



Public Health
England

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.

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Document History

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

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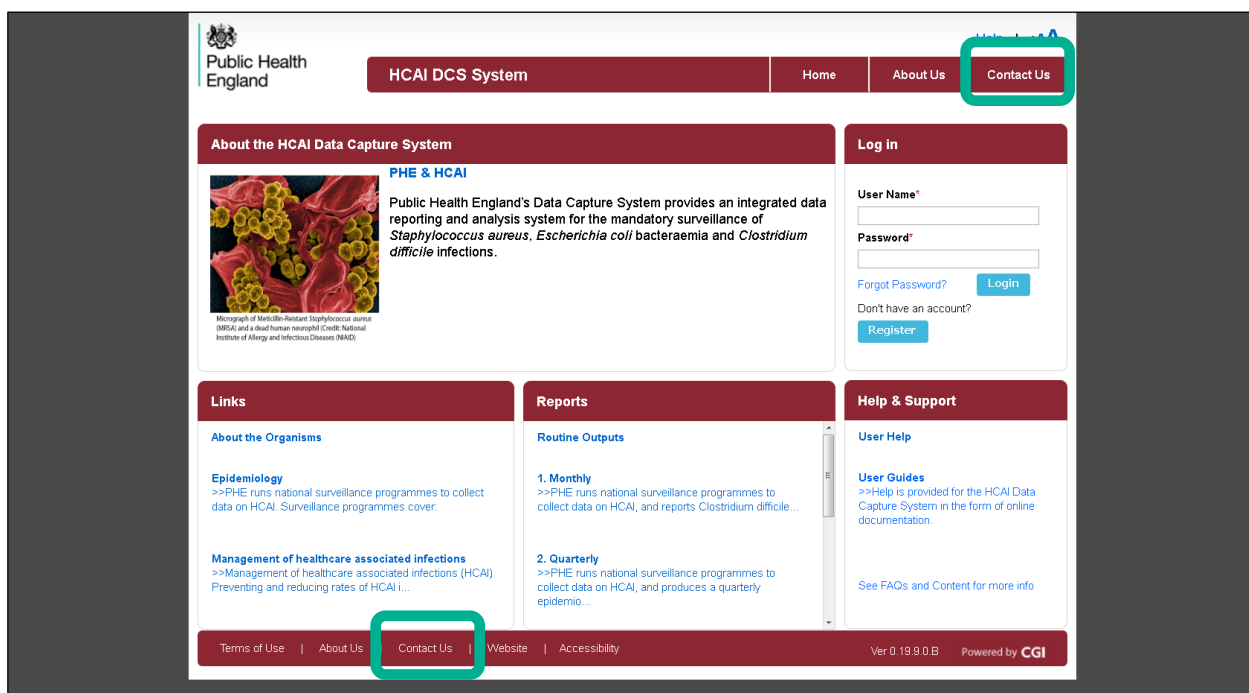
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Self Help

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



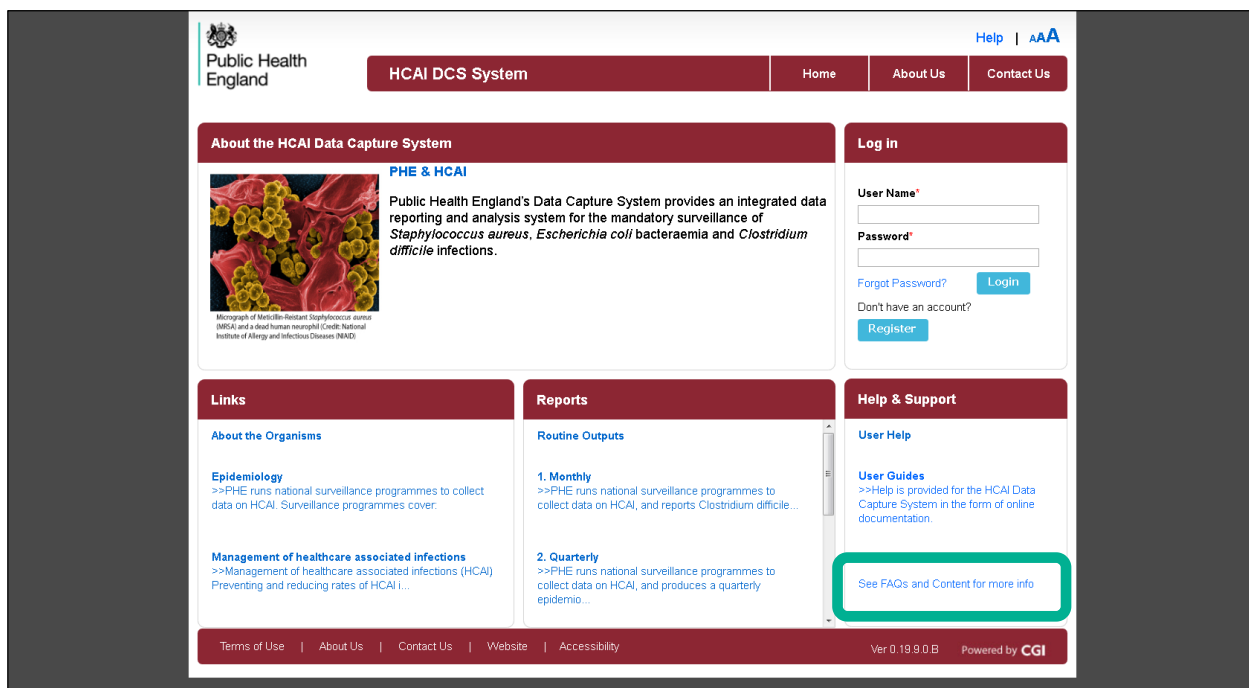
- Select “Contact Us” on the HCAI DCS System header or footer
- The HCAI DCS System will display the “Contact Us” screen
- Complete the form and enter the security code at the bottom of the page
 - If you are logged into the HCAI DCS System and have accessed the “Contact Us” screen, you will not be prompted 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

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

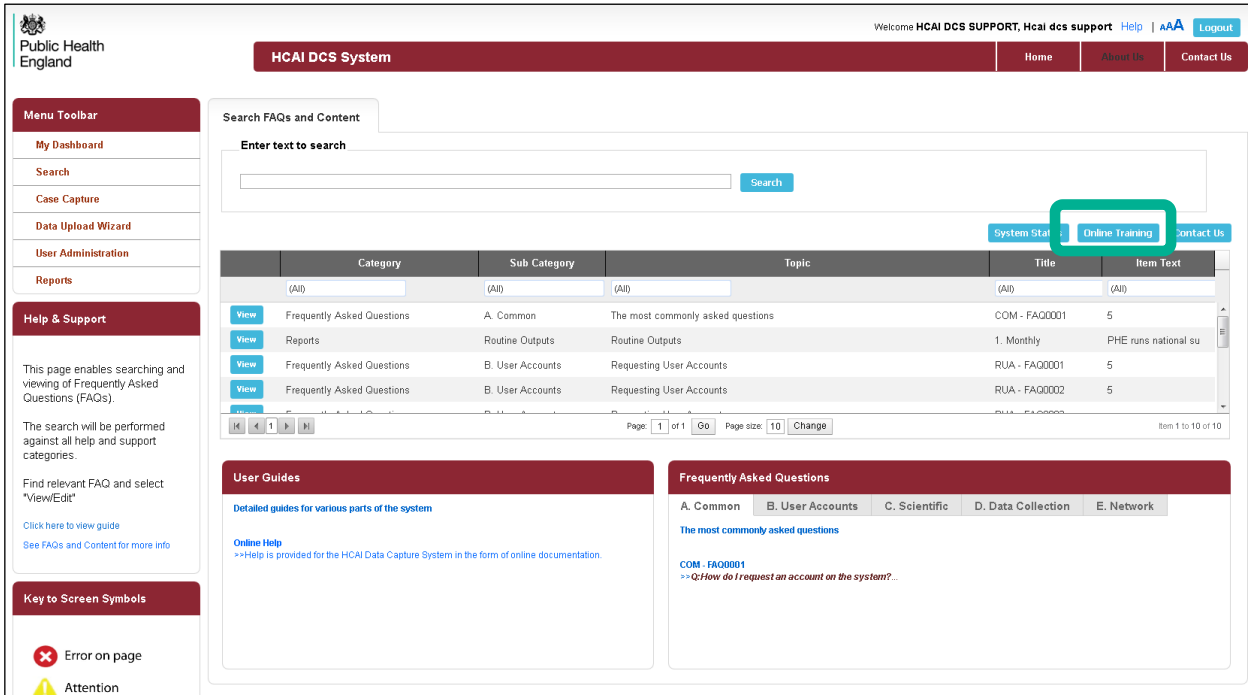
- The HCAI DCS System will display the “Search FAQs and Content” screen table with items matching your search results
- You can browse all FAQs, documentation or content by leaving the “Enter text to search” free text box blank and selecting the “Submit” button
- The HCAI DCS System will display the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

The screenshot shows the HCAI DCS System interface. At the top, there is a navigation bar with 'Home', 'About Us', and 'Contact Us' links. Below this is a search bar labeled 'Search FAQs and Content' with a 'Search' button. A table of search results is displayed below the search bar, with columns for Category, Sub-Category, Topic, Title, and Item Text. The table contains several rows of data, including 'Frequently Asked Questions' and 'Reports'. Below the table, there are two highlighted sections: 'User Guides' and 'Frequently Asked Questions'. The 'User Guides' section contains a link to 'Detailed guides for various parts of the system'. The 'Frequently Asked Questions' section contains a list of categories (A. Common, B. User Accounts, C. Scientific, D. Data Collection, E. Network) and a specific question: 'COM - FAQ0001: How do I request an account on the system?'.

Online Training

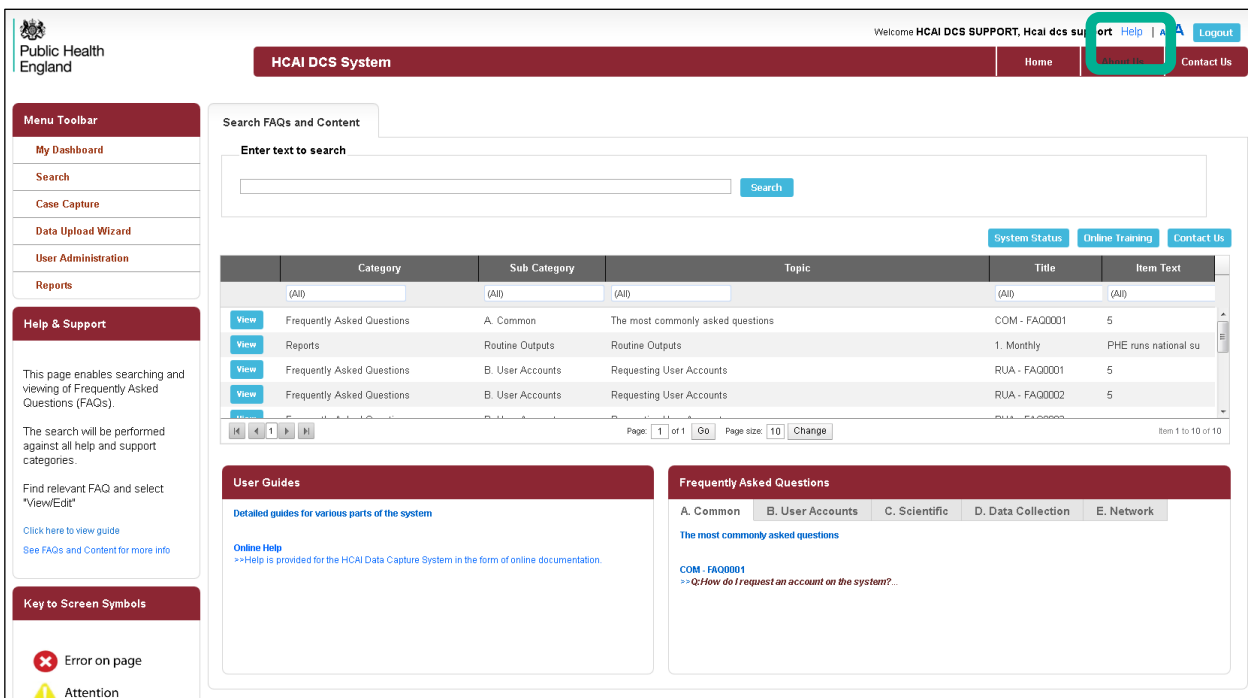
Online Training videos can be viewed by selecting the “Online Training” button on the “Search FAQs and Content” screen



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



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

Counts or Rates of Infection Episodes

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	Oct-2015	Total
CHELSEA AND WESTMINSTER HOSPITAL NHS FOUNDATION TRUST	ROM	0	0	0	0	0	0	0	1	0	0	0	0	0	10	12
Total		0	0	0	0	0	0	0	1	0	0	0	0	1	10	12

HCAI DCS REPORT User: HCAI DCS SUPPORT, Hcai dcs support 1 of 1 15/10/2015 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

Summary

Count of Episodes

3 Months Rolling Average of Count

Data Collection	Mandatory	Optional
C.difficile	22	24
E.coli	19	77
MSSA	4	4
MSSA	40	40