



Public Health
England

Protecting and improving the nation's health

HCAI Data Capture System User Manual

Monthly 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
01/04/2018	Public Health England	3.0

Overview

Introduction

Monthly summary reports are intended to allow users to replicate the Official Statistics produced and published by PHE. Please note that the numbers in user-generated reports may differ from those included in the 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 monthly summary reports on the HCAI DCS are based on cases reported by the NHS only. All users have access to these reports.

There are four monthly summary reports: 'Cases CCG Attributed', 'Cases Trust Apportioned', 'Cases Reported By' and 'PIR Assigned Cases' (please see Table 1 for more information on each of these reports). 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, finally navigating you to whichever of the four reports listed you would like to see (please see Figure 1).

Figure 1: Navigating to the Monthly Summaries

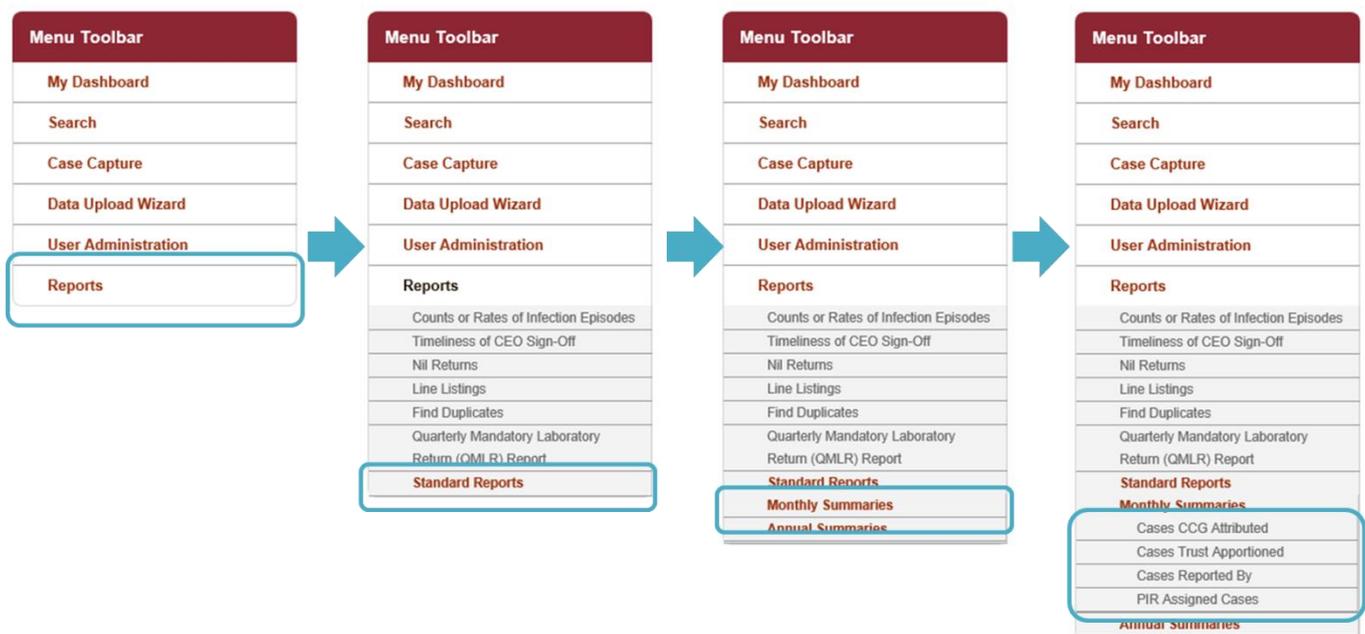


Table 1: Standard Reports: Monthly Summaries

Report	Description
Cases CCG Attributed	The 'Cases CCG Attributed' report provides the number 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.
Cases Trust Apportioned	<p>The 'Cases Trust Apportioned' report provides the number of Trust apportioned cases for a given data collection by reporting NHS acute Trust.</p> <p>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 (see below for further information on this specific report).</p> <p>MRSA, MSSA, <i>E. coli</i>, <i>P. aeruginosa</i> and <i>Klebsiella</i> spp. cases are apportioned to an NHS acute Trust when:</p> <ul style="list-style-type: none"> • 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); • 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. <p><i>C. difficile</i> cases are apportioned to an NHS acute Trust when:</p> <ul style="list-style-type: none"> • 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 Report By	This report provides the total number of cases for a given

Report	Description
PIR Assigned Cases	<p data-bbox="523 277 1177 311">data collection reported by NHS acute Trusts.</p> <p data-bbox="523 322 1334 398">The 'PIR Assigned Cases' report provides the number of MRSA bacteraemia cases by PIR Assignment.</p> <p data-bbox="523 450 1334 568">This report uses the current PIR assignment, and therefore, will include both finalised cases and those that are currently open.</p> <p data-bbox="523 620 1307 779">Reports can be displayed by NHS acute Trust, CCG or both combined. Data can be further filtered to Trust assigned cases, CCG assigned cases or Third Party assigned cases.</p> <p data-bbox="523 831 1358 1034">Please note: 'Organisation Type' and 'Limit report to' values are not mutually exclusive, for example, selecting 'Organisation Type' as 'CCG' and 'Limit report to' as 'Trust assigned' will show the number of PIR Trust assigned cases for each attributed CCG.</p>

As the monthly summary reports are meant to emulate the Official Statistics reports published by PHE on a monthly basis, there are only a limited number of parameters provided for you to select from. For three of the reports ('Cases CCG Attributed', 'Cases Trust Apportioned', 'Cases Reported By', please see Figures 2a, 2b and 2c) there are only three parameters that can be changed: 'Period From', 'Period To' and 'Data Collection'. 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 2a; however, this process is the same for all of the monthly summary reports).

Figure 2a: Parameters for 'Cases CCG Attributed'

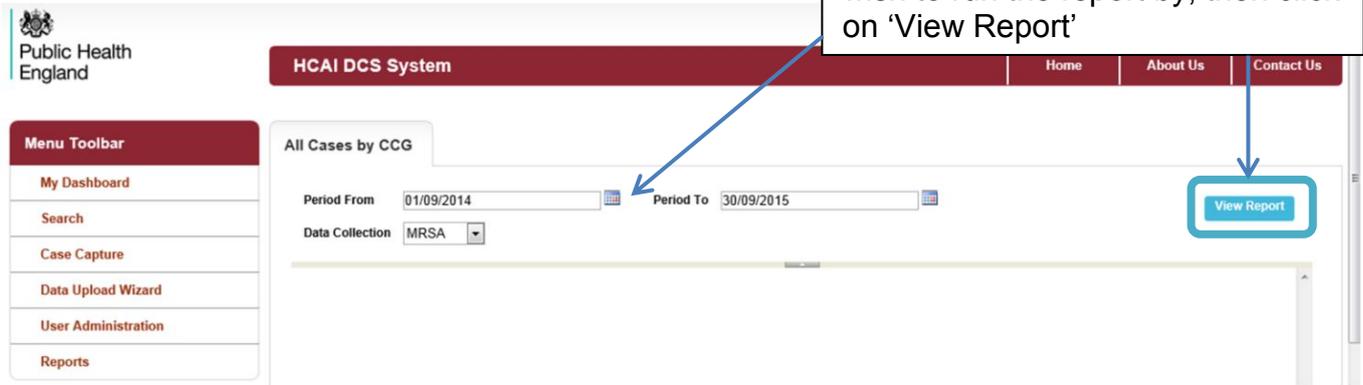


Figure 2b: Parameters for 'Cases Trust Apportioned'

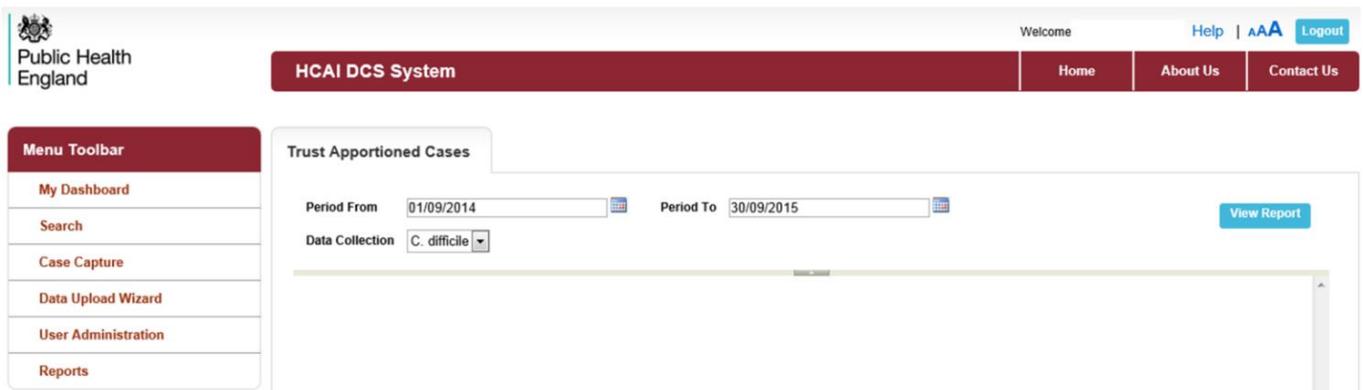
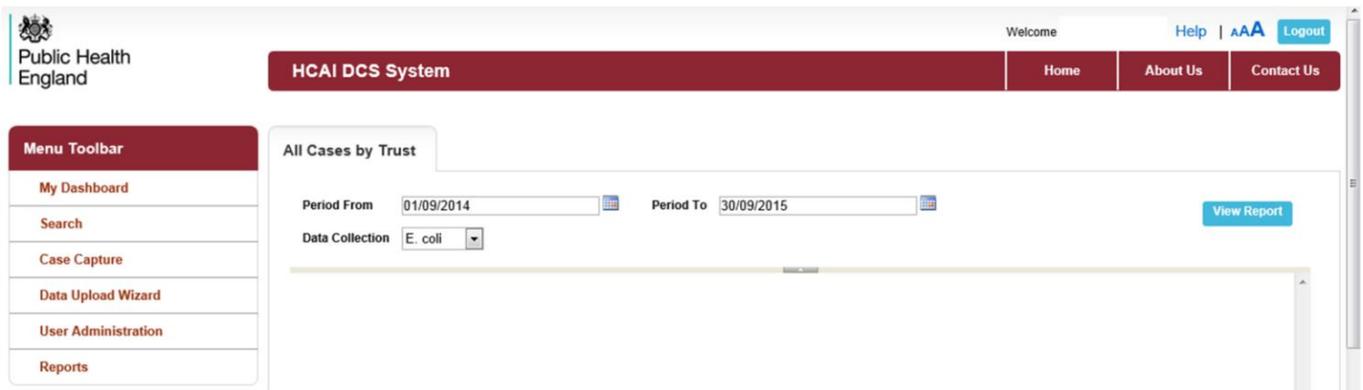


Figure 2c: Parameters for 'Cases Reported By'



The fourth monthly summary report, 'PIR Assigned Cases', has slightly different parameter options to the other monthly summary reports. It has 'Period From' and 'Period To' options, like the other monthly summary reports; however, the PIR process is only applicable for MRSA bacteraemias and so there is no option for 'Data Collection'. In addition, you are able to select which 'Organisation Type' you wish to have the data presented by and you are also able to limit the data presented by assignment type (see Figure 3), see Table 3 for further explanation of these parameters.

Figure 3: Parameters for 'PIR Assigned Cases'

The screenshot displays the HCAI DCS System interface. At the top left is the Public Health England logo. The main header is 'HCAI DCS System' with navigation links for 'Home', 'About Us', and 'Contact Us'. A 'Welcome' message and 'Help | AAA Logout' are in the top right. A 'Menu Toolbar' on the left lists: My Dashboard, Search, Case Capture, Data Upload Wizard, and User Administration. The main content area is titled 'PIR Assigned Cases' and contains the following parameters:

Period From	<input type="text" value="01/09/2014"/>	Period To	<input type="text" value="30/09/2015"/>	View Report
Organisation Type	<input type="text" value="NHS Trusts"/>	Limit report to	<input type="text" value="Trust Assigned"/>	

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

Parameter	Field Type	Description
'Period From' and 'Period To'	Calendar/date picker	<p>These parameters allow you to change the date range for which the report will run.</p> <p>The default value for 'Period To' is the last date of the previous data period eligible for sign-off. For example, on 12th October 2015 the default 'Period To' date would be 30th September 2015, as that was the most recent completed data period.</p> <p>The default value for 'Period From' is 13 months prior to the 'Period To' date. For example, on 12th October 2015, the 'Period From' date would be 1st September 2014.</p> <p>The default date range provides you with the most recent completed 13 months of data, as per the Official Statistics reports published on the gov.uk website by PHE.</p> <p>However, these dates can be amended, entered either as text or selected from the calendar pop-up.</p>
Data Collection	Drop-down menu	<p>All four data collections are available; however, the default value will depend on which of the three reports you are looking at.</p> <p>For 'All Cases by CCG' the default value is MRSA.</p> <p>For 'Trust Apportioned Cases' the default value is <i>C. difficile</i>.</p> <p>For 'All Cases By Trust' the default</p>

Parameter	Field Type	Description
		value is <i>E. coli</i> .

Table 3: Overview of parameters for the monthly summary 'PIR Assigned Cases' report

Parameter	Field Type	Description
'Period From' and 'Period To'	Calendar/date picker	<p>These parameters allow you to change the date range for which the report will run.</p> <p>The default value for 'Period To' is the last date of the previous data period eligible for sign-off. For example, on 12th October 2015 the default 'Period To' date would be 30th September 2015, as that was the most recent completed data period.</p> <p>The default value for 'Period From' is 13 months prior to the 'Period To' date. For example, on 12th October 2015, the 'Period From' date would be 1st September 2014.</p> <p>The default date range provides you with the most recent completed 13 months of data, as per the Official Statistics reports published on the gov.uk website by PHE.</p> <p>Dates can be entered as text or selected from the calendar pop-up</p>
Organisation Type	Drop-down	<p>This parameter allows you to select which organisation type the data in the report are presented by.</p> <p>The default value is "NHS Trusts".</p> <p>Alternative values are "Clinical Commissioning Groups" or "-All-".</p>
Limit Report To	Drop-Down	This parameter allows you to limit the data displayed in the report.

Parameter	Field Type	Description
		<p>The default value is set to “Trust Assigned”, which will only bring back data on cases provisionally assigned or finally assigned to acute Trusts.</p> <p>The report can also be run limited to “CCG assigned”, “Third party assigned” or “-All-“ as well.</p>

Like the other monthly summary standard reports, 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 4. 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 5 for more details on how to export the report.

Figure 4: Monthly Summary Standard Reports: Example Output

Menu Toolbar

- [My Dashboard](#)
- [Search](#)
- [Case Capture](#)
- [Data Upload Wizard](#)
- [User Administration](#)
- [Reports](#)

Help & Support

This report summarises the number of infection cases attributed to CCGs by organisation and month.

[Click here to view guide](#)
[See FAQs and Content for more info](#)

Key to Screen Symbols

- ✖ Error on page
- ⚠ Attention
- ✔ Saved / completed
- ✕ Close screen / popout

All Cases by CCG

Period From: 01/09/2014 Period To: 30/09/2015 [View Report](#)

Data Collection: MRSA

1 of 1 100% Find | Next

All Cases by CCG

Region	NATIONAL	Data Collection	MRSA	Signed - Off	-All-
Organisation Type	Clinical Commissioning Groups	Period From	01/09/2014	Entered After Sign -Off	-All-
Organisation	-All-	Period To	30/09/2015	Limit report to	-All-
Denominator	Not Applicable	Patient Age From	0	Frequency	Monthly
Denominator Period	Not Applicable	Patient Age To	150	Summarisation Type	Count
Sector	NHS	Output Type	Table		

Organisation Name	Code	Sep-2014	Oct-2014	Nov-2014	Dec-2014	Jan-2015	Feb-2015	Mar-2015	Apr-2015	May-2015	Jun-2015	Jul-2015	Aug-2015	Sep-2015	Total
CENTRAL MIDLANDS COMMISSIONING HUB	14D	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHESHIRE AND MERSEYSIDE COMMISSIONING HUB	13Y	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CUMBRIA AND NORTH EAST COMMISSIONING HUB	13X	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EAST COMMISSIONING HUB	14E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LANCASHIRE AND GREATER MANCHESTER COMMISSIONING HUB	13W	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Figure 5: Monthly Summary Standard Report: Export Icons

