

Protecting and improving the nation's health

HCAI Data Capture System User Manual

Case Capture: Quarterly Mandatory Laboratory Returns

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.

Public Health England Wellington House 133-155 Waterloo Road London SE1 8UG Tel: 020 7654 8000 www.gov.uk/phe Twitter: @PHE_uk Facebook: www.facebook.com/PublicHealthEngland

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Entering Quarterly Mandatory Laboratory Returns

Introduction

Since 2001 NHS acute Trusts have reported quarterly aggregated totals of various laboratory results to PHE.

This process has now been incorporated into the HCAI DCS.

Data Collected

- Total number of blood culture sets examined
- Total number of glycopeptide resistant enterococci (GRE) positive blood culture episodes
- Total number of positive blood culture sets
- Total number of *S. aureus* positive blood culture sets
- Total number of *Clostridioides difficile* toxin positive reports in people aged 2 64 years
- Total number of Clostridioides difficile toxin positive reports results in people aged >=65 years
- Total number of stool specimens tested for diagnosis of *C. difficile* infection.
- Total number of stool specimens examined
- Total number of faecal specimens and rectal swabs taken for carbapenemaseproducing Enterobacteriaceae (CPE) screening

Entering QMLR data

Quarterly Mandatory Laboratory Returns may be entered via the same two routes as standard case capture (see Case Capture User Guide).

However, in summary, you can enter case capture for QMLR as shown in Figure 1 and Figure 2 or Figure 3 and 4.





If you select 'Case Capture' from the 'Menu Toolbar', a list of possible actions is shown. You should then click on 'Enter a Case' and this will navigate to a screen, similar in lay out to Figure 2.

Figure 2: Selecting QMLR from Case Capture

| | ER, Sarah Help AAA Logout | | | | |
|--------------------------|---|------|----------|------------|--|
| Public Health England | HCAI DCS System (HCAIWEBPOR03) | Home | About Us | Contact Us | |
| Menu Toolbar | New Infection Episode | | | | |
| My Dashboard | Data CollectionSelect V ID Created Date | | | Print | |
| Search | | | | | |
| Case Capture | | | | | |
| Data Upload Wizard | | | | | |
| User Administration | | | | | |
| Reports | | | | | |

An overview of the parameters in the 'New Infection Episode' screen (Figure 2) can be found in Table 1.

| Field name | Field Type | Description |
|------------|--|--|
| Data | Drop-down | The value selected for this drop-down will impact which |
| Collection | | fields are populated on screen for case capture. |
| ID | Currently blank, created upon completion | This will be created upon saving the QMLR entry. The ID represents the QMLR for the quarter entered under 'Time Period' (see Table 2). |
| | | Please note, that this ID will be required if you wish to search for a QMLR entry in the future, including for editing purposes. |
| Created | Currently blank, | This will be created upon saving the QMLR entry. |
| Date | created upon completion | |

| Table | 1: Field | Description | for 'New | Infection F | =pisode' | Screen |
|-------|----------|-------------|----------|--------------|----------|---------|
| rubic | 1.11010 | Description | | IIIICOUOTI L | -pisouc | 0010011 |

Alternatively, you can enter a QMLR record via the search functionality. To go to the search screen, you will need to click on 'Search' in the 'Menu Toolbar' (Figure 3).

Figure 3: Entering the Search Screen

| Menu Toolbar | |
|---------------------|--|
| My Dashboard | |
| Search | |
| Case Capture | |
| Data Upload Wizard | |
| User Administration | |
| Reports | |

This will take you to the search screen (Figure 4). Once on the 'Search Infection Episodes' screen, you can scroll down to the bottom of the screen and click on 'New Infection Episode', this will take you to case capture 'New Infection Episode' screen (see Figure 2).

Figure 4: Search Screen

| 8 | | | | | | Welcome | 1 Help AA | A Logou |
|---|-----------------------------|--------------------------|-----------------|----------------------|--------|--------------|------------------|------------|
| ublic Health ngland | HCAI DCS Sys | tem (HCAIWEBPOR | 803) | | | Home | About Us | Contact Us |
| enu Toolbar | Search Infection Epis | sodes | | | | | | |
| My Dashboard | | | | | | | | |
| Search | ID | | | NHS Number | | | | |
| Case Capture | Condition | Quarterly Mandatory Labo | ratory Return 🔻 | Data Collection | All | | • | |
| Data Upload Wizard | First Name | | Partial | Surname | | | Partial | |
| system Administration | Specimen Number | | | Date of Birth | | | | |
| ase Administration | | | | Age | | Select 🔻 | | |
| ser Administration | Date From | | | Date To | | | | |
| ystem Reports | Region | All | • | Organisation Type | All | | • | |
| eports | Organisation | All | • | Shared Cases | | | | |
| | Incomplete for sign-off | | | | | | | |
| p & Support | PIR Cases | | | | | | | |
| page allows an infection | | | | | | | Fir | d Reset |
| ode to be found using the rch facility. | | Condition | Data Callection | Data | Desire | Orreniention | | iti- |
| a more refined search result | | Condition | Data Collection | D Collection Date | Region | Organisation | U | rganisatio |
| se complete as many of the rch criteria as possible. | There are no records to dis | play | | | | | | |
| here to view guide | | | | | | | | |
| FAQs and Content for more info | | | | Click on | New | | | |
| | | | | Infection | | | | |
| to Screen Symbols | | | | Episode | | | | |
| | | | | | | | | |
| Error on page | | | | | | | | |
| Attention | | | | | | | | |
| Saved / completed | • | | | | | | | Þ |
| - Javed / completed | | | | | | Canaal | Datat New Jofcet | on Enicoda |

Once you are into the case capture screen Figure 2, you will need to select 'QMLR' from the 'Data Collection' drop-down menu (Figure 5).

| Figure 5 | 5: Selecting | QMLR | for | Case | Capture |
|----------|--------------|------|-----|------|---------|
| J | | | - | | |

| | | Welcome | |
|---------------------|--------------------------------|----------|---------------------|
| England | HCAI DCS System (HCAIWEBPOR03) | Home | About Us Contact Us |
| Menu Toolbar | New Infection Episode | | |
| My Dashboard | Data Collection -Select- | ted Date | Print |
| Search | C. difficile E. coli | | |
| Case Capture | MRSA MSSA | | |
| Data Upload Wizard | QMLR | | |
| User Administration | | | |
| Reports | | | |
| Reports | | | |

Once QMLR has been selected, the relevant case capture tabs will appear; 'Data Collection Details' and 'Quarterly Mandatory Laboratory Return', see Figure 6. The fields in each tab are explained in Table 2 and Table 3, respectively.

Figure 6: QMLR Case Capture Screens

| New Infection Episode | | | | | |
|--|---|-----------|--|---|------------|
| Data Collection QMLR | ▼ ID | | Created Date | | Print |
| Data Collection Details | Quarterly Mandatory L | ab Return | | | |
| Mandatory fields are marke Mandatory for Sign Off field | ed with red asterisk (*) ds are marked with red hash (#) | | | | |
| Organisation Details | *# | | | | |
| Reporting Organisation | | *# | UNIVERSITY HOSPITALS OF NORTH MIDLANDS NHS TRUST | • | |
| Time Period | | *# | Select | • | |
| | | | | S | ave Cancel |

Table 2: Fields on the 'Data Collection Details' Tab

| Field name | Field Type | Description |
|---------------------------|------------|---|
| Reporting Organisation | Drop-down | This field is auto-populated with the organisation that you are logged in with. However, please note, if you are able to enter data for more than one organisation, then the default value will be |
| | | '-Select-' and all of the organisation for which you have data entry rights, will be available for selection in the drop-down. |
| Time Period | Drop-down | Please note, only quarters which have not previously had data entered against will be displayed in the drop-down menu. |
| | | Please note, if you wish to edit a previously entered quarter, then you will need the QMLR ID. |
| | | The QMLR ID is created once data have been entered and saved, and can be found at the top of the New Infection Episode screen. Please keep a note of all QMLR IDs for future reference. |

Once you have entered both the 'Reporting Organisation' and 'Time Period' you can then click on 'Save'. This creates the QMLR record, and the QMLR ID and created date will then be populated.

NB. Please keep a note of all QMLR IDs, if you wish to edit your QMLR entries, you will need the ID numbers to search for the time periods (please see 'Search' User Guide).

Also, upon saving the record, a pop-up window will appear, asking you to navigate to the second tab ('Quarterly Mandatory Lab Return') in order to enter the laboratory information, see Figure 7.

Figure 7: Screen Upon Saving 'Data Collection Details' Tab

| HCAI DCS System (HCAIWEBPOR03) | Home | About Us | Contact Us | |
|--|----------|------------------|--|-----------|
| New Infection Episode Data Collection QMLR Created Date 16- | Sep-2015 | Ple not ID | ease keep te of your (number(s) | a QMLR |
| Data Collection Details Quarterly Mandatory Lab Return Infection Episode Saved Successfully Message from webpage X | | | | E |
| Organisation Reporting Organis Time Period | IGLAND | | | |
| OK | | I | Save Cancel | |

Please Note: Navigating away from the QMLR case capture screens at this point, without going to the 'Quarterly Mandatory Lab Return' tab to enter the laboratory data, will mean that the 'Time Period' will have been saved with 0's populating in the laboratory fields found on 'Quarterly Mandatory Lab Return' tab.

It is best practice to note the ID (see Figure 7) in case there is a need to return and edit the QMLR data at a later date.

Once you have clicked 'OK' in the pop-up window, you will need to click on the 'Quarterly Mandatory Lab Return' tab header to enter the laboratory data. The 'Quarterly Mandatory Lab Return' tab will appear as shown in Figure 8. The fields found on this tab are described in Table 3.

Figure 8: 'Quarterly Mandatory Lab Return' Tab

| e | Data Collection Details Quarterly Mandatory Lab Return | | |
|----------|--|---|--|
| | Mandatory fields are marked with red asterisk(*) Mandatory for Sign Off fields are marked with red hash(#) | | |
| - | QMLR Data* | | |
| | Total number of blood culture sets examined | × | |
| | Total number of glycopeptide resistant enterococci (GRE) positive blood culture episodes | | |
| | Total number of positive blood culture sets | * | |
| | Total number of S.aureus positive blood culture episodes | * | |
| | Total number of Clostridium difficile toxin positive results in people aged 2-64 years | × | |
| | Total number of Clostridium difficile toxin positive results in people aged >= 65 years | * | |
| | Total number of stool specimens tested for diagnosis of C. difficile infection | * | |
| | Total number of stool specimens examined | * | |
| | Total number of rectal swabs and faecal specimens taken for carbapenemase- producing Enterobacteriaceae (CPE) screening | | |

| Field | Definition | |
|---------------------------------------|--|--|
| Total number of blood culture | This is referring to a sample arising from a single | |
| sets examined | venepuncture, irrespective of the number of bottles tested. | |
| Total number of glycopeptide | This does not include duplicate episodes; i.e. when the same | |
| resistant enterococci (GRE) | patient has more than one sample taken which are less than | |
| positive blood culture | 14 days apart. | |
| episodes | | |
| Total number of positive blood | This is referring to all positive results for bacterial growth, | |
| culture sets | including repeat specimens and contaminants. | |
| Total number of S. aureus | This does not include duplicate episodes; i.e. when the same | |
| positive blood culture | patient has more than one sample taken which are less than | |
| episodes | 14 days apart. | |
| Total number of <i>Clostridioides</i> | This is referring to the total number of <i>C</i> .difficile episodes in | |
| difficile toxin positive results | patients aged 2-64 years; it should not include duplicates i.e. | |
| for people aged 2-64 years | when the same patient has more than one sample taken | |
| | which are less than 28 days apart. | |
| Total number of <i>Clostridioides</i> | This is referring to the total number of <i>C</i> .difficile episodes in | |
| difficile toxin positive results | patients aged 65 years and above; it should not include | |
| for people aged ≥65 years | duplicates i.e. when the same patient has more than one | |
| | sample taken which are less than 28 days apart. | |
| Total number of stool | This is referring to all C. difficile toxin tests done that have | |
| specimens tested for | been found positive and negative and it will include duplicate | |
| diagnosis of Clostridioides | records. However, two-stage testing on a single sample | |
| difficile infection | should be counted as a single test | |
| Total number of stool | This is referring to 'all stools' not just the ones that fit the | |
| specimens examined | Bristol Stool Scale; it also includes the number of stool | |
| | specimens used for C. difficile toxin testing | |
| Total number of faecal | The total number of faecal specimens and | |
| specimens and rectal | rectal swabs taken at a trust with the purpose | |
| swabs taken for CPE | of identifying CPE carriage. If not possible to | |
| screening | distinguish rectal and perineal swabs, report | |
| | total number of swabs. | |

Please note: Data is entered by completing the aggregate total in each of the rows for the specified time period.

QMLR Data Lock down

The QMLR dataset will automatically be locked by the HCAI DCS 6 weeks after the end of each quarter. The Trust Chief Executive Officer does not need to sign off this data. This will occur on the 15th day of the following month after the Data Collection Period has finished.

For example:

| Data Collection Period | HCAI DCS QMLR Data Lock Down Date |
|-------------------------|-----------------------------------|
| October – December 2017 | 15 February 2018 |
| January – March 2018 | 15 May 2018 |
| April – June 2018 | 15 August 2018 |

Please Note: After this date no changes can be made to individual datasets at a local level. However, to upload data after lockdown, acute Trusts will need to request an unlock of the quarter (via mandatory.surveillance@phe.gov.uk), Trusts will then be able upload the QMLR data onto the HCAI DCS.