Public Health England

Protecting and improving the nation's health

HCAI Data Capture System
User Manual

Search

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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Search for cases

Introduction

The Search screen enables users to search for cases and:

- Update an existing case (as long as the data is not part of a locked dataset)
- Enter a new case
- Delete an existing case (as long as the data is not part of a locked dataset)

Depending on user permissions (please refer to the Roles and Permissions User Manual) you may or may not have access to Patient Identifiable Information (PII) for any cases returned in the search.

Searching for a Case (except Quarterly Mandatory Laboratory Returns)

Users may search for cases by selecting the "Search" option from the left hand menu on the screen.

In the Search Infection Episodes screen (Figure 1) as many or as few parameters as desired can be entered to return the relevant case/s; here are no mandatory fields required for searching. Depending on user permission you will either be able to enter an NHS number (if you have access to PII) or Pseudo NHS number (if you don't have access to PII). Please note there is a limit of 5000 cases being returned during a search so it is advisable to enter as many criteria as possible to ensure the appropriate case/s are returned. Further information on each field on the Search Infection Episodes screen is provided in Table 1. Search results are returned in the Results Table, see below.

Figure 1. The Search Infection Episodes Screen

Table 1. Overview of the Search Infection Episodes fields

Field Name	Comment
ID	A unique number generated by the HCAI Data Capture System once the record has been saved. This can be entered when searching for a case.
NHS number	A unique number assigned to each person registered with the NHS
Condition	Choice of *Staphylococcus aureus*, *Escherichia coli, P. aeruginosa, Klebsiella* spp., *Clostridioides difficile* and Quarterly Mandatory Laboratory Return.
Data Collection	• The specific organism you may wish to search for. This does not need to be completed if Condition is selected. However note that selecting "*Staphylococcus aureus*" as the "Condition" and leaving "Data Collection" blank will return both MRSA and MSSA bacteraemia cases. • Gram-negative as the "Condition" and leaving "Data Collection" blank will return all *E. coli, P. aeruginosa* and *Klebsiella* spp. bacteraemia cases.
First Name or Initial	The patient's First Name (if PII access allowed) or the initial of the First Name (if PII access is not allowed). A search may be performed on a partial name by ticking the "Partial" box next to the First Name field.
Surname or Soundex	The patient's surname (if PII access allowed) or the Soundex of the surname (if PII access is not allowed). A search may be performed on a partial name by ticking the "Partial" box next to the Surname field.
Specimen Number	The specimen number of a specific case being searched for

Field Name	Comment
Date of Birth	The patient's date of birth. If the patient's date of birth was unknown 01/01/1900 will be entered.
Age	If the exact date of birth is unknown you may search for a specific age (at the time the specimen was collected) instead. This can be specified as the age in days, months or years.
Date From and Date To	You may use these date fields to search for cases with a specimen date within the specified range. If "Date From" is left blank but a "Date To" is entered the search will be performed on all records with a specimen date up to an including the "Date To", i.e. from the earliest specimen date available on the system fulfilling any of the search criteria entered. If "Date From" is entered but "Date To" is left blank the search will be performed on all records, that fulfil any other search criteria, with a specimen date up to an including the current date
Region	This filter can be used to refine the list of organisations available in the organisation drop down, where applicable, based the logged in user's roles and permissions. If no region is selected the search will be performed based on the default pathway of the logged in user's roles and permissions. Please refer to the Roles and Permissions User Manual for more information.
Organisation Type	This can be used to filter the list of organisations available in the organisation drop down, where applicable, based on the logged in user's roles and permissions. Please refer to the Roles and Permissions User Manual for more information.
Organisation	The organisation/s for which the search will be performed. This list will be based on the logged in user's roles and permissions. Please refer to the Roles and Permissions User Manual for more information.
Shared cases	Checking this tick box will run the search on cases that have been shared with a renal unit only
Incomplete for sign-off	Checking this tick box will run the search on cases that have outstanding "mandatory for sign-off fields". This will allow you to share for records that need to be completed for sign-off to occur.
Apportionment Category	This filter can be used to refine the results by prior trust categorisation. Please refer to the Clarification of prior trust exposure definitions user guide for more information.
PIR cases	Checking this tick box will run the search on cases subject to the Post Infection Review (PIR) only.

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Searching for Quarterly Mandatory Laboratory Return (QMLR) data

As the QMLR data is aggregate and not at patient level many of the criteria available in the Search Infection Episodes screen are not applicable to searching for a QMLR record. Table 2 details which fields may be used to search for QMLR records.

Table 2. Overview of the Search Infection Episodes fields for QMLR records

Field Name	Comment
ID	A unique number generated by the HCAI Data Capture System once the record has been saved. This can be entered when searching for a case. The ID number must be noted upon data entry by the user to ensure it is possible to search for a specific QMLR record.
Condition	Quarterly Mandatory Laboratory Return must be selected to search for QMLR records
Region	This filter can be used to refine the list of reporting organisations available in the organisation drop down, where applicable, based the logged in user's roles and permissions. If no region is selected the search will be performed based on the logged in user's roles and permissions. Please refer to the Roles and Permissions User Manual for more information.
Organisation Type	This can be used to filter the list of organisations available in the organisation drop down, where applicable, based on the logged in user's roles and permissions. Please refer to the Roles and Permissions User Manual for more information. Note that QMLR records will only be returned if a reporting organisation (i.e. NHS acute Trust, Independent Sector Provider or Independent Sector Provider site is selected).
Organisation	The organisation/s for which the search will be performed. This list will be based on the logged in user's roles and permissions. Please refer to the Roles and Permissions User Manual for more information.
Date From and Date To	You may use these date fields to search for cases with a data collection date within the specified range. If "Date From" is left blank but a "Date To" is entered the search will be performed on all records with a date up to an including the "Date To", i.e. from the earliest data collection date available on the system fulfilling any of the search criteria entered. If "Date From" is entered but "Date To" is left blank the search will be performed on all records, that fulfil any other search criteria, with a data collection date up to an including the current date

Searching for Shared data – Renal User

In order to search for a renal case, renal users will need to click on Case Capture in the left hand menu toolbar. In the Shared Infection Episode screen (Figure 3) as many or as few parameters can be entered to return the desired cases. There are no mandatory fields required for searching. Table 3 details the fields that can be used to identify a shared record.

Table 3. Overview of the Shared Infection Episode screen

Field Name	Comment
ID	A unique number generated by the HCAI Data Capture System once the record has been saved. This can be entered when searching for a case.
NHS number	A unique number assigned to each person registered with the NHS

Field Name	Comment
Condition	Choice of *Staphylococcus aureus*, *Gram-negative, Clostridioides difficile*
Data Collection	The specific organism you may wish to search for. This does not need to be completed if Condition is selected. However, note that selecting • "*Staphylococcus aureus*" as the "Condition" and leaving "Data Collection" blank will return both MRSA and MSSA bacteraemia cases. • Gram-negative as the "Condition" and leaving "Data Collection" blank will return both *E. coli, P. aeruginosa* and *Klebsiella* spp. bacteraemia cases.
First Name	The patient's First Name. A search may be performed on a partial name by ticking the "Partial" box next to the First Name field.
Surname	The patient's surname. A search may be performed on a partial name by ticking the "Partial" box next to the Surname field
Specimen Number	The specimen number of a specific case being searched for
Specimen Date	The specimen date of the case being searched for.

Figure 3. Shared Infection Episode screen
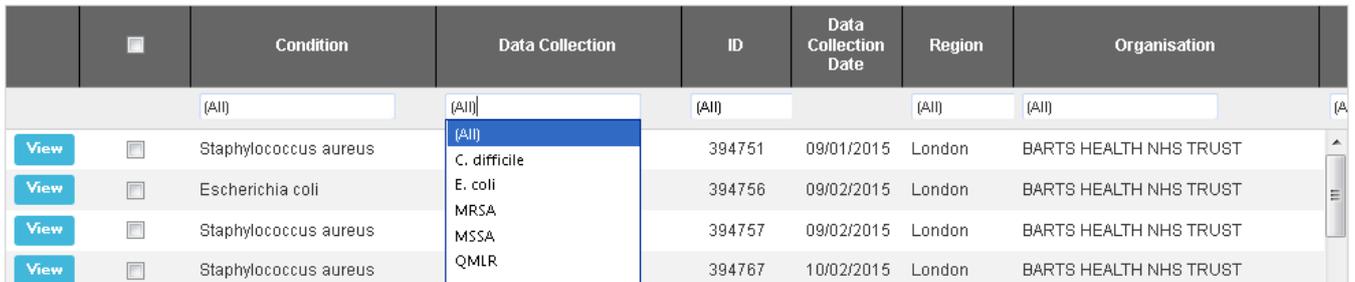

The Results Table

The results tables returns all cases (up to the limit of 5000) fulfilling the search criteria. The cases are sorted by ID by default, however it is possible to sort the results by clicking on the relevant field name in the grey header of the Results Table:

The list can be sorted by one of the fields in
the grey header.

Additionally the returned results can be filtered by the values of the fields in the grey header. For
example, it is possible to filter by Data Collection: