



Public Health
England

Protecting and improving the nation's health

HCAI Data Capture System User Manual

Unlock Request

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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Introduction

All data entered onto the HCAI Data Capture System (DCS) for a month-long period is, verified and signed off by the NHS acute Trusts'/Independent Sector Healthcare Providers' Chief Executive Officer on the 15th of the following month, for example, data for July 2015 must be checked, verified and signed-off by 15th August 2015.

Once a data period has been signed-off, the mandatory fields are then locked. This means that the NHS acute Trusts'/Independent Sector Healthcare Providers are unable to add a new case to the signed-off time period, nor can they either delete any of the cases or modify any of the mandatory fields on cases that have been previously entered for this time period. In exceptional circumstances such as those stated in the list below, the NHS acute Trust/Independent Sector Healthcare Provider may request the unlocking of a period in order to amend the data entered for their organisation.

- To amend a mandatory field on the Episode Details Tab
- To add a case that has been missed
- To delete a case that has been entered in error, for example a case that has been found to be a false positive.
- To delete a duplicate case (please note: only duplicates identified soon after "Sign-Off" may be removed from the HCAI DCS).

How to request the Unlock of a signed-off data period

Users must send an email to mandatory-surveillance@phe.gov.uk to request an unlock for a period in order for changes to be made. The request can only come from the organisation which entered the case(s) that need to be amended, deleted or added. Please note that a request to unlock a period in order to either add or delete case(s) will need to be sent from the NHS acute Trusts'/Independent Sector Healthcare Providers' CEO, while a request for an unlock to amend a case in a locked period only needs to be copied to the NHS acute Trusts'/Independent Sector Healthcare Providers' CEO.

The unlock request email must include the information in Table 1.

Table 1 Unlock request email requirements

Required Data for Unlock	Notes
Organism	The HCAI DCS can only be unlocked by organism. The user must specify either MRSA, MSSA or <i>E. coli</i> bacteraemia or CDI.
Month	The month of which the specimen was tested.
Type of change and reason for unlock	Whether the unlock is for an amendment, deletion or addition and a brief reason for the required change.
Case ID's	<p>The Case ID of the case/s involved in an amendment or deletion must be provided.</p> <p>NB. Please do not include any Patient Identifiable Information in the email. The case ID is sufficient for uniquely identifying any patient entered onto the system</p>

Once PHE mandatory surveillance team has received and reviewed the unlock request, users will be contacted to arrange a suitable time (during normal working hours) for their dataset to be unlocked. Datasets will always be re-locked by the PHE mandatory surveillance team at 5pm and cannot remain unlocked overnight.

Additions to the data can then be made by following the steps to create a case using the Case Capture User Guide. Alternatively, to delete a case, please follow the steps in the Search User Guide in order to find the case in question, then select the record by ticking the check box next to it and click on the 'Delete' button (see Figure 1).

Figure 1: How to delete a case

The screenshot shows the HCAI DCS System search interface. On the left, there is a 'Menu Toolbar' with options like 'My Dashboard', 'Search', 'Case Capture', 'Data Upload Wizard', 'Case Administration', 'User Administration', 'System Reports', and 'Reports'. Below that is a 'Help & Support' section and a 'Key to Screen Symbols' section. The main area is titled 'Search Infection Episodes' and contains various search filters such as ID, Condition, First Name, Specimen Number, Date From, Region, Organisation, NHS Number, Data Collection, Surname, Date of Birth, Age, Date To, Organisation Type, and Shared Cases. A search form is present with a 'Find' button. Below the search form is a table of results. The first row shows a record for 'Staphylococcus aureus' with ID '123456'. A checkmark is visible in the 'View' column next to this record. At the bottom of the screen, there are buttons for 'Cancel', 'Delete', and 'New Infection Episode'. Annotations include a box at the top right saying 'Enter ID number and click 'Find''.', an arrow pointing to the ID input field, and another arrow pointing to the 'Find' button. A second box on the right says 'The results to your search will appear in the lower half of your screen. Check that this is the record that you wish to delete, tick the check box next to the record and then click on 'Delete''.', with an arrow pointing to the checkmark in the table. A third arrow points to the 'Delete' button at the bottom.

If you wish to amend a case, then please follow the steps in the Search User Guide in order to find the case in question (as for deleting a case), but then instead of deleting the case, please click on 'View' which is next to the record (see Figure 2), this will then take you to the case capture screens and you can then amend the case as needed.

Figure 2: How to view a case to amend it

The screenshot displays the HCAI DCS System search interface. At the top, there is a navigation bar with 'Public Health England' logo, 'HCAI DCS System' title, and links for 'Home', 'About Us', and 'Contact Us'. A 'Welcome' message and 'Help | AAA Logout' are also present.

On the left side, there is a 'Menu Toolbar' with options: My Dashboard, Search, Case Capture, Data Upload Wizard, Case Administration, User Administration, System Reports, and Reports. Below it is a 'Help & Support' section with a text box explaining the search facility and a 'Key to Screen Symbols' section with icons for Error on page, Attention, Saved / completed, and Close screen / popout.

The main area is titled 'Search Infection Episodes' and contains a search form with the following fields:

- ID: 123456
- Condition: -- Select --
- First Name: [] Partial
- Specimen Number: []
- Date From: []
- Region: --All--
- Organisation: --All--
- Incomplete for sign-off:
- PIR Cases:
- NHS Number: []
- Data Collection: Select DataCollection
- Surname: [] Partial
- Date of Birth: []
- Age: [] -- Select --
- Date To: []
- Organisation Type: --All--
- Shared Cases:

At the bottom right of the search form are 'Find' and 'Reset' buttons.

Below the search form is a table with the following columns: Condition, Data Collection, ID, Data Collection Date, Region, Organisation, and Organisation. The table contains one row of data:

Condition	Data Collection	ID	Data Collection Date	Region	Organisation	Organisation
Staphylococcus aureus	MRSA	123456	01/01/2016	NATIONAL	The XXXXX NHS Trust	NHS Trust

A 'View' button is highlighted in a blue box next to the first row of the table. At the bottom of the page, there is a pagination bar showing 'Page: 1 of 1', 'Go', 'Page size: 1', 'Change', and 'Item 1 to 1 of 1'.