



UK Health
Security
Agency

Sign-off User guide

ICU Data Capture System

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Document history

Revision date	Author	Version	Changes
26/07/2018	Public Health England	1.0	-
02/10/2020	Public Health England	1.1	-
06/12/2024	William McMillan and Andrea Mazzella, UK Health Security Agency	1.2	<ul style="list-style-type: none">• Added detail on the process• Updated branding (PHE to UKHSA)

Introduction

The sign-off functionality allows a senior member of your unit's team to confirm that infection records entered for a given month are complete and accurate.

Sign-off process

To sign off a month's worth of data, it needs to be complete, meaning that every record in that month needs to have all data fields that are mandatory for data entry and for sign-off. In Case Capture mode, these fields are indicated with a red asterisk and/or a red hash at the end of each question, respectively: * and/or #.

The easiest way to ascertain whether the data are complete is to use the 'Data Collection Completeness' element of the 'Summary' dashboard (please see the Summary Dashboard user guide for more information).

Once the data for a given month are complete and you are satisfied that they are accurate, follow this guide to sign them off.

Once a month is locked, the mandatory fields of records within it cannot be amended or deleted, and new records cannot be added to it unless it is unlocked by members of ICCQIP team (please see the Unlock Requests user guide).

Timing

A month can be signed off from the first day of the following month; for example, January 2024 can be signed off from 1st February 2024.

Once data for a quarter has been added to the ICU DCS, it should be verified and signed-off within 1.5 months after the end of the respective quarter. For example, data for January to March 2024 should be checked, verified and signed off by 15 May 2024 at the latest.

Data related to	Sign-off deadline
January to March	15 May
April to June	15 August
July to September	15 November
October to December	15 February (of the following year)

Searching for periods to sign off

To access the sign-off screen, you need to have sign-off user permissions and be logged in as 'ICU Sign-off' role. There are two ways to access the 'Sign-Off Episodes' screen: via the Menu toolbar or via the Summary Dashboard.

Using the Menu toolbar

From the Menu Toolbar on the left part of the screen, click on 'Case Capture' and then on 'Sign-Off Cases' (Figure 1). This will open the Sign-Off Episode screen (Figure 4).

Figure 1. Opening the Sign-Off Episodes screen via the menu toolbar

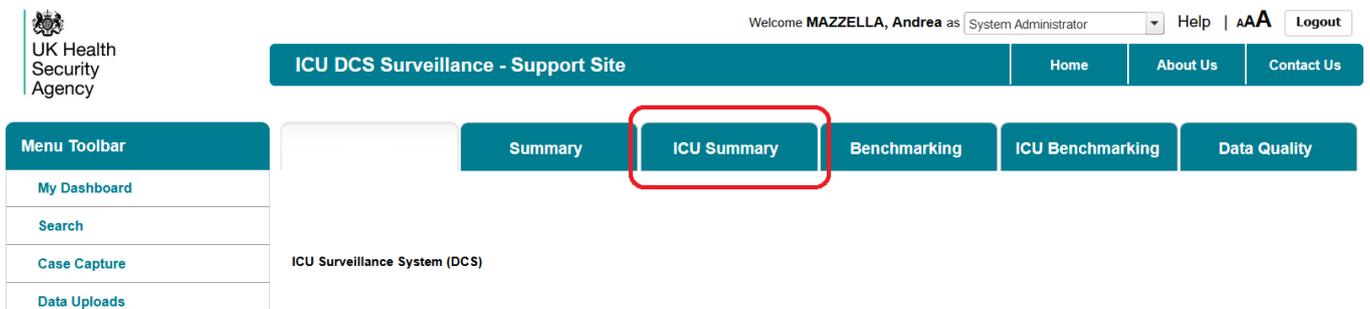


Using the ICU Summary dashboard

This is an alternative way to access the Sign-Off Episodes screen.

Please click on the 'ICU Summary' tab (Figure 2).

Figure 2. Opening the ICU Summary dashboard



You can then scroll down to the 'Sign-Off History' table. If there are any months that are eligible for sign off, hyperlinks will be present in the 'Sign-Off' column (Figure 3). Please click on them and you will be taken to the 'Sign-Off Episodes' screen (Figure 4).

Figure 3. Sign Off hyperlinks in ICU Summary dashboard

Sign-Off History			
Date	Sign-Off	Data Collection	
01/11/2024 - 30/11/2024	Sign Off	ICU Blood Stream Infections	R
01/10/2024 - 31/10/2024	Sign Off	ICU Blood Stream Infections	R
01/09/2024 - 30/09/2024	Sign Off	ICU Blood Stream Infections	R

Sign-Off Episodes screen

The 'Sign-Off Episodes' screen (Figure 4) allows you to search for months, check their sign-off status, and sign them off if required.

Figure 4. The Sign-Off Episodes screen

Sign-Off Episodes

! Mandatory fields are marked with red asterisk (*)

Search

Data Collection * Unsigned Only

Organisation *

Date Range From * Date Range To *

Date	Data Collection	Org Code	Organisation Name	Total Reported Cases
There are no records to display				

Select the appropriate Data Collection (ICU Blood Stream Infections, ICU Monthly Census or ICU Daily Census: Figure 5) and the period of interest (Figure 6).

Figure 5. Data Collection parameters

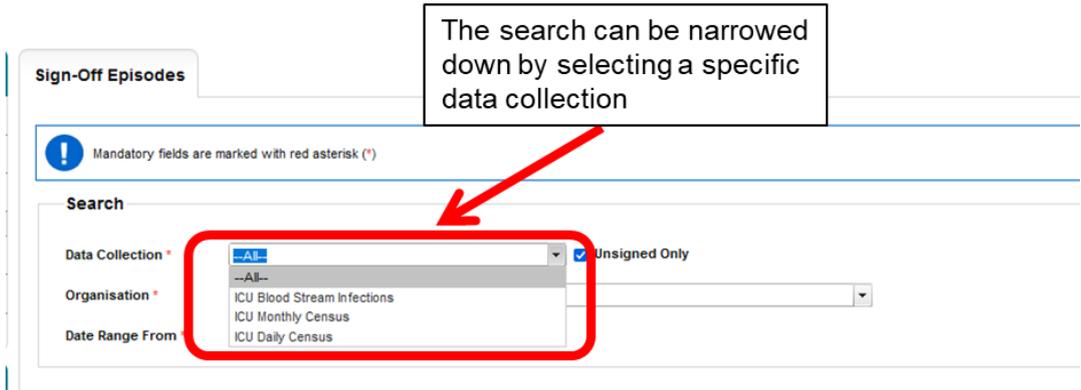
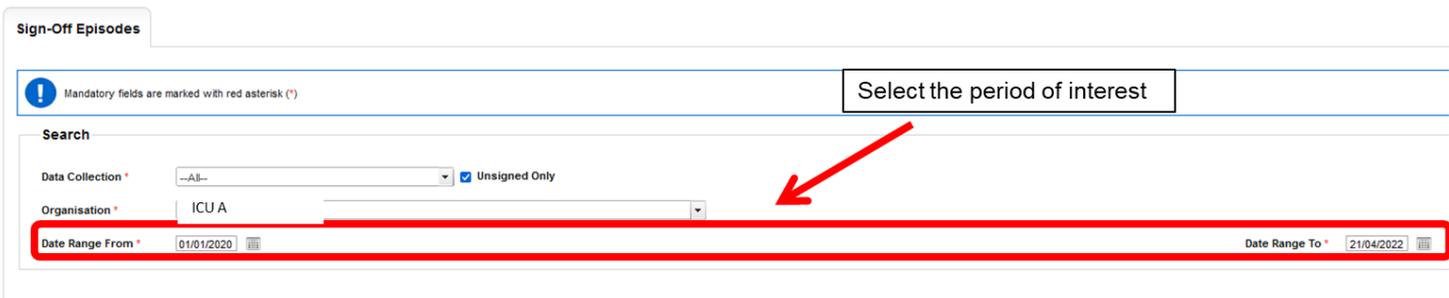


Figure 6. Date Range parameters



If you would like to see all cases for that period, untick the box titled 'Unsigned Only'.

Now click on the 'Search' button. The table will be populated with a row for each month in the specified period (Figure 7).

Figure 7. Table with sign-off periods

Date	Data Collection	Org Code	Organisation Name	Total Reported Cases	Earliest Sign-Off Date	Sign-Off Deadline	Date Signed-Off	Sign-Off Status	Signed-Off User	Sign-Off
01-Apr-2024-30-Apr-2024	ICU Blood Stream Infections	R0A2	R0A - ADULT CRITICAL CARE	0	01-May-2024	27-Oct-2024	06-Dec-2024	●	MAZZELLA, Andrea	
01-May-2024-31-May-2024	ICU Blood Stream Infections	R0A2	R0A - ADULT CRITICAL CARE	0	01-Jun-2024	27-Nov-2024		▲		<input type="checkbox"/>
01-Jun-2024-30-Jun-2024	ICU Blood Stream Infections	R0A2	R0A - ADULT CRITICAL CARE	0	01-Jul-2024	27-Dec-2024	06-Dec-2024	●	MAZZELLA, Andrea	
01-Jul-2024-31-Jul-2024	ICU Blood Stream Infections	R0A2	R0A - ADULT CRITICAL CARE	0	01-Aug-2024	27-Jan-2025		▲		<input type="checkbox"/>
01-Aug-2024-31-Aug-2024	ICU Blood Stream Infections	R0A2	R0A - ADULT CRITICAL CARE	0	01-Sep-2024	27-Feb-2025		▲		<input type="checkbox"/>
01-Sep-2024-30-Sep-2024	ICU Blood Stream Infections	R0A2	R0A - ADULT CRITICAL CARE	0	01-Oct-2024	29-Mar-2025		▲		<input type="checkbox"/>

The 'Total Reported Cases' columns shows how many records have been entered for that month.

The 'Sign-Off Status' column will indicate what is the status of each period (Table 1).

Table 1. Sign-Off Status legend

Symbol	Meaning
	Signed off late
	Signed off in time
	Signing off is overdue
	Eligible for signing off
(no symbol)	Not eligible for signing off yet

Viewing all records in a given month

To view records within a given month, click anywhere in the table row; this will highlight the row in grey. Then click on the 'View' button.

The ICU DCS will display a table listing all records. From this table, you can click on 'View' to access each record.

Signing off a given month

Once you are satisfied that the records entered for a given month are complete and accurate, you can proceed to signing off that month (row).

To do that, tick each row's box in the 'Sign-Off' column and click on the 'Sign Off' button (Figure 8).

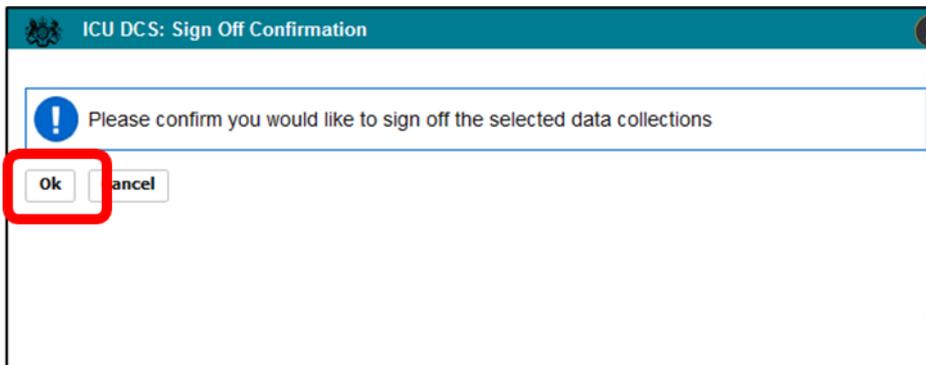
Figure 8. Sign off one or more given periods

Sign-Off Deadline	Date Signed-Off	Sign-Off Status	Signed-Off User	Sign-Off <input type="checkbox"/>
31-Mar-2022				<input checked="" type="checkbox"/>
28-Feb-2022				<input checked="" type="checkbox"/>
29-Jan-2022				<input checked="" type="checkbox"/>
29-Dec-2021				<input type="checkbox"/>
29-Nov-2021				<input type="checkbox"/>
29-Oct-2021				<input type="checkbox"/>
28-Sep-2021				<input type="checkbox"/>
28-Aug-2021				<input type="checkbox"/>

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Confirm your intention to sign-off by clicking 'OK' on the pop-up (Figure 9).

Figure 9. Confirmation of intention to sign-off a specific period pop-up



Please note that if any record for a given month has one or more mandatory fields for sign-off left incomplete, you will not be able to sign off for that month. For further details, refer to the 'Sign-off process' section at the beginning of this document.

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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