

Protecting and improving the nation's health

HCAI Data Capture System Training Guide

Self Help

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.

Public Health England Wellington House 133-155 Waterloo Road London SE1 8UG Tel: 020 7654 8000 www.gov.uk/phe Twitter: @PHE_uk Facebook: www.facebook.com/PublicHealthEngland

© Crown copyright 2015

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence v2.0. To view this licence, visit OGL or email psi@nationalarchives.gsi.gov.uk. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned. Any enquiries regarding this publication should be sent to [insert email address].



Document History

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

Contents

About Public Health England	2
Document History	3
Self Help	5
Contact Us Search FAQs Access User Guides and Training Manuals Accessibility	5 6 9 10

Self Help

Contact Us

You can contact PHE by selecting "Contact Us" on the header or footer of the HCAI DCS System. This will direct you to the "Contact Us" form where you can submit your query

- Go to https://hcaidcs.phe.org.uk
- The HCAI DCS System will display the "Homepage" screen



- Select "Contact Us" on the HCAI DCS System header or footer
- The HCAI DCS System will display the "Contact Us" screen
- Complete the form and enter the security code at the bottom of the page
 - If you are logged into the HCAI DCS System and have accessed the "Contact Us" screen, you will not be prompted to provide your contact information or enter the security code. Users already logged on the HCAI DCS System also have the facility to attach documents to their query if required
 - To upload a file select the "Attach" button on the "Contact Us" screen
 - The HCAI System will display the "File Upload" screen
 - Select the "Add File" button
 - Select your file from the folder and select the "Open" button. Please note that only .docx, .doc, .txt, and .xls file types can be attached to the query

- Select the "Save" button
- The HCAI DCS System will display a progress bar. When the progress bar is complete the "File Upload" screen will close, and the HCAI System will display the "Contact Us" screen with your document attached. Please note that only one document can be attached to a query
- Select the "Submit" button
- The HCAI DCS System will confirm your query has successfully been sent to PHE
- Select the "Continue" button
- The HCAI DCS System will display the "Homepage" screen

You will need to ensure you have access to your email account, PHEs response will be sent to the email address of the logged in user, or to the email address that was provided on the 'Contact Us' form. If a response by email is not appropriate, for example, if the query is related to an email issue, you should provide an alternative method of contact.

Search FAQs

You can access FAQs, other help documents and guides via links named "See FAQs and Content for more info" across the HCAI DCS System



The "See FAQs and Content for more info" link can be found in "Help & Support" panels

100 No.						v	Velcome HCAI DCS	SUPPORT, Hcai dcs su	pport Help	AAA Logout
Public Health England	HCAI DCS Sy	rstem						Home	About Us	Contact Us
Menu Toolbar	Search Infection Ep	isodes								
My Dashboard	ID				NHS Number					
Search	Condition	Select	-		Data Collection		Select DataCollect	on 🗸		
Case Capture	First Name			Partial	Surname				Partial	
Data Upload Wizard	Specimen Number				Date of Birth					
User Administration	Specimen Number									
Reports					Age			Select 🔻		
Help & Support	Date From				Date To					
	Region	All	•		Organisation Typ	e	All	•		
This page allows an infection	Organisation	All	•		Shared Cases					
episode to be found using the search facility.	Incomplete for sign-off									
For a more refined search result	PIR Cases									
please complete as many of the search criteria as possible.										Find Reset
search chiterra as possible.		Condition		Data Collec	tion	Orga	nisation Type	Data Collection Date		
See FAQs and Content for more info		(All)		All)		(All)			(All)	
	View	Staphylococcus aureus	N	IRSA		1	NHS Trust	30-Oct-2005	LONDON	ŕ
Key to Screen Symbols	View	Staphylococcus aureus	N	IRSA		I	NHS Trust	14-Nov-2005	LONDON	E
🔀 Error on page	View	Staphylococcus aureus	N	IRSA		1	NHS Trust	30-Nov-2005	LONDON	
	View	Staphylococcus aureus	N	IRSA		1	VHS Trust	27-Dec-2005	LONDON	

To access the Search FAQs and Content screen:

- Navigate to a "Help & Support" panel on the HCAI DCS System
- Select the "See FAQs and Content for more info" link
- The HCAI DCS System will display the "Search FAQs and Content" screen
- You can search for FAQs, documentation or content by typing in the "Enter text to search "text box and selecting the "Submit" button

							Welcome HCAI DC	5 SUPPORT, Hcai dcs su	pport Help AAA Log
ublic Health ngland	н	ICAI DCS System						Home	About Us Contac
fenu Toolbar	Search FA	Qs and Content							
My Dashboard									
Search	_					Bearch			
Case Capture						search			
Data Upload Wizard								System Status	Online Training Contact
ser Administration		Category	Sub Category			Торіс		Title	Item Text
eports		(AII)	(All)	(All)				(All)	(AII)
& Support	View	Frequently Asked Questions	A. Common	The most cor	nmonly asked ques	tions		COM - FAQ0001	5
	View	Reports	Routine Outputs	Routine Outp	uts			1. Monthly	PHE runs national su
page enables searching and	View	Frequently Asked Questions	B. User Accounts	Requesting L	Iser Accounts			RUA - FAQ0001	5
ing of Frequently Asked stions (FAQs).	View	Frequently Asked Questions	B. User Accounts	Requesting L	Iser Accounts			RUA - FAQ0002	5
search will be performed nst all help and support	K 4 1	► H	B.U. 4 .	Page: 1	of 1 G0 Page st	ze: 10 Change		DUA PAOROO	Item 1 to 10 of 1
gories.	User Gu	ides			Frequently As	ked Questions			
relevant FAQ and select wEdit"		uides for various parts of the system			A. Common	B. User Accounts	C. Scientific	D. Data Collection	E. Network
ere to view guide	Detanea ge	nues for various parts or the system				nly asked guestions	0.001	Di Duta O	Lindenon
AQs and Content for more info	Online Help >>Help is p	p provided for the HCAI Data Capture System	n in the form of online documentatio	m.	COM - FAQ0001				
to Screen Symbols					>> Q:How do I req	west an account on the sys	tem?		
Error on page									
Attention									

- The HCAI DCS System will display the "Search FAQs and Content" screen table with items matching your search results
- You can browse all FAQs, documentation or content by leaving the "Enter text to search " free text box blank and selecting the "Submit" button
- The HCAI DCS System will display the "Search FAQs and Content" screen table with all FAQs, documentation and content

You can also browse other help and support content in the "User Guides" and "Frequently Asked Questions"

XXX							Welcome HCAI DC	S SUPPORT, Hcai dcs su	pport Help A	AA Logout
Public Health England		HCAI DCS System						Home	About Us	Contact Us
Menu Toolbar	Search F#	AQs and Content								
My Dashboard	Enter	text to search								
Search						Search				
Case Capture						bearch				
Data Upload Wizard								System Status	Online Training	Contact Us
User Administration		Category	Sub Category			Торіс		Title	item T	īext
Reports		(All)	(All)	(All)	_		_	(All)	(All)	
Help & Support	View	Frequently Asked Questions	A. Common	The most co	mmonly asked ques	tions		COM - FAQ0001	5	
	View	Reports	Routine Outputs	Routine Out	outs			1. Monthly	PHE runs nat	tional su 🗏
This page enables searching and	View	Frequently Asked Questions	B. User Accounts	Requesting	Jser Accounts			RUA - FAQ0001	5	
viewing of Frequently Asked Questions (FAQs).	View	Frequently Asked Questions	B. User Accounts	Requesting	Jser Accounts			RUA - FAQ0002	5	
The search will be performed against all help and support	K 4 1	N N N N N	<u></u>	Page: 1	of 1 G0 Page st	ze: 10 Change		DUA 54.00000	Ite	em 1 to 10 of 10
categories.										
Find relevant FAQ and select "View/Edit"	User Gi				Frequently As					
Click here to view guide	Detailed (guides for various parts of the system			A. Common	B. User Accounts	C. Scientific	D. Data Collection	E. Network	
See FAQs and Content for more info	Online He	elp provided for the HCAI Data Capture System	n in the form of entire descented		The most commo	nly asked questions				
	A Melp Is	provided for the HCAI Data Capture System	n in the form of online documentation	n.	COM - FAQ0001 >>Q:How do Freq	west an account on the sys	tem?			
Key to Screen Symbols										
🔀 Error on page										
Attention										

Online Training

Online Training videos can be viewed by selecting the "Online Training" button on the "Search FAQs and Content" screen

200							Welcome HCAI DC	S SUPPORT, Hcai dcs su	pport Help /	AA Logout
Public Health England		HCAI DCS System						Home	About Us	Contact Us
Menu Toolbar	Search FA	AQs and Content								
My Dashboard	Enter	text to search								
Search						Search				
Case Capture										
Data Upload Wizard								System Stat 🕫	Online Training	Contact Us
User Administration		Category	Sub Category			Торіс		Title	ltem ⁻	Fext
Reports		(All)	(AII)	(AII)				(All)	(AII)	
Help & Support	View	Frequently Asked Questions	A. Common	The most co	mmonly asked ques	tions		COM - FAQ0001	5	•
	View	Reports	Routine Outputs	Routine Out	puts			1. Monthly	PHE runs na	tional su E
This page enables searching and	View	Frequently Asked Questions	B. User Accounts	Requesting	User Accounts			RUA - FAQ0001	5	
viewing of Frequently Asked Questions (FAQs).	View	Frequently Asked Questions	B. User Accounts	Requesting	User Accounts			RUA - FAQ0002	5	
The search will be performed against all help and support categories.	R 4 1		B.U. A	Page: 1	of 1 G0 Page s	ize: 10 Change		DUA FA00000	h	em 1 to 10 of 10
Find relevant FAQ and select	User G	uides			Frequently As	ked Questions				
"View/Edit"	Detailed (guides for various parts of the system			A. Common	B. User Accounts	C. Scientific	D. Data Collection	E. Network	
Click here to view guide	Online He	de la			The most commo	only asked questions				
See FAQs and Content for more info		s provided for the HCAI Data Capture System	n in the form of online documentation	on.	COM - FAQ0001 >>Q:How do I red	puest an account on the sys	tem?			
Key to Screen Symbols										
🔀 Error on page										
Attention										

Upon selecting this button the HCAI DCS System will display the "Online Training" screen where you can view training videos

Access User Guides and Training Manuals

User Guides and Training Manuals can be accessed anytime by selecting the "Help" link at the top to the page. You will be directed to the "Help" screen where you can view and download User Guides or Training Manuals for the HCAI DCS System

Nublic Health	_						Welcome HCAI DC	S SUPPORT, Hcai dcs s	u ort Help #	A Logout
England	н	CAI DCS System						Home	About Us	Contact Us
Menu Toolbar	Search FAQ	is and Content								
My Dashboard	Enter te	xt to search								
Search						Search				
Case Capture										
Data Upload Wizard								System Status	Online Training	Contact Us
User Administration		Category	Sub Category			Торіс		Title	Item 1	lext .
Reports		(All)	(All)	(AII)				(All)	(All)	
Help & Support	View	Frequently Asked Questions	A. Common	The most cor	nmonly asked ques	stions		COM - FAQ0001	5	^
	View	Reports	Routine Outputs	Routine Outp	uts			1. Monthly	PHE runs na	tional su
This page enables searching and	View	Frequently Asked Questions	B. User Accounts	Requesting L	Iser Accounts			RUA - FAQ0001	5	
viewing of Frequently Asked Questions (FAQs).	View	Frequently Asked Questions	B. User Accounts	Requesting L	Iser Accounts			RUA - FAQ0002	5	
The search will be performed against all help and support	K 4 1	E E	<u>.</u>	Page: 1	of 1 G0 Page s	ize: 10 Change		DUA 54.00003	It	em 1 to 10 of 10
categories. Find relevant FAQ and select	User Guid	des			Frequently As	ked Questions				
"View/Edit"	Detailed qui	des for various parts of the system			A. Common	B. User Accounts	C. Scientific	D. Data Collection	E. Network	
Click here to view guide					The most comm	only asked questions				
See FAQs and Content for more info	Online Help >>Help is pr	ovided for the HCAI Data Capture System	in the form of online documentation	on.	COM - FAQ0001 >>Q:How do I rea	quest an account on the syst	tem?			
Key to Screen Symbols										
😢 Error on page										
Attention										

Screen specific User Guides and Training Manuals are also available via the "Help & Support" panel when you visit the respective screen. Select the "Click here for online guides" hyperlink in the "Help & Support" panel to view a help document for that specific page

blic Health																		
gland	HCAI DCS	System													Home	Abo	ut Us	Contac
nu Toolbar	Counts or Rates of Infe	ction Epis	odes															
ly Dashboard	14 4 1 of 1 ▶	∳I ¢		Fin	id i Next	t 🔍 -	æ											
earch	868	11 4																
ase Capture	Public Health England			Cour	nts or	Rates o	f Infection	Episodes										
ata Upload Wizard	Region	LONDO				Collection		MRSA		ned - Off	-All-							
ser Administration	Organisation Type	NHS TI			Period			01/09/20	Sig	ered After n-Off	-All-							
ports	Organisation	HOSPI	TAL NHS F	VESTMINSTER FOUNDATION TRUS				15/10/20	IS Lim	it report to	-All-							
	Denominator Denominator Period		pplicable pplicable			nt Age From nt Age To		0 150		quency mmarisation	Monthly							
& Support	Sector	NHS	phiedole		Outpu	-		Table	Typ		Count							
report summarises infection s by organisation over a		Code Sep- RGM C	-2014 (-2014	Dec-2014	Jan-2015 0	Feb-2015	Mar-2015 0	Apr-2015	May-2015	Jun-2015 0	Jul-2015 0	Aug-2015	Sep-2015	Oct-2015 10	Total 12	
ified time period. It is	WESTMINSTER HOSPITAL NHS						-	-					-		-			
ble as either a count or a	FOUNDATION TRUST								n	1	0	0	0	1	0	10	12	
	Total		-	0 0	0	0	0	0	U	1	1 1							
		User:	-	CS SUPPORT,	0	0	0 1 of 1	U	0		1 1	15 14:02:29						
	Total	User:	HCAI DO	CS SUPPORT,	0	0	-	U	0		1 1	15 14:02:29						
nere to view guide	Total	User:	HCAI DO	CS SUPPORT,	0	0	-	U			1 1	15 14:02:29						
nere to view guide	Total	User:	HCAI DO	CS SUPPORT,	0	0	-	U			1 1	15 14:02:29						
nere to view guide	Total	User:	HCAI DO	CS SUPPORT,	0	0	-	0		1	1 1	15 14:02:29						
nere to view guide	Total	User:	HCAI DO	CS SUPPORT,	0	0	-	0		1	1 1	15 14:02:29						
nere to view guide	Total	User:	HCAI DO	CS SUPPORT,	0	0	-	U		1	1 1	15 14:02:29						
	Total	User:	HCAI DO	CS SUPPORT,	0		-	U			1 1	15 14:02:29						

Accessibility

Accessibility guidance and information can be found by selecting the "AAA" link at the top of the page at any time. Selecting this link will open the "Accessibility" screen

