Protecting and improving the nation's health

HCAI Data Capture System
User Manual

PIR Open Stages 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

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PIR Reports

Introduction

There are three PIR reports available to view via the left-hand Menu Toolbar. You will only be able to see the PIR reports if you are logged into the system as one of the PIR roles (PIR Data Entry, PIR Assignment, PIR Arbitrator or PIR View Only) or if you are Local Administrator

Accessing the PIR Reports

To access the PIR reports, from the home screen click on 'Reports' in the 'Menu Toolbar', then click on 'PIR Reports' and then click on the specific report name of interest (Figure 1).

Figure 1: Accessing the PIR Reports
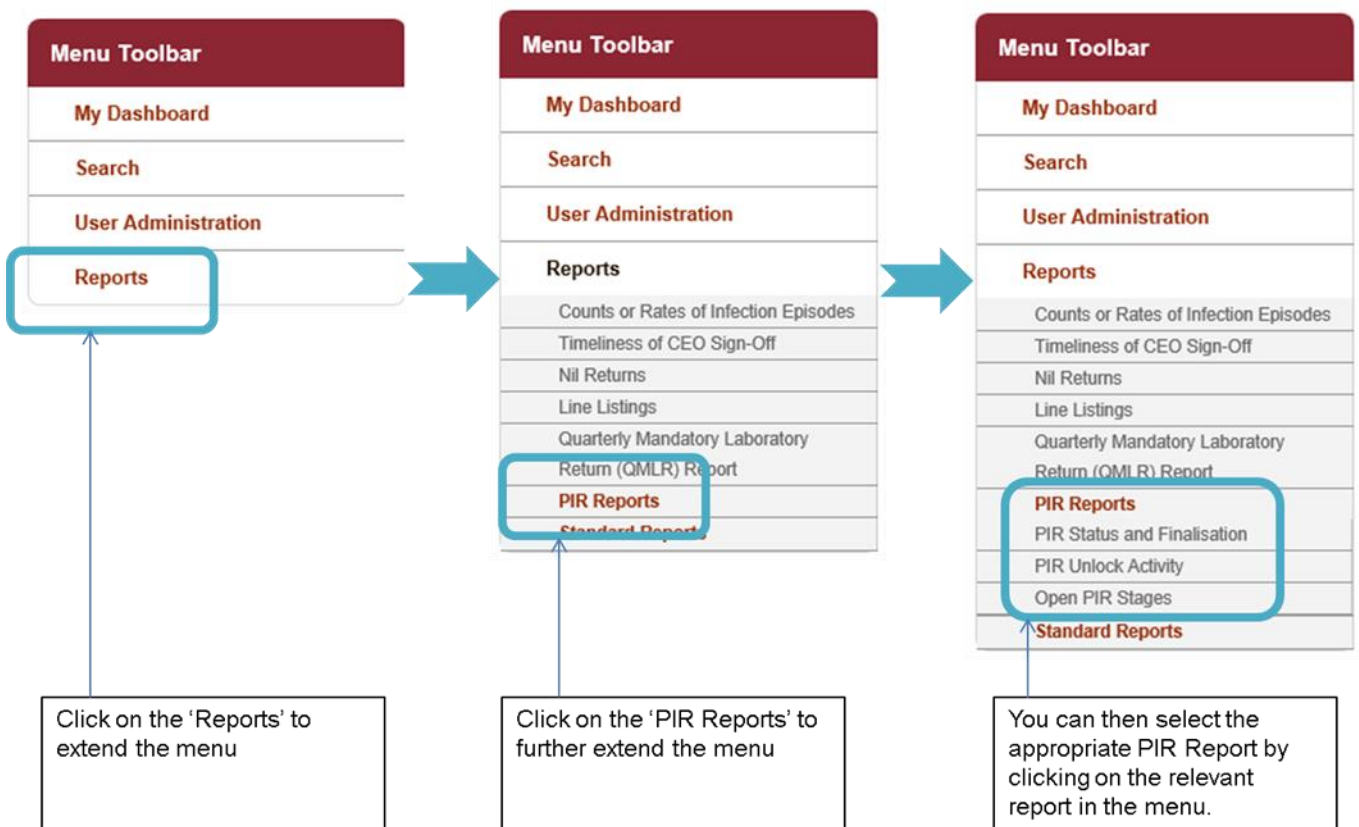
PIR Open Stages Report

The PIR Open Stages Report allows you to assess the number of open PIR cases, with the ability to see which organisation is leading the PIR(s) and the stage at which the open PIR(s) are at.

This report has a number of parameters available for you to change so that you can view the data returned in a number of different combinations, including time period and frequency.

PIR Open Stages Report Parameter Screen

To enter this report, follow the steps in Figure 1 and then select 'Open PIR Stages' from the PIR Reports sub-menu. When you first land on the PIR status and finalisation 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: PIR Open Stages Report Parameter Screen

PIR Open Stages Report Parameters

Table 1: PIR Open Stages Report Parameters

Parameter	Comment	Parameter Type	Note
Period From and Period To	Changes the time period the data is shown for.	Date Selector	The default value for Period From will be first day of the previous month – 4 months. The default value for Period To will be today's date. For example, if you sign into the system on 11th September 2015, Period From will be for 1st April 2015 and Period To will be 11th September

Parameter	Comment	Parameter Type	Note
			2015. These dates can be altered by using either the calendar-style date picker or by typing in the date using the following format: DD/MM/YYYY.
Data Collection	Changes which Data Collection the data is presented for in this report.	Drop-down	Currently, this is fixed MRSA.
Frequency	This changes the time period frequency (eg. Monthly, weekly, etc) that the data are presented in.	Drop-down	The default is 'Monthly'.
Organisation Type	Changes the organisation type the report displays the data by.	Drop-down	The default value will be the organisation type that you are signed in as (e.g. if you are signed in as an NHS Trust user, it will show NHS Trust). NB. You will only have alternative organisation types available if you have permissions to view data for other organisation types (i.e. both an NHS Trust and a CCG).
Region	Changes the region that the data are presented for in this report. These include the NHS Regions and an overall 'National' value.	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, the default region will be the North of England. NB. You will only be offered the regions of the organisations that you have permissions to view PIR data for. If you only can access PIR data for one organisation, then there will be no alternative region available for you to filter the report data by.
Limit Report To	Changes the data presented in the report according to provisional assignment.	Drop-down	The default value for this parameter is '-All-'.

Parameter	Comment	Parameter Type	Note
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, as well as, the organisations for which you have access to PIR data. If you only have access to the PIR data for one organisation, then that will be the only organisation in the drop-down menu.
View By	This changes the organisation type by which the data are presented as in this report.	Drop-down	The default and options for this drop-down depend on the organisation type that you selected earlier. If you selected 'NHS Trust' for the 'Organisation Type', the default value for 'View By' will also be 'NHS Trust. This presents the data by the NHS Trust(s) that reported the case(s). However, you can also select 'Clinical Commissioning Group', which will then present the data of cases associated with the NHS Trust(s) you have selected for 'Organisation' by the CCG(s) that the MRSA bacteraemia cases are attributed to. The converse is true if the 'Organisation Type' that you selected was 'Clinical Commissioning Group'. For any other 'Organisation Type' (i.e. not NHS Trust or Clinical Commissioning Group), then the 'View By' drop-down will only contain 'Not Applicable' because the data will be presented by the 'Organisation Type' selected.

# PIR Open Stages Report Output Screen View

Figure 3: PIR Open Stages Report Output Screen View
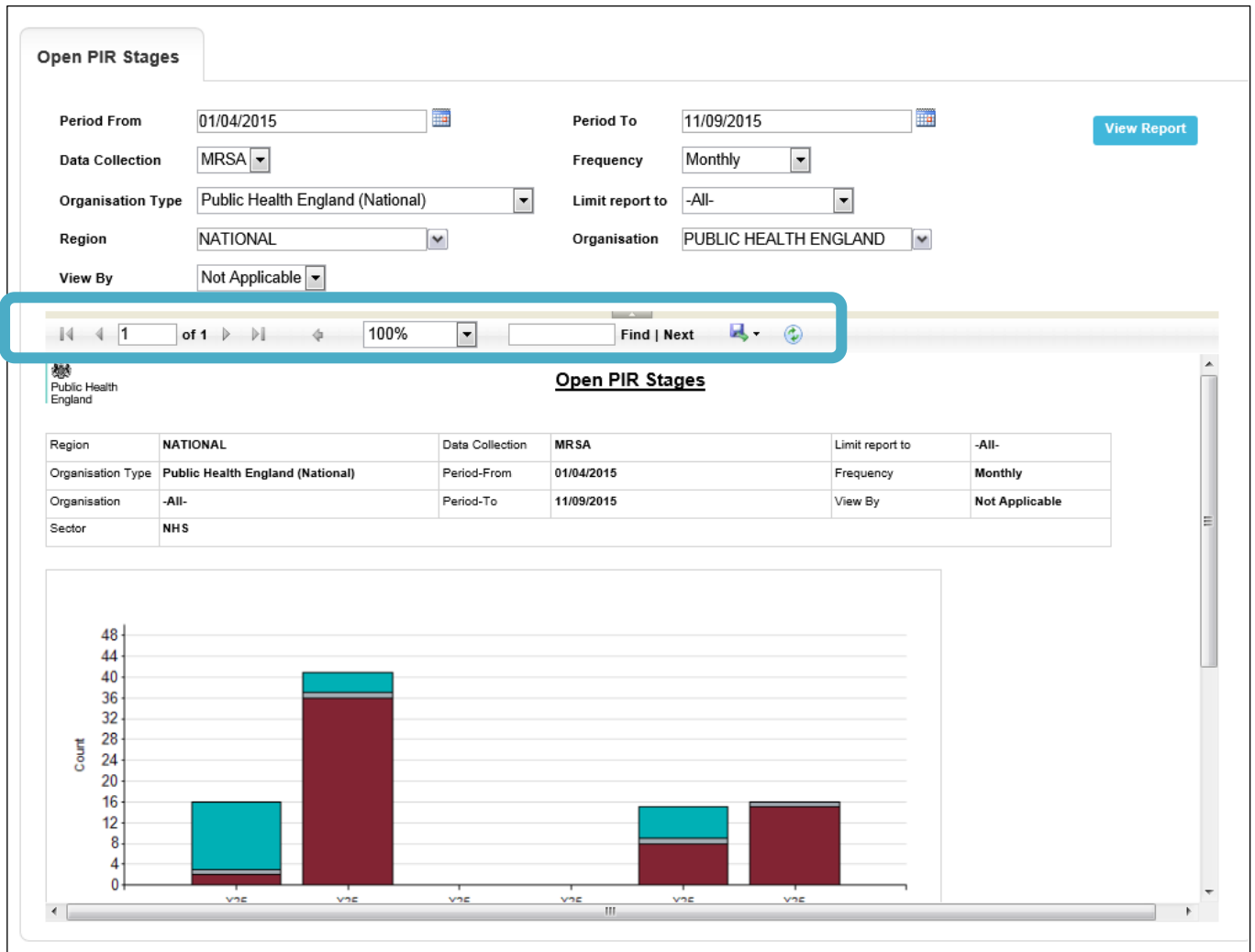
Once you have selected your parameters, please click 'View Report' to run the report. The output will appear on the screen, as shown in Figure 3. You can then choose to review the report on screen by using the two scroll bars. Or you can export the report in one of four file types (PDF, CSV, Excel, Word). Please see Figures 4 for an example of the report outputs (Chart and Table) and see Figure 5 for more details on how to export the report.

PIR Open Stages Report Output

Figure 4: PIR Open Stages Report Output
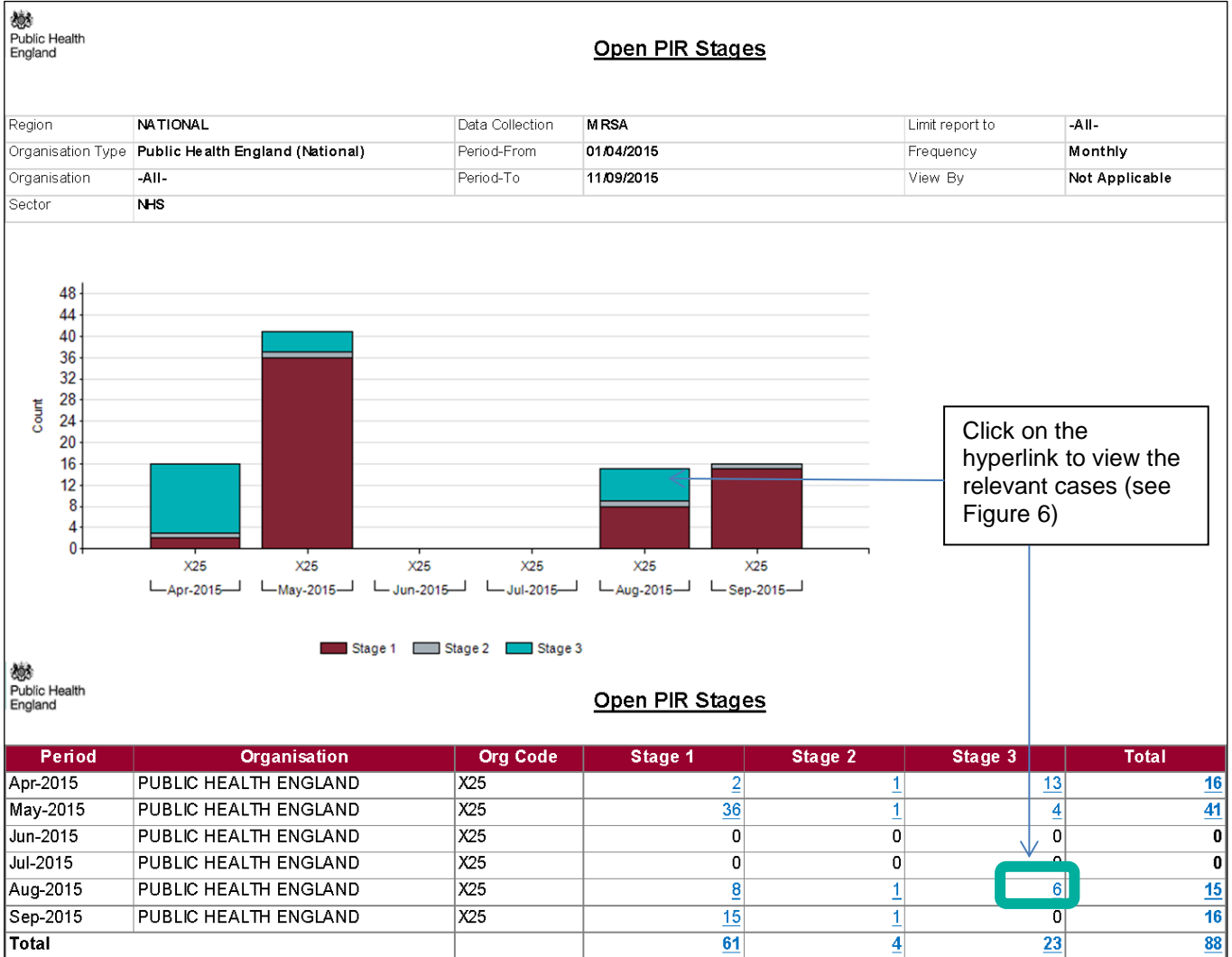
NB. If you allow your mouse pointer to hover over a section of the stacked bar, the organisation name will be displayed.

In addition, each of the areas of the stacked bars and the blue underlined counts within the table act as hyperlinks, which will navigate to a sub-report drill down (Figure 6).

Using a section of the bar as a hyperlink will limit the data included in the sub-report drill down to those cases at the particular PIR stage represented in the chart (Figure 6).

Clicking on one of the cell contents in the table (i.e. the blue underlined counts of PIRs for a particular stage and time period associated with your organisation), will again, navigate to a drill down sub-report which provides details of the PIR cases for the particular stage, time period and organisation's cell that you clicked on (Figure 6).

Clicking on the column totals, this will navigate to the same sub-report drill down; however, this will contain details of all cases for the whole of the column (i.e. all 61 cases that are at Stage 1,

regardless of the organisation associated with the PIR or the time period in which the positive MRSA blood culture(s) were taken). The same occurs for the row totals, with the sub-report providing details of all cases with an open PIR, regardless of the stage the PIR(s) are currently at.

NB. The 'Period' reflects the date of the MRSA positive blood culture.

PIR Open Stages Report Icons

Figure 5: PIR Open Stages Report Icons
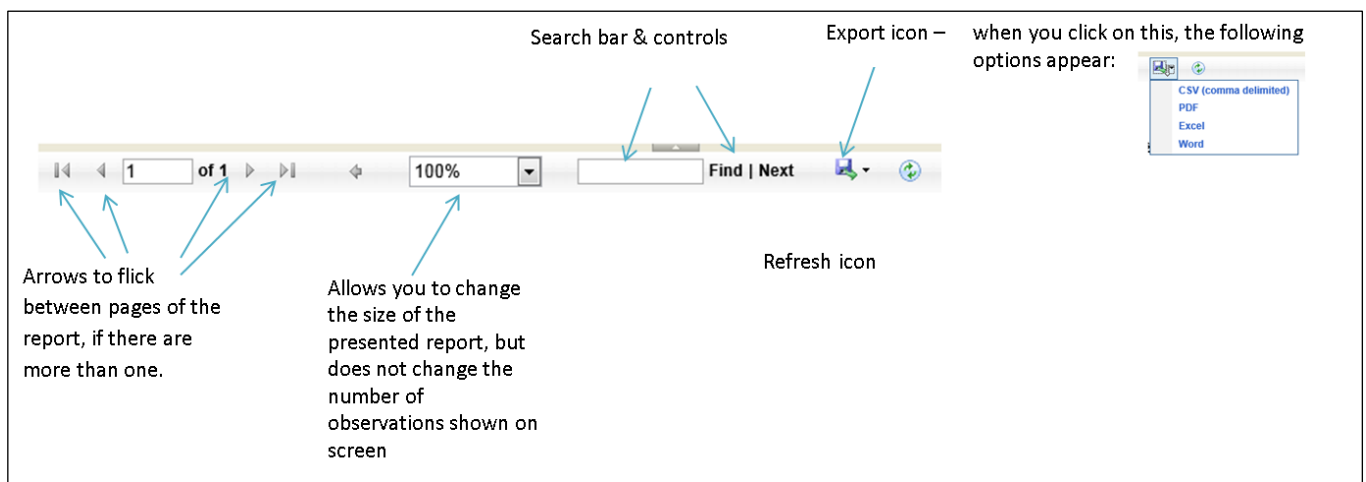
PIR Open Stages Report Drill Down Sub-Report

Figure 6: PIR Open Stages Report Drill Down Sub-report

NB. The cases included in Figure 6, are the 6 that appeared in both the section of the stacked bar chart and table highlighted by the arrows in Figure 4 (i.e. Stage 3 for Public Health England (National) in August 2015 – i.e. all open cases for the time period nationally).