

Protecting and improving the nation's health

HCAI Data Capture System User Manual

Case Capture: Main Data Collections

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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communicat	ion
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Case Capture

Introduction

This User Manual describes the process of entering a case (infection episode) of MRSA, MSSA and Gram-negative bacteraemia or *Clostridioides difficile* infection. Please refer to the specific Quarterly Mandatory Laboratory Return (QMLR) User Guide for information on how to enter QMLRs.

A case may be entered onto the HCAI data capture system via two routes:

1) Case Capture

By selecting "Enter a case" from Case Capture option in the Menu Toolbar on the left hand menu.



e f pandes

2) Search

	Spocimen Hamber		Data of Birth		
			Age .	- 8.6al - ¥	
	Date From	W	 Date Yo		
By selecting "Search" from the left hand menu and "New	Organization	-48-	 Danel Cases		
by concerning bear on more thank month, and more	Incomplete for sign-off	C	 Apportionment Category	×	
	PR Cases	C			
Infection					Find Deat
			10 Culler	de chon Region de	Organization
Fusional a "fusion at the s	These are no records to day	41	 		
Episode from the					
•					
hattam right of the "Search" corean					
bolloni nghi oi ine Search screen.					
C					
	*				

Entering a case

The process of entering a new case is the same whether you have navigated to it via the "Case Capture" or "Search" Menu Items. The process is described below in more detail. Click on "Enter a Case" or "New infection episode" to initiate the following screen. The "Data Collection" field needs to be selected before any of the data collection fields are displayed.

Figure 1. The top banner of the Case Capture screen

1	2003	ve	icome TOONEY, Lo	oney Help 📈	A Logout
	Public Health England	HCAI DCS System (HCAIWEBPOR04)	Home	About Us	Contact Us
1	Menu Toolbar	New Infection Episode			
I	My Dashboard	Data Collection Second v ID Created Date			Print
	Search				
	Case Capture				

Field	Description
	Select the appropriate organism from the drop down.
Data Collection	This field informs users which organism the case is being entered for, this may be amended during initial data entry up until the case is saved and assigned an ID number, however any entered data will be lost.
	It is not possible to change the "Data Collection" selection of a case that has already been entered and assigned an ID number. The case would need to be deleted and re-entered selecting the correct data collection
ID	This is a unique 6 digit ID number, which is automatically assigned (by the DCS) to a case, once the case is saved. This ID can be used in communication with PHE about any case entered on the system.
Field	Description
Created Date	Once the case has been entered and saved, this field is auto completed with the date on which the case was saved, showing users the date the case was created

Table 1. Overview of fields in the top banner of the Case Capture screen

Data Collections

The six "Data Collections" covered in this guide are:

- C.difficile
- E. coli
- MRSA
- MSSA
- P. aeruginosa
- Klebsiella spp.

The main Data Collection Tab is the "Episode Details" page which is the same across all Data Collections; there are also Data Collection specific tabs (Table 2).

Table 2. List of Data Collection Tabs expected for each Data Collection

Field	Description
Data Collection	Data Collection Tabs
	Episode Details
	Prior Trust Exposure
	Risk Factors
Cdifficilo	Healthcare Interactions
C.dimche	Inpatient Details
	Data Enrichment
	Additional Comments
	Episode Details
	Species
	Prior Trust Exposure
	Source of Bacteraemia & Associated
MRSA	Infections
	Risk Factors & Treatment
	Healthcare Interactions
	Data Enrichment
	Additional Comments
	Episode Details
	Species
MSSA	Prior Trust Exposure
MSSA	Source of Bacteraemia & Associated
	Infections

Field	Description
Data Collection	Data Collection Tabs
	Risk Factors & Treatment
	Healthcare Interactions
	Data Enrichment
	Additional Comments
	Episode Details
	Risk Factors
E.coli	Prior Trust Exposure
	Data Enrichment
	Additional Comments
	Episode Details
	Risk Factors
P. aeruginosa	Prior Trust Exposure
	Data Enrichment
	Additional Comments
	Episode Details
Klebsiella spp.	Species
	Risk Factors
	Prior Trust ExposureData Enrichment
	Additional Comments

Episode Details Tab

Once a "Data Collection" has been selected the "Episode Details" screen will be presented (Figure 2).

Figure 2. The Episode Details tab

	Ne	w Infection Episode							
	Dat	a Collection C. difficile		ID	Creat	ed Date		Print	
E	Epis	ode Details Prior Trust Exposure Risk Factors	Legad	y Healthcare Interactions	Healthcare Interactions (1)	Inpatient Details	Additional Comments		
	(Mandatory fields are marked with red asteriek (*) Mandatory for Sign Off fields are marked with red hash (8)							
	-	Organisation Details *#							
		Reporting Organisation	*# 🔞	Select	•				
	-	Specimen Details *#							
		Specimen Date	*# 🔞						
		Type of Specimen Date	*# 😧	O Date Specimen Taken O Date	Received in Lab				
		Specimen No	0]			
		Laboratory where specimen processed	0	Select	-				
	-	Patient Details *							
		NHS Number	•0						
		Forename	•0]			
		Surname	.6]			
		Date of Birth	•0						
		Sex	•0	O Male O Female O Unknown					
		Hospital Number	0]			
		Episode Category	0	Select	•				
	-	Admission Details *							
		Patient Location	•0	Select	-				
		Provenance	0	Select	•				
	-	Treatment Details #							
		Admitted any time during this episode	0	Select					
		On Dialysis	# 😧	Select					
l	Car	icel .							Save

Messages displayed under the Tabs will either be information messages or error messages (Figure 3). The initial message displayed when a "Data Collection" is selected, is an Information message indicating which fields need to be completed to allow a case to be saved and signed off (Table 3). Each of the "Episode Details" Tab contains fields with super scripts, * or/& # beside them.

Figure 3. The information and error messages bar



Table 3. Super Scripts for mandatory fields

Superscript	Comment
*	Mandatory fields need to be completed in order for a case to be saved
	Mandatory fields that need to be completed in order for the case to be
#	signed off. A case may be saved without this information being
	entered, but it cannot be signed off with this information missing.

Throughout the "Episode Details" tab and the "Data Collection" specific tabs many fields are triggered (become visible on screen) based on responses to previous questions. Thus, depending on the information entered you may see different fields on the "Data Collection" tabs. Where "Other" is selected from a drop down list a free text box allowing the "other" information to be entered will be triggered.

Each field in the "Episode Details" Tab and "Data Collection" specific tabs are detailed below. Triggered questions, except "other" are indicated.

Tahle 4	Overview	of "F	nisode	Detail"	Tah	Fielde
			pisouc	Dotan	rab	i icius

Field Name	Comment
Organisational Details	
Reporting Organisation	The name of the acute Trust or IS Provider entering the case details. This will be autocompleted by the system, unless you have permissions to enter data for more
	than one site, in which case you will need to
Specimen Details	select the relevant site norm the drop down.
Specimen Date	Date when specimen was taken. If this is not known the date the specimen was received in the laboratory should be used instead. (E.g. for a GP sample, the date the specimen was taken may not be available). An error message will occur if this date is earlier than the "Date of Birth" or "Admission Date". Please note that the specimen date may be altered even after the data has been signed off, as long as the date is within the
Type of Specimen Date	Depending on where the specimen was obtained, users are able to identify whether the "Specimen Date" is when the specimen was actually taken or when the specimen was received (e.g. GP sample, the date the specimen was taken may not be available).
Specimen No	The specimen number of the sample.
Laboratory where specimen processed	Laboratory where the specimen was processed can be from the options in the drop down list.
Patient Details	
NHS number	A unique number assigned to individuals registered with the NHS. If the NHS number is not known, all 9's can be entered; however the NHS number should be completed as soon as it is known.

Field Name	Comment
Patient Details	
	where this can be kept as 9's is where the
	patient is a non-UK national and does not
	have an NHS number (e.g. a patient from
	overseas). A correct NHS number is vital for
	increasing the chances of an accurate
	attribution to CCG.
	The patient's first name. Only the initial is
Foronomo	displayed when a user who is not authorised
Forename	to view the Patient Identifiable Information
	(PII) views the case.
	The patient's surname. This is used to
Surpamo	create a "Soundex" code which is displayed
Sumame	when a user who is not authorised to view
	the PII views the case.
	Patient's date of birth (DoB). An error
	message will occur if the DoB is invalid (e.g.
	in the future or if it is after the Specimen or
	Admission Date). An accurate DoB is
	essential for increasing the chances of an
Date of Birth	accurate attribution to CCG.
	Please note: Potential duplicate cases will
	be identified by the system if certain key
	fields being entered match an existing
	record; please refer to the Duplicates on
	Case Capture section below and Figure 4.
Sex	Patient's gender.
	The patient's local hospital identifier. This
	may be determined by checking the
Hospital Number	patient's hospital documentation.
	Useful for identifying duplicate entries for the
	same person.
	This allows users to indicate whether this
Enisode Category	record applies to a new infectious episode, a
	continuing infection or whether the patient
	has suffered a repeat infection or a relapse.

Duplicates on case capture

The definition of a duplicate for MRSA, MSSA, Gram-negative bacteraemia is any specimen collection from the same patient within 14 days. For *C.difficile* infection a duplicate is any specimen collected from the same patient within 28 days. Any positive specimens collected after 14 days (MRSA, MSSA, and Gram-negative bacteraemia) or 28 days (*C. difficile* infection) are considered to be a new episode and must be entered onto the HCAI DCS.

Whilst entering patient details the HCAI DCS will identify whether a patient's details have previously been entered onto the system based on: the Data Collection; patient's surname; date of birth; and specimen date (which includes a window based on the organism-specific episode length). Existing records that fulfil the criteria for being a duplicate will be show in a popup, along with the case currently being entered (Figure 4). You will have the option to either abandon creating the infection episode, or continue entering the infection episode.

Please Note: It is necessary for organisations entering data to ensure that duplicates, as defined above, are not entered or retained on the HCAI DCS.

Figure 4. The Potential Duplicate Infection Episode popup window

ninistra	ation Mandatory	/ fields are m / for Sign Off	arked with i fields are p	red asterisk narked with	(*) rod bash (f	2)							
st	HCAI DCS: Potential Duplicate	Infection	Episode										X
рогі	Help & Support	Data Collectio	ID	First Name	Surnam	Date of Birth	NHS Number	Gend	Organisation	Specime Date	Specime Number	Statu	^
ррог	This page displays a list of potential duplicates and is triggered when one is created. Please note the system will not prevent a duplicate case being entered. Please double check	C. difficile	440826	Test	Test	17/09/20 00:00:00	9999999	U	PUBLIC HEALTH ENGLAND	17/09/20		0	View
w inf numl ata e	the NHS number and date of birth match and that the second specimen date is within the first episode period. Please note if an infection episode exists with	٠				Continu	m Je Creating) infect	ion Episode	Abandon (Creating In	fection	Episode

"Admission Details" section

This collects information about the patient's admission and location prior to attendance at the healthcare facility. It is important that any data in this section relates to the time at which the specimen was collected. It should not be amended to reflect any subsequent changes.

Table 5. Overview of the "Admissions Details" section

Field Name	Comment		
Admission Details			
Patient Location	The actual location of the patient when		
	the specimen was taken.		
Trust/ Provider (triggered field)	This field is only made available if NHS		
	acute Trust, Non-acute NHS provider,		
	Independent Sector Provider or Mental		
	Health Provider is selected.		
Hospital Site (triggered field)	This field is only made available if NHS		
	acute Trust, Non-acute NHS provider,		
	Independent Sector Provider or Mental		
	Health Provider is selected in the Patient		
	Location field. It is the specific		
	hospital/site within which the patient was		
	located.		
Patient Category (triggered field)	This field is only made available if a		
	provider organisation is selected i.e. NHS		
	acute Trust, Non-acute NHS provider,		
	Independent Sector Provider or Mental		
	Health Provider.		
	This field categorises the patient at the		
	time the specimen was taken into one of		
	the groups shown in the dropdown menu.		
	Any subsequent location of the patient		
	after the sample was taken is not relevant		
	here (for example, if the patient was		
	admitted after having a sample taken in		
	A&E, the patient category is still "A&E		
	only").		
Do you know the admission date	This field is triggered when "Patient		
(triggered field)	Category" "In-patient", "Day-patient",		
	"Emergency Assessment", "Other", or		
	"Unknown" is selected.		
Date Admitted (triggered field)	Selecting "Yes" for the above field		
	triggers the "Admission Date" field.		
Admission Method (triggered field)	This field is triggered when "Patient		
	Category" "In-patient", "Day-patient",		

	"Emergency Assessment", "Other", or
	"Unknown" is selected. This field is used
	to determine the admission method of the
	patient.
Provenance	The location of the patient prior to arriving
	at the healthcare facility.
Trust/Provider Admitted From (triggered	This field is enabled when "Hospital (UK
field)	or abroad)", "Non-acute NHS Provider",
	"Independent Sector Provider" or "Mental
	Health Provider" are selected as the
	Provenance.
Hospital Site Admitted From (triggered	This field is enabled when a "Trust /
field)	Provider Admitted From" is selected. It is
	the specific hospital/site within which the
	patient was located.

Treatment Details section

This section captures further information on the patient's treatment.

Table 6. Overview of the Treatment Details section

Field Name	Comment
Treatment Details	
Admitted any time during this episode	This field captures whether the patient was admitted at any point during the episode. This differs from the "Date Admitted" field in "Admission Details" section which captures admission information about the patient at the time of specimen collection.
On Dialysis	This captures whether the patient is receiving dialysis. If "Yes: Established RF" is selected the record should be shared with the renal unit providing the renal care. Please refer to the Sharing User Manual for more information.

Field Name	Comment
Main Speciality (triggered field)	This field is enabled when "NHS acute
	Trust", "Non-acute NHS provider",
	"Independent Sector Provider" or "Mental
	Health Provider" is selected as the
	"Patient Location". This refers to the
	specialty under which the consultant,
	looking after the patient, was contracted
	during the period of care when the
	specimen was collected.
Treatment Speciality (triggered field)	This field is enabled when "NHS acute
	Trust", "Non-acute NHS provider",
	"Independent Sector Provider" or "Mental
	Health Provider" is selected as the
	"Patient Location". This refers to the
	specialty in which the consultant, looking
	after the patient, was working during the
	period of care when the specimen was
	collected.
Augmented Care (triggered field)	This field is enabled when "NHS acute
	Trust", "Non-acute NHS provider",
	"Independent Sector Provider" or "Mental
	Health Provider" is selected as the
	"Patient Location". This refers to the
	speciality where the sample is collected
	and the patient has received enhanced
	care (eg Intensive Care Unit (ICU) or
	High Dependency Unit (HDU)).

Save and Cancel Options

When a new case has been entered or an existing case altered, the save button at the bottom of the page will be enabled. Once either "Cancel" or "Save" buttons are pressed a dialogue box will pop up. Any missing fields or validation errors will be highlighted upon save in the information and error messages bar (Figure 3).

Clostridioides difficile infection additional tabs Prior Trust Exposure

The 'Prior Trust Exposure' tab is only enabled once the main data entry section has been successfully saved. This section collects information about the patient's admission to the reporting trust prior to attendance at the healthcare facility.

Figure 5. The Prior Trust Exposure Tab

Episode Details	Prior Trust Exposure	Risk Factors	Healthcare Interactions (1)	Inpatient Details	Renal			
Data Enrichment	Additional Comments							
Mandatory field Mandatory for S	Mandatory fields are marked with red asterisk(*) Mandatory for Sign Off fields are marked with red hash(#)							
Inpatient Det	ails*#							
Has the patient been discharged from an elective or emergency hospital admission in the reporting trust in the last 84 days?								
Please provide the date of discharge for the most recent elective or emergency hospital admission prior to the patients positive specimen								
Cancel					Save			

Table 7. Overview of the Healthcare Interactions in the 12 Weeks Prior to Specimen Tab fields

Field Name	Comment
Prior Trust Exposure	
Has the patient been discharged from an elective or emergency hospital admission in the reporting trust in the last 84 days?	Select an option from the drop-down list available
Please provide the date of discharge for the most recent elective or emergency hospital admission prior to the patient's positive specimen	This field is triggered if "Yes" is selected in response to the previous question. Please provide the data of discharge from the reporting trust.

Risk Factors Tab

The "Risk Factor" tab is only enabled once the main data entry section has been successfully saved. This screen collects important additional information related to how the infection may have been acquired.

Figure 6.The Risk Factors tab

oue betails	Prior Trust Exposure	Risk Factors	Healthcare Interactions (1)	Inpatient Details	Renal			
Enrichment	Additional Comments							
Mandatory fields are marked with red asterisk(*) Mandatory for Sign Off fields are marked with red hash(#)								
Risk Factors								
Has the patient been on anti-cancer chemotherapy in 28 days prior to specimen date? Yes					•			
Onset of Diar	rhoea (this episode)							
Best estimate of date of onset of diarrhoea								
Antimicrobial	Usage							
Select antimicrobials when specimen was taken * Cefditoren *				•				
Was patient on a	ntimicrobials when specimen was tak	en?	Yes		•			
Select antimicrob	ials in the preceding 7 days	*	Netilmicin		-			
Was patient on any other antimicrobials in the preceding 7 days?		ng 7	Yes		-			
Reference Laboratory Result								
Date sent		*	17/07/2020					
Was the specime	n sent for typing?		Yes		•			
Specimen Catego	ry	*	Outbreak/Cluster		•			
	Enrichment Mandatory field Mandatory for S Risk Factors Has the patient be prior to specimer Onset of Diar Best estimate of of Antimicrobial Select antimicrob Was patient on an Select antimicrob Was patient on ar days? Reference La Date sent Was the specimer Specimen Catego	Enrichment Additional Comments Mandatory fields are marked with red asterisk(*) Mandatory for Sign Off fields are marked with red hash Risk Factors Has the patient been on anti-cancer chemotherapy in 2 prior to specimen date? Onset of Diarrhoea (this episode) Best estimate of date of onset of diarrhoea Antimicrobial Usage Select antimicrobials when specimen was taken Was patient on antimicrobials in the preceding 7 days Was patient on any other antimicrobials in the preceding 4 days? Reference Laboratory Result Date sent Was the specimen sent for typing? Specimen Category	Enrichment Additional Comments Mandatory fields are marked with red asterisk(*) Mandatory for Sign Off fields are marked with red hash(#) Image: Commendate (*) Risk Factors Image: Commendate (*) Image: Commendate (*) Has the patient been on anti-cancer chemotherapy in 28 days prior to specimen date? Image: Commendate (*) Onset of Diarrhoea (this episode) Image: Commendate (*) Best estimate of date of onset of diarrhoea Image: Commendate (*) Antimicrobial Usage Image: Commendate (*) Select antimicrobials when specimen was taken Image: Commendate (*) Was patient on antimicrobials when specimen was taken? Image: Commendate (*) Was patient on any other antimicrobials in the preceding 7 days Image: Commendate (*) Was patient on any other antimicrobials in the preceding 7 days Image: Commendate (*) Was patient on any other antimicrobials in the preceding 7 days Image: Commendate (*) Date sent Image: Commendate (*) Image: Commendate (*) Was the specimen sent for typing? Image: Commendate (*) Image: Commendate (*) Specimen Category Image: Commendate (*) Image: Commendate (*) Image: Commendate (*)	Additional Comments Mandatory fields are marked with red asterisk(*) Mandatory for Sign Off fields are marked with red hash(#) Risk Factors Has the patient been on anti-cancer chemotherapy in 28 days prior to specimen date? Yes Onset of Diarrhoea (this episode) Best estimate of date of onset of diarrhoea 02/02/2020 Select antimicrobial Usage Select antimicrobials when specimen was taken Vas patient on any other antimicrobials in the preceding 7 days Was patient on any other antimicrobials in the preceding 7 days Reference Laboratory Result Date sent Vas the specimen sent for typing? Yes Specimen Category	Enrichment Additional Comments Mandatory fields are marked with red asterick(*) Mandatory for Sign Off fields are marked with red hash(#) Risk Factors Has the patient been on anti-cancer chemotherapy in 28 days prior to specimen date? Yes Onset of Diarrhoea (this episode) Best estimate of date of onset of diarrhoea 02/02/2020 Select antimicrobial Usage Select antimicrobials when specimen was taken Ves Select antimicrobials in the preceding 7 days Ves Reference Laboratory Result Date sent Vas the specimen sent for typing? Yes Outbreak/Cluster[

Cancel

Save

Cancel

Healthcare Interactions Tab

This section deals with any contact the patient may have had with the present Trust or another Trust in the 12 weeks prior to the specimen date.

_

Save

Figure 7.	The Healthcare I	Interactions	Tab.

Episode Details	Prior Trust Exposure	Risk Factors	Healthcare Interactions (1)	Inpatient Details	Renal			
Data Enrichment	Additional Comments							
Mandatory fields are marked with red asterisk(*) Mandatory for Sign Off fields are marked with red hash(#) Healthcare Interactions (1) - Healthcare Interactions in 12 Weeks Prior to Specimen								
Do you want to a	Do you want to add a healthcare interaction ?							
When (01)		* .	- Select		•			
Type of Interaction	on (01)	*	Select		•			
Where (01)		* .	Select		•			
Date From (01)		*						
Date to (01)		*						
Reason for the in	teraction (01)	*	- Select		•			
Admission metho	od (01)	* .	- Select		•			
Do you want to a	dd another interaction ? (01)	-	- Select		-			
L								

Table 9. Overview of the Healthcare interactions Tab fields.

Field Name	Comment
Healthcare Interactions	
Do you want to add a healthcare interaction ?	Only if "Yes" is answered will further questions be enabled
When (01)	Select the timescale within which the interaction occurred
Type of Interaction (01)	Select the type of interaction
Where (01)	Select where the interaction occurred
Date From (01)	The date the interaction occured
Date to (01)	The date the interaction ceased
Reason for the interaction (01)	Select the reason for interaction
Admission method (01)	Select the admission method
Do you want to add another interaction? (01)	If yes is selected another "Healthcare Interactions" tab is triggered with the same questions asked for the additional healthcare interaction. Up to 45 individual healthcare interactions can be added.

Inpatient Details

This tab should only be completed for Inpatients only

Figure 8. The Inpatient Details tab

Episode Details	Risk Factors	Healthcare Interactions	Inpatient Details	
Mandatory fields Mandatory for S	are marked with red ast ign Off fields are marked	erisk(*) with red hash(#)		
Inpatient Det	ails*			
For inpatients or where the patier	nly, do you have furthe nt acquired their infect	r information about ion?	Yes	•
What Specialty w in (Augmented C	as the infection thoug are)?	ht to have been acquired *	Cardiothoracic Intensive ICU	•
Date From			05/05/2015	
Date To			14/05/2015	
Date Of			Discharge	•
Date			03/06/2015	
Ward Type			6-bedded bay	•
				Save Manage Share Cancel

Table 10. Overview of Inpatient Details Tab fields

Field name	Comment
Inpatient details tab	
For inpatients only, do you have further information about where the patient acquired their infection?	Only if "Yes" is selected will further questions be available
What specialty was the infection thought to have been acquired in (Augmented care)	Select from the dropdown list. This is different from the information entered on the "Episode Details" tab as it relates to the specialty where the infection was thought to have been acquired.
What specialty was the infection thought to have been acquired in (Treatment Specialty) (triggered question)	If "Not applicable" is selected for field "Treatment Specialty" becomes available. This is different from the information entered on the "Episode Details" tab as it relates to the specialty where the infection was thought to have been acquired.
Date From/Date To	The dates that the patient was in the specialty for.
If applicable did the care within this particular treatment specialty end in discharge or death	Select either "Discharge" or "Death"
Date of Discharge/Death	Enter the date or use the Data selector
Ward Type	The ward type the patient was in
Total number of beds (triggered field)	This is enabled if "Nightingale" or "Other" is selected as the ward type.

Data Enrichment tab

This section is automatically populated the day following case entry, whereby the case is traced against the SPINE via NHS Digital's, ODS. Please refer to the CCG attribution user guide for further information on the attribution process.

Figure 9. Data Enrichment Tab

Episode Details	sode Details 💙 Prior Trust Exposure Risk Factors Hea		Healthcare Interactions (1)	Inpatient Details	Data Enrichment					
Additional Comme	nts					-				
Mandatory field Mandatory for \$	ls are m Sign Off	narked with red asterisk(*) fields are marked with red hash(#)							
CCG Attribut	CCG Attribution Information									
GP Practice cod	Ð									
						max. 30000 chars.				
GP Practice nam	e									
						•				
C Code						20000				
						max. 30000 chars.				
C Code Descript	ion									
						-				
C Code Attributi	on									
Cancel						Save				

Table 11. Overview of the Data Enrichment Tab fields

Field Name	Comment
Data Enrichment Tab	
GP Practice code	The ODS GP practice code will be displayed here
GP Practice name	The ODS GP practice name will be displayed here
C Code	The C code defines how the case was traced
C Code description	The definition of the C code which describes how the case was attributed to a CCG.
C Code Attribution	The description of how the case was attributed to a CCG.

Additional Comments

This section is to capture any additional information the reporting organisation may want to record.

Figure 10. Additional Comments

Episode Details	0	Prior Trust Exposure	Risk Factors	Healthcare Interactions (1)	Inpatient Details	Data Enrichment
Additional Comme	nts					
Mandatory field Mandatory for 3	ls are n Sign Of ommo	narked with red asterisk(*) fields are marked with red hash(ents	#)			
Comments						max. 30000 chars.
Cancel						Sa

Table 12. Overview of Additional Comments tab

Field Name	Comment
Additional Comments Tab	
Comments	This is a free-text field for any general comments users wish to record. Please ensure any comments are entered using standard characters on the keyboard.

MRSA and MSSA additional tabs Species

This section collects important additional information related to the *Staphylococcus aureus* identified.

Figure 11. Species Tab

Episode Details	🔥 Spe	cies	1 Prior Trust Expos	sure	Source of Ba	cteraemia & Associated Inf	ections		
Risk Factors & Treatment Healthcare Interactions (1) Data Enrichment Additional Comments									
Mandatory fields are marked with red asterisk ^(*) Mandatory for Sign Off fields are marked with red hash(#)									
Please select sp	ecies			#	Select			•	
Cancel					Select Staphylococc Staphylococc Staphylococc	cus aureus cus argenteus cus schweitzeri			Save

Table 13. Overview of the Species tab

Field Name	Comment
Species	
Please select species	This is a drop down field requesting the species of <i>Staphylococcus</i> identified.

Prior Trust Exposure

The 'Prior Trust Exposure' tab is only enabled once the main data entry section has been successfully saved. This section collects information about the patient's admission to the reporting trust prior to attendance at the healthcare facility.

Figure 12. Prior Trust Exposure Tab

Episode Details	<table-cell> Spec</table-cell>	ies	🕂 Prior Trust Expos	ure	Source of Bacteraemia & Associated Infections					
Risk Factors & Treatment Healthcare Interactions (1)						ichment	Additional Commen	ts		
Mandatory fields are marked with red asterisk(*) Mandatory for Sign Off fields are marked with red hash(#)										
Healthcare In	nteraction#	•								
Has the patient been discharged from an elective or emergency hospital admission in the reporting trust in the last 28 days? #					0	Yes			•	
Please provide the date of discharge for the most recent elective or emergency hospital admission prior to the patient's positive specimen # 2 13/09/2019										
Cancel										

Table 14 Overview of Prior Trust Exposure fields

Field Name	Comment
Prior Trust Exposure	
Has the patient been discharged from an elective or emergency hospital admission in the reporting trust in the last 28 days?	Select an option from the drop down list available
Please provide the date of discharge for the most recent elective or emergency hospital admission prior to the patients positive specimen	This field is triggered if "Yes" is selected in response to the previous question. Please provide the date of discharge from the reporting trust.

Source of Bacteraemia & Associated Infections

This section is used to record what was considered to be the cause of bacteraemia following a root cause analysis (RCA). The information entered here may differ from that on the "Episode Details" tab. For example, the "Treatment Specialty" and "Augmented Care" information entered here should reflect the outcome of the RCA.

Figure 13. The Source of Bacteraemia and Associated Infections tab

Episo	de Details	Species	s	Prior Trust Expos	ure So	ource of Ba	cteraemia & Associated Infections		
Risk F	actors & Tre	atment H	lealthca	re Interactions (1)	Data Enr	ichment	Additional Comments		
0	Mandatory fields are marked with red asterisk(*) Mandatory for Sign Off fields are marked with red hash(#)								
	Source of bacteraemia								
	Do you know of	source of the bac	teraemia	?		Yes		-	
	Source of bacter	aemia			*	Dialysis line		•	
	Certainty				*	Certain		▼	
- 4	Associated Clinical Infections								
	Associated clinical infection					Bone and joi	int	-	
	Certainty					Highly likely		•	
	Inpatient Details								
F	For inpatients, what specialty was the infection thought to have been acquired in (Augmented Care)?				I	Renal Unit		¥	
[Date From						III		
	Date To								
Cance	el							Save	

Table 15. Overview of the Source of Bacteraemia and Associated Infections Tab fields

Field name	Comment
Source of bacteraemia	
Do you know the source of bacteraemia?	Only if "Yes" is selected will further questions be available
Source of bacteraemia	Select from the drop-down list. Only one option can be selected.
Certainty	Select the certainty with which the selected source explains the cause of the bacteraemia
Associated clinical infections	
Associated clinical infection	Only if an option is selected will further questions become available. Only one option can be selected.
Certainty	Select the certainty
Inpatient details	
For inpatients, what specialty was the infection thought to have been acquired in (Augmented Care)?	If "Not applicable" is selected the field "Treatment Specialty" becomes available. This is different from the information entered on the "Episode Details" tab as it relates to the specialty where the infection was thought to have been acquired.
Treatment specialty (triggered question)	This is different from the information entered on the "Episode Details" tab as it relates to the specialty where the infection was thought to have been acquired. Not applicable can be selected.
Date From/Date To	The dates from and to that the patient was in the treatment specialty.

Risk Factors & Treatment Tab

Figure 14. The Risk Factors and Treatment Tab

Episode Details 🖌 🔗 Species 🛛 🔗 Prior Trust Expo		ure	Source of Bad	cteraemia & Associated Infections					
Risk	Factors & Tre	atment	Healt	hcare Interactions (1)	Data	a Enrichment	Additional Comments		
	Mandatory fields are marked with red asterisk(*) Mandatory for Sign Off fields are marked with red hash(#) Pre-disposing Factors								
	Were there any p	ore-disposin	g risk fact	ors for the bacteraemia?		Yes	•		
	Immunosuppres	sed			*	Select	•		
	IV Drug User				*	Select	•		
	Liver Disease				*	Select	•		
	Peripheral IV De	vice			•	Select	•		
	Prosthesis				*	Select	•		
	Surgical Wound				•	Select	•		
	Urinary Catheter				*	Select	•		
	Other		*	Select	•				
	Assisted Ventilation (Past 7 days)			*	Select	•			
	Assisted Ventilation (Current)			*	Select	•			
	Central IV Device	e			*	Select	•		
	Diabetic				*	Select	▼		
	Has the patient to specimen date	been on anti- e?	cancer ch	emotherapy in 28 days prior		Select	×		
-	Prior S. aureus History								
	Prior S. aureus h	istory				MRSA Colonis	ed 🔹		
	When				*	1 - 4 weeks	•		
-	Treatment of	Bacterae	mia						
	Treatment of bac	cteraemia				Drain wound	•		

Cancel

Save

Table 16. Overview of the Risk Factors and Treatment Tab fields

Field name	Comment				
Pre-disposing factors					
Were there any pre-disposing risk factors for the bacteraemia?	Only if "Yes" is selected is it possible to select a pre-disposing factor				
List of pre-disposing factors	As many pre-disposing factors as applicable can be selected				
Prior S. aureus History					
Prior S. aureus history	If any option except "None", "Unknown" and "Other" is selected				
When	Select the timescale				
Treatment of bacteraemia					
Treatment of bacteraemia	Select as many options as appropriate from the drop down list				

Healthcare Interactions Tab

Table 17. Overview of the Healthcare interactions rabilier	Table	17. Overview	of the	Healthcare	Interactions	Tab fields
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Field name	Comment
Healthcare interactions tab	
Do you want to add a healthcare interaction	Only if "Yes" is answered will further questions be enabled
When	Select the timescale within which the interaction occurred
Type of interaction	Select the type of interaction
Where	Select where the interaction occurred
NHS acute Trust organisation	If "NHS acute Trust" is selected from "Where" the name of the organisation must be selected from the drop-down list which is enabled
Independent Sector Provider Organisation	If "Independent Sector Provider" is selected from "Where" the name of the organisation must be selected from the drop down list which is enabled
Date from/Date to	The dates from and to that the interaction occurred
Reason for interaction	Select the reason for interaction
Admission method	Select the admission method
Do you want to add another interaction?	If yes is selected another "Healthcare Interactions" tab is triggered with the same questions asked for the

Field name	Comment
Healthcare interactions tab	
	additional healthcare interaction. Up to 45 individual healthcare interactions can be added.

Gram-negative bacteraemia additional tabs

Risk Factors

This section collects important additional information related to how the *E. coli, P. aeruginosa* or *Klebsiella* spp. *bacteraemia* may have been acquired. Please note that pre April 2017 cases will have an "Archived (Risk Factor)" tab.

Figure 15. The Risk Factors Tab

Epis	ode Details Risk Factors 🔥 Prior Trus	t Exposure	Data Enrichment	Additional Comments						
	Mandatory fields are marked with red asterisk(*) Mandatory for Sign Off fields are marked with red hash(#)									
	Source									
	Primary focus of bacteraemia		No underlying for	cus of infection						
-	Risk Factors									
	Absolute Neutrophil count less than 500 (0.5) at time	*	Select	•						
	Diabetic foot ulcer or infection 28 days prior	*	Select	•						
	Hepatobiliary procedure (ERCP or MRCP or similar) 28 days	prior *	Select	-						
	Intubated (ETorPT) or extubated 28 days prior	*	Select	•						
	Open wounds or ulcer (excluding diabetic foot infection) 28	days prior 🔹 🔹	Select	•						
	Surgery (30 days or 12 months prosthetic material) prior	*	Select	•						
	Urinary catheter (including intermittent or temporary) in last prior	28 days *	Select	¥						
	Urinary catheter (including intermittent or temporary) manip days prior	ulated 28	Select	V						
	UTI treatment 28 days prior to onset	*	Select	▼						
	Vascular device (PPM or ICD) or CVC inserted, removed, ma 28 days prior	nipulated *	Select	V						
<u> </u>	Prostate biopsy in 28 days prior	*	Select	▼						
	Has the patient been on anti-cancer chemotherapy in 28 day specimen date?	s prior to	Select							
-	Antibiotic History									
	Number of antibiotic courses prescribed 28 days prior		Select	·						

Cancel

Save

Field name	Comment					
Risk factors tab						
Primary focus of bacteraemia?	The anatomical location/system believed by the microbiologist attending to the patient to be the most likely, on the basis of their clinical judgement, initial primary focus or source of the infection. Secondary sites resulting from a complication are not included. Only one can be selected.					
Urinary catheter in last 28 days prior	This list is only enabled if the primary focus is unclear or "Urinary" related.					
Urinary catheter inserted, removed or manipulated 28 days prior	Whether urinary catheter had been manipulated for clinical purpose in 28 days prior to the onset of infection. This list is only enabled if the primary focus is unclear or "Urinary" related.					
Vascular device inserted, removed or manipulated 28 days prior	This list is only enabled if the primary focus is unclear or "Intravascular device" is selected.					
Intubated (ET or PT) or extubated 28 days prior	Whether endotracheal or PT intubation was inserted or removed in last 28 days. This list is only enabled if the primary focus is unclear or "Respiratory" related.					
Prostate biopsy in 28 days prior	This list is only enabled if the primary focus is unclear or "Urinary" or Genital related					
Surgery (30 days or 12 months' prosthetic material) prior	The patient has undergone surgery in the past 30 days (if no implant was inserted), or past year if an implant was inserted.					
Surgical methods used (tick all that apply)	The list is only enabled if "Yes" is selected to the previous question. Generally one factor should be selected, but it may be applicable to select more than one.					
Hepatobiliary procedure (ERCP or MRCP) 28 days prior	Any procedure performed on hepatobiliary organs, such as Magnetic Resonance Cholangiopancreatography (MRCP) or Endoscopic Retrograde Cholangio-Pancreatography (ERCP). This list is only enabled if the primary focus is unclear or "Hepatobiliary" related.					

Table 18. Overview of the Risk Factors Tab fields

Open wounds or ulcer in prior 28 days	This list is only enabled if the primary focus is unclear or "Bone & Joint" or "Skin or Soft Tissue" are selected. Patient has an unhealed wound or ulcer in 28 days prior to onset of Bacteraemia.
Diabetic foot ulcer or infection 28 days prior	 Patient has had an unhealed diabetic ulcer or diabetes related infection of the foot in the 28 days prior to onset of bacteraemia. This list is only enabled if the primary focus is unclear or "Skin or Soft Tissue" is selected.
Absolute Neutrophil count less than 500 (0.5) at time	Patient has an absolute neutrophil count of less than 500 cells/µl at time of onset of bacteraemia. This is triggered regardless of what is selected as the Primary focus. Select an option from the drop down.
Number of antibiotic courses prescribed 28 days prior	Number of antibiotic courses patient has received in 28 days prior to onset of bacteraemia This field will trigger questions relating to the name and start and stop dates of the antibiotics. Up to 5 sets of antibiotics can be entered against each case.

Completing primary focus of bacteraemia will trigger further risk factor questions. These risk factor questions are all required dropdown boxes when triggered and are defined in the Mandatory Surveillance Protocol in section 13.2.2 Definitions of risk factors for Gramnegative collections (*E. coli, Klebsiella* spp. , *P. aeruginosa*)

Klebsiella spp. Species Tabs

Species Tab

This section collects important additional information related to the K. pneumoniae

Figure 16. The Species Tab

Episode Details	Risk Factors	Species	rior Healthcare Interactions
Mandatory fal	to are marked with red as	storiol/*)	
Mandatory for	Sign Off fields are marked	d with red hash(#)	
Species#			
Please select s	pecies	#	Select
			Select
			K. pneumoniae (incl. subspecies pnemoniae and ozenae)
			K. oxytoca
			Other Named
			Klebsiella sp.

Table 19. Overview of the Species Tab fields

Field name	Comment	
Species Tab		
Please select species	Please select appropriately	