To’ data field

Organisation Type

In order to see data relevant to the ICU surveillance programme (e.g., BSI, ICU Monthly Census, ICU Daily Census), you must select ‘Intensive Care Unit’ for the Organisation Type Parameter.

Figure 5: ‘Organisation Type’ parameter

Line Listings

Period From	<input type="text" value="01/07/2017"/>	Period To	<input type="text" value="24/07/2018"/>	View Report
Organisation Type	<input type="text" value="Intensive Care Unit"/>	Organisation Classification	<input type="text" value="-All-"/>	
Region	<input type="text" value="NATIONAL"/>	Data Collection	<input type="text" value="ICU Blood Stream Infections"/>	
Category	<input type="text" value="Episode Details, System"/>	Organisation	<input type="text" value="R1K - NORTHWICK PARK ICU"/>	
Question Grouping	<input type="text" value="Episode Details - Specimen Details, E"/>	Sector	<input type="text" value="NHS"/>	
Field Listing	<input type="text" value="Specimen Date, Specimen Time, Spec"/>	Patient Age From	<input type="text" value="0"/>	
Patient Age To	<input type="text" value="150"/>	Sex	<input type="text" value="-All-"/>	

Region

Refers to the respective geographical region of the ‘Organisation’. National ‘Organisation Types’ have their ‘Region’ defaulted to National with other options available to narrow down the data by individual regions (London, Midlands and East, North of England and South of England) (Figure 6).

Figure 6: ‘Region’ parameter

Line Listings

Period From	<input type="text" value="01/06/2017"/>	Period To	<input type="text" value="08/06/2018"/>	View Report
Organisation Type	<input type="text" value="Intensive Care Unit"/>	Organisation Classification	<input type="text" value="Paediatric"/>	
Region	<input type="text" value="LONDON"/>	Data Collection	<input type="text" value="ICU Blood Stream Infections"/>	
Category	<input type="text" value="Episode Details, Positive Blood Cultur"/>	Organisation	<input type="text" value="R1H - WHIPPS CROSS SPECIAL CA"/>	
Question Grouping	<input type="text" value="Episode Details - Specimen Details, E"/>	Sector	<input type="text" value="NHS"/>	
Field Listing	<input type="text" value="Specimen Date, Specimen Time, Spe"/>	Patient Age From	<input type="text" value="0"/>	
Patient Age To	<input type="text" value="150"/>	Sex	<input type="text" value="-All-"/>	

Figure 7: Drop down options for 'Region' parameter

The screenshot shows a web form titled 'Line Listings' with several search filters. The 'Region' dropdown menu is open, displaying the following options: (Select All), NATIONAL (which is selected with a checkmark), LONDON, MIDLANDS AND EAST, NORTH OF ENGLAND, and SOUTH OF ENGLAND. Other filters include 'Period From' (01/06/2017), 'Period To' (15/06/2018), 'Organisation Type' (Intensive Care Unit), 'Organisation Classification' (-All-), 'Data Collection' (ICU Blood Stream Infections), 'Organisation' (RA3 - INTENSIVE CARE UNIT, WEST), 'Sector' (NHS), 'Patient Age From' (0), and 'Patient Age To' (150). A 'View Report' button is located in the top right corner.

Data Collection

This parameter limits the search result returned to either reported cases of ICU Blood Stream Infections, ICU Daily Census and ICU Monthly Census.

Figure 9: New Infection Episode Screen

The screenshot shows the 'New Infection Episode' screen. On the left is a 'Menu Toolbar' with options: My Dashboard, Search, Case Capture, Data Upload Wizard, User Administration, Reports, and Help & Support. The top navigation bar includes 'ICU Surveillance', 'Home', 'About Us', and 'Contact Us'. The main form area has a 'Data Collection' dropdown menu open, showing options: ICU Blood Stream Infections, ICU Monthly Census, and ICU Daily Census. There are also input fields for 'ID' and 'Created Date', and a 'Print' button.

Category

Allows you to select a subset of data from each of the tabs available on case capture. Please note that the options available are specific to individual Data Collection options as shown below in [Figure 10](#).

Figure 10: Data Collection parameters

Note: the System 'Category' includes system generated fields, such as patient age.

Figure 11: 'Category' parameter drop-down for ICU Data Collections

Organisation

Refers to the specific Organisation, of which data will be displayed and is only activated when a 'Region' has been selected. This parameter will default to the 'Organisation' you are logged in as (Figure 12). National and subnational 'Organisation Types' can either view all cases mapped to them, or limit their search to a specific subnational 'Organisation' or to an Organisation Unit (elementary unit of data collection; only have patient level access to records entered by itself) lower down their 'Organisation Type' hierarchy (this may require selecting a specific 'Region').

Figure 12: ‘Organisation - Region’ parameter for Organisation Unit

The screenshot shows a 'Line Listings' form with the following fields and values:

- Period From:** 01/06/2017
- Period To:** 15/06/2018
- Organisation Type:** Intensive Care Unit
- Organisation Classification:** -All-
- Region:** NATIONAL (dropdown menu is open)
- Data Collection:** ICU Blood Stream Infections
- Category:** (Select All), NATIONAL (checked), LONDON, MIDLANDS AND EAST, NORTH OF ENGLAND, SOUTH OF ENGLAND
- Question Grouping:** (dropdown menu)
- Field Listing:** (dropdown menu)
- Organisation:** RA3 - INTENSIVE CARE UNIT, WEST
- Sector:** NHS
- Patient Age From:** 0
- Patient Age To:** 150
- Sex:** -All-

A 'View Report' button is located in the top right corner.

View Report

Selecting ‘View Report’ enables you to view the records specified by your previously made parameter selections (Figures 13 and 14). Please note the ‘View Report’ functionality only enables the first 25 records to be displayed. This is to provide a preview of the report content prior to exporting the data in its entirety. ‘Export Report’ functionality is outlined below.

Figure 13: ‘View Report’ functionality

The screenshot shows a 'View Report' form with the following fields and values:

- Period From:** 01/05/2017
- Period To:** 25/06/2018
- Region:** LONDON
- ICU Classification:** Adult
- Organisation:** RYJ - CHARING CROSS HOSPITAL C
- Frequency:** Monthly
- Organisation Type:** Intensive Care Unit
- Output Type:** Table
- Limit report to:** -All-

The 'View Report' button is highlighted with a red border.

Figure 14: Example of the ‘View Report’ output

Period From: 01/05/2017 Period To: 25/06/2018 **View Report**
 Region: LONDON Organisation Type: Intensive Care Unit
 ICU Classification: Adult Output Type: Table
 Organisation: RYJ - CHARING CROSS HOSPITAL Limit report to: -All-
 Frequency: Monthly

Public Health England

ICU Device Utilisation Report

Region	LONDON	Organisation Type	Intensive Care Unit	ICU Classification	Adult
Organisation	RYJ - CHARING CROSS HOSPITAL CRITICAL CARE LEVEL 11 NORTH AND WEST	Period From	01/05/2017	Period To	25/06/2018
Output Type	Table	Limit report to	-All-	Frequency	Monthly

Organisation Name	Code	May-2017	Jun-2017	Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Jan-2018	Feb-2018
RYJ - CHARING CROSS HOSPITAL CRITICAL CARE LEVEL 11 NORTH AND WEST	RYJ1	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Average Device Utilisation %		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Export Report

Selecting ‘Export’ from above the ‘View Report’ output enables the export of all records fulfilling the previously specified criteria. The output is in .txt format. The download progress is displayed in a separate window (Figure 15). Once the download is completed, a smaller window will pop up giving you options to open or save the file, or cancel the export (Figure 16).

Figure 15: Export functionality

Public Health England

Line Listings

The Line List to be displayed on screen will only show 25 records. Export for full report

EXPORT

Period From	01/05/2014	Organisation Type	Public Health England (National)	Organisation	-All-
Period To	04/09/2015	Region	NATIONAL	Data Collection	MRSA
Category	System	Question Grouping	-All-	Field Listing	-All-
Patient Age From	40 - 70	Sex	Female	Sector	NHS

ID	Data Collection Date	Data Collection	Reporting Organisation Code	Week No	
371539	03/09/2014	MRSA	RNQ	2014W36	9
371864	07/09/2014	MRSA	RTE	2014W36	9
373580	17/09/2014	MRSA	RWP	2014W38	9

Figure 16: Progress window of export functionality

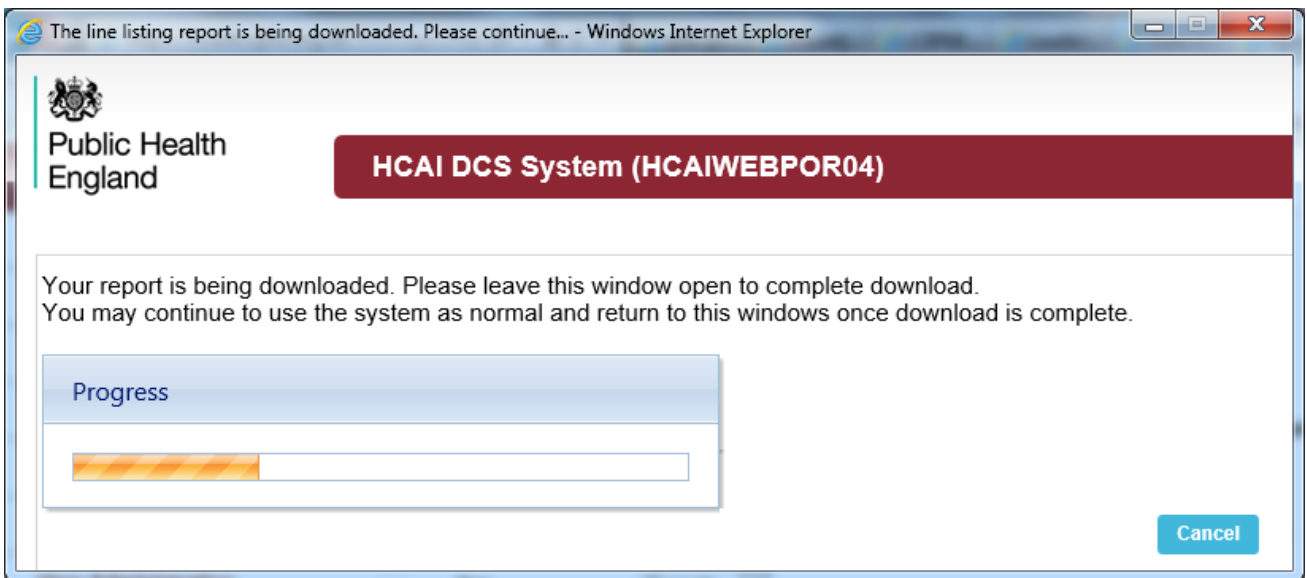
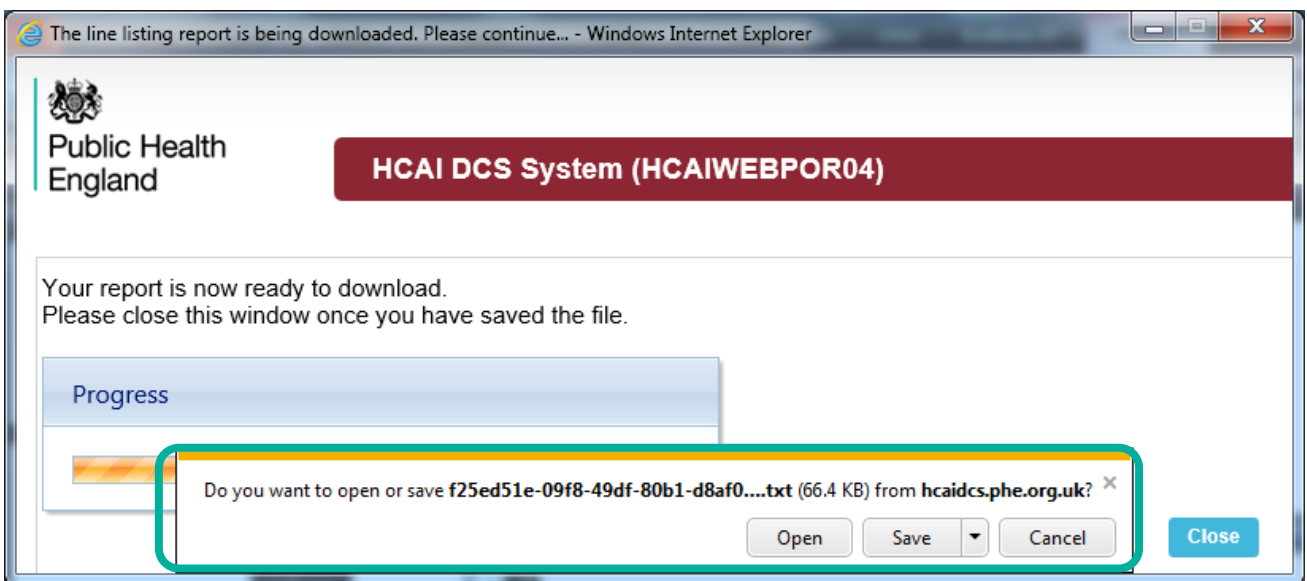


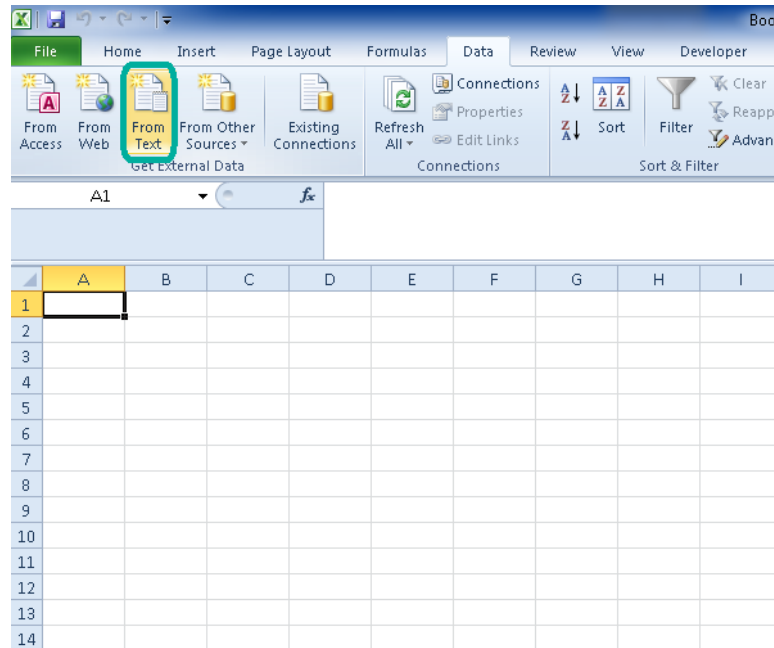
Figure 17: Completion of exporting of your data



Due to the usually large size of the Line Listing output file, the Line Listing report can only be exported as a “|” (“pipe”) delimited .txt file. This is in order to minimise its download time. Should you require the output file in excel format, you can save the output file as an excel workbook (.xls or .xlsx) by following the steps below.

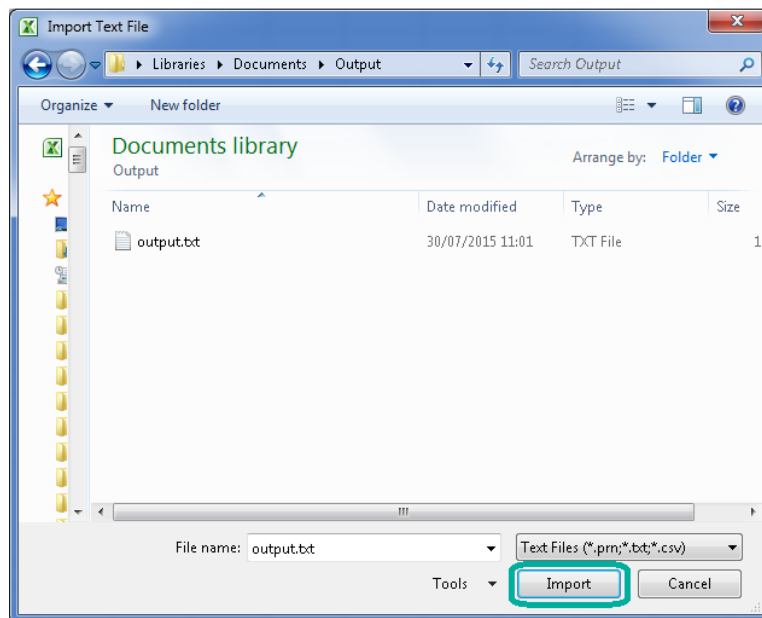
- Open a new Microsoft Excel workbook
- Select the **“From Text”** option from the **“Data”** tab

Figure 18: Importing text file



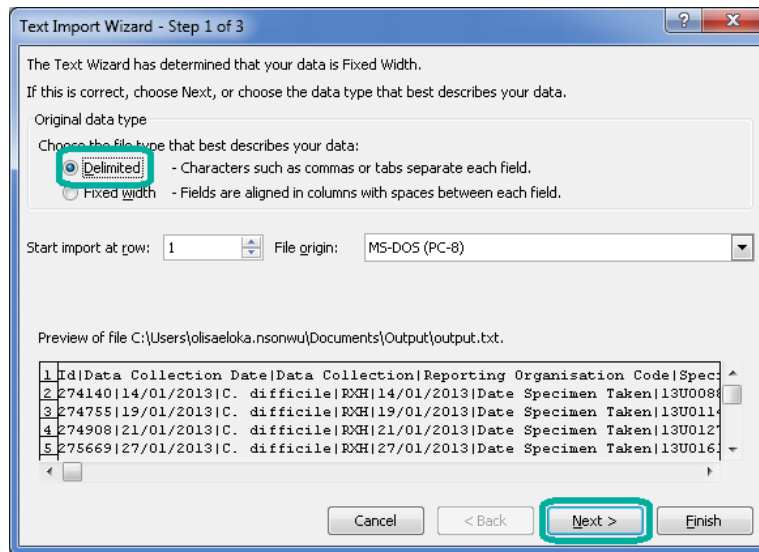
- A browse window will then pop up. Select the output file and click “**Import**”

Figure 19: Import text file browse window



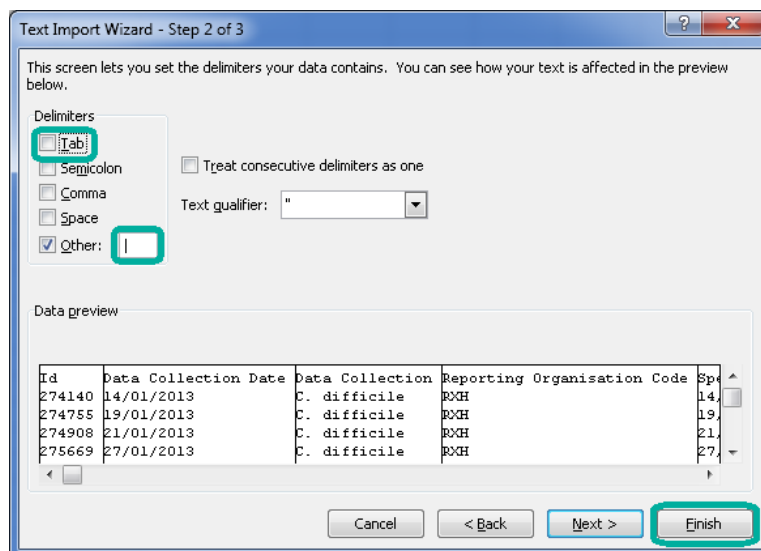
- This will launch the **Text Import Wizard**. In Step 1 change the file type to “**Delimited**” and click “**Next**” to move to Step 2 as shown below.

Figure 20: Text Import Wizard – Step 1



- Under “Delimiters ” untick the “Tab” option and type in the “|” (“pipe”) character in text box beside the “Other” option. This is usually located at the bottom left corner of your keyboard (Fig 22). Click the “Finish” button to complete the import.

Figure 21: Text Import Wizard – Step 2

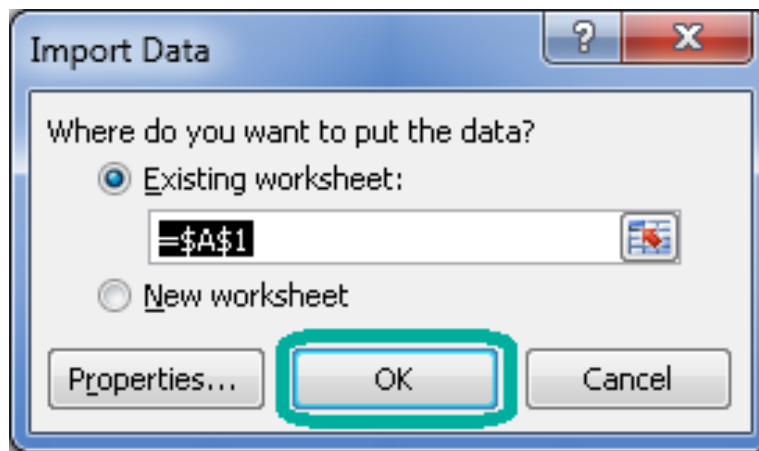


- In the next prompt leave the options as show below and click “OK”

Figure 22: “|” (Pipe) character on the keyboard



Figure 23: Position on worksheet to import data



- Once completed you should have a sheet similar to that shown below (Figure 24).

Figure 24: Example of imported data

1	A	B	C	D	E	F	G	H	I
1	Id	Data Collection Date	Data Collection	Reporting Organisation Code	Specimen Date	Type of Specimen Date	Specimen No	Laboratory where specimen processed Code	Laboratory where spe
2	274140	14/01/2013	C. difficile	RQH	14/01/2013	Date Specimen Taken	13U008815	LAB311065	BRIGHTON MICROBIO
3	274755	19/01/2013	C. difficile	RQH	19/01/2013	Date Specimen Taken	13U011486	LAB311065	BRIGHTON MICROBIO
4	274908	21/01/2013	C. difficile	RQH	21/01/2013	Date Specimen Taken	13U012787	LAB311065	BRIGHTON MICROBIO
5	275669	27/01/2013	C. difficile	RQH	27/01/2013	Date Specimen Taken	13U016184	LAB311065	BRIGHTON MICROBIO
6	275889	29/01/2013	C. difficile	RQH	29/01/2013	Date Received in Lab	13U017066	LAB311065	BRIGHTON MICROBIO
7	275894	29/01/2013	C. difficile	RQH	29/01/2013	Date Specimen Taken	13U017068	LAB311065	BRIGHTON MICROBIO
8	276976	04/02/2013	C. difficile	RQH	04/02/2013	Date Specimen Taken	13U021343	LAB311065	BRIGHTON MICROBIO
9	277845	05/02/2013	C. difficile	RQH	05/02/2013	Date Specimen Taken	13U021968	LAB311065	BRIGHTON MICROBIO
10	278426	13/02/2013	C. difficile	RQH	13/02/2013	Date Specimen Taken	13U026734	LAB311065	BRIGHTON MICROBIO
11	278771	13/02/2013	C. difficile	RQH	13/02/2013	Date Specimen Taken	13U027601	LAB311065	BRIGHTON MICROBIO
12	278796	13/02/2013	C. difficile	RQH	13/02/2013	Date Specimen Taken	13U027264	LAB311065	BRIGHTON MICROBIO
13	279199	18/02/2013	C. difficile	RQH	18/02/2013	Date Specimen Taken	13U029593	LAB311065	BRIGHTON MICROBIO
14	279201	17/02/2013	C. difficile	RQH	17/02/2013	Date Specimen Taken	13U029582	LAB311065	BRIGHTON MICROBIO
15	279441	19/02/2013	C. difficile	RQH	19/02/2013	Date Specimen Taken	13U030999	LAB311065	BRIGHTON MICROBIO
16	279765	21/02/2013	C. difficile	RQH	21/02/2013	Date Specimen Taken	13U032311	LAB311065	BRIGHTON MICROBIO
17	279989	22/02/2013	C. difficile	RQH	22/02/2013	Date Specimen Taken	13U033264	LAB311065	BRIGHTON MICROBIO
18	281309	03/03/2013	C. difficile	RQH	03/03/2013	Date Specimen Taken	13U038530	LAB311065	BRIGHTON MICROBIO
19	281472	28/02/2013	C. difficile	RRV	28/02/2013	Date Received in Lab	13V112888	LAB285500	UNIVERSITY COLLEGE
20	282649	10/03/2013	C. difficile	RQH	10/03/2013	Date Specimen Taken	13U043660	LAB311065	BRIGHTON MICROBIO
21	282889	08/03/2013	C. difficile	RQH	08/03/2013	Date Specimen Taken	13U043821	LAB311065	BRIGHTON MICROBIO
22	283079	13/03/2013	C. difficile	RQH	13/03/2013	Date Specimen Taken	13U045749	LAB311065	BRIGHTON MICROBIO
23	283094	10/03/2013	C. difficile	RQH	10/03/2013	Date Specimen Taken	13U045795	LAB311065	BRIGHTON MICROBIO
24	284081	21/03/2013	C. difficile	RQH	21/03/2013	Date Specimen Taken	13U050815	LAB311065	BRIGHTON MICROBIO
25	284267	22/03/2013	C. difficile	RQH	22/03/2013	Date Specimen Taken	13U051645	LAB311065	BRIGHTON MICROBIO
26	284326	24/03/2013	C. difficile	RQH	24/03/2013	Date Specimen Taken	13U052148	LAB311065	BRIGHTON MICROBIO
27	284640	25/03/2013	C. difficile	RQH	25/03/2013	Date Specimen Taken	13U053427	LAB311065	BRIGHTON MICROBIO
28	284751	27/03/2013	C. difficile	RQH	27/03/2013	Date Specimen Taken	13U054535	LAB311065	BRIGHTON MICROBIO
29	284795	28/03/2013	C. difficile	RQH	28/03/2013	Date Specimen Taken	13U054812	LAB311065	BRIGHTON MICROBIO
30	285932	03/04/2013	C. difficile	RQH	03/04/2013	Date Specimen Taken	13U057398	LAB311065	BRIGHTON MICROBIO
31	286364	03/04/2013	C. difficile	RVR	03/04/2013	Date Specimen Taken	B161570	LAB361780	ST RICHARD'S HOSPIT
32	287821	13/04/2013	C. difficile	RQH	13/04/2013	Date Specimen Taken	13U063574	LAB311065	BRIGHTON MICROBIO
33	289446	25/04/2013	C. difficile	RQH	25/04/2013	Date Specimen Taken	13U071064	LAB311065	BRIGHTON MICROBIO
34	289462	26/04/2013	C. difficile	RQH	26/04/2013	Date Specimen Taken	13U071403	LAB311065	BRIGHTON MICROBIO
35	289778	29/04/2013	C. difficile	RQH	29/04/2013	Date Specimen Taken	13U072667	LAB311065	BRIGHTON MICROBIO
36	291651	08/05/2013	C. difficile	RQH	08/05/2013	Date Specimen Taken	13U077852	LAB311065	BRIGHTON MICROBIO
37	292972	16/05/2013	C. difficile	RQH	16/05/2013	Date Specimen Taken	13U082944	LAB311065	BRIGHTON MICROBIO
38	293544	20/05/2013	C. difficile	RQH	20/05/2013	Date Specimen Taken	13U084852	LAB311065	BRIGHTON MICROBIO

- To save the sheet, press “Ctrl” and “S” together on the keyboard and another browse window will appear. Browse to any destination folder of your choice, choose a name for the file, Select “Excel Workbook (*.xlsx)” or “Excel 97-2003 Workbook (*.xls)” and click “Save”.