



Public Health  
England

Protecting and improving the nation's health

# ICU Data Capture System User Manual

Unlock Request User Guide

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# Unlock Request

## Introduction

All data for the ICU Blood Stream Infection entered onto the ICU Data Capture System (DCS) for a quarterly period needs to be verified and checked by the assigned sign off individual (senior member responsible for the ICU DCS surveillance programme) by the NHS acute Trusts. Once data for a quarter has been added to the system it should be verified and signed off 1.5 months after the end of the respective quarter, for example, data for October 2018 to December 2018 should be checked, verified and signed-off by 15 February 2019.

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 such as those stated in the list below, the NHS acute Trust may request the unlocking of a period in order to amend the data entered for their organisation.

- To amend a mandatory field on the Episode Details Tab
- To add a case that has been missed
- To delete a case that has been entered in error, for example a case that has been found to be a false positive
- To delete a duplicate case (please note: only duplicates identified soon after "Sign-Off" may be removed from the ICU DCS)

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

Users must send an email to [ICQIP.surveillance@phe.gov.uk](mailto:ICQIP.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 NHS acute Trusts' named sign off individual (senior member responsible for the ICU DCS surveillance programme).

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

**Table 1: Unlock request email requirements**

Required Data for Unlock	Notes
Organism	The ICU DCS can only be unlocked by organism. The user must specify ICU Blood Stream Infections.
Month	The month of which the specimen was tested.
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.
Case ID's	The Case ID of the case/s involved in an amendment or deletion must be provided.  <b>NB. Please do not include any Patient Identifiable Information in the email. The case ID is sufficient for uniquely identifying any patient 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**

The image shows two screenshots of the ICU Surveillance system interface. The top screenshot is titled 'Search Infection Episodes' and shows a search form with fields for ID, Condition, First Name, Specimen Number, Date From, Region, Organisation, NHS Number, Data Collection, Surname, Date of Birth, Age, Date To, Organisation Type, and Shared Cases. A callout box points to the ID field with the text 'Enter ID number and click 'Find''. Below the search form is a table with columns for Condition, Data Collection, ID, Data Collection Date, Region, and Organisation. A single record is shown: Staphylococcus aureus, MRSA, 123456, 01/01/2016. A callout box points to the checkbox next to this record with the text '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''. Below the table are buttons for 'Cancel', 'Delete', and 'New Infection Episode'. The bottom screenshot is titled 'Manage Sign Off Period Locking' and shows a search form with fields for Data Collection, Region, Organisation Type, Organisation, Date From, and Date To. A callout box points to the 'Date From' field with the text 'Mandatory fields are marked with red asterisk (\*)'. The 'Date From' field is marked with a red asterisk and contains the value '22-04-2018'. The 'Date To' field is marked with a red asterisk and contains the value '22-05-2018'. A 'Search' button is located at the bottom right of the search form.

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 (see [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

The screenshot displays the 'ICU Surveillance' web application. On the left, there is a 'Menu Toolbar' with options like 'My Dashboard', 'Search', 'Case Capture', 'Data Upload Wizard', 'Case Administration', 'User Administration', 'System Reports', and 'Reports'. Below this is a 'Help & Support' section with instructions on using the search facility. At the bottom left is a 'Key to Screen Symbols' section with icons for error, attention, saved/completed, and close screen/popout.

The main content area is titled 'Search Infection Episodes' and contains various search filters: ID (123456), Condition (-- Select --), NHS Number, Data Collection (Select DataCollection), First Name, Specimen Number, Surname, Date of Birth, Age, Date From, Date To, Region (--All--), Organisation Type (--All--), Organisation (--All--), Incomplete for sign-off, and PIR Cases. 'Find' and 'Reset' buttons are located at the bottom right of the filter area.

Below the filters is a table of search results. The first row is highlighted and has a 'View' button next to it. A blue callout box with an arrow points to this button, containing the text: 'By clicking on the 'View' button you can view an existing entry and alter its details.'

	Condition	Data Collection	ID	Data Collection Date	Region	Organisation	Organisation
<a href="#">View</a>	Staphylococcus aureus	MRSA	123456	01/01/2016	NATIONAL	The XXXXX NHS Trust	NHS Trust

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