



Public Health
England

Protecting and improving the nation's health

ICU Data Capture System User Manual

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. It does this through world-class science, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. PHE is an operationally autonomous executive agency of the Department of Health.

Public Health England
Wellington House
133-155 Waterloo Road
London SE1 8UG
Tel: 020 7654 8000
www.gov.uk/phe
Twitter: @PHE_uk
Facebook: www.facebook.com/PublicHealthEngland

© Crown copyright 2015

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence v2.0. To view this licence, visit [OGI](http://www.nationalarchives.gov.uk/ogl) or email psi@nationalarchives.gsi.gov.uk. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned. Any enquiries regarding this publication should be sent to ICQIP.surveillance@phe.gov.uk



Document History

Revision Date	Author	Version
28/03/2018	Public Health England	1.0

Contents

About Public Health England	2
Document History	3
Create a Local Administrator Account	5
Complete Training Guide	5
Request an Account	6
Request Accounts for Multiple Organisations	8
Activate an Account	9
Activate Accounts for Multiple Organisations	11
Login to the ICU DCS System	11
Appendix	13
Organisation Types and User Roles	13
Table 1	14
Table 2	16

Create a Local Administrator Account

All users on the ICU DCS System must create a user account. 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 Training Guide will then be provided to you for completion.
- Complete the ICU DCS Local Administrator Training Guide (includes Local Administrator Authorisation Form)
- Request an account, which is authorised by PHE
- Create your account, and login to the ICU DCS System

Once registered as Local Administrator you will be responsible for:

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

Complete Training Guide

- Follow the link provided to you via email to begin the ICU DCS Local Administrator Training Guide
- The first step of this process includes providing Authorisation Details
- Carefully read guidance and watch videos to complete the ICU DCS Local Administrator Training Guide
- Agree to the Local Administrator Responsibilities
- Upon completion of the ICU DCS Training Guide you will be sent a link to the ICU DCS System where you can request an account



Protecting and improving the nation's health

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 System will display the “Homepage” screen
- Select “Register” button in the in the “Log in” panel

The screenshot shows the homepage of the ICU Surveillance system. At the top left is the Public Health England logo. A navigation bar contains 'ICU Surveillance', 'Home', 'About Us', and 'Contact Us'. The main content area is divided into several sections: 'About the Intensive Care Unit & Data Capture System' with a sub-section 'Intensive Care Unit (ICU) Surveillance' and an image of a computer monitor; a 'Log in' panel with fields for 'User Name*' and 'Password*', a 'Forgot Password?' link, a 'Login' button, and a 'Register' button highlighted with a green box; 'Further Reading' with links to 'England PPS Study' and 'Matching Michigan Study'; 'ICCQIP Publications & Updates' with tabs for 'About ICCQIP' and 'Aggregate Reports', and a link to 'Infection in Critical Care Quality Improvement Programme'; and 'Help & Support' with a 'User Guides' section containing a link to the 'ICU Surveillance Protocol' and a 'To enquire or to register' section. The footer contains 'Terms of Use', 'About Us', 'Contact Us', 'Website', 'Accessibility', 'Ver 1.3.4.0.A', and 'Powered by CGI'.

- The ICU DCS System will display the “Request User Account” screen

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

Region*

Organisation Type*

Organisations*

Sites

Roles*

ae2q × Type the code from the image

Terms of Use | About Us | Contact Us | Website | Accessibility Ver 1.3.4.0.A Powered by CGI

- Enter your ‘Email Address’, ‘First Name’, ‘Surname’ and Contact Telephone Number(s)
 - Your ‘Email Address’ and ‘Confirm Email Address’ must be the same
- 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 Training Manual
- Select your ‘Organisation Type’ from the dropdown menu
 - The ‘Organisation Type’ field provides a choice of different organisational classes. Please select **Intensive Care Unit**, to register as an ICU unit. For further

information regarding organisation types please refer to **Table 1** in the Appendix at the end of this Training Manual

- Select your 'Organisation(s)' from the dropdown menu
 - The 'Organisation' field enables the selection of specific organisation(s) ICU unit, associated to the 'Organisation Type' selected above. You can request accounts for more than one organisation by selecting multiple options from the dropdown menu
- If you are an Independent Sector user select your organisation Site(s)
 - The 'Site' field is only available to Independent Sector users
- Select 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 System 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 Data Entry role, after registration please contact PHE who will update this for you
- Enter the security code at the bottom of the page
- Select the 'Submit' button
- The ICU DCS System will display the 'User Account Submission Confirmation' screen
- Select the 'Continue' button
- The ICU DCS System will display the 'Homepage' screen
- The ICU DCS System will send you an email confirming your request for an account
- If you have completed the CEO authorisation form and the training module, PHE will then 'Authorise' or 'Reject' your account request

Request Accounts for Multiple Organisations

Users associated to more than one organisation, or site can register for multiple organisation access to the ICU DCS System, by setting their associated organisations from the 'Organisations' dropdown menu, or if you are an Independent Sector Provider the 'Organisations' and 'Site' dropdown menus.

Public Health England | ICU Surveillance | Home | About Us | Contact Us | Help | AAA

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

Region*

Organisation Type*

Organisations*

Sites

Roles*

- RBV - CRITICAL CARE UNIT
- RC1 - BEDFORD HOSPITAL (CRITICAL CARE COMPLEX)
- RC9 - INTENSIVE CARE & HIGH DEPENDENCY UNIT (ADULT)
- RCB - SCARBOROUGH CRITICAL CARE UNIT
- RCB - YORK CRITICAL CARE UNIT
- RCD - TBC
- RCF - ADULT CRITICAL CARE
- RCF - NEONATAL CRITICAL CARE
- RCX - CRITICAL CARE UNIT
- RD1 - CRITICAL CARE UNIT
- RD3 - ADULT CRITICAL CARE
- RDD - CARDIOTHORACIC INTENSIVE CARE UNIT

Terms of Use | About Us | Contact Us | Ver 1.3.4.0.A Powered by CGI

Independent Sector Providers please note that an 'All' option is available at the top of the 'Site' dropdown list. This will select all the sites mapped to the organisation(s) selected in 'Organisations' dropdown menu. Providing your account requests have been authorised, each request for access to an organisation will trigger an email which will need to be individually verified.

Activate an Account

- If your account request is Authorised, the ICU DCS System 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.

HCAI Data Capture System: Your Request for a New Account

REPLY REPLY ALL FORWARD Mark as read

dev.icudcs@phe.gov.uk
Wed 28/03/2018 10:58

To: ANSELMO, Jeremy (PUBLIC HEALTH ENGLAND);

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

You are authorised to log on as **ICU Data Entry** for **RAE - INTENSIVE CARE UNIT**

Please activate your account by visiting [Verify Account](#)

Kind regards,

HCAI Data Capture System

The information contained in the EMail and any attachments is confidential and intended solely and for the attention and use of the named addressee(s). It may not be disclosed to any other person without the express authority of Public Health England, or the intended recipient, or both. If you are not the intended recipient, you must not disclose, copy, distribute or retain this message or any part of it. This footnote also confirms that this EMail has been swept for computer viruses by Symantec.Cloud, but please re-sweep any attachments before opening or saving. http://www.gov.uk/PHE

- The ICU DCS System will display the 'User Account Verified' screen
- Read and 'Accept' the End-User Licence Agreement, if you select 'Reject', you will need to register again

Public Health England | Help | AAA

ICU Surveillance | Home | About Us | Contact Us

User Account Verified

✔ User Account has been successfully verified.

Please read the following end user license agreement.

END-USER LICENCE AGREEMENT (EULA)

This End-User Licence Agreement ("EULA") is a Legal Agreement between you (either an individual or a single entity) the ("Licencee") and Public Health England ("PHE"). PHE grants the Licencee the right to use the Healthcare-Associated Infection ("HCAI") Data Capture System ("DCS") online software system ("Web Software"), which includes computer software, the data supplied with it, and any associated media, printed materials, electronic documentation and Internet-based services provided that you comply with all Terms and Conditions of this EULA.

Please read this EULA carefully, as it sets out the Terms and Conditions upon which we Licence our Web Software for use. The Web Software and accompanying documentation is Licenced and not sold. This Web Software is protected by copyright laws and treaties, as well as laws and treaties related to

Accept Reject

Terms of Use | About Us | Contact Us | Website | Accessibility | Ver 1.3.4.0.B | Powered by CGI

- The ICU DCS System will display the 'Create User Account' screen
- Choose and enter your 'Password', Security Questions and Answers
 - Passwords must be eight or more characters to include at least one capital letter, one numeric character and non-alpha numeric character i.e. #*£)

Public Health England | Help | AAA

ICU Surveillance | 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

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

If your account request is Rejected, The ICU DCS System will send an email explaining why they account request was rejected, for further details please contact your Local Administrator or PHE if you have requested a Local Administrator Account.

Activate Accounts for Multiple Organisations

Multi-organisation users will only have to complete the 'Create User Account' screen for the first account they verify. Each email which will need to be individually verified. All subsequent account verifications will follow straight through to the log on screen

Login to the ICU DCS System

- Go to <https://ICUdcs.phe.org.uk>
- The ICU DCS System will display the 'Homepage' screen

Public Health England

ICU Surveillance | Home | About Us | Contact Us

Help | AAA

About the Intensive Care Unit & Data Capture System

Intensive Care Unit (ICU) Surveillance

Intensive Care Unit (ICU) blood stream infections (BSIs), are prevalent across ICU units in England. This surveillance programme (Infection in Critical Care Quality Improvement Programme – ICCQIP), works to collect and report on unit level ICU-BSIs. Public Health England's Data Capture System provides an integrated data reporting and analysis system for the surveillance of all ICU-BSIs.

Log in

User Name*

Password*

Forgot Password?

Don't have an account?

Further Reading

Related Information

England PPS Study
 >>England Point Prevalence Survey (PPS)
 It is reported that on any g...

Matching Michigan Study
 >>'Matching Michigan': a 2-year stepped interventional programme to minimise...

ICCQIP Publications & Updates

About ICCQIP | Aggregate Reports

ICCQIP Publications & Posters

Infection in Critical Care Quality Improvement Programme

ICCQIP
 >>The ICCQIP board was set up in 2016 to address the concerns of hospital associated Infections (HAI) ...

Help & Support

User Guides

ICU Surveillance Protocol
 >>This is the protocol ICU Protocol_v3.4.pdf – link to protocol

To enquire or to register
 >>Please email the ICCQIP inbox: ICCQI...

Terms of Use | About Us | Contact Us | Website | Accessibility

Ver 1.3.4.0.B Powered by CGI

- 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
- The ICU DCS System will display the 'Home Dashboard' screen

Appendix

Organisation Types and User Roles

The ICU DCS System 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 or participate in the PIR process. 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 MRSA bacteraemia by NHS Trust.

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 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	<ul style="list-style-type: none"> System Administrator 	All	Reporting Route	All cases, no mapping applied
Public Health England Region	Sub National Group	<ul style="list-style-type: none"> Local Administrator Read Only* 	Cases reported by Trusts mapped to the region, and cases attributed to CCGs mapped to the region	Reporting Route	Reporting and commissioning routes. Resident pathway mapping
Public Health England Centres	Sub National Group	<ul style="list-style-type: none"> Local Administrator Read Only* 	Cases reported by Trusts mapped to the centre, and cases attributed to CCGs mapped to the centre	Reporting Route	Reporting and commissioning routes. Resident pathway mapping
Local Authority	Sub National Group	<ul style="list-style-type: none"> Local Administrator Read Only* 	Cases mapped to the Local authority based on the resident pathway algorithm	Resident Pathway	Resident pathway
Directors of Public Health (DPH)	Sub National Group	<ul style="list-style-type: none"> Local Administrator Read Only* 	Cases mapped to the DPH via the CCG algorithm	Commissioning Route	Commissioning route
NHS England Area Teams	Sub National Group	<ul style="list-style-type: none"> Local Administrator Read Only* 	Cases reported by Trusts mapped to the Area Team, and cases attributed to CCGs mapped to the Area Team	Commissioning Route	Reporting and commissioning routes
NHS England	National	<ul style="list-style-type: none"> Local Administrator Read Only* 	All	Commissioning Route	All cases, no mapping applied
NHS England Region	Sub National Group	<ul style="list-style-type: none"> Local Administrator Read Only* 	Cases reported by Trusts mapped to the region, and cases attributed to CCGs mapped to the region	Commissioning Route	Reporting and commissioning routes
Clinical Commissioning Group	Organisation Unit	<ul style="list-style-type: none"> Local Administrator Read Only* 	Cases attributed to the CCG	Commissioning Route	Commissioning route
Department of Health	National	<ul style="list-style-type: none"> Local Administrator Read Only* 	All (no PII access for any user)	Reporting Route	All cases, no mapping applied

Organisation Type	Hierarchy	Roles Supported	Access to patient level data (with or without PII)	Default Pathway **	Data visible on line listings
NHS Trusts	Organisation Unit	<ul style="list-style-type: none"> • Local Administrator • Read Only* • Data Entry • Sign Off Authority 	Cases entered by the NHS Trust	Reporting Route	Cases entered by the Trust
Care Quality Commission	National	<ul style="list-style-type: none"> • Local Administrator • Read Only* 	All (no PII access for any user)	Reporting Route	All cases, no mapping applied
PHE Field Epidemiology	National	<ul style="list-style-type: none"> • Local Administrator • Read Only* 	All	Reporting Route	All cases, no mapping applied

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

** TBC 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					
		Local Administrator	Data Entry	Shared User	Read Only (No PII)	Sign-Off	Read Only (PII)
Summary Dashboard	Summary Graph	View	View		View	View	View
	Trends Graph	View	View		View	View	View
	Data Collection Completeness	View	View		View	View	View
	Data Collection Completeness (Shared Cases)	View	View	View			
	Sign-Off History					View	
Benchmarking Dashboard	Benchmarking	View	View	View	View	View	View
Data Quality Dashboard	Data Collection Field Completeness by Organisation	View	View	View	View	View	View
Case Capture	Enter a Case		Add				
Sign-Off Cases	Sign-Off Episodes					Edit	
Search	Search Infection Episodes	View	Edit/Delete	View	View	View	View
User Administration	Manage Account Requests	Edit					
	Manage User Accounts	Edit					
	View/Edit User Details	Edit					
	User Login Audit	View					
Reports	Counts or Rates of Infection Episodes	View	View	View	View	View	View
	Sign Off	View	View	View	View	View	View
	Line Listings		View	View	View	View	View
	Number Of Logins	View					
	Find Duplicates		View				
	Quarterly reports	View	View	View	View	View	View
	Standard Reports	View	View	View	View	View	View