



Public Health  
England

Protecting and improving the nation's health

# ICU Data Capture System User Manual

Manage Account Requests

# 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.

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# Document History

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# Manage Account Requests

If you are registered as a 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* screens.

When approving an account you must check the following:

- The email address has a valid suffix for the selected Organisation Type e.g. nhs.uk; nhs.net; phe.gov.uk
- The user has requested the appropriate Role (e.g. ICU Data Entry, Shared User, ICU Sign-Off, etc.)
- Local Administrators are responsible for setting up and managing accounts for users within their organisation(s). They are therefore accountable for ensuring only appropriate access is granted. Please refer to the Appendix at the end of this document for further information on the roles and associated permissions
- When a Local Administrator opts to Reject an account request they must provide a reason to the requesting user

## Account Request Notification

When a user in your organisation(s) requests an account, as a Local Administrator you will receive a notification email from the ICU HCAI DCS System titled “ICU Data Capture System: Request for a New Account” (Figure 1).

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

**Figure 1: “Request for a new account” email**



The above screen will be changed when ICU DCS goes LIVE in order for the correct information to be added

## Login to the ICU DCS System

- Go to <https://icudcs.phe.org.uk/WebPages/GeneralHomePage.aspx>
- The ICU DCS System 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
- The ICU DCS System will display the “Home Dashboard” screen

## Access the Manage Account Request Screens

- Navigate to the Menu Toolbar on the left-hand side of the screen
- Select “User Administration”
- Select “Manage Account Requests”

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Welcome HCAI DCS TESTER, Hcai dcs tester Help | AAA Logout

ICU Surveillance Home About Us Contact Us

Menu Toolbar

- My Dashboard
- Search
- User Administration**
  - Manage Account Requests
  - Manage User Accounts
  - Change Password
  - View/Edit User Details
- Reports

Help & Support

Welcome to the HCAI DCS

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

[Click here for the guide](#)  
[See FAQs and Content for more info](#)

Welcome

System Announcements

Welcome to the HCAI DCS Training Environment

**Please note:**

1. Your historical data has been populated on this training version of the system, in an anonymised format.
2. During training, please refrain from entering actual patient information into the system; when entering NHS numbers ensure you enter all 9s.
3. There is an automated attribution process which uses the test data to assign attributed organisations to cases.
4. Cases and data entered during training will not be migrated to the live system.

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- The ICU DCS System will display the “Search User Account Requests” screen
- The “Search User Account Requests” screen displays all pending account requests for your respective organisation(s)

The screenshot shows the 'ICU Surveillance' interface. At the top, there is a navigation bar with 'Home', 'About Us', and 'Contact Us'. Below this is a search form titled 'Search Account Requests'. The form includes fields for 'First Name', 'Surname', 'Region', 'Organisation', 'Verified', 'Date Range From', 'Date Range To', 'Authorised', and 'Organisation Type'. There are 'Find' and 'Reset' buttons. Below the search form is a table with the following data:

	First Name	Surname	Email Address	Role	Region	Organisation	Organisation Type	Authorised
	(All)	(All)	(All)	(All)	(All)	(All)	(All)	(All)
<a href="#">View</a>	HCAI DCS Support	HCAI DCS Support	support.hcaidcs@phe.gov.uk	Read Only (No PII)	LONDON	NHS BARKING AND DAGENHAM CCG	Clinical Commissioning Group	No

At the bottom of the page, there is a footer with 'Page: 1 of 1', 'Go', 'Page size: 1', 'Change', and 'Item 1 to 1 of 1'.

- If required, update the search criteria to narrow results and select “Find”
- Locate the account you wish to Authorise in the search results grid
- Select “View”
- The ICU DCS System will display the “Authorise User Account” screen

## Authorise an Account Request

- On the “Authorise User Account” screen check the users email address has a valid suffix for the selected Organisation Type, e.g. nhs.uk; nhs.net; phe.gov.uk
- Select the “Roles” dropdown menu and check the user has requested the appropriate user roles, for further information about Roles and Permissions please view the Appendix at the end of this Training Manual

**Authorise User Account**

Email Address: support.hcaidcs@phe.gov.uk

First Name: HCAI DCS Support

Surname: HCAI DCS Support

Primary Contact Telephone Number: 9999999999

Secondary Contact Telephone Number:

Region: LONDON

Organisation Type: Clinical Commissioning Group

Organisation: NHS BARKING AND DAGENHAM CCG

Sites:

Roles: **Read Only (No PII)**

PIR Assignment

PIR Data Entry

PIR View Only

Read Only (No PII - Renal)

Read Only (No PII)

Read Only (PII - Renal)

Read Only (PII)

Buttons: Authorise, Reject, Cancel

- 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

**Authorise User Account**

Email Address: support.hcaidcs@phe.gov.uk

First Name: HCAI DCS Support

Surname: HCAI DCS Support

Primary Contact Telephone Number: 9999999999

Secondary Contact Telephone Number:

Region: LONDON

Organisation Type: Clinical Commissioning Group

Organisation: NHS BARKING AND DAGENHAM CCG

Sites:

Roles: Read Only (No PII)

Buttons: Authorise, Reject, Cancel

- The ICU DCS System will request you confirm the authorisation request
- Select “OK” button
- The ICU DCS System will confirm the authorisation request was successful
- Select “OK” button
- The ICU DCS System will display the “Search User Account Requests” screen
- The ICU DCS System will send the requesting user an email requesting they create an account



## 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”

The screenshot shows the 'Authorise User Account' interface. On the left, there is a 'Help & Support' section with instructions for administrators and a 'Key to Screen Symbols' section with icons for error, attention, saved, close, information, and button types. The main form area is titled 'Authorise User Account' and contains the following fields:

- Email Address: support.hcaidcs@phe.gov.uk
- First Name: HCAI DCS Support
- Surname: HCAI DCS Support
- Primary Contact Telephone Number: 9999999999
- Secondary Contact Telephone Number: (empty)
- Region: LONDON
- Organisation Type: Clinical Commissioning Group
- Organisation: NHS BARKING AND DAGENHAM CCG
- Sites: (empty)
- Roles: Read Only (No PII)

At the bottom right of the form, there are three buttons: 'Authorise', 'Reject', and 'Cancel'. The 'Reject' button is highlighted with a red rectangular box.

- Select “Reject” button
- The ICU DCS System will request you provide a reason for rejecting the account request
- Select “Reject Reason” from the Reject Reason dropdown
- Select the “OK” button
- The ICU DCS System will confirm the account rejection was successful
- Select the “OK” button
- The ICU DCS System will send the requesting user an email informing them of the Rejected account request with the Reject Reason

# 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. 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 ICU Blood Stream Infections 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"> <li>System Administrator</li> </ul>	All	Reporting Route	All cases, no mapping applied
Public Health England Region	Sub National Group	<ul style="list-style-type: none"> <li>Local Administrator</li> <li>Read Only*</li> </ul>	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"> <li>Local Administrator</li> <li>Read Only*</li> </ul>	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"> <li>Local Administrator</li> <li>Read Only*</li> </ul>	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"> <li>Local Administrator</li> <li>Read Only*</li> </ul>	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"> <li>Local Administrator</li> <li>Read Only*</li> </ul>	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"> <li>Local Administrator</li> <li>Read Only*</li> </ul>	All	Commissioning Route	All cases, no mapping applied
NHS England Region	Sub National Group	<ul style="list-style-type: none"> <li>Local Administrator</li> <li>Read Only*</li> </ul>	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"> <li>Local Administrator</li> <li>Read Only*</li> </ul>	Cases attributed to the CCG	Commissioning Route	Commissioning route
Department of Health	National	<ul style="list-style-type: none"> <li>Local Administrator</li> <li>Read Only*</li> </ul>	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"> <li>• Local Administrator</li> <li>• Read Only*</li> <li>• Data Entry</li> <li>• Sign Off Authority</li> </ul>	Cases entered by the NHS Trust	Reporting Route	Cases entered by the Trust
Care Quality Commission	National	<ul style="list-style-type: none"> <li>• Local Administrator</li> <li>• Read Only*</li> </ul>	All (no PII access for any user)	Reporting Route	All cases, no mapping applied
PHE Field Epidemiology	National	<ul style="list-style-type: none"> <li>• Local Administrator</li> <li>• Read Only*</li> </ul>	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