



Public Health
England

Protecting and improving the nation's health

ICU Data Capture System User Guide

Sign-Off

About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. We do this through world-leading science, research, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. We are an executive agency of the Department of Health and Social Care, and a distinct delivery organisation with operational autonomy. We provide government, local government, the NHS, Parliament, industry and the public with evidence-based professional, scientific and delivery expertise and support.

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Published October 2020

PHE supports the UN
Sustainable Development Goals



Document History

Revision Date	Author	Version
26/07/2018	Public Health England	1.0
02/10/2020	Public Health England	1.1

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Signing-Off Periods

Introduction

This functionality allows cases in periods to be signed-off and verifies them 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 within 1.5 months after the end of the respective quarter, for example, data for October 2018 to December 2018 should be checked, verified and signed-off by 15 February 2019 at the latest. However, a month period can be signed off from the first day of the next month, for example, December 2018 can be signed off from 1st January 2019.

Once a period is locked, the mandatory fields of cases within this period cannot be amended or deleted, and new cases for the signed-off period added unless the period is unlocked by members of ICCQIP team. 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 on the working day when period is unlocked, as the period will be re-locked at this point.

Cases/periods can only be signed-off a month at a time. 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, a user must have sign-off rights, and be logged in as 'ICU Signoff' role.

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

The screenshot shows the 'Sign-Off Episodes' page. At the top, there is a navigation bar with 'Public Health England' logo, a user welcome message 'Welcome SHAHRIARI, Sara', a dropdown menu set to 'ICU Signoff', and links for 'Help', 'AAA', and 'Logout'. Below this is a red header bar with 'ICU DCS Surveillance - Test Site' and navigation links for 'Home', 'About Us', and 'Contact Us'.

On the left, there is a 'Menu Toolbar' with sections: 'My Dashboard', 'Search' (containing 'Case Capture' and 'Sign-Off Cases', both highlighted with a green box), 'User Administration', and 'Reports'. Below this is a 'Help & Support' section with explanatory text and links to a guide and FAQs.

The main content area is titled 'Sign-Off Episodes' and contains a search form. A warning message states: 'Mandatory fields are marked with red asterisk (*)'. The search form includes:

- Data Collection ***: A dropdown menu set to '--All--'.
- Organisation ***: A dropdown menu set to 'ICU A'.
- Date Range From ***: A date picker set to '01/10/2017'.
- Date Range To ***: A date picker set to '31/10/2017'.
- Unsigned Only**: A checked checkbox, highlighted with a green box.
- Search** and **Reset** buttons, with the 'Search' button highlighted by a green box.

Below the search form is a table with the following data:

Date	Data Collection	Org Code	Organisation Name	Total Reported Cases	Earliest Off D
01-Oct-2017-31-Oct-2017	ICU Blood Stream Infections	ICUA	ICU A	1	01-Nov-
01-Oct-2017-31-Oct-2017	ICU Daily Census	ICUA	ICU A	0	01-Nov-
01-Oct-2017-31-Oct-2017	ICU Monthly Census	ICUA	ICU A	1	01-Nov-

At the bottom of the page, there is a 'Key to Screen Symbols' section and a pagination bar showing 'Page: 1 of 1', 'Page size: 3', and 'Item 1 to 3 of 3'.

Figure 2: Sign-Off Episodes Parameters

This is a close-up of the search form from Figure 1. A callout box with a blue border and white background contains the text 'Select the period of interest'. A green arrow points from this box to the 'Date Range From' and 'Date Range To' fields. The 'Date Range From' field is set to '01/01/2015' and the 'Date Range To' field is set to '01/07/2018'. The 'Unsigned Only' checkbox is also visible and checked.

The search can be narrowed down by selecting a specific data collection

Sign-Off Episodes

! Mandatory fields are marked with red asterisk (*)

Search

Data Collection * --All--
--All--
ICU Blood Stream Infections
ICU Monthly Census
ICU Daily Census **Unsigned Only**

Organisation *

Date Range From * **Date Range To ***

In order to sign-off a period, select the relevant period (tick the box in the 'Sign-Off' column) and click on the 'Sign Off' (Figure 3).

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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