



Public Health  
England

Protecting and improving the nation's health

# HCAI Data Capture System User Manual

Timeliness of CEO Sign-Off Report

# 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

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

# Timeliness of CEO Sign-Off Report

## Introduction

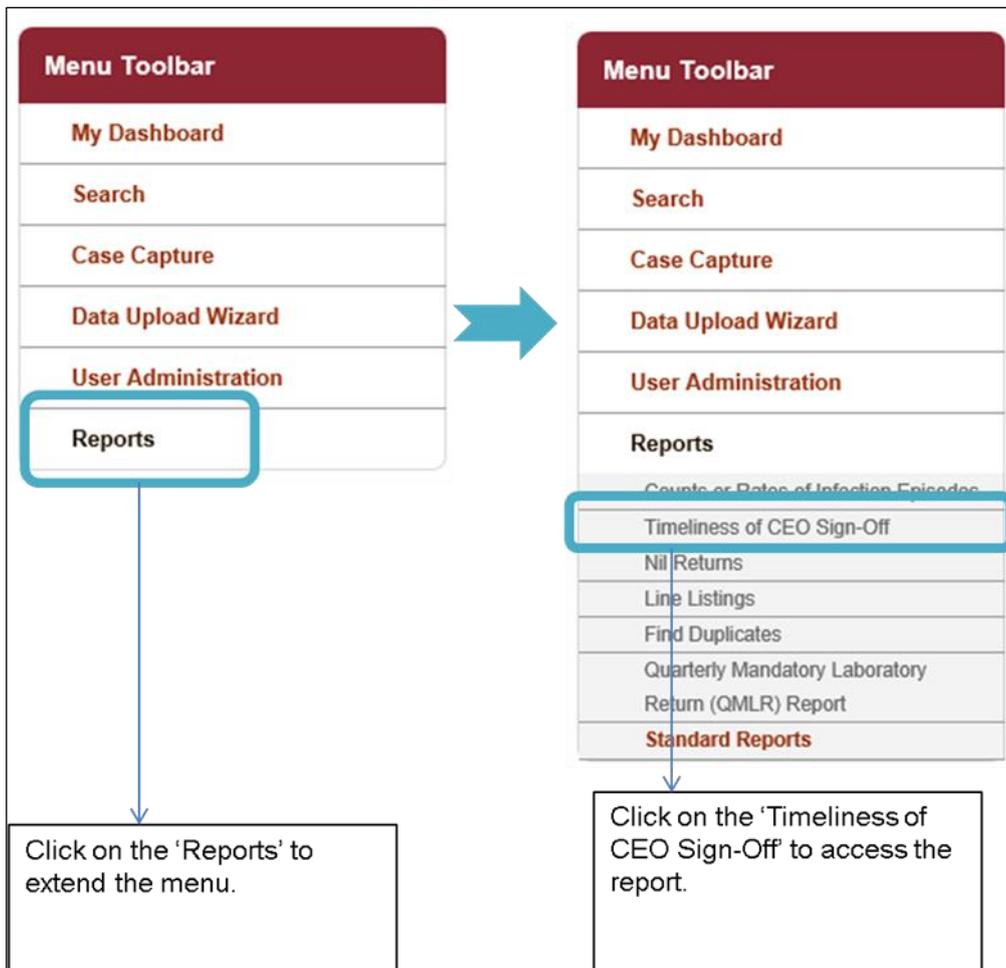
This report allows you to view the timeliness of CEO sign-off by Organisation(s), thus, you can calculate the percentage of periods that have been signed-off before/on and after the sign-off deadline.

This report has a number of parameters which you can change, which will present the data by a variety of different combinations, including time period, data collection and organisation. The data is always presented by month in this report.

Access the Timeliness of CEO Report

To access the 'Timeliness of CEO Sign-Off' report, from the home screen click on 'Reports' in the 'Menu Toolbar', then click on 'Timeliness of CEO Sign-Off' (Figure 1).

Figure 1: Accessing the Timeliness of CEO Sign-Off Report



## Timeliness of CEO Sign-Off Report: Parameter Screen

To get to this report, follow the steps in Figure 1. When you first land on the Timeliness of CEO Sign-Off report page, a report based on pre-set parameters, similar to Figure 2 will appear. Table 1 provides an overview of the report parameters and their impact on what data are presented.

Figure 2: Timeliness of CEO Sign-Off Report: Parameter Screen

## Timeliness of CEO Sign-Off Report: Report Parameters

Table 1: Timeliness of CEO Sign-Off Report: Report Parameters

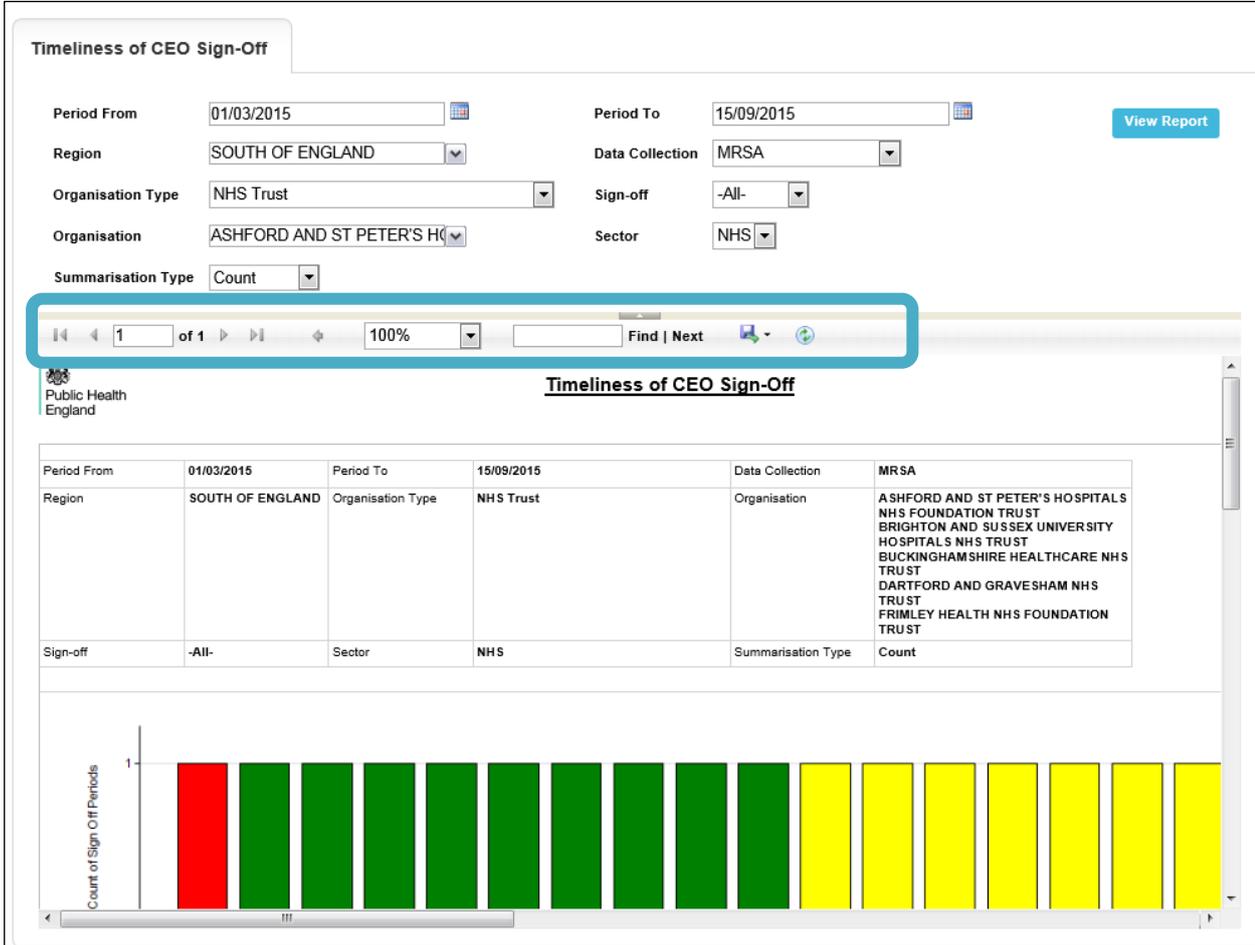
Parameter	Comment	Parameter Type	Note
Period From and Period To	Changes the time period for which the data in this report are presented.	Date Selector	<p>The default value for 'Period From' is 1<sup>st</sup> day of current month – 6 months.</p> <p>The default value for 'Period To' is today's date.</p> <p>For example, if today's date is 15<sup>th</sup> September 2015, then 'Period From' the date will be 1<sup>st</sup> March 2015 and the 'Period To' will be 15<sup>th</sup> September 2015.</p> <p>NB. Only periods eligible for sign-off will be returned in the report. For example, if today's date is 30<sup>th</sup> September 2015 and 'Period To' is set to today's date, the latest sign-off period that will be returned in the report will be August, 2015, as the September 2015 data is not eligible for sign-off until after the 1<sup>st</sup> October 2015.</p>
Region	Changes the region that the data are presented for in	Multi-select drop-down	The default value is the region you are signed in as. For example, if you are an NHS Trust user for the Calderdale and Huddersfield NHS Foundation Trust,

Parameter	Comment	Parameter Type	Note
	this report. These include the NHS Regions and an overall 'National' value.		the default region will be the North of England.
Data Collection	Changes which Data Collection the data is presented for in this report.	Drop-down	The default value is MRSA.
Organisation Type	Changes the organisation type the report displays the data by.	Drop-down	<p>The default value is the organisation type that you are currently logged into the system as.</p> <p>All organisation types are available for you to select; however, please note that if you run the report by Clinical Commissioning Group or Local Authority you will not be presented with a chart or table, as cases are attributed to CCGs and Local Authorities based upon patient information, rather than by reporting organisations (NHS Trusts or Independent Sector Provider Sites).</p> <p>All other sub-national/national groups, will have output, as long as they can be aggregated through the reporting route from a suitable base-unit (i.e. NHS acute Trust or Independent Sector Healthcare Provider Site) (see Figure 6).</p> <p>NB. If you run this report by Renal Units, you will also not be presented with a chart/table, as again they cannot be mapped from NHS acute Trusts or Independent Sector Healthcare Provider Sites.</p>
Sign-off	Changes whether the data included in this report are filtered by the type of sign-off (i.e. signed-off on time, signed-	Drop-down	The default value is '-All-'.

Parameter	Comment	Parameter Type	Note
	off late, unsigned off etc)		
Organisation	Changes the organisation for which this report presents data.	Multi-select drop-down  NB. The drop-down menu can be made larger, so that you can read the full name of the organisations, by clicking on and dragging the bottom right-hand corner to a wider point 	The default organisation will be the organisation that you are signed into the system as. If you have access to multiple organisations of the same type, then all of the organisations will be selected as the default.  The organisation drop-down options are based on the organisation type and region that you have already selected.
Sector	Changes the sector for which this report presents data.	Drop-down	The default value will depend on the 'Organisation Type' that you have already selected; if the organisation type is 'Independent Sector Healthcare Provider' or 'Independent Sector Healthcare Provider Site' then the default Sector will be 'Independent'. For all other 'Organisation Types' selected, the default sector is 'NHS'
Summarisation type	Changes whether the report presents data as a count or a percentage.	Drop-down	The default summarisation type will be count.  NB. Percentage is calculated using the formula below. The following example is to calculate the percentage that are signed-off on time:  $\% \text{ of periods signed - off on time} = \left(\frac{X}{N}\right) \times 100$  Where... X = Number of sign-off periods for the sub-national or national group that have been signed-off on time for the time period included in the report N = Number of sign-off periods for the sub-national or national group for the time period included in the report

## Timeliness of CEO Sign-Off Report: Screen View

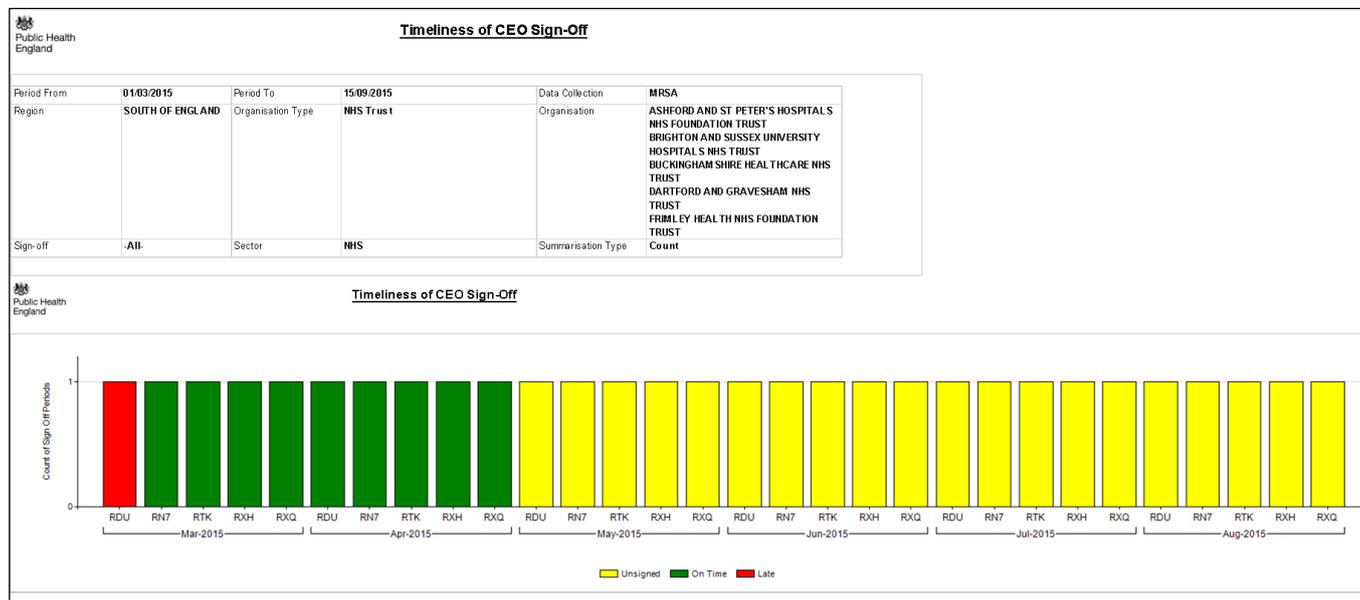
Figure 3: Timeliness of CEO Sign-Off Report: Screen View



Once you have selected your parameters, please click 'View Report' to run the report. 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 Figures 4 and 5 for an example of the exported report outputs (Chart and Table, respectively) and see Figure 7 for more details on how to export the report.

## Timeliness of CEO Sign-Off Report: Chart

Figure 4: Timeliness of CEO Sign-Off Report: Chart



NB. Sign-off period data are presented by month and organisation. When looking at NHS Trust or Independent Sector Providers, there will be a maximum count of 1 (or percentage of 100%), as each organisation can only sign-off one sign-off period per month as a sign-off period is one month long; however, for sub-national or national groups, with multiple NHS Trusts or Independent Sector Providers within their jurisdiction, the counts of sign-off periods per month can exceed a count of 1 (see Figure 6). The maximum number of sign-off periods per month will be equal to the number of NHS Trusts or Independent Sector Providers within the sub-national/national groups' jurisdiction. The chart will then contain stacked bars, one bar per sub-national/national organisation per month.

NB. The coloured (stacked) bars in the chart refer to sign-off status as follows:

- Green: period has been signed-off on time by specific organisation (i.e. on or before 15<sup>th</sup> of the following month).
- Red: period has been signed off late by a specific organisation (i.e. after the 15<sup>th</sup> of the following month).
- Yellow: period has yet to be signed-off.

NB. If you hover your mouse pointer over an area of the (stacked) bars, the organisation name will appear.

NB. Only periods eligible for sign-off will be returned in the report. For example, in Figure 4, the 'Period From' date is 1<sup>st</sup> March 2015 and 'Period To' date is 15<sup>th</sup> September 2015; however, the data returned in the report output covers March to August 2015 inclusive, as September 2015 data is not yet eligible for sign-off.

NB. The output of this report does not distinguish between periods that are eligible for sign-off and that have not yet been signed-off but that are not late and periods that are eligible for sign-

off and that have not yet been signed-off and are late. For example, in Figure 4, as today's date is 15<sup>th</sup> September 2015, August-2015 data is eligible for sign-off but is not yet overdue; however, there is no colour difference in the chart between August-2015 and July-2015 (for which sign-off is overdue/late).

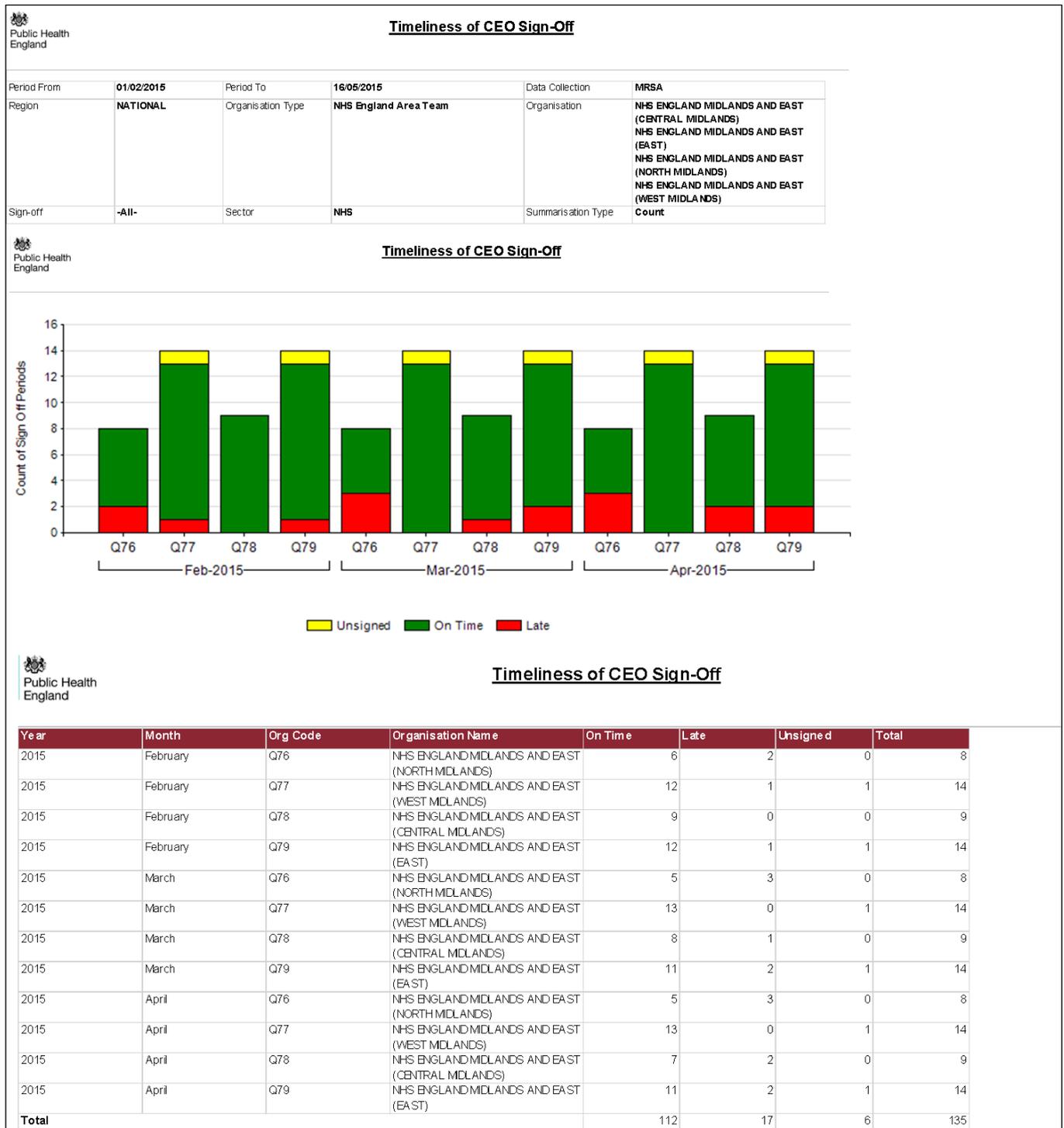
## Timeliness of CEO Sign-Off Report: Table

Figure 5: Timeliness of CEO Sign-Off Report: Table

Public Health England							
Timeliness of CEO Sign-Off							
Period From	01/03/2015	Period To	15/09/2015	Data Collection	MRSA		
Region	SOUTH OF ENGLAND	Organisation Type	NHS Trust	Organisation	ASHFORD AND ST PETER'S HOSPITALS NHS FOUNDATION TRUST BRIGHTON AND SUSSEX UNIVERSITY HOSPITALS NHS TRUST BUCKINGHAMSHIRE HEALTHCARE NHS TRUST DARTFORD AND GRAVESHAM NHS TRUST FRIMLEY HEALTH NHS FOUNDATION TRUST		
Sign-off	All	Sector	NHS	Summarisation Type	Count		
Public Health England							
Timeliness of CEO Sign-Off							
Year	Month	Org Code	Organisation Name	On Time	Late	Unsigned	Total
2015	March	RDU	FRIMLEY HEALTH NHS FOUNDATION TRUST	0	1	0	1
2015	March	RN7	DARTFORD AND GRAVESHAM NHS TRUST	1	0	0	1
2015	March	RTK	ASHFORD AND ST PETER'S HOSPITALS NHS FOUNDATION TRUST	1	0	0	1
2015	March	RXH	BRIGHTON AND SUSSEX UNIVERSITY HOSPITALS NHS TRUST	1	0	0	1
2015	March	RXQ	BUCKINGHAMSHIRE HEALTHCARE NHS TRUST	1	0	0	1
2015	April	RDU	FRIMLEY HEALTH NHS FOUNDATION TRUST	1	0	0	1
2015	April	RN7	DARTFORD AND GRAVESHAM NHS TRUST	1	0	0	1
2015	April	RTK	ASHFORD AND ST PETER'S HOSPITALS NHS FOUNDATION TRUST	1	0	0	1
2015	April	RXH	BRIGHTON AND SUSSEX UNIVERSITY HOSPITALS NHS TRUST	1	0	0	1
2015	April	RXQ	BUCKINGHAMSHIRE HEALTHCARE NHS TRUST	1	0	0	1
2015	May	RDU	FRIMLEY HEALTH NHS FOUNDATION TRUST	0	0	1	1
2015	May	RN7	DARTFORD AND GRAVESHAM NHS TRUST	0	0	1	1
2015	May	RTK	ASHFORD AND ST PETER'S HOSPITALS NHS FOUNDATION TRUST	0	0	1	1
2015	May	RXH	BRIGHTON AND SUSSEX UNIVERSITY HOSPITALS NHS TRUST	0	0	1	1
2015	May	RXQ	BUCKINGHAMSHIRE HEALTHCARE NHS TRUST	0	0	1	1
2015	June	RDU	FRIMLEY HEALTH NHS FOUNDATION TRUST	0	0	1	1
2015	June	RN7	DARTFORD AND GRAVESHAM NHS TRUST	0	0	1	1
2015	June	RTK	ASHFORD AND ST PETER'S HOSPITALS NHS FOUNDATION TRUST	0	0	1	1
2015	June	RXH	BRIGHTON AND SUSSEX UNIVERSITY HOSPITALS NHS TRUST	0	0	1	1
2015	June	RXQ	BUCKINGHAMSHIRE HEALTHCARE NHS TRUST	0	0	1	1
2015	July	RDU	FRIMLEY HEALTH NHS FOUNDATION TRUST	0	0	1	1
2015	July	RN7	DARTFORD AND GRAVESHAM NHS TRUST	0	0	1	1
2015	July	RTK	ASHFORD AND ST PETER'S HOSPITALS NHS FOUNDATION TRUST	0	0	1	1
2015	July	RXH	BRIGHTON AND SUSSEX UNIVERSITY HOSPITALS NHS TRUST	0	0	1	1
2015	July	RXQ	BUCKINGHAMSHIRE HEALTHCARE NHS TRUST	0	0	1	1
2015	August	RDU	FRIMLEY HEALTH NHS FOUNDATION TRUST	0	0	1	1
2015	August	RN7	DARTFORD AND GRAVESHAM NHS TRUST	0	0	1	1
2015	August	RTK	ASHFORD AND ST PETER'S HOSPITALS NHS FOUNDATION TRUST	0	0	1	1
2015	August	RXH	BRIGHTON AND SUSSEX UNIVERSITY HOSPITALS NHS TRUST	0	0	1	1
2015	August	RXQ	BUCKINGHAMSHIRE HEALTHCARE NHS TRUST	0	0	1	1
<b>Total</b>				9	1	20	30

## Timeliness of CEO Sign-Off Report: Sub-National Group Output

Figure 6: Timeliness of CEO Sign-Off Report: Sub-National Group Output



NB. Sign-off period data are presented by month and organisation. Figure 6 shows an example of the output for sub-national groups (four Area Teams), each with multiple NHS Trusts within their jurisdiction, the counts of sign-off periods per month can exceed a count of 1. The maximum number of sign-off periods per month are equal to the number of NHS Trusts within the Area Teams' jurisdiction, for example, for NHS England Midlands and East of

England (North Midlands) – Q76 Area Team the total number of sign-offs per month is equal to eight every month, as there are eight NHS Trusts within their jurisdiction.

### Timeliness of CEO Sign-Off Report: Export Icons

Figure 7: Timeliness of CEO Sign-Off Report: Export Icons

