



Public Health  
England

Protecting and improving the nation's health

# HCAI Data Capture System User Manual

Overview of User Roles and Permissions

# 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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# Organisation Types and User Roles

## Introduction

The HCAI DCS System supports a range of organisations and user types or roles (Tables 1 and 2), each of which have associated permissions and levels of access to the system. Within each organisation it is possible for the same user to have a range of different roles and for different users to have different roles. A user's organisation type, its place in the hierarchy and the user's role affect whether the user is able to enter or sign off data or participate in the PIR process. It also impacts on what data they are able to view.

All roles allow users to view data entered on the system at a summary level via a range of reports. For example, all users are able to view a count or rate of reported MRSA bacteraemia by NHS Trust.

Access to patient level data, with or without PII, is restricted based on the organisational hierarchy (Table 1). National users have access to patient level data for all cases entered on the system. Sub-national users have patient level access for cases mapped to their organisation in one of several ways. Organisation units only have patient level access to records entered by themselves. This is summarised in Table 1. Specific permissions associated with each of the roles are shown in Table 2.

Table 1

Summary of organisation types and role and data presentation in reports.

| Organisation Type                | Hierarchy          | Roles Supported  | Access to patient level data (with or without PII)   | Default Pathway **  | Data visible on line listings                                |
|----------------------------------|--------------------|--|--|---------------------|--|
| Public Health England (National) | National           | <ul style="list-style-type: none"> <li>System Administrator</li> </ul>   | All  | Reporting Route     | All cases, no mapping applied                                |
| Public Health England Region     | Sub National Group | <ul style="list-style-type: none"> <li>Local Administrator</li> <li>Read Only*</li> </ul>  | Cases reported by Trusts mapped to the region, and cases attributed to CCGs mapped to the region       | Reporting Route     | Reporting and commissioning routes. Resident pathway mapping |
| Public Health England Centres    | Sub National Group | <ul style="list-style-type: none"> <li>Local Administrator</li> <li>Read Only*</li> </ul>  | Cases reported by Trusts mapped to the centre, and cases attributed to CCGs mapped to the centre       | Reporting Route     | Reporting and commissioning routes. Resident pathway mapping |
| Local Authority                  | Sub National Group | <ul style="list-style-type: none"> <li>Local Administrator</li> <li>Read Only*</li> </ul>  | Cases mapped to the Local authority based on the resident pathway algorithm                            | Resident Pathway    | Resident pathway   |
| Directors of Public Health (DPH) | Sub National Group | <ul style="list-style-type: none"> <li>Local Administrator</li> <li>Read Only*</li> </ul>  | Cases mapped to the DPH via the CCG algorithm  | Commissioning Route | Commissioning route  |
| NHS England Area Teams           | Sub National Group | <ul style="list-style-type: none"> <li>Local Administrator</li> <li>Read Only*</li> </ul>  | Cases reported by Trusts mapped to the Area Team, and cases attributed to CCGs mapped to the Area Team | Commissioning Route | Reporting and commissioning routes                           |
| NHS England                      | National           | <ul style="list-style-type: none"> <li>Local Administrator</li> <li>Read Only*</li> </ul>  | All  | Commissioning Route | All cases, no mapping applied                                |
| NHS England Region               | Sub National Group | <ul style="list-style-type: none"> <li>Local Administrator</li> <li>Read Only*</li> <li>PIR Arbitrator</li> <li>PIR Read Only</li> </ul>   | Cases reported by Trusts mapped to the region, and cases attributed to CCGs mapped to the region       | Commissioning Route | Reporting and commissioning routes                           |
| Clinical Commissioning Group     | Organisation Unit  | <ul style="list-style-type: none"> <li>Local Administrator</li> <li>Read Only*</li> <li>PIR Assignment</li> <li>PIR Data Entry</li> <li>PIR Read Only</li> <li>CCG Data Entry</li> </ul> | Cases attributed to the CCG  | Commissioning Route | Commissioning route  |
| Department of Health             | National           | <ul style="list-style-type: none"> <li>Local Administrator</li> <li>Read Only*</li> </ul>  | All (no PII access for any user)   | Reporting Route     | All cases, no mapping applied                                |

| Organisation Type                            | Hierarchy          | Roles Supported  | Access to patient level data (with or without PII)  | Default Pathway ** | Data visible on line listings  |
|--|--------------------|--|---|--------------------|--|
| Independent Sector Healthcare Provider Sites | Organisation Unit  | <ul style="list-style-type: none"> <li>Local Administrator</li> <li>Read Only*</li> <li>Data Entry</li> <li>Sign Off Authority</li> </ul>  | Cases entered by the IS site/s (a user may have permissions for multiple sites)   | Reporting Route    | Cases entered by the IS site/s   |
| Independent Sector Healthcare Providers      | Sub National Group | <ul style="list-style-type: none"> <li>Local Administrator</li> <li>Read Only*</li> <li>Data Entry</li> <li>Sign Off Authority</li> </ul>  | Cases entered by sites within the provider that the user has permissions to view (this may be all or some of the sites within a provider) | Reporting Route    | Cases entered by sites within the provider that the user has permissions to view |
| NHS Trusts                                   | Organisation Unit  | <ul style="list-style-type: none"> <li>Local Administrator</li> <li>Read Only*</li> <li>Data Entry</li> <li>Sign Off Authority</li> <li>PIR Assignment</li> <li>PIR Data Entry</li> <li>PIR Read Only</li> </ul> | Cases entered by the NHS Trust  | Reporting Route    | Cases entered by the Trust   |
| Renal Unit                                   | Organisation Unit  | <ul style="list-style-type: none"> <li>Local Administrator</li> <li>Renal Data Entry</li> </ul>  | All cases shared with the renal unit  | N/A                | Cases shared with the renal unit   |
| Care Quality Commission                      | National           | <ul style="list-style-type: none"> <li>Local Administrator</li> <li>Read Only*</li> </ul>  | All (no PII access for any user)  | Reporting Route    | All cases, no mapping applied  |
| PHE Field Epidemiology                       | National           | <ul style="list-style-type: none"> <li>Local Administrator</li> <li>Read Only*</li> </ul>  | All   | Reporting Route    | All cases, no mapping applied  |
| Trust Development Authority                  | National           | <ul style="list-style-type: none"> <li>Local Administrator</li> <li>Read Only*</li> </ul>  | All (no PII access for any user)  | Reporting Route    | All cases, no mapping applied  |

\*Allows read only permission to view data at patient level, either with or without PII access, depending on requirements

\*\* TBC this is the usual pathway by which cases are mapped to this organisation type. This is how the data is presented on all reports, except the line listing where other mappings are applied

**Table 2**

**Overview of User Roles and Permissions**

| Menu or Report Name    | Sub Menu or Report Name                            | Role                |             |                |             |                    |          |                 |                |                |                |               |
|------------------------|--|---------------------|-------------|----------------|-------------|--------------------|----------|-----------------|----------------|----------------|----------------|---------------|
|                        |  | Local Administrator | Data Entry  | CCG Data Entry | Shared User | Read Only (No PII) | Sign-Off | Read Only (PII) | PIR Data Entry | PIR Assignment | PIR Arbitrator | PIR View Only |
| Summary Dashboard      | Summary Graph                                      | View                | View        | View           |             | View               | View     | View            | View           | View           | View           | View          |
|                        | Trends Graph                                       | View                | View        | View           |             | View               | View     | View            | View           | View           | View           | View          |
|                        | Data Collection Completeness                       | View                | View        | View           |             | View               | View     | View            | View           | View           | View           | View          |
|                        | Data Collection Completeness (Shared Cases)        | View                | View        | View           | View        |                    |          |                 | View           | View           | View           | View          |
|                        | Sign-Off History                                   |                     |             |                |             |                    | View     |                 |                |                |                |               |
|                        | PIR Case Summary                                   |                     |             |                |             |                    |          |                 |                | View           | View           | View          |
| Benchmarking Dashboard | Benchmarking                                       | View                | View        | View           | View        | View               | View     | View            | View           | View           | View           | View          |
| Data Quality Dashboard | Data Collection Field Completeness by Organisation | View                | View        | View           | View        | View               | View     | View            | View           | View           | View           | View          |
| Case Capture           | Enter a Case                                       |                     | Add         |                |             |                    |          |                 |                |                |                |               |
|                        | Manage Shared Cases                                |                     |             |                | Edit        |                    |          |                 |                |                |                |               |
|                        | Risk Factors                                       |                     |             | Edit           |             |                    |          |                 |                |                |                |               |
| Sign-Off Cases         | Sign-Off Episodes                                  |                     |             |                |             |                    | Edit     |                 |                |                |                |               |
| Search                 | Search Infection Episodes                          | View                | Edit/Delete | View           | View        | View               | View     | View            | View           | View           | View           | View          |
| User Administration    | Manage Account Requests                            | Edit                |             |                |             |                    |          |                 |                |                |                |               |
|                        | Manage User Accounts                               | Edit                |             |                |             |                    |          |                 |                |                |                |               |
|                        | View/Edit User Details                             | Edit                |             |                |             |                    |          |                 |                |                |                |               |
|                        | User Login Audit                                   | View                |             |                |             |                    |          |                 |                |                |                |               |
| Reports                | Counts or Rates of Infection Episodes              | View                | View        | View           | View        | View               | View     | View            | View           | View           | View           | View          |
|                        | Timeliness of CEO Sign Off                         | View                | View        | View           | View        | View               | View     | View            | View           | View           | View           | View          |
|                        | Nil Returns  | View                | View        | View           | View        | View               | View     | View            | View           | View           | View           | View          |
|                        | Line Listings                                      |                     | View        | View           | View        | View               | View     | View            | View           | View           | View           | View          |
|                        | Number Of Logins                                   | View                |             |                |             |                    |          |                 |                |                |                |               |
|                        | Find Duplicates                                    |                     | View        | View           |             |                    |          |                 |                |                |                |               |
|                        | QMLR Report  | View                | View        | View           | View        | View               | View     | View            | View           | View           | View           | View          |
|                        | PIR Reports  | View                | View        |                | View        | View               | View     | View            | View           | View           | View           | View          |
| Standard Reports       | View   | View                |             | View           | View        | View               | View     | View            | View           | View           | View           |               |