



Public Health
England

Protecting and improving the nation's health

ICU Data Capture System User Guide

Create User Account

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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Published October 2020

PHE supports the UN
Sustainable Development Goals



Document History

Revision Date	Author	Version
26/03/2018	Public Health England	1.0
02/10/2020	Public Health England	1.1

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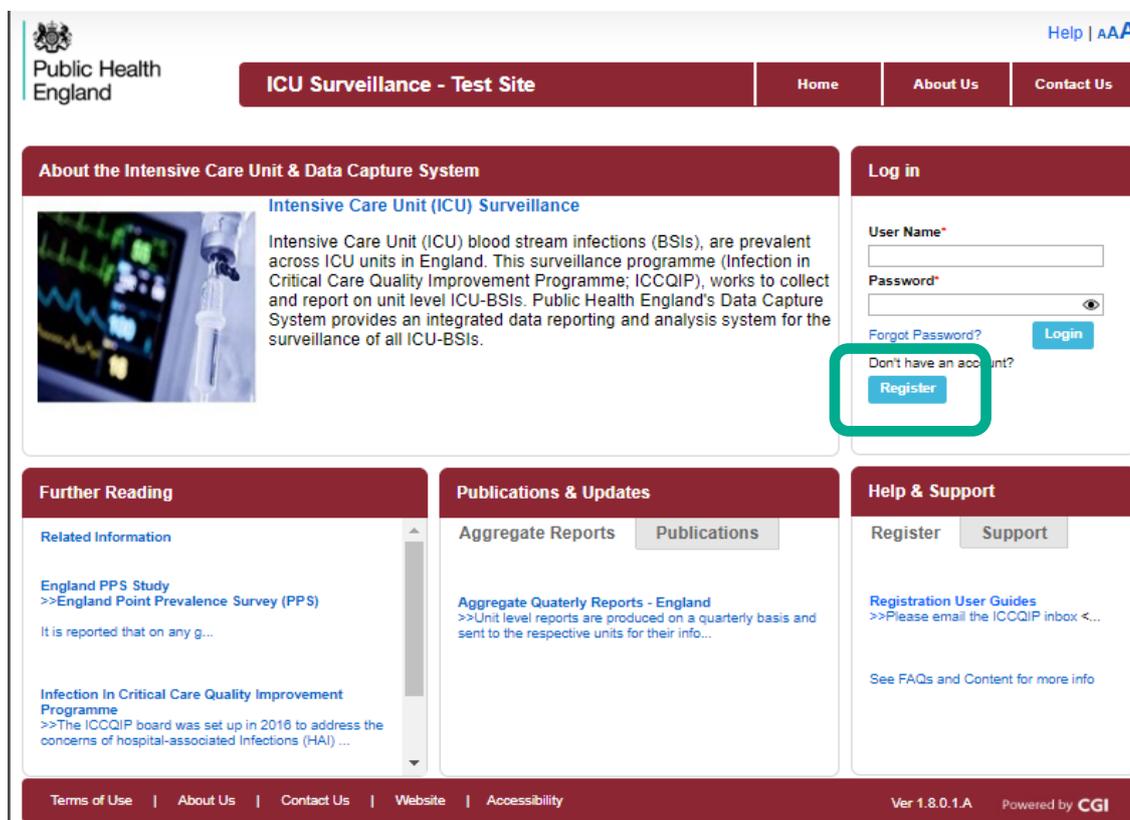
Create a User Account

All users of the ICU Data Capture System (DCS) must create a user account. There is a two-step process to create an account. Firstly, you must request an account, which is either authorised by your Local Administrator or by PHE, if you have requested a Local Administrator Account. Secondly, once your request has been authorised you can activate your account and log into the ICU DCS.

Request an Account

- Go to <https://icudcs.phe.org.uk/>
- The ICU DCS will display the “Homepage” screen (Figure 1)
- Select “Register” button in the ‘Log in’ panel

Figure 1: ICU DCS Home page



- The ICU DCS will display the “Request User Account” form (Figure 2)

Figure 2: Request User Account form

Request User Account

! Mandatory fields are marked with red asterisk (*)

Email Address*

Confirm Email Address*

First Name*

Surname*

Primary Contact Telephone Number*

Secondary Contact Telephone Number

Surveillance programme*

Region*

Organisation Type*

Organisations*

ICU units

Roles*

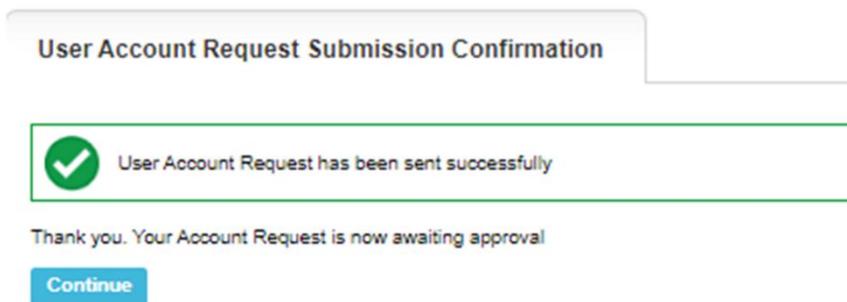

 Type the code from the image

Submit

- Enter your 'Email Address', 'First Name', 'Surname' and Contact Telephone Number(s)
 - Please note that 'Email Address' and 'Confirm Email Address' must be identical
- Select the 'Region' associated with your organisation from the dropdown menu
 - If access is being requested for a national level organisation then 'National' should be selected. For further information regarding organisational structure please refer to **Table 1** in the Appendix at the end of this document
- Select your 'Organisation Type' from the dropdown menu
 - The 'Organisation Type' field provides a choice of different organisational classes. Select 'Intensive Care Unit' or 'Independent Sector Intensive Care Unit' depending on whether your account is for NHS or Independent Sector ICU(s), respectively.
- Select the NHS Trust or Independent Sector Healthcare Provider that your ICU is a part of from the 'Organisation(s)' dropdown menu
 - You can request access to ICUs at more than one NHS Trust/Independent Sector Provider by selecting multiple options from the 'Organisation(s)' dropdown menu (see '**Request Accounts for Multiple Organisations**' below).
- Select the ICU(s) you want to have access to from the 'ICU units' drop down menu, these will be filtered to show only those that are associated with the NHS Trusts/Independent Sector Healthcare Provider that you selected for 'Organisation'.

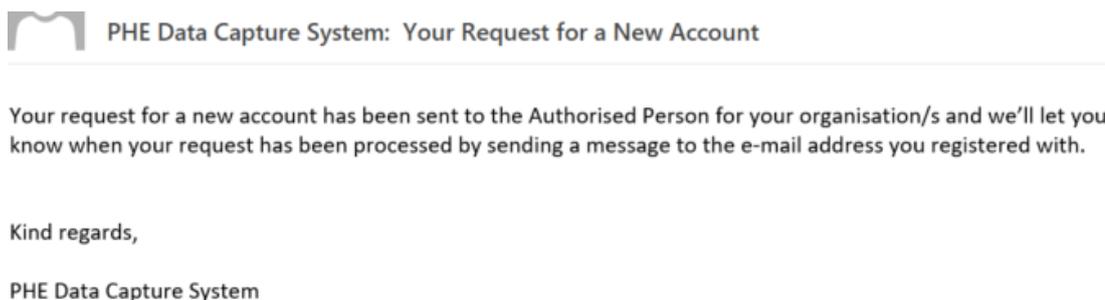
- You can request access to multiple ICUs by selecting multiple options from the 'ICU units' dropdown menu (see 'Request Accounts for Multiple Organisations' below).
- Select at least one 'Role', for further information about Roles and Permissions please view [Table 2](#) of the [Appendix](#) at the end of this document
 - You can select more than one role to access the ICU DCS by selecting multiple options from the dropdown menu. The role(s) you have selected will impact the level of access and data you are able to view.
- Enter the CAPTCHA code at the bottom of the page
- Select the 'Submit' button
 - You will be navigated to the 'User Account Submission Confirmation' screen ([Figure 3](#))

Figure 3: User Account Request Submission Confirmation screen



- Select the 'Continue' button
 - You will then be navigated to the ICU DCS 'Homepage' screen ([Figure 1](#))
- The ICU DCS will automatically send you an email to you ([Figure 4](#)) confirming your request for an account, as well as one to your Local Administrator (or to PHE if you are applying for a Local Administrator account).

Figure 4: Confirmation email from the ICU DCS about user account request



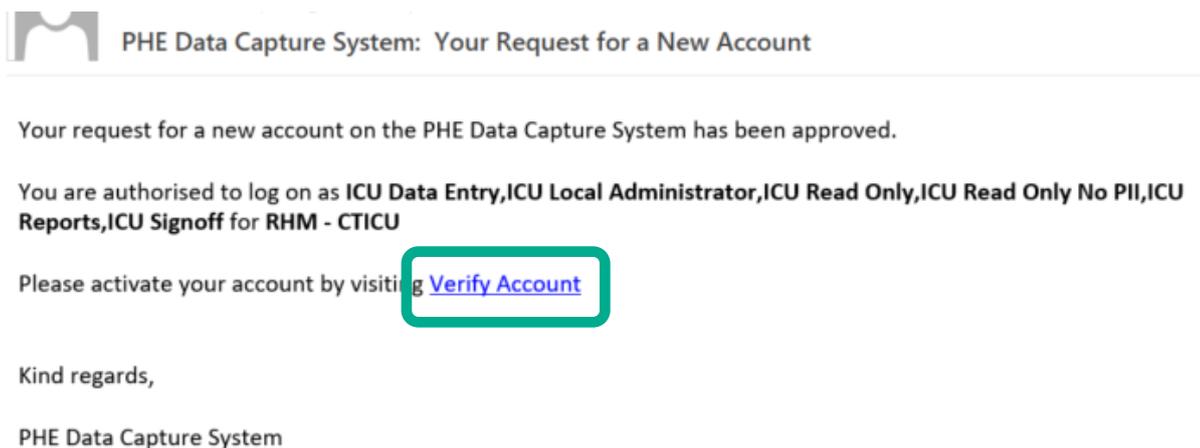
- Your Local Administrator/Public Health England will then 'Authorise' or 'Reject' your account request. Please note that Public Health England are only able to

authorise Local Administrator accounts, all other accounts need to be authorised by your organisation's Local Administrator(s).

Activate an Account

- If your account request is authorised, you will be sent a further email by the ICU DCS, asking you to verify your email account (Figure 5).

Figure 5: Confirmation email from ICU DCS about account approval



- Click on the 'Verify Account' link and this will direct you to the ICU DCS to complete your account request by first accepting the End-User Licence Agreement (EULA) and entering additional user account information (password, security questions and answers) (Figure 6).

Figure 6: Additional information required to complete user account

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ICU Surveillance - Test Site | Home | About Us | Contact Us

Create User Account

Mandatory fields are marked with red asterisk (*)

Create User Account

Password*

Re-Enter Password*

Security Question 1* -- Select --

Security Answer 1*

Security Question 2* -- Select --

Security Answer 2*

Security Question 3* -- Select --

Security Answer 3*

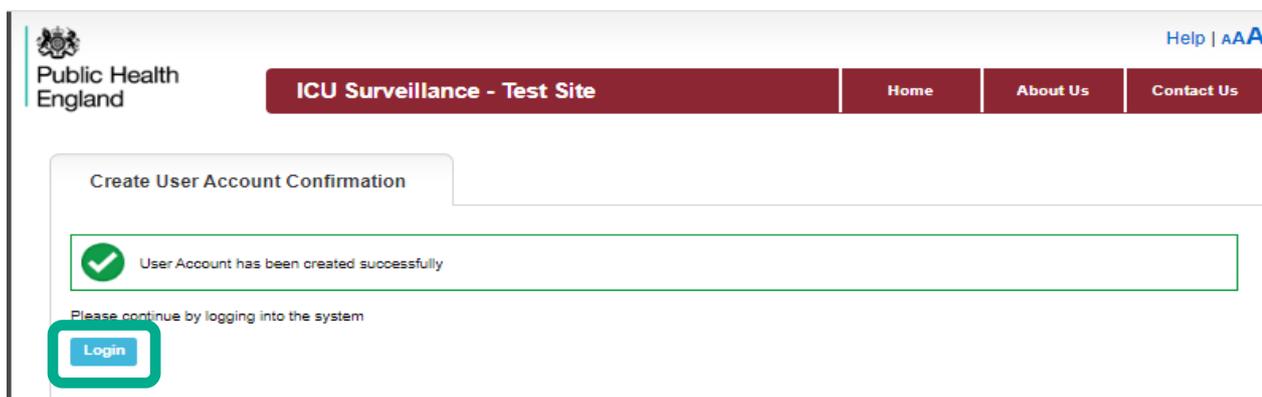
Submit Cancel

- Passwords must be eight or more characters to include at least one capital letter, one numeric character and non-alpha numeric character, such as #*£)

Please note that if you 'Reject' the EULA you will not be able to proceed and you will need to register again.

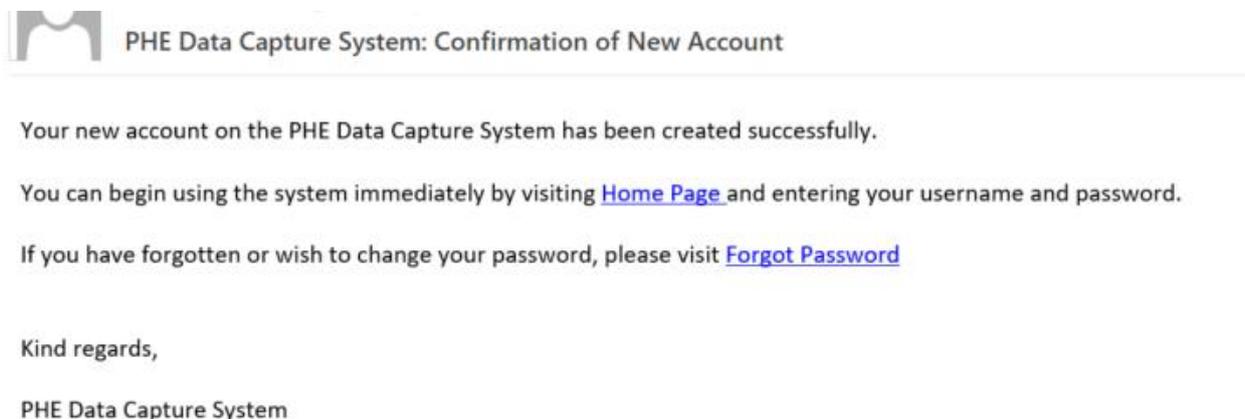
- Once you are navigated to the 'Create User Account' and have completed the necessary password and security question responses, select the 'Submit' button
- The ICU DCS will display the 'Create User Account Confirmation' screen (Figure 7)

Figure 7: Create User Account Confirmation screen



- Select the 'Login' button
- The ICU DCS will display the 'Homepage' screen (Figure 1)
- The ICU DCS will send you an email confirming your account has successfully been created (Figure 8)

Figure 8: Confirmation email from ICU DCS about creation of a new user account



If your account request is rejected, the ICU DCS will send an email explaining why the account request was rejected, for further details please contact your Local Administrator (or PHE - only if you have requested a Local Administrator Account).

Request Accounts for Multiple Organisations

Users associated to more than one organisation, or ICU, can register for access to multiple organisations/ICUs on the ICU DCS, by selecting their associated organisations from the 'Organisation(s)' and/or 'ICU units' dropdown menus (Figure 9, Figure 10). If users need accounts for both NHS and IS ICUs, they will need to register for each separately.

Figure 9: Drop down selection for multiple organisations

The screenshot shows the 'Request User Account' form on the 'ICU Surveillance - Test Site' page. The form includes fields for personal and contact information, and dropdown menus for 'Surveillance programme*', 'Region*', and 'Organisation Type*'. The 'Organisations*' dropdown is expanded, showing a list of NHS trusts with checkboxes. Three trusts are selected: 'GREAT ORMOND STREET HOSPITAL FOR CHILDREN NHS FOUNDATION TRUST', 'GUY'S AND ST THOMAS' NHS FOUNDATION TRUST', and 'HOMERTON UNIVERSITY HOSPITAL NHS FOUNDATION TRUST'. A green circle highlights these three selected items. The 'ICU units' and 'Roles*' fields are also present but empty. At the bottom right, there are 'Submit' and 'Cancel' buttons. The footer contains 'Terms of Use | About Us | Contact Us | Ver 1.8.0.1.A Powered by CGI'.

Public Health England

ICU Surveillance - Test Site

Home About Us Contact Us

Request User Account

! Mandatory fields are marked with red asterisk (*)

Email Address*

Confirm Email Address*

First Name*

Surname*

Primary Contact Telephone Number*

Secondary Contact Telephone Number

Surveillance programme* ICCQIP ICU bloodstream surveillance

Region* LONDON

Organisation Type* ICU NHS Trust

Organisations* GREAT ORMOND STREET HOSPITAL FOR CHILDREN NHS FOUN

ICU units

Roles*

BARTS HEALTH NHS TRUST

CHELSEA AND WESTMINSTER HOSPITAL NHS FOUNDATION TRUST

EPSOM AND ST HELIER UNIVERSITY HOSPITALS NHS TRUST

GREAT ORMOND STREET HOSPITAL FOR CHILDREN NHS FOUNDATION TRUST

GUY'S AND ST THOMAS' NHS FOUNDATION TRUST

HOMERTON UNIVERSITY HOSPITAL NHS FOUNDATION TRUST

IMPERIAL COLLEGE HEALTHCARE NHS TRUST

KING'S COLLEGE HOSPITAL NHS FOUNDATION TRUST

KINGSTON HOSPITAL NHS FOUNDATION TRUST

LEWISHAM AND GREENWICH NHS TRUST

LONDON NORTH WEST UNIVERSITY HEALTHCARE NHS TRUST

NORTH MIDDLESEX UNIVERSITY HOSPITAL NHS TRUST

Submit Cancel

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Figure 10: Drop down selection for multiple ICUs

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ICU Surveillance - Test Site | Home | About Us | Contact Us

Request User Account

Mandatory fields are marked with red asterisk (*)

Email Address*

Confirm Email Address*

First Name*

Surname*

Primary Contact Telephone Number*

Secondary Contact Telephone Number

Surveillance programme* ICCQIP ICU bloodstream surveillance

Region* LONDON

Organisation Type* ICU NHS Trust

Organisations* GUY'S AND ST THOMAS' NHS FOUNDATION TRUST

ICU units

Roles*

RJ1 - CRITICAL CARE UNIT, RJ1 - EVELINA PICU, --All-- RJ1 - CRITICAL CARE UNIT RJ1 - EVELINA PICU

Type the code from the image

Submit Cancel

Activate Accounts for Multiple Organisations

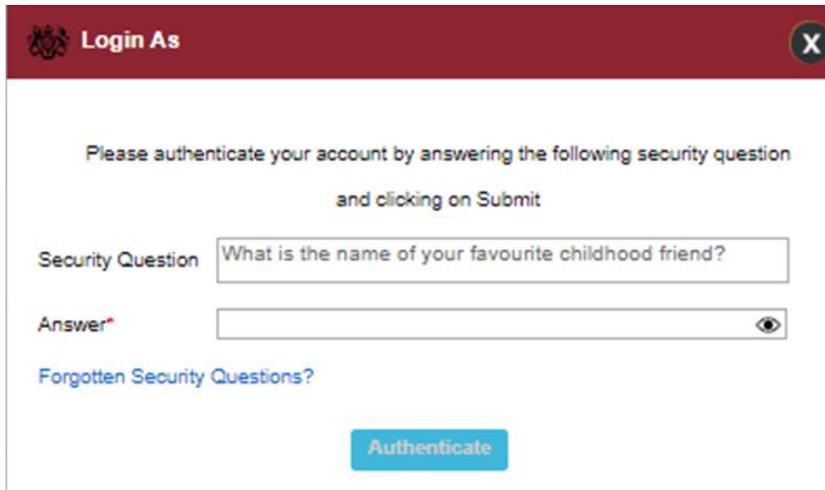
Multi-organisation users will receive multiple emails asking to verify the email address (one for each organisation/ICU). Users will only need to complete the 'Create User Account' screen for the first account they verify; however, each organisation/ICU account request will need to be individually verified from the separate emails sent to you but all subsequent account verifications will bypass the security information page as the data will already have been entered.

Login to the ICU DCS System

- Go to <https://icudcs.phe.org.uk/>
- The ICU DCS will display the 'Homepage' screen (Figure 1)
- Enter your 'User Name' (the email address that was used to request your account) and 'Password' in the 'Log in' panel
- Select the 'Login' Button

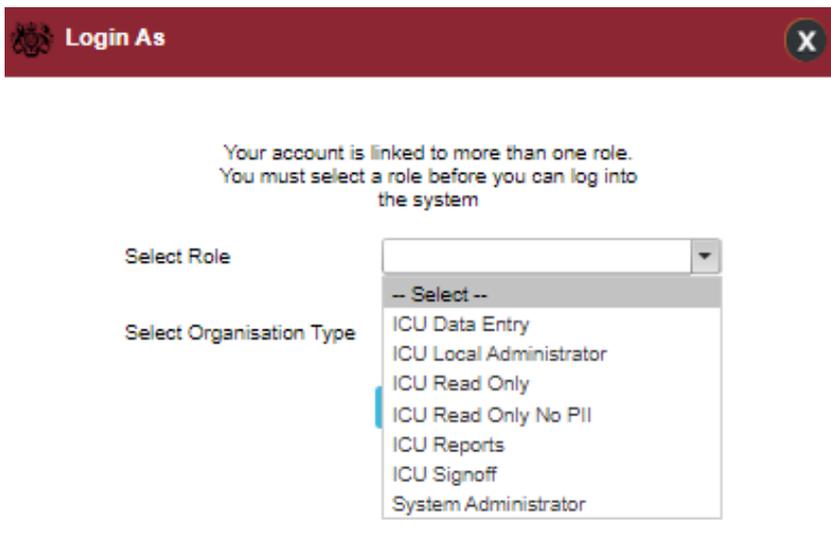
- You will then be prompted to answer one of the three security questions (Figure 11)
 - Select 'Authenticate'

Figure 11: Authentication of user account when logging in



- If you have an account enabled for multiple roles, you will be prompted to select a particular role to login in with (Figure 12)

Figure 12: Selection of user role when logging in



- The ICU DCS System will display the 'Home Dashboard' screen (Figure 13)

Figure 13: Home Dashboard

Public Health England

Welcome MIHALKOVA, Miroslava as System Administrator [Help](#) | [AAA](#) [Logout](#)

ICU Surveillance [Home](#) [About Us](#) [Contact Us](#)

Menu Toolbar

- My Dashboard
- Search
- Case Capture
- Data Upload Wizard
- Case Administration
- User Administration
- System Reports
- Reports

Home **Summary** **ICU Summary** **Benchmarking** **ICU Benchmarking** **Data Quality**

Welcome-ICU

[System Announcements-ICU](#)
[ICU Surveillance System \(DCS\)](#)
LIVE SYSTEM

Please note: Following the updates to the ICU DCS, please may we request that users experiencing any issues firstly delete their cache before contacting the support team. Detailed instructions are available via the [Deleting Cache User Guide](#)

Recent Reports:
Generic Aggregate adult, paediatric and neonatal reports - published March 2020
[April 2018 - December 2019 \(Q9-Q15\)](#)

Help & Support

Welcome to the Data Capture System

This is the system homepage where PHE will post announcements regarding system updates, downtime, surveillance programme changes etc.

[See FAQs and Content for more info](#)

Key to Screen Symbols

Appendix

Organisation Types and User Roles

The ICU DCS supports a range of organisations and user types or roles (Tables 1 and 2), each of which have associated permissions and levels of access to the system. Within each organisation it is possible for the same user to have a range of different roles and for different users to have different roles. A user's organisation type, its place in the hierarchy and the user's role affect whether the user is able to enter or sign off data. It also impacts on what data they are able to view.

All roles allow users to view data entered on the system at a summary level via a range of reports. For example, all users are able to view a count or rate of reported infections bacteraemia by ICU Unit.

Access to patient level data, with or without PII, is restricted based on the organisational hierarchy (Table 1). National users have access to patient level data for all cases entered on the system. Sub-national users have patient level access for cases mapped to their organisation in one of several ways. Organisation units only have patient level access to records entered by them. This is summarised in Table 1. Specific permissions associated with each of the roles are shown in Table 2.

Table 1

Summary of organisation types and role and data presentation in reports

Organisation Type	Hierarchy	Roles Supported	Access to patient level data (with or without PII)	Default Pathway **	Data visible on line listings
Public Health England (National)	National	<ul style="list-style-type: none"> • System Administrator 	All	Reporting Route	All cases, no mapping applied
Intensive Care Units	Organisation Unit	<ul style="list-style-type: none"> • ICU Local Administrator • ICU Read Only* • ICU Data Entry • ICU Signoff • ICU Read Only No PII • ICU Reports 	Cases entered by the NHS ICU	Reporting Route	Cases entered by the NHS ICU
Independent Sector Healthcare Provider	Organisation Unit	<ul style="list-style-type: none"> • ICU Local Administrator • ICU Read Only* • ICU Data Entry • ICU Signoff • ICU Read Only No PII • ICU Reports 	Cases entered by the Independent Sector ICU		

*Allows read only permission to view data at patient level, either with or without PII access, depending on requirements

** NB. this is the usual pathway by which cases are mapped to this organisation type. This is how the data is presented on all reports, except the line listing where other mappings are applied.

Table 2
Overview of user roles and permissions

Menu or Report Name	Sub Menu or Report Name	Role					
		ICU Local Administrator	ICU Data Entry	ICU Read Only (PII)	ICU Read Only (No PII)	ICU Reports Only	ICU Sign-Off
ICU Summary Dashboard	Summary Graph	View	View	View	View	View	View
	Trends Graph	View	View	View	View	View	View
	Data Collection Completeness	View	View	View	View	-	View
	Sign-Off History	-	-	-	-	-	View
Benchmarking Dashboard	Benchmarking	View	View	View	View	View	View
Case Capture	View/Add/Edit	Add/Edit	Add/Edit	View	View (pseudonymised)	-	View
Sign-Off Cases	Sign-Off Episodes	-	-	-	-	-	Edit
Search	Search Infection Episodes	Edit/Delete	Edit/Delete	View	View	View	View
User Administration	Manage Account Requests	Edit	-	-	-	-	-
	Manage User Accounts	Edit	-	-	-	-	-
	View/Edit User Details	Edit	Edit	Edit	Edit	Edit	Edit
	Change Password	Edit	Edit	Edit	Edit	Edit	Edit
	User Login Audit	View	-	-	-	-	-
	Account Request Report	View	-	-	-	-	-
Reports	User Account Report	View	-	-	-	-	-
	Line Listings	View	View	View	View (pseudonymised only)	-	View
	ICU Counts or Rates of Infection Episodes	View	View	View	View	View	View
	ICU Duplicates Report	View	View	View	View (pseudonymised only)	-	View
	ICU Denominator Report	View	View	View	View	View	View
	ICU Device Utilisation	View	View	View	View	View	View