Case capture: unit census
User guide

ICU Data Capture System

Contents

Document history

Revision date	Author	Version	Changes
02/07/2018	Public Health England	1.0	
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19/12/2024	Andrea Mazzella, UK Health Security Agency	1.2	• Renamed from "Case Capture Denominators" to "Case capture: unit census" • Moved section on searching and updating cases to another user guide • Updated branding (PHE to UKHSA)

Introduction

This user guide shows you how to report unit census using case capture, an electronic form in the ICU Data Capture System (DCS).

Please note that there is an alternative way to enter unit census data: the Data Upload Wizard. For details, please see the Data Upload Wizard user guide.

Unit census data refer to the number of patients in the unit and the number of total blood culture sets taken in the unit; they are required as denominators to calculate the rates of infection, blood culture positivity and CVC utilisation.

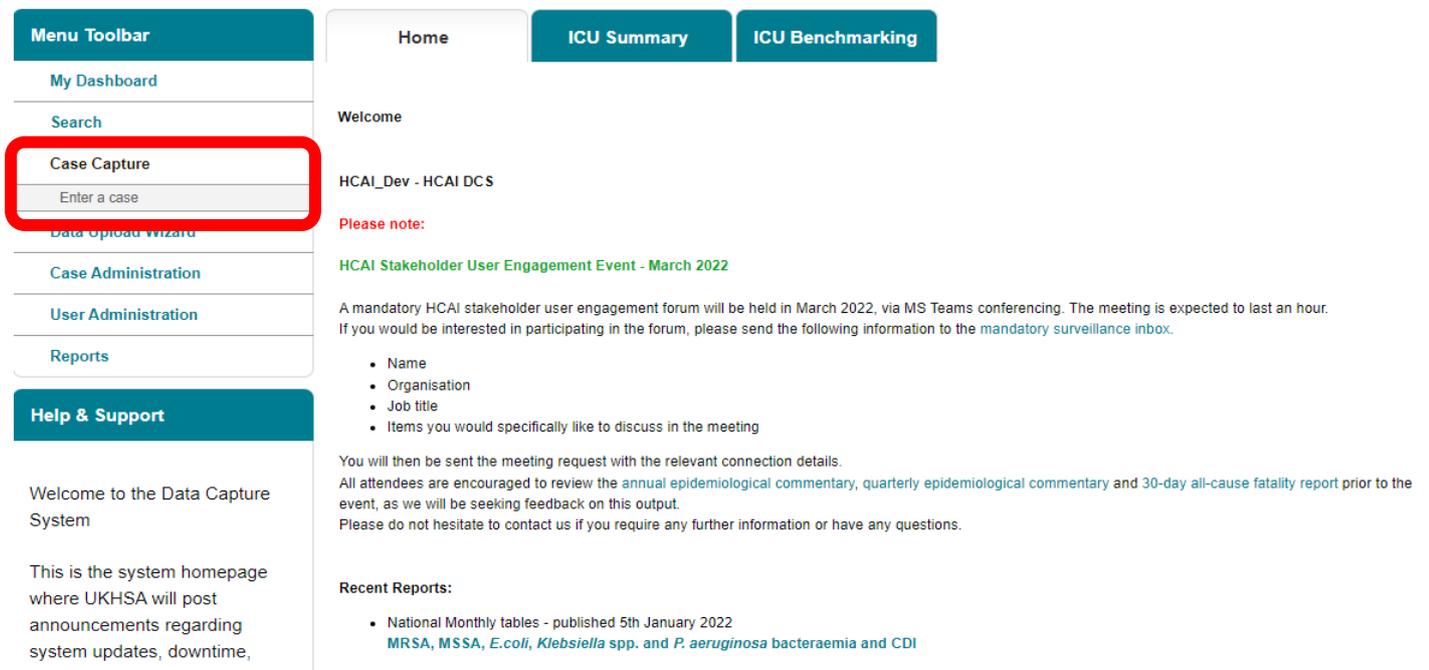Unit census can be reported on a monthly or daily basis.

Accessing the case capture form

Once you have logged into the ICU DCS, there are two ways of accessing the case capture form: via the Case Capture link or via the Search link.

Using the Case Capture link

- From the Menu Toolbar on the left hand side of the screen, click on 'Case Capture' link (Figure 1).
- Click on 'Enter a case'.

Figure 1. Case Capture section in the Menu toolbar

The DCS will go to the 'New Infection Episode' screen. In the 'Data Collection' field, please 'ICU Monthly Census' or 'ICU Daily Census' (Figure 2).

Figure 2. 'New Infection Episode' screen

The selection will redirect you to the first section of the relevant case capture screen (**Error! Reference source not found.** for 'ICU Monthly Census' and Figure 5 for 'ICU Daily Census').

Using the Search function

Alternatively, if you need to first check whether a unit census for the required period has been already submitted, you can use the Search functionality; please see the 'Search, amend or delete records' user guide for details. From there, you will be able to report a new case: you will be redirected to the case capture form (**Error! Reference source not found.** for 'ICU Monthly Census' and Figure 5 for 'ICU Daily Census').

Case capture forms

Throughout the tabs:

- Fields marked with a red asterisk (*) are mandatory for saving: you will not be able to save the census or continue to the next tab until you have completed these sections with data that is within the range of accepted values.
- Fields marked with a red hash (#) - are mandatory for sign-off. If one of these fields is left incomplete for even a single record, it will not be possible to sign off the whole month's worth of data (see the 'Sign-off' user guide for details). Please see these fields as mandatory; however, sometimes the data for these fields becomes available at a later point, the functionality of 'mandatory for sign-off' gives users a buffer of time to update these at a later point (but no later than the sign-off deadline).
- Blue question mark icons (❓) can be clicked to obtain further information on some fields

'ICU Monthly Census'

'Episode Details' tab (monthly)

If 'ICU Monthly Census' is selected the DCS will navigate you to the Episode Details tab (Figure 3).

Figure 3. 'ICU Monthly Census' Episode Details tab

If you can't find the relevant month in the 'Time Period' dropdown menu, it's likely because a census has already been entered for that month. Please use the Search functionality to find it and check or amend its values as needed.

For more details on how to complete these fields, please refer to the surveillance protocol.

Once this tab is completed, click on 'Next'. This will take you to the next tab where you can enter the actual unit census. The record is not saved until that tab is saved.

'Monthly Summary' tab

Figure 4. 'Monthly Summary' tab

Infection Episode

Data Collection	ID	Created Date	
ICU Monthly Census ▾			Print

Episode Details | **Monthly Summary**

> ! Mandatory fields are marked with red asterisk(*)
> Mandatory for Sign Off fields are marked with red hash(#)

⊟ Monthly Summary#

Total number of occupied patient days in the unit for the month	#	
Total number of CVC days in the unit		
Total number of occupied patient days in the unit, restricted to include only patients in the unit for >2nights	#	
Total number of CVC days in the unit, restricted to include those in patients in the unit for >2nights	#	
Total number of blood culture sets taken for the unit	#	

Cancel   **Save**

For details on how to complete these fields, please refer to the surveillance protocol.

Once you have completed these values, click Save. The record will now be saved.

'ICU Daily Census'

'Episode Details' tab (daily)

If 'ICU Daily Census' is selected the DCS will navigate you to the Episode Details tab (Figure 5).

Figure 5. 'ICU Daily Census' Episode Details tab

'Data Collection Date' needs to be entered in dd/mm/yyyy format. You may use the calendar icon (▦) to facilitate the identification of a specific day, month, and year.

Please note that if a data entry already exists for the date entered, a duplicates warning will pop up to inform you of this. Only one entry per day per unit is possible as these data are for the entire unit and day. If you need to amend values for a previously entered date, please use the Search functionality to find the relevant entry and amend from there.

'Daily Census' tab

Figure 6. 'Daily Census' tab

Infection Episode

Data Collection	ID	Created Date	
ICU Daily Census			Print

Episode Details | **Daily Census**

> Mandatory fields are marked with red asterisk(*)
> Mandatory for Sign Off fields are marked with red hash(#)

Unit Census#

How do you wish to enter your denominator data?	#	Daily Unit Census
Total number of patients in the unit	#	
Total number of patients in the unit with >= 1 CVC		
Number of patients in the unit for >2nights	#	
Of the number of patients in the unit for >2nights, what number of patients have >=1 CVC	#	
Total number of blood culture sets taken for all patients in the unit	#	

Cancel   Save

Searching, editing or deleting unit census data

For information on how to search and edit previously entered unit census data, please refer to the 'Search, amend or delete records' user guide.

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