



Public Health
England

Protecting and improving the nation's health

ICU Data Capture System User Manual

Sign-Off

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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Signing-Off Periods

Introduction

This functionality allows cases in periods to be signed off and verified as completed and accurate. Cases should be locked by an authorised senior member of the team. Only individuals with the sign-off authority for ICCQIP are able to sign-off on cases and periods. Once data for a quarter has been added to the system it should be verified and signed off ideally 1.5 months after the end of the respective quarter, for example, data for October 2018 to December 2018 should ideally be checked, verified and signed-off by 15 February 2019.

Once a period is locked, cases within this period cannot be amended or deleted, unless requested. Individuals will need to contact ICCQIP via the surveillance inbox (ICCQIP.surveillance@phe.gov.uk) requesting the period to be unlocked. Cases with known errors or entered in error should be requested for amendment or deletion only. Once unlocked, changes must be made by 5pm the following working day, as the period will be re-locked at this point.

Cases/periods can only be signed-off a month at a time and must be done in chronological order, e.g. Jan-17 cannot be signed off unless all previous months are signed off. Cases can only be locked if all mandatory fields for sign-off (#) are complete.

Cases should be checked for completeness and accuracy by a senior member of the team before being signed off.

Details on how to sign-off cases can be seen in [Figure 1](#).

Sign-Off Episode Screen

To access the sign-off screen, you must have sign-off rights, and the 'ICU Signoff' role must be selected from the top-right toolbar.

The Sign-Off Episode Screen can be accessed by clicking on 'Case Capture' in the Menu Toolbar and then selecting the 'Sign-Off Cases' link (Figure 1).

Select the appropriate parameters, and click 'Search' to view unsigned cases (Figure 2). If you would like to see all cases for that period, untick the box titled 'Unsigned Only'.

Figure 1: How to sign-off a case

Public Health England

Welcome SHAHRIARI, Sara as ICU Signoff Help | AAA Logout

ICU DCS Surveillance Home About Us Contact Us

Menu Toolbar

- My Dashboard
- Search
- Case Capture**
- Sign-Off Cases
- User Administration
- Reports

Help & Support

This page will display a summary (sign off period) of the Infection cases which have been entered for a specific organisation within a sign off period for a specific data collection. A Sign off period can then be selected and signed off.

You may navigate to an individual infection case to inspect it.

Please note that a grid for the sign off period will be presented even where an organisation has no infection cases within a specific time period. The sign off of a period with no infection cases will be treated as registering a Nil Return.

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

Key to Screen Symbols

Sign-Off Episodes

Mandatory fields are marked with red asterisk (*)

Search

Data Collection * --All-- Unsigned Only

Organisation * RA4 - YEOVIL DISTRICT HOSPITAL ICU, TBC

Date Range From * 01/10/2017 Date Range To * 31/10/2017

Search Reset

Date	Data Collection	Org Code	Organisation Name	Total Reported Cases	Earliest Off D
(All)	(All)	(All)	(All)	(All)	
01-Oct-2017-31-Oct-2017	ICU Blood Stream Infections	RA41	RA4 - YEOVIL DISTRICT HOSPITAL ICU, TBC	1	01-Nov-
01-Oct-2017-31-Oct-2017	ICU Daily Census	RA41	RA4 - YEOVIL DISTRICT HOSPITAL ICU, TBC	0	01-Nov-
01-Oct-2017-31-Oct-2017	ICU Monthly Census	RA41	RA4 - YEOVIL DISTRICT HOSPITAL ICU, TBC	1	01-Nov-

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Sign Off View

Figure 2: Sign-Off Episodes Parameters

In order to sign-off, select the relevant period (tick the box in the 'Sign-Off' column) and click on the 'Sign Off' link (Figure 3). Please be aware that you must sign-off previous periods prior to signing off the current period (Figure 4).

Figure 3: Selecting periods to sign-off

Earliest Sign-Off Date	Sign-Off Deadline	Date Signed-Off	Sign-Off Status	Sign-Off <input type="checkbox"/>
01-Nov-2017	29-Jan-2018		▲	<input checked="" type="checkbox"/>
01-Nov-2017	29-Jan-2018		▲	<input checked="" type="checkbox"/>
01-Nov-2017	29-Jan-2018		▲	<input checked="" type="checkbox"/>

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Figure 4: Sign off warning

