



Public Health
England

Protecting and improving the nation's health

ICU Data Capture System User Manual

Manage User Accounts

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 User Accounts

A local administrator for an organisation will be able to search for, update, and unlock User Accounts registered to their organisation(s).

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 - Test Site

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? **Login**

Don't have an account? **Register**

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

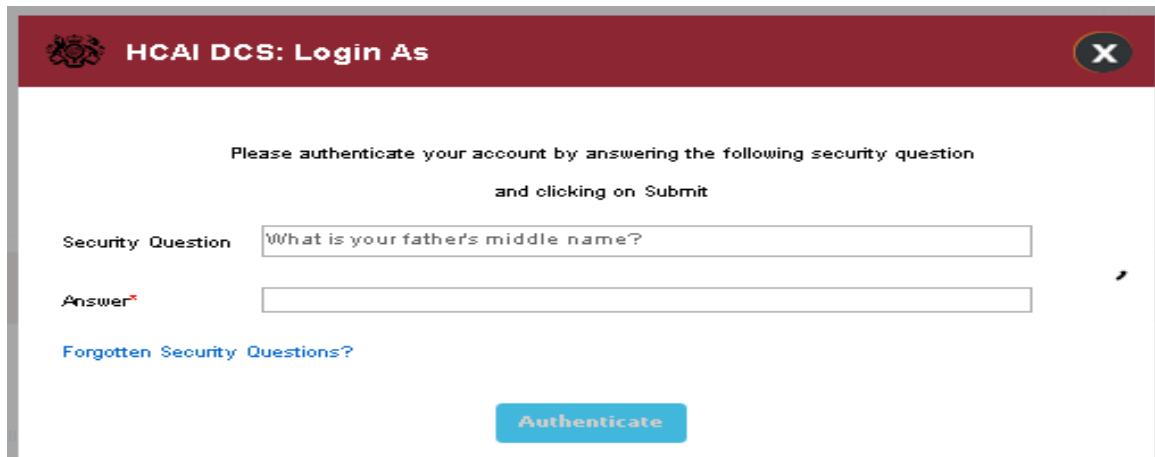
ICU Surveillance Protocol
>>This is the protocol ICU Protocol_v3.4.pdf – link to protocol

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

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Ver 1.3.4.0.B Powered by CGI

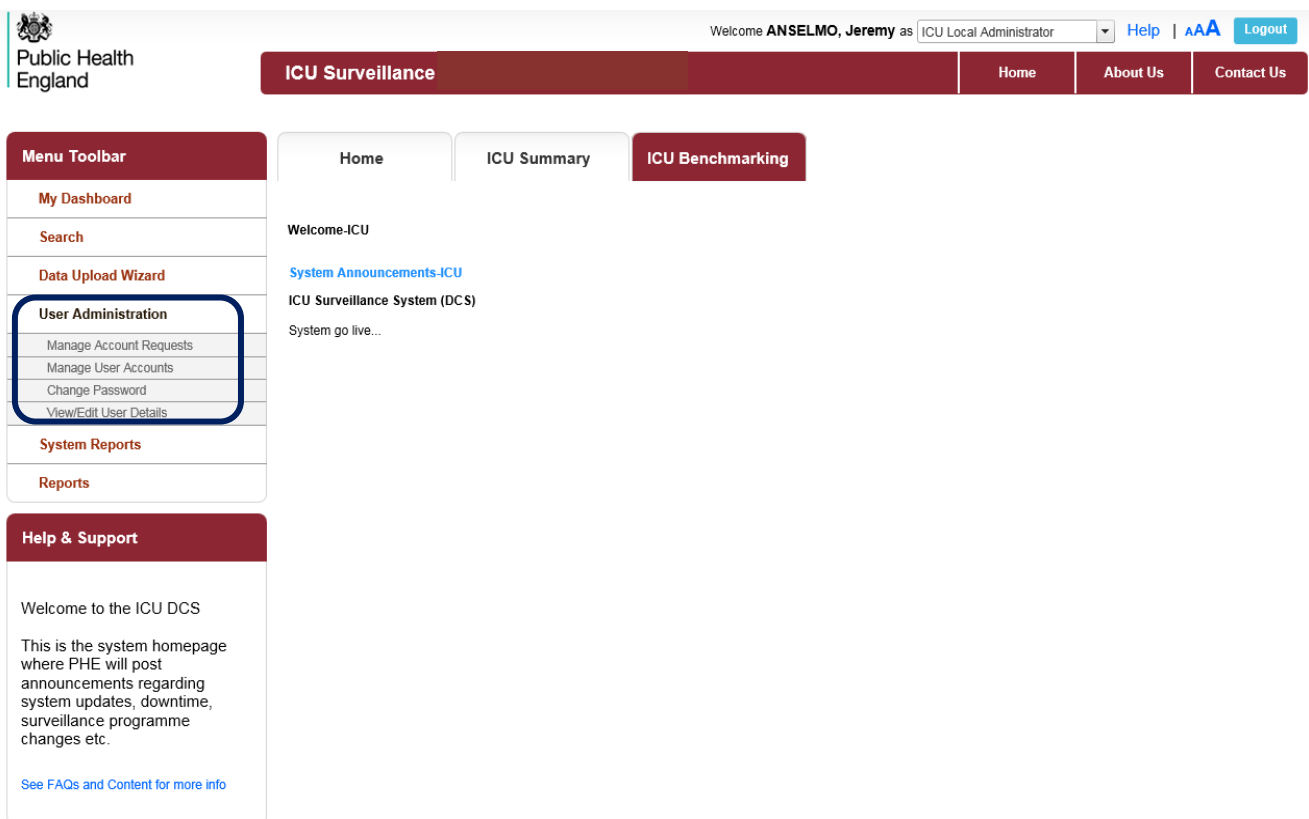
- Enter your “User Name” (the email address that was used to request your account) and “Password” in the “Log in” panel
- Select the “Login” Button
- An added screen will appear asking you to authenticate your account via the security questions that you chose



- The ICU DCS System will display the “Home Dashboard” screen

Access the Manage Accounts Screens

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



- The ICU DCS System will display the “Search User Accounts” screen
- Select “Find”
- The “Search User Accounts” screen displays all active accounts for your respective organisation(s)

- If required, update the search criteria to narrow results and select “Find”

Search User Accounts

Email Address:

First Name: Surname: Deleted:

Region: Locked: Active:

Organisation Type:

Organisation: Role:

Date Range From: Date Range To:

First Name	Surname	Email Address	Roles	Org Type
<input type="text" value="(All)"/>	<input type="text" value="(All)"/>	<input type="text" value="(All)"/>	<input type="text" value="(All)"/>	<input type="text" value="(All)"/>
<input type="button" value="View"/>	Support	HCAIDCS	support.hcaidcs@phe.gov.uk System Administrator	Public Health England (National)

- Locate the account you wish to view or update in the search results grid
- Select “View”
- The ICU DCS System will display the “Manage User Account” screen

Update User Roles

A Local Administrator is able to regulate and update the “Roles” associated to each of the registered users within their organisation, with the exception of the Local Administrator Role. If a Local Administrator needs to be removed or added to an organisation please contact PHE.

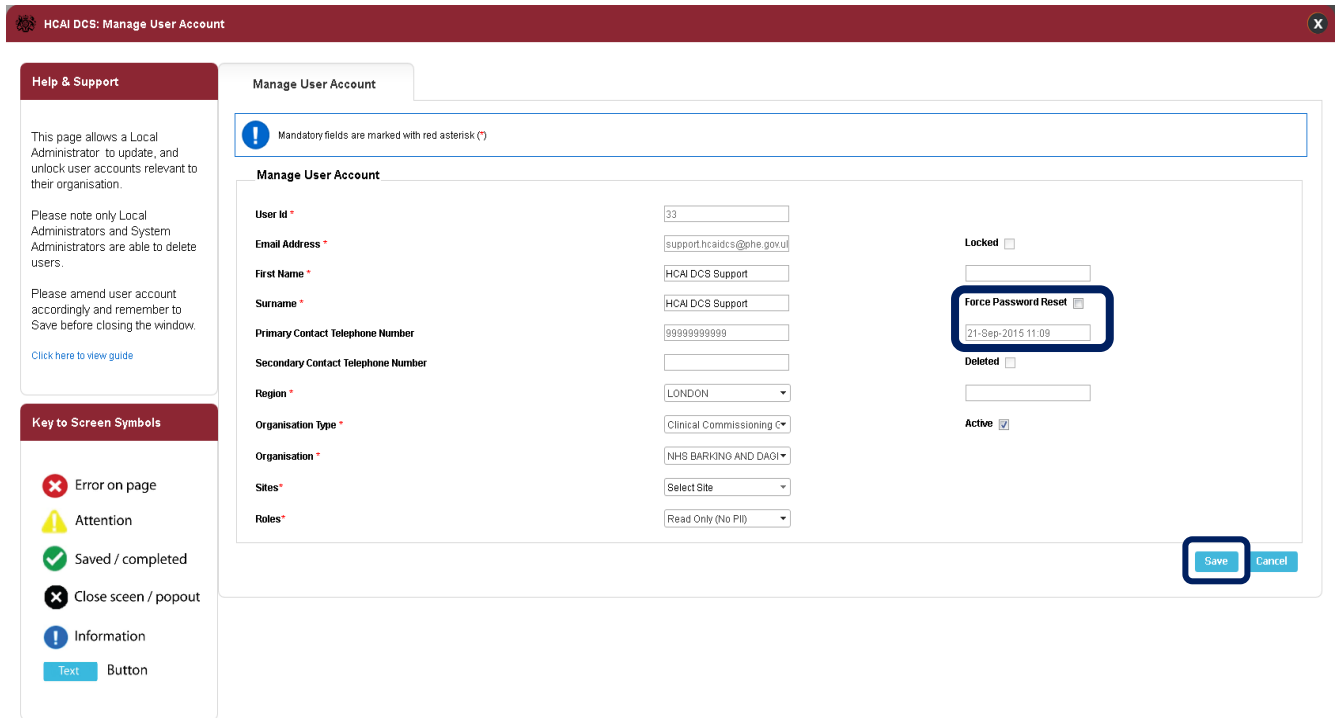
- On the “Manage User Account” screen, select the “Roles” dropdown menu
- Check whether the user has the appropriate user roles associated to their account, for further information about Roles and Permissions please view the Appendix at the end of this Training Manual

- Select or unselect Roles associated to the user as required
- Select “Save” button
- The ICU DCS System will display the “Search User Accounts” screen
- The changes will be applied to the updated account the next time the respective user logs into the ICU DCS System

Force Password Reset

As a Local Administrator you can force a user to reset their password. If “Force Password Reset” is checked the user will be prompted to change their password at the next login attempt.

- On the “Manage User Account” screen, navigate to the “Force Password Reset” checkbox
- Check the “Force Password Reset” checkbox
- Select “Save” button
- The ICU DCS System will display the “Search User Accounts” screen
- Upon their next login the selected user will be forced to choose and enter a new password



Deactivate / Activate User Account

An account can be made active or inactive by a Local Administrator but only for their respective organisation. If you would like to prevent a user from accessing the ICU DCS System for your organisation(s) they can be made inactive via the “Manage User Account” tool.

If you believe a user needs to be prevented from accessing the ICU DCS System, regardless of which other organisations they are registered to please contact PHE.

By default the “Active” checkbox will be checked on the “Manage User Account”. On saving the screen, if the “Active” checkbox is unchecked, the user account for the Organisation will be inactivated. The user will no longer be able to log on as that Organisation. The access can be reinstated by ticking the “Active” checkbox again.

If a user has not accessed the ICU DCS System for 45 days or more their account will be automatically be made inactive. A Local Administrator can activate the account again by selecting the “Active” checkbox.

Help & Support

This page allows a Local Administrator to update, and unlock user accounts relevant to their organisation.

Please note only Local Administrators and System Administrators are able to delete users.

Please amend user account accordingly and remember to Save before closing the window.

[Click here to view guide](#)

Key to Screen Symbols

- Error on page
- Attention
- Saved / completed
- Close screen / popout
- Information
- Text Button

Manage User Account

Mandatory fields are marked with red asterisk (*)

Manage User Account

User Id *

Email Address *

First Name *

Surname *

Primary Contact Telephone Number

Secondary Contact Telephone Number

Region *

Organisation Type *

Organisation *

Sites *

Roles *

Locked

Force Password Reset

Deleted

Active

Save Cancel

Deactivate Account

- On the “Manage User Account” screen, navigate to the “Active” checkbox
- Un-check the “Active” checkbox
- Select “Save” button
- The ICU DCS System will display the Manage User Account screen
- The user will not be able to view or enter data for the deactivated organisation upon their next login

Activate Account

- On the “Manage User Account” screen, navigate to the “Active” checkbox
- Check the “Active” checkbox
- Select “Save” button
- The ICU DCS System will display the Manage User Account screen
- The user will be able to access the ICU DCS System for upon their next login attempt

Unlock User Account

If a user has entered the wrong password on 5 occasions the ICU DCS System will lock their account. A Local Administrator can unlock their account by unchecking the “Locked” checkbox.

- On the “Manage User Account” screen, navigate to the “Locked” checkbox
- Un-check the “Locked” checkbox

- Select “Save” button
- The ICU DCS System will display the Manage User Account screen
- The user will be able to access the ICU DCS System upon their next login attempt

If you are not able to uncheck the Locked checkbox, the account has been locked by PHE. To unlock the users account please contact PHE.

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 Blood Stream Infection 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 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