Public Health
England

Protecting and improving the nation's health

ICU Data Capture System
User Guide

Create Local Administrator 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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339

SUSTAINABLE
DEVELOPMENT GOALS

Document History

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Contents

Create a Local Administrator Account

All users on the ICU Data Capture System (ICU DCS) must create a user account. For each ICU there needs to be a minimum of one Local Administrator. There is a four-step process to create a Local Administrator account:

- Email ICCQIP.surveillance@phe.gov.uk to request Local Administrator rights. A link to the online training will then be provided to you for completion (~5 minutes)
- Complete the ICU DCS Local Administrator online training (includes Local Administrator Authorisation Form)
- Request an account on the ICU DCS, which is authorised by PHE
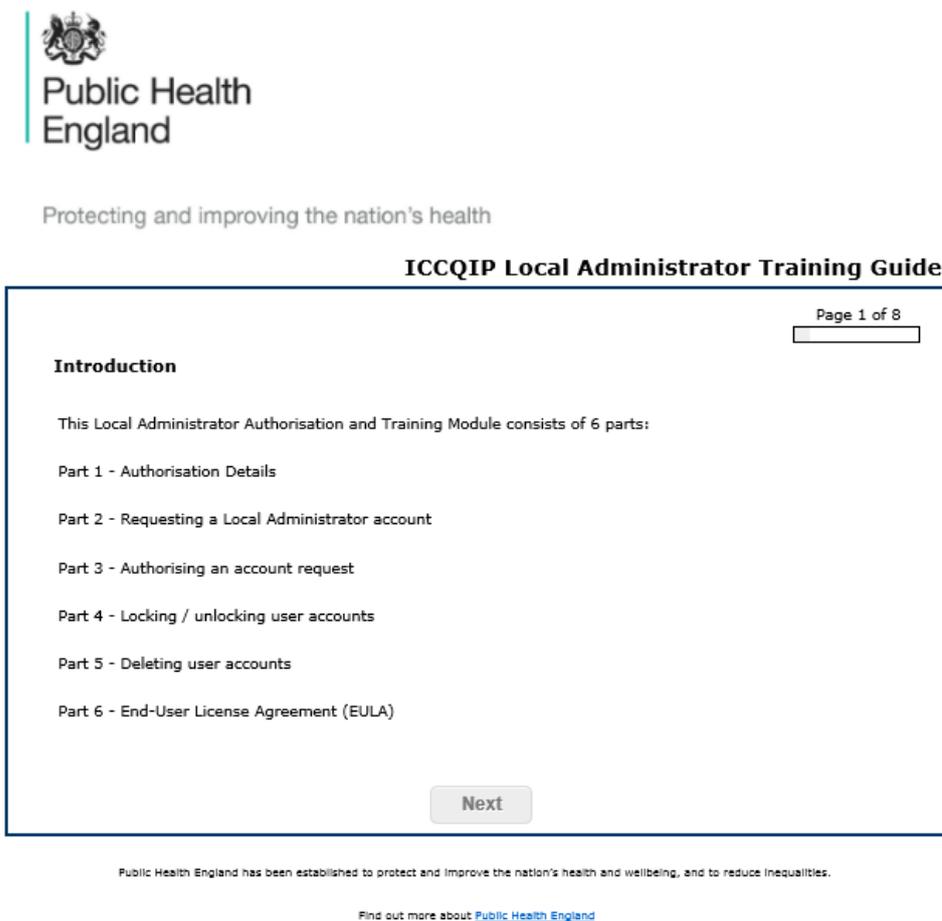- Verify your account adding security information, and login to the ICU DCS

Once registered as ICU Local Administrator you will be responsible for:

- Authorising or rejecting user account requests from users at the organisation(s) where you are the ICU Local Administrator
- Managing all user accounts at the organisation(s) where you are the ICU Local Administrator, including de-activating, and suspending user accounts when staff leave employment at the organisation(s) where you are the ICU Local Administrator

Complete Online Training

- Follow the link provided to you via email to begin the ICU DCS Local Administrator online training
- The first step of this process includes providing Authorisation Details
- Carefully read the guidance and watch the videos to complete the ICU DCS Local Administrator training (Figure 1)
- Agree to the ICU Local Administrator Responsibilities
- Upon completion of the ICU DCS Training Guide, a copy of the completed Authorisation Form is sent to both the PHE ICCQIP team and the email address of the authorising party from within you rorganisation.
- Once PHE have received this form, the team will send you a link to the ICU DCS where you can request an account

Figure 1: Local Administrator Online Training Guide

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ICCQIP Local Administrator Training Guide

Page 1 of 8

Introduction

This Local Administrator Authorisation and Training Module consists of 6 parts:

Part 1 - Authorisation Details

Part 2 - Requesting a Local Administrator account

Part 3 - Authorising an account request

Part 4 - Locking / unlocking user accounts

Part 5 - Deleting user accounts

Part 6 - End-User License Agreement (EULA)

Next

Public Health England has been established to protect and improve the nation's health and wellbeing, and to reduce inequalities.

Find out more about Public Health England

Request an Account

- Go to https://icudcs.phe.org.uk
- The ICU DCS will display the 'Homepage' screen (Figure 2)
- Select 'Register' button in the in the 'Log in' panel

Figure 2: ICU DCS Homepage
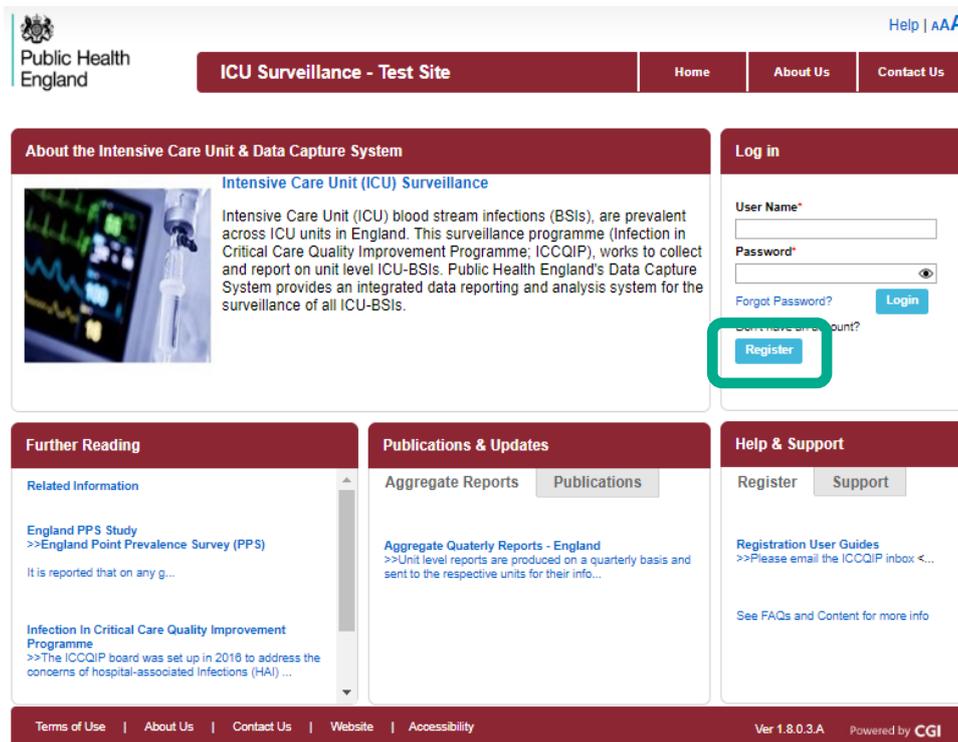
- You will be redirected to 'Request User Account' screen (Figure 3)

Figure 3:The ICU DCS "Request User Account" screen

- Enter your 'Email Address', 'First Name', 'Surname' and Contact Telephone Number(s)
  - 'Email Address' and 'Confirm Email Address' must be identical
- Select the 'Region' associated to 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. Please select **Intensive Care Unit or Independent Sector Healthcare Provider,** to register as an ICU (Figure 4)**.** For further information regarding organisation types please refer to Table 1 in the Appendix at the end of this document.

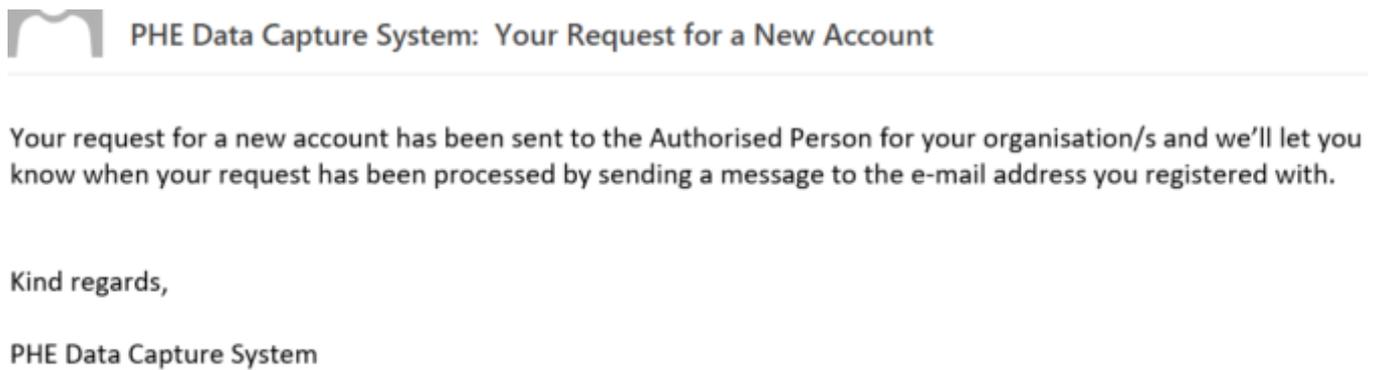**Figure 4: Request User Account page: Organisation Type**

- For NHS ICUs, select "Intensive Care Unit" for 'Organisation Type' and then select the NHS Trust that your ICU is a part of from the 'Organisation(s)' dropdown menu
- However, for Independent Sector ICUs, select "Independent Sector Healthcare Provider" for 'Organisation Type' and then select the Independent Sector Healthcare Provider from the 'Organisation(s)' dropdown menu
  - You can request access to ICUs at more than one NHS Trust/Independent Sector Healthcare Provider by selecting multiple options from the 'Organisation(s)' dropdown menu (see 'Request Accounts for Multiple Organisations' below).
  - However, if you want to have access to both Independent Sector and NHS ICUs, you will need to register separately for these.
- Select the ICU(s) you want to have access to from the 'ICU units' drop down menu.
- Select 'ICU Local Administrator' from the 'Role' dropdown menu. You can also request additional roles if required, for further information about Roles and Permissions please view Table 2 of the Appendix at the end of this Training Manual
  - 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
  - Should you wish to update the roles associated to your account, for example add the ICU Data Entry role after registration, please contact PHE who will update this for you
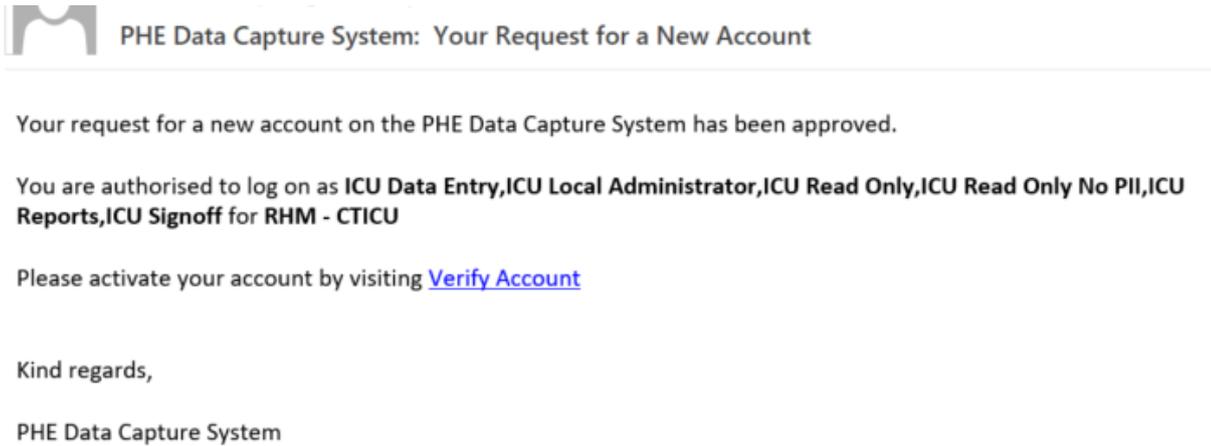
- Enter the CAPTCHA code at the bottom of the page
- Select the 'Submit' button
    - You will be navigated to the 'User Account Submission Confirmation' screen
- Select the 'Continue' button
    - You will be navigated to the ICU DCS 'Homepage' screen (Figure 2)
- The ICU DCS will automatically send you an email confirming your request for an account and one to PHE to authorise your account (Figure 5)

Figure 5: Request for a new User Account confirmation email

PHE Data Capture System: Your Request for a New Account

Your request for a new account has been sent to the Authorised Person for your organisation/s and we'll let you know when your request has been processed by sending a message to the e-mail address you registered with.

Kind regards,

PHE Data Capture System

- If you have completed the ICU Local Administrator authorisation form and the training module, PHE will then 'Authorise' or 'Reject' your account request
    - If your account request is authorised, you will then be sent a further email by the ICU DCS, asking you to verify your email account (Figure 6). Click on the "verify email address" link and this will direct you to the ICU DCS to complete your account request (entering password and security questions) (see 'Activate an Account' section below).
    - You will then be able to login to the ICU DCS

Figure 6: Request for a new User Account approval email

PHE Data Capture System: Your Request for a New Account

Your request for a new account on the PHE Data Capture System has been approved.

You are authorised to log on as **ICU Data Entry,ICU Local Administrator,ICU Read Only,ICU Read Only No PII,ICU Reports,ICU Signoff** for **RHM - CTICU**

Please activate your account by visiting Verify Account

Kind regards,

PHE Data Capture System

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 7, Figure 8).

Figure 7: Drop down selection for multiple organisations

Figure 8: Drop down selection for multiple ICUs

Activate an Account

- If your account request is Authorised, the ICU DCS will send an email titled "ICU Data Capture System: Your Request for a New Account", asking you to activate your account by selecting the 'Verify Account' link in the message (Figure 6).
- Once you have clicked on the verification link, you will be navigated to the ICU DCS 'User Account Verified' screen
- Read and 'Accept' the End-User Licence Agreement, if you select 'Reject', you will need to register again (Figure 9)

Figure 9: User Account Verification and End- Screen Licence Agreement page
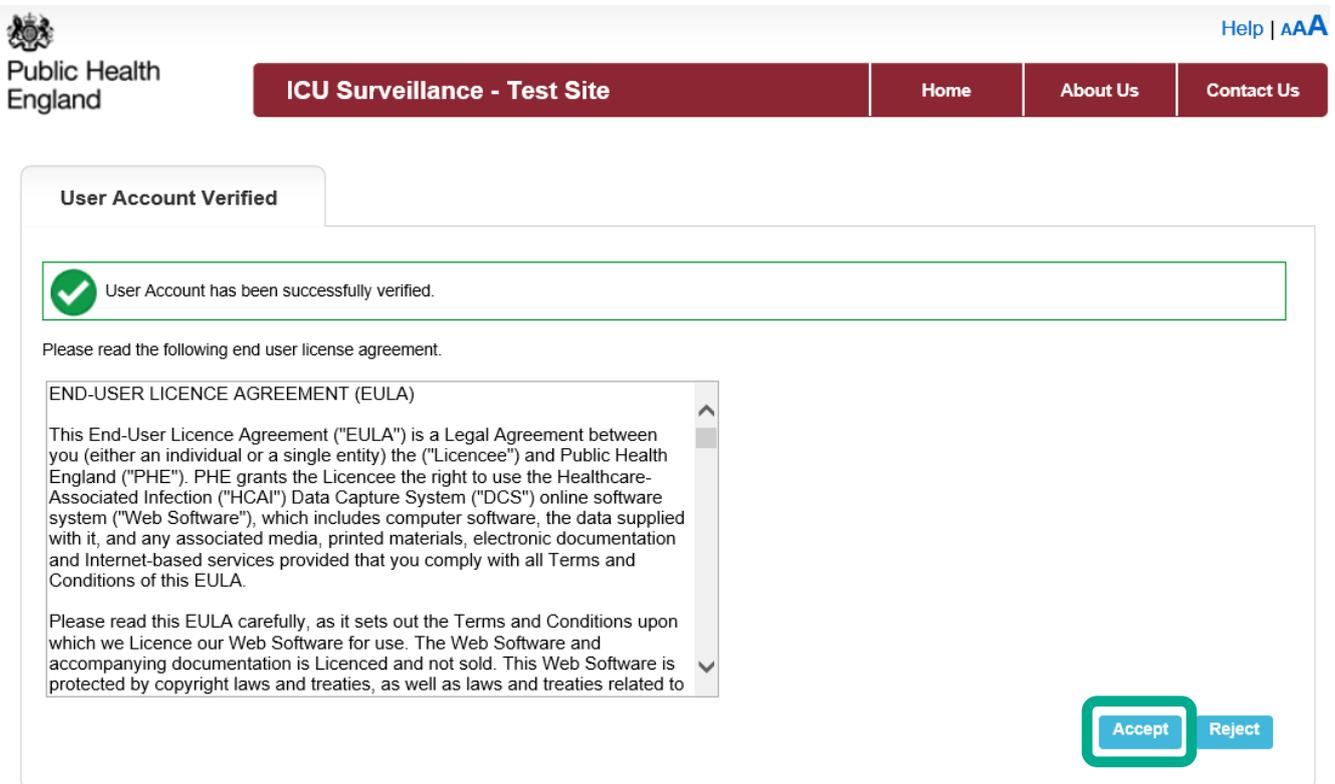
- Once accepted, the ICU DCS will direct you to the 'Create User Account' screen, where you will need to enter the information to complete your account request by choosing password, security questions and answers (Figure 10)
    - Passwords must be eight or more characters to include at least one capital letter, one numeric character and non-alpha numeric character, such as #*£)

Figure 10: Create User Account page

- Select the 'Submit' button
- The ICU DCS will display the 'Create User Account Confirmation' screen
- Select the 'Login' button
- The ICU DCS will display the 'Homepage' screen (Figure 2)
- The ICU DCS will send you an email confirming your account has successfully been created

If your account request is rejected, the ICU DCS will send an email explaining why they account request was rejected, for further details please contact PHE.

Activate Accounts for Multiple Organisations

Multi-organisation users will receive multiple emails asking to verify the email address (one for each organisation/ICU); however, users will only need to complete the 'Create User Account' screen for the first account they verify. Each organisation/ICU account request will need to be individually verified from the separate emails 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 2)

- 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 be prompted to answer one of your security
- The ICU DCS will display the 'Home Dashboard' screen (Figure 11)

Figure 11: Home Dashboard of ICU DCS

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. 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 bacteraemia by ICU.

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 (with or without PII). 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 themselves. 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	• System Administrator	All	Reporting Route	All cases, no mapping applied
Intensive Care Units or Independent Sector Healthcare Provider	Organisation Unit	• ICU Local Administrator • ICU Read Only* • ICU Read Only* No PII • ICU Reports¥ • ICU Data Entry • ICU Signoff	Cases entered by the ICU or IS ICU	Reporting Route	Cases entered by the ICU or IS ICU

¤ 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
*Allows read only permission to view data at patient level, either with or without PII access, depending on requirements
¥ ICU Reports users can only view reports and no patient-level data at all

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