

Manage account requests User Guide

ICU Data Capture System

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Document History

Revision date	Author	Version	Changes
09/04/2018	Public Health England	1.0	-
02/10/2020	Public Health England	1.1	-
04/02/2025	William McMillan and Matt Wilson, UK Health Security Agency	1.2	 Updated branding (PHE to UKHSA) Updated screenshots

Manage Account Requests

If you are registered as an ICU Local Administrator user you will be responsible for Authorising or Rejecting user account requests from users within your organisation(s). Authorising and Rejecting Accounts can be done through the 'Manage Account Request' option in Menu Toolbar (Figure 1).

CAPA) **UK Health** ICU DCS Surveillance - Test Site Security Agency Menu Toolbar **ICU Summarv ICU Benchmarking** Home My Dashboard Welcome-ICU Search **Case Capture** System Announcements-ICU ICU Surveillance System (DCS) Data Upload Wizard TEST SYSTEM User Administration Manage Account Requests Manage User Accounts CPE PPE Study 2022 - information on PPE and enrolment Change Password Public Health England's Healthcare Associated Infections and Antimicrobial Resistance department (PHE HCAI & AMR) are planning a View/Edit User Details weeks of April 2022. We will select NHS Trusts from across England at random and invite them to participate in one or several age catego System Reports each Trust will be asked to randomly sample up to 20 patients from their intensive care units, who are inpatients on a single day (chosen PHE to estimate the prevalence of CPE in intensive care in England, across adult, paediatric, and neonatal populations. It will also allow Reports is randomly selected to participate. We will send further information and the study protocol then. Participation is voluntary but we would be cpe.pps@phe.gov.uk we are happy for additional Trusts to be involved. Help & Support **Recent Reports:** Generic aggregate adult, paediatric and neonatal reports - published September 2021 January 2020 - September 2021 (Q16-Q22) Welcome to the Data Capture System National data from most recent quarterly report: January 2020 - September 2021- Adult Units Rates of BSI This is the system homepage in Adult Critical Care Units. Jan 2020 - Sep 2021

Figure 1: Menu Toolbar: Manage Account Requests

When approving a user account request, the following need to be ensured:

- The email address has a valid suffix for the selected Organisation Type for example nhs.uk; nhs.net; ukhsa.gov.uk
- The user has requested the appropriate Role(s) (for example ICU Data Entry, ICU Reports, ICU Sign-Off, and so on)
- if an ICU Local Administrator opts to Reject an account request they must provide a reason to the requesting user

ICU Local Administrators are responsible for approving/rejecting and managing accounts for users within their organisation(s). They are therefore accountable for

ensuring only appropriate access is granted. Please refer to the <u>Appendix</u> at the end of this document for further information on the roles and associated permissions.

Account Request Notification

When a user in your organisation(s) requests an account, the ICU Local Administrator will receive a notification email from the ICU DCS entitled 'ICU Data Capture System: Request for a New Account' (Figure 2).

Selecting the link 'Click here' in the email message will direct you to the ICU DCS Homepage screen where you will need to enter your login credentials. If you are already logged into the ICU DCS, clicking on the link will take you directly to the 'Authorise User Account' screen.

Figure 2: 'Request for a new account' email

PHE Data Capture System: Request for a New Account
A request for a new account has been made by Control of the second seco
Kind regards,
PHE Data Capture System

Login to the ICU DCS

- Go to https://icudcs.phe.org.uk/WebPages/GeneralHomePage.aspx
- The ICU DCS will display the 'Homepage' screen
- 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
- Answer your security question and click on 'Authenticate'
- The ICU DCS will display the 'Home Dashboard' screen (Figure 3)

Figure 3: ICU DCS Home Dashboard

Security		ICL	DCS Surveillance	- Test Site								Home	About Us	Contact Us
Menu loolbar	He	ome	ICU Summary	ICU Benchmarking										
My Dashboard														
Search	Welcome-I	20												
Case Capture	System An	nouncements-l	ICU											
Data Upload Wizard	ICU Surveil	lance System (DCS)											
User Administration	TEST SYST	EM												
System Reports														
Reports	CPE PPE SI	<u>udy 2022 – info</u>	armation on PPE and enrolmer	nt										
Help & Support Welcome to the Data Capture System	weeks of Ap each Trust v PHE to estil is randomly cpe.pps@p	vril 2022. We wi vill be asked to mate the preval r selected to par he.gov.uk we ar eports:	II select NHS Trusts from across randomly sample up to 20 pati ence of CPE in intensive care in rticipate. We will send further int re happy for additional Trusts to	s England at random and invite li ients from their intensive care uni n England, across aduit, paediat formation and the study protocol i be involved.	tem to participate in one or se ts, who are inpatients on a sin ic, and neonatal populations. then. Participation is voluntary	veral age catego gle day (chosen t will also allow i but we would bi	ories of in by the Ti us to ide gratefu	itensive care: a ust) within the ntify key risk fa I of your suppo	adults, paediati two-week studj ctors for CPE c rt in this impor	ics, and neonates. Unit , period. Trusts with few olonisation and infection tant study. If you are not	which provide level 3 care, eith r than 20 occupied ICU beds sh n, which will inform preventive m randomly selected, but are keer	ner exclusively or alongsid ould include all their curre easures. You will hear for n for your Trust to participa	e other levels, will be ent inpatients. The C m us in the next wee tle, please do get in	eligible. Il selected IPE PPS will enable k or two if your Trust touch at
This is the system homepage where UKHSA will post announcements regarding system updates, downtime, surveillance programme changes etc.	Generic ag January 2 National c	gregate adult, p t020 - Septen slata from mo	addiatric and neonatal report nber 2021 (Q16-Q22) st recent quarterly report in Adult Critical (ts - published September 2021 : January 2020 - September Rates of BSI Care Units, Jan 2020 -	- Sep 2021				in Adult	Rates of ICU	Associated BSI nits, Jan 2020 – Sep 2 73,7	2021	٦	
	30 -	54.1	33.9		38					35.9	37	42.6		
See FAQs and Content for more info				0			30-			0			-	
Key to Screen Symbols) patient days)	8	8	0	8 8	CU-patient days)	20-	0	00	0	0 0 0	8		
Frror on page https://dev-icu.phe.org.uk/WebPages/HomePa	ige.aspx	8	9			1,000 1		0		0		8		

Access the Manage Account Request Screens

- Navigate to the Menu Toolbar on the left-hand side of the screen (Figure 1)
- Select 'User Administration'
- Select 'Manage Account Requests'
- The ICU DCS will display the "Search User Account Requests" screen (Figure 4)
- The 'Search User Account Requests' screen displays all pending account requests for your respective organisation(s) and filters/parameters selected

Figure 4: Search Account Request

Search Account R	Requests									
First Name	Miroslava		Partial			Surname	[) Partial
Region	All	•				Organisation Ty	ype	All	•	
Organisation	All			•		Authorised	(No	•	
Verified	All	•				Role	(CCG Data Entry,Dat	ta Entry,ICU 💌	
Date Range From						Date Range To	[
										Find Reset
		First Name	Surname	Email Address	R	ole		Region	Organisation	Organisa
	(All)		(All)	(All)	(All)		(All)		(All)	(All)
View	Mirosl	ava	Mihalkova	miroslava.mihalkova@phe.g	ICU Data Er Read Only,	ntry, ICU ICU Reports	MIDLAN	IDS AND EAST	RDD - CRITICAL CAP UNIT	RE ICU NHS Tr
4										•
				Page: 1 of 1 Go Page size	1 Change]				Item 1 to 1 of 1
						-				
									Autho	orise Reject

- If required, update the search criteria to narrow results and re-select 'Find'
- Locate the account you wish to Authorise in the search results grid
- Select 'View'
- The ICU DCS will display the 'Authorise User Account' screen (Figure 5)

Figure 5: Authorise User Account

Authorise User Account	
Email Address	miroslava.mihalkova@phe.gov.uk
First Name	Miroslava
Surname	Mihalkova
Primary Contact Telephone Number	02083207677
Secondary Contact Telephone Number	
Region	MIDLANDS AND EAST
Organisation Type	ICU NHS Trust
Organisation	RDD - CRITICAL CARE UNIT
Sites	
Roles	ICU Data Entry.ICU Read Only.ICU Reports
	Authorize Reject Cancel

Authorise an Account Request

- On the 'Authorise User Account' screen (Figure 6) check the users email address has a valid suffix for the selected Organisation Type, e.g. nhs.uk; nhs.net; ukhsa.gov.uk
- Select the 'Roles' drop-down menu and check the user has requested the appropriate user roles, for further information about Roles and Permissions please view the <u>Appendix</u> at the end of this User Guide
- Select or Deselect roles associated to the user as required
- If you are an ICU Local Administrator across multiple organisations check that the user has requested an account for the appropriate organisation
- Select 'Authorise' button

Figure 6: Authorising an user account request

Authorise User Account		
Email Address	miroslava.mihalkova@phe.gov.uk	
First Name	Miroslava	
Surname	Mihalkova	
Primary Contact Telephone Numbe	02083207677	
Secondary Contact Telephone Nun	hber	
Region	MIDLANDS AND EAST	
Organisation Type	ICU NHS Trust	
Organisation	RDD - CRITICAL CARE UNIT	
Sites		
Roles	ICU Data Entry,ICU Read Only,ICU Reports ICU Data Entry ICU Local Administrator	Authorise Reject Cancel
	CU Read Only ICU Read Only No PII CU Reports ICU Signoff	

- The ICU DCS will request you to confirm the authorisation request (Figure 7)
- Select 'OK' button

Figure 7: Confirmation of authorisation of an user account request

dev-icu.phe.org.uk says

Are you sure you want to Authorise this User account request ?

Press OK to Authorise or cancel to stay on current page



- The ICU DCS will confirm the authorisation request was successful (Figure 8)
- Select 'OK' button

Figure 8: Confirmation of successful authorisation of an user account request

dev-icu.phe.org.uk says						
User is Authorised Successfully						

- The ICU DCS will display the 'Search User Account Requests' screen
- The ICU DCS will send the requesting user an email prompting them to create an account

OK

Reject an Account Request

- When in the 'Search User Account Requests' screen locate the account you wish to Reject in the search results grid
- Select 'View'
- Select 'Reject' button (Figure 9)

Figure 9: Rejecting an user account request

Authorise User Account		
Email Address	miroslava.mihalkova@phe.gov.uk	
First Name	Miroslava	
Sumame	Mihalkova	
Primary Contact Telephone Numl	02083207677	
Secondary Contact Telephone Nu	mber	
Region	MIDLANDS AND EAST	
Organisation Type	ICU NHS Trust	
Organisation	RDD - CRITICAL CARE UNIT	
Sites		
Roles	ICU Data Entry, ICU Read Only, ICU Reports	
		Authorise Reject Cancel

- The ICU DCS will request you provide a reason for rejecting the account request
- Select 'Reject Reason' from the Reject Reason drop-down menu (Figure 10)
- Select the 'OK' button
- The ICU DCS will confirm the account rejection was successful
- Select the 'OK' button
- The ICU DCS will send the requesting user an email informing them that their user account request was rejected and the reason why

Figure 10: ICU DCS: Rejection reason drop-down menu

Please select a re	ason for rejecting this User Account Request	
Rejection Reason *	Select 💌	
	Duplicate User Unauthorised request Incorrect organisation Unknown person Other reason	OK Cancel

Appendix

Organisation Types and User Roles

The ICU DCS supports a range of organisations and user types or roles (<u>Tables 1</u> and <u>Table</u> <u>2</u>), 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 or multiple people each with the same or different roles. A user's organisation type, its place in the hierarchy and the user's role(s) affect whether the user is able to enter or sign off data. It also impacts 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 ICU Blood Stream Infections by Intensive Care Unit.

Access to patient level data, with or without Personally Identifiable Information (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. Organisational 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 o	f organisation	types and re	oles and data	presentation	in reports
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Organisatio	Hierarchy	Roles Supported	Access to	Default	Data visible	
n Type			patient level data (with or	Pathway	on line listings	
			without PII)			
UKHSA (National)	National	 System Administrator 	All	Reporting Route	All cases, no mapping applied	
PHE Region	Sub National Group	 ICU Local Administrator ICU Read Only* ICU Reports 	Cases reported by ICUs mapped to the region, and cases attributed to CCGs mapped to the region	Reporting Route	Reporting and commissioning routes. Resident pathway mapping	
PHE Centre's	Sub National Group	 ICU Local Administrator ICU Read Only* ICU Reports 	Cases reported by ICUs 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	 ICU Local Administrator ICU Read Only* ICU Reports 	Cases mapped to the Local authority based on the resident pathway algorithm	Resident Pathway	Resident pathway	
Directors of Public Health (DPH)	Sub National Group	 ICU Local Administrator ICU Read Only* ICU Reports 	Cases mapped to the DPH via the CCG algorithm	Commissio ning Route	Commissionin g route	

Organisatio n Type	Hierarchy	Roles Supported	Access to patient level data (with or	Default Pathway **	Data visible on line listings	
			without PII)			
NHS England Local Offices	Sub National Group	 ICU Local Administrator ICU Read Only* ICU Reports 	Cases reported by ICUs mapped to the Area Team, and cases attributed to CCGs mapped to the Area Team	Commissio ning Route	Reporting and commissioning routes	
NHS England	National	 ICU Local Administrator ICU Read Only* ICU Reports 	All	Commissio ning Route	All cases, no mapping applied	
NHS England Region	Sub National Group	 ICU Local Administrator ICU Read Only* ICU Reports 	Cases reported by ICUs mapped to the region, and cases attributed to CCGs mapped to the region	Commissio ning Route	Reporting and commissioning routes	
Clinical Commissioni ng Group	Organisati on Unit	 ICU Local Administrator ICU Read Only* ICU Reports 	Cases attributed to the CCG	Commissio ning Route	Commissionin g route	
Department of Health	National	 ICU Local Administrator ICU Read Only no PII ICU Reports 	All (no PII access for any user)	Reporting Route	All cases, no mapping applied	
NHS Trusts	Sub National Group	 ICU Local Administrator 	Cases reported by ICUs mapped	Reporting Route	Reporting and commissioning routes.	

Organisatio n Type	Hierarchy	Roles Supported	Access to patient level data (with or without PII)	Default Pathway **	Data visible on line listings
		 ICU Read Only* ICU Reports 	to the centre, and cases attributed to CCGs mapped to the centre		Resident pathway mapping
Intensive Care Units	Organisati on Unit	 ICU Local Administrator ICU Read Only* ICU Reports ICU Data Entry ICU Sign Off Authority 	Cases entered by the ICU	Reporting Route	Cases entered by the ICU
Care Quality Commission	National	 ICU Local Administrator ICU Read Only no PII ICU Reports 	All (no PII access for any user)	Reporting Route	All cases, no mapping applied
PHE Field Epidemiology	National	 ICU Local Administrator ICU Read Only* ICU Reports 	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				
		ICU Local Administrator	ICU Data Entry	ICU Read Only (PII)	ICU Read Only (No PII)	ICU Reports Only	ICU Sign- Off
ICU Summary	Summary Graph	View	View	View	View	View	View
Dashboard	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

ICU Data Capture System: Manage Account Requests

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
	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

About the UK Health Security Agency

The UK Health Security Agency is an executive agency, sponsored by the <u>Department</u> of <u>Health and Social Care</u>.

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