



Public Health  
England

Protecting and improving the nation's health

# ICU Data Capture System User Guide

Unlock Request User Guide

# About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. We do this through world-leading science, research, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. We are an executive agency of the Department of Health and Social Care, and a distinct delivery organisation with operational autonomy. We provide government, local government, the NHS, Parliament, industry and the public with evidence-based professional, scientific and delivery expertise and support.

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## Document History

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# Unlock Request

## Introduction

All data entered onto the ICU Data Capture System (DCS) - positive blood cultures and denominator data - for a monthly period needs to be verified and checked by the assigned sign-off individual (senior member responsible for the ICU DCS surveillance programme) within the ICU.

Once data for a month has been added to the system, it should be verified and signed-off no later than 1.5 months after the end of the respective quarter, for example, data for October 2018 (falls within October-December 2018 quarter) should be checked, verified and signed-off from 1<sup>st</sup> November 2018 and no later than 15 February 2019.

Mandatory fields are then locked for data in a signed-off period. This means that the ICUs 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. However, the ICU may request the unlocking of a period in order to amend the data entered for their organisation.

- To amend a mandatory field on a record
- To add a case/daily census record that has been missed
- To delete a case.daily census record that has been entered in error, for example a case that has been found to be a false positive
- To delete a duplicate case

## How to request the Unlock of a signed-off data period

Users must send an email to [ICCCQIP.surveillance@phe.gov.uk](mailto:ICCCQIP.surveillance@phe.gov.uk) to request an unlock for a period in order for changes to be made. The request can only come from the organisation which entered the case(s) that need to be amended, deleted or added.

Please note that a request to unlock a period in order to either add or delete case(s) will need to be sent from the ICUs' named sign off individual (senior member responsible for the ICU DCS surveillance programme), while a request to make an amendment only needs to have them copied into the request email.

The unlock request email must include the information in [Table 1](#).

**Table 1: Unlock request email requirements**

<b>Required Data for Unlock</b>	<b>Notes</b>
Data Collection	The ICU DCS can only be unlocked by Data Collection. The user must specify which data collection they wish to be unlocked; ICU Bloodstream Infections, ICU Monthly Census or ICU Daily Census.
Month	For ICU Bloodstream Infection data collection this is the month of which the positive specimen was taken. For ICU Daily Census or ICU Monthly Census this is the month for which you wish to amend a denominator value for.
Type of change and reason for unlock	Whether the unlock is for an amendment, deletion or addition and a brief reason for the required change.
Record ID's	The ID of the record/s involved in an amendment or deletion must be provided. Please note that the denominator records also have IDs, if you have not kept a record of these, they can be found via the Search tool.  <b>NB. Please do not include any Patient Identifiable Information in the email. The record ID is sufficient for uniquely identifying any patient or denominator record entered onto the system.</b>

Once the ICCQIP team have received and reviewed the unlock request, users will be contacted to arrange a suitable time (during normal working hours) for their dataset to be unlocked. Datasets will always be re-locked by the ICCQIP team at 5pm and cannot remain unlocked overnight.

Additions to the data can then be made by following the steps to create a case using the 'Case Capture User Guide'. Alternatively, to delete a case, please follow the steps in the '[Search User Guide](#)' in order to find the case in question, then select the record by ticking the check box next to it and click on the 'Delete' button (see [Figure 1](#)).

**Figure 1: How to delete a case**

Search Infection Episodes

ID

Condition

First Name   Partial

Specimen Number

Date From

Region

Organisation

Incomplete for sign-off

PIR Cases

Surname   Partial

Date of Birth

Age

Date To

Organisation Type

Shared Cases

Apportionment Category

	Condition	Data Collection	ID	Data Collection Date	Region	Organisation
<input checked="" type="checkbox"/>	ICU BloodStream Infections	ICU Blood Stream Infections				

View

ICU BloodStream Infections ICU Blood Stream Infections AND

Page: 1 of 1 Go Page size: 1 Change Item 1 to 1 of 1

Enter ID number and click 'Find'.

The results to your search will appear in the lower half of your screen. Check that this is the record that you wish to delete, tick the check box next to the record and then click on 'Delete'.

If you wish to amend a case, then please follow the steps in the *'Search User Guide'* in order to find the case in question (as for deleting a case), but instead of deleting the case, please click on 'View' which is next to the record (Figure 2), this will then take you to the case capture screens and you can then amend the case as needed.

Figure 2: How to amend a case

Search Infection Episodes

ID

Condition

First Name   Partial

Specimen Number

Date From

Region

Organisation

Incomplete for sign-off

PIR Cases

NHS Number

Data Collection

Surname   Partial

Date of Birth

Age

Date To

Organisation Type

Shared Cases

Apportionment Category

	Condition	Data Collection	ID	Data Collection Date	Region	Organisation
<input type="button" value="View"/>	<input checked="" type="checkbox"/>	<input type="text" value="{All}"/>	<input type="text" value="{All}"/>	<input type="text" value="{All}"/>	<input type="text" value="{All}"/>	<input type="text" value="{All}"/>
	<input checked="" type="checkbox"/>	ICU BloodStream Infections	ICU Blood Stream Infe		NATIONAL	PUBLIC HEALTH ENGLAND

By clicking on the 'View' button you can view an existing entry and alter its details.