



UK Health
Security
Agency

Data unlock request User guide

ICU Data Capture System

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Document history

Revision date	Author	Version	Changes
09/05/2018	Public Health England	1.0	-
06/10/2020	Public Health England	1.1	-
09/12/2024	William McMillan and Andrea Mazzella, UK Health Security Agency	1.2	<ul style="list-style-type: none"> • Provided email templates • Renamed to clarify that this refers to data unlocks, not user unlocks • Updated branding (PHE to UKHSA)

Introduction

All records entered onto the Intensive Care Unit (ICU) Data Capture System (DCS) - positive blood cultures and unit census - need to be verified and checked by the assigned sign-off individual (see 'Sign-off' user guide). Once a month is signed off, it is locked: new records cannot be added or deleted, and mandatory fields cannot be edited.

However, a unit ('you') may need to make such amendments to their data for a locked month, if new information has become available. This guide shows you how to request a data unlock so that you can make the required amendments.

Requesting a data unlock for amendments

If the unlock is only required to amend data in records that have already been submitted, the email can be sent by any DCS user from the relevant unit, and needs to have the senior Sign-Off user copied in to the email.

Please send an email to ICCQIP.surveillance@ukhsa.gov.uk by filling in the following template.

Dear ICCQIP surveillance team,

I am writing to request a DCS data unlock for my unit.

I only need it to amend data in existing records.

Can you please unlock this/these data collections? *[please delete as appropriate]*

- ICU Bloodstream Infections
- ICU Monthly Census
- ICU Daily Census

This refers to the following month(s): _____

[For ICU Bloodstream Infections, this is the month of which the positive specimen was taken. For ICU Census, this is the month for which you wish to amend a census value]

The records that I need to amend are DCS IDs _____

[The DCS ID for infection or census records can be found by using the Search tool. For information governance reasons, you must not include any Patient Identifiable Information in the email. The DCS ID is sufficient for uniquely identifying any record entered onto the system].

I need to amend these records because

[please add brief reason].

Best wishes,

[signature]

Requesting a data unlock for deletions or additions

If the unlock involves adding or deleting cases, the request email needs to be sent from the Sign-Off user in the relevant unit.

Please send an email to ICQIP.surveillance@ukhsa.gov.uk by filling in the following template.

Dear ICCQIP surveillance team,

I am writing to request a DCS data unlock for my unit.

Can this/these data collections please be unlocked? *[please delete as appropriate]*

- ICU Bloodstream Infections
- ICU Monthly Census
- ICU Daily Census

This refers to the following month(s): _____

[For ICU Bloodstream Infections, this is the month of which the positive specimen was taken.

For ICU Census, this is the month for which you wish to amend a census value]

The unlock is required to: *[please delete as appropriate]*

- Delete existing records (DCS IDs*: _____)
- Add ___ new records
- Amend data in existing records (DCS IDs*: _____)

**[The DCS ID for infection or census records can be found by using the Search tool. For information governance reasons, you must not include any Patient Identifiable Information in the email. The DCS ID is sufficient for uniquely identifying any record entered onto the system].*

I need this because _____

[please add brief reason].

Best wishes,

[signature]

Confirming the data unlock

Once the ICCQIP team have received and reviewed the unlock request, you will be contacted to arrange a suitable time during normal working hours for your dataset to be unlocked. Datasets will always be re-locked by the ICCQIP team at 5pm and cannot remain unlocked overnight.

Making changes to the unlocked month

To add new records, please refer to the 'Case Capture' user guide.

To amend or delete existing records, please refer to the 'Search, amend or delete' user guide.

About the UK Health Security Agency

The UK Health Security Agency is an executive agency, sponsored by the [Department of Health and Social Care](#).

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For queries relating to this document, please contact: ICCQIP.surveillance@ukhsa.gov.uk

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