Public Health England

Protecting and improving the nation's health

HCAI Data Capture System
User Manual

Annual Summary Reports

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

Most documents should feature a summary section. Please delete this page if this is not required.

Revision Date	Author	Version
01/09/2015	Public Health England	1.0
01/10/2015	Public Health England	2.0

Overview of Standard Reports: Annual Summaries

Annual summary reports are intended to allow users to replicate the Official Statistics produced and published by PHE. Please note that the numbers in the user-generate reports may differ from those included in published Official Statistics reports. This is because the data on the HCAI DCS are live and may be modified after data has been extracted for inclusion in the Official Statistics publications. Please note that the data included in the Official Statistics should be considered the official figures.

The annual summary reports on the HCAI DCS are based on cases reported by the NHS only. All users have access to these reports.

There are six annual summary reports: 'Cases Reported By Quarterly', 'Cases Reported By Yearly', 'Cases Trust Apportioned Quarterly', 'Cases Trust Apportioned Quarterly', 'Cases Trust Apportioned Yearly', 'Cases CCG Attributed Quarterly' and 'Cases CCG Attributed Yearly' (please see Table 1 for more information on each of these reports).

There are essentially three different reports, each that are presented by two different time period frequencies; quarterly reports and annual reports. Of note, both quarterly and annual reports refer to financial years. All quarterly reports show data for the two most recent completed financial years by quarter (providing eight quarters of data) while the financial year reports provide data from financial year 2007/08 up to and including the most recent completed financial year.

In order to navigate to any of these reports, you will need to use the 'Menu Toolbar' and click on 'Reports', a list of reports that you have permission to view will then show in an expanded menu, towards the bottom of the list will be 'Standard Reports', if you click onto this, the menu will expand again and allow you to select from either 'Monthly Summaries' or 'Annual Summaries' and a final expanded list will appear detailing all available reports within the specific category. You will then be able to select whichever of the six reports listed you would like to see (please see Figure 1).

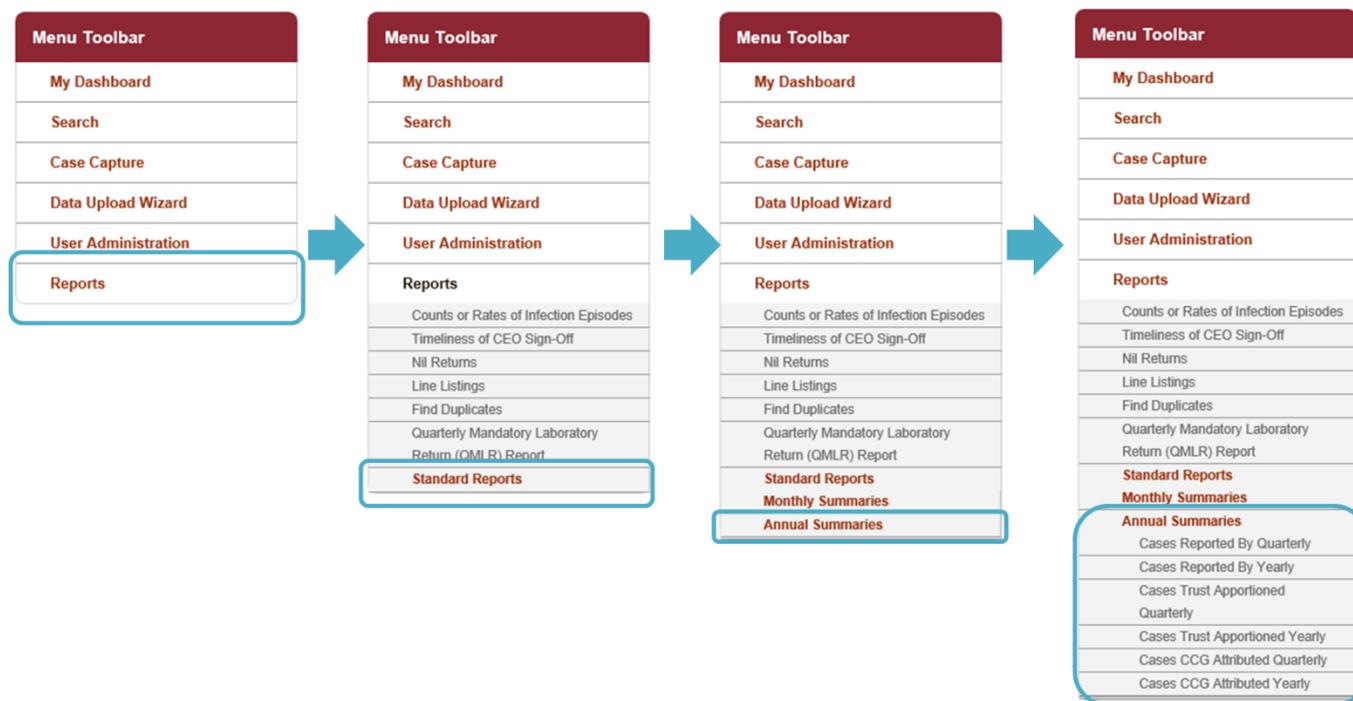Figure 1: Navigating to the Annual Summaries

Table 1: Standard Reports: Annual Summaries

Report	Description
Cases Reported By (Quarterly or Yearly)	These reports provide the counts and rates for infection episodes for a given data collection reported by reporting NHS acute Trust.
Cases Trust Apportioned (Quarterly or Yearly)	These reports provide the counts and rates of Trust apportioned cases for a given data collection by reporting NHS acute Trust. This report is not available for *E. coli* as PHE do not currently apportion *E. coli* bacteraemia cases. The report may be run for MRSA bacteraemia cases for historical trend purposes; however, official PHE outputs for MRSA bacteraemia are presented by Post Infection Review (PIR) assignment rather than apportioning. MRSA and MSSA cases are apportioned to an NHS acute Trust when: • The patient's specimen location has been reported as an 'acute Trust' or is null. • Patient's location at time of specimen has been reported as 'In-patient', 'Day patient', 'Emergency assessment' (or is null);

Report	Description
	• Patient's specimen date is on, or after, the third day of the admission, where day of admission is day 1 (or admission date is null). For example, if admission day is 1st Dec 2014, then the third day of admission would be 3rd Dec 2014. *C. difficile* cases are apportioned to an NHS acute Trust when: • Patient's specimen location has been reported as an 'acute Trust' (or is null); • Patient's location at time of specimen has been reported as 'In-patient', 'Day patient', 'Emergency assessment' (or is null); • Patient's specimen date is on, or after, the fourth day of the admission, where day of admission is day 1 (or admission date is null). For example, if admission day is 1st Dec 2014, then the fourth day of admission would be 4th Dec 2014.
Cases CCG Attributed (Quarterly or Yearly)	These reports provide the counts and rates of cases of a given data collection by the CCG to which the cases are attributed. For information on the CCG attribution process, please see the CCG attribution user guide.

As the annual summary reports are meant to emulate the Official Statistics reports published by PHE on an annual basis, there are only a limited number of parameters provided for you to select from (see Figure 2) . For all of the reports there are only four parameters that can be changed: 'Summarisation Type', 'Data Collection', 'Denominator' and 'Denominator Period'. These are described in greater detail in Table 2.

Once you have selected the parameter values you wish to run the report by, click on the 'View Report' button (see Figure 2). This process is the same for all of the annual summary reports.

The output will appear on the screen, as shown in Figure 3. You can then choose to review the report on screen by using the two scroll bars. Or you can export the report in one of four file types (PDF, CSV, Excel, Word). Please see Figure 4 for more details on how to export the report.
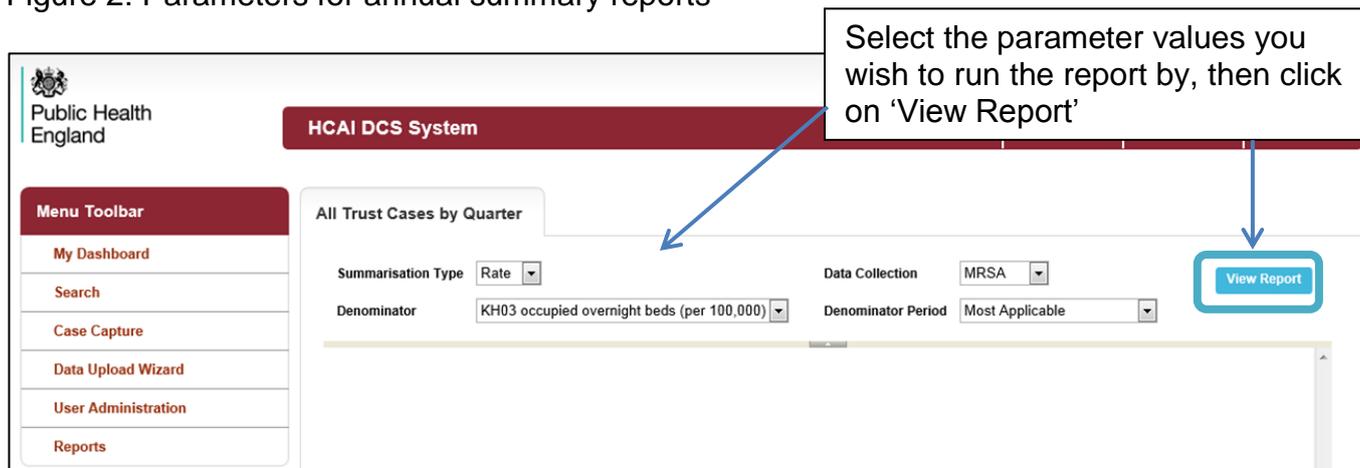
Figure 2: Parameters for annual summary reports

Table 2: Overview of parameters for the annual summary standard reports

Parameter	Field Type	Description
Summarisation Type	Drop-down menu	This filter allows you to select if you want the report to present counts or rates. The default value is 'Count'.
Data Collection	Drop-down menu	All four data collections are available; however, the default value will depend on which of the three reports you are looking at. For 'Cases CCG Attributed' the default value is MRSA. For 'Cases Trust Apportioned' the default value is *C. difficile*. For 'Cases Reported By' the default value is *E. coli*.
Denominator	Drop-down menu	This option is only available if the 'Summarisation Type' is set to 'Rates' The default denominator value is 'KH03 occupied overnight beds (per 100,000)' for the 'Cases Reported by' and 'Cases Trust Apportioned reports (quarterly and yearly).

Parameter	Field Type	Description
		The default denominator value is 'Mid-year Population (per 100,000) for the 'Cases CCG Attributed' reports (quarterly and yearly). The rates are calculated using KH03 bed days presented in this report are slightly different to those published in the HCAI Official Statistics, presented in the quarterly epidemiological commentary, annual epidemiological commentary and annual tables. KH03 returns are published on a quarterly basis as an average value for a three month period. In the Official Statistics publications on gov.uk all rates produced by quarter, use the specific quarter in question to get the most accurate results. However, on the HCAI DCS, the KH03 occupied overnight bed days start off as a total for the relevant financial year. In order for the system to then calculate a rate for a given time period, the total for the financial year is divided by the number of days in the financial year and then multiplied by the number of days in the time period in question. As the data starts off as a financial year as opposed to a quarter, any seasonal differences in bed day values are removed and so the rates will be slightly different. The rates produced by the HCAI DCS should be used as an estimate only,

Parameter	Field Type	Description
Denominator Period	Drop-down menu	This allows you to set the time period for the denominator. This drop-down is only available if 'Summarisation Type' is set to 'Rate'. The default value is "Most applicable". This means that the system will automatically select the time period of the denominator to cover the time period for which the report has been pre-programmed to run for. However, a specific denominator period can be selected if required. Of note, if you select a specific time period then this will be the denominator for the entire period that the report covers, for example, if you manually select a denominator period of "01-04-2012 to 31-03-3013" then this will be the denominator for all of the quarters/years included in the report and not only for the relevant financial quarters/year. Please refer to the Denominators User Guide for more information of Denominator Types and Periods.

Figure 3: Annual Summary Standard Reports: Example Output

Figure 4: Annual Summary Standard Report: Export Icons