UK Health Security Agency

HCAI Data Capture System

Data Upload Wizard guidance for the new *Clostridioides difficile* infection risk factors fields

September 2026

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Introduction

New *Clostridioides difficile* infection (CDI) risk factor fields were introduced on the Data Capture System (DCS) on 16 September 2026, for more information on this tab please click to access more information on this. This document provides guidance on how to add the new CDI risk factors fields to existing Data Upload Wizard (DUW) templates, and how to amend existing DUW mappings to accommodate for the new CDI risk factors fields.

1. Adding the new CDI risk factors fields to your DUW template

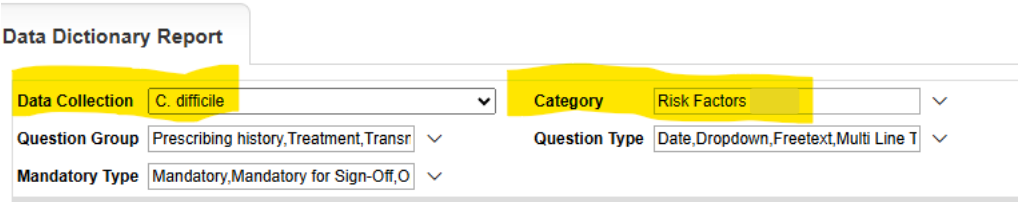
To obtain the question descriptions/field names and dropdown options for the new CDI risk factor tab, please follow the below steps. Alternatively, there is an example of field names to add to existing templates for the new CDI risk factors tab that can be used, click to access this file.

If your existing template already has the old CDI risk factors (tab renamed to 'Archived Risk Factors (up to 17 Sept 2026)') fields and the mapping exists for these fields in the DCS, we recommend keeping these fields in the updated template. However, you should leave these data fields blank when adding data to your upload file. This is because it is possible to add new fields in your DUW mapping on the DCS, but it is not possible to remove fields in your template that have already been mapped. Instead, **you should amend the DCS mapping for the old CDI risk factor fields in your template to map to 'None'**, how to do this is noted in the second section.

1) Login to the DCS
2) Navigate to the 'Data Dictionary Report' by using the lefthand menu toolbar, by clicking 'Reports', then 'Data Dictionary Report'



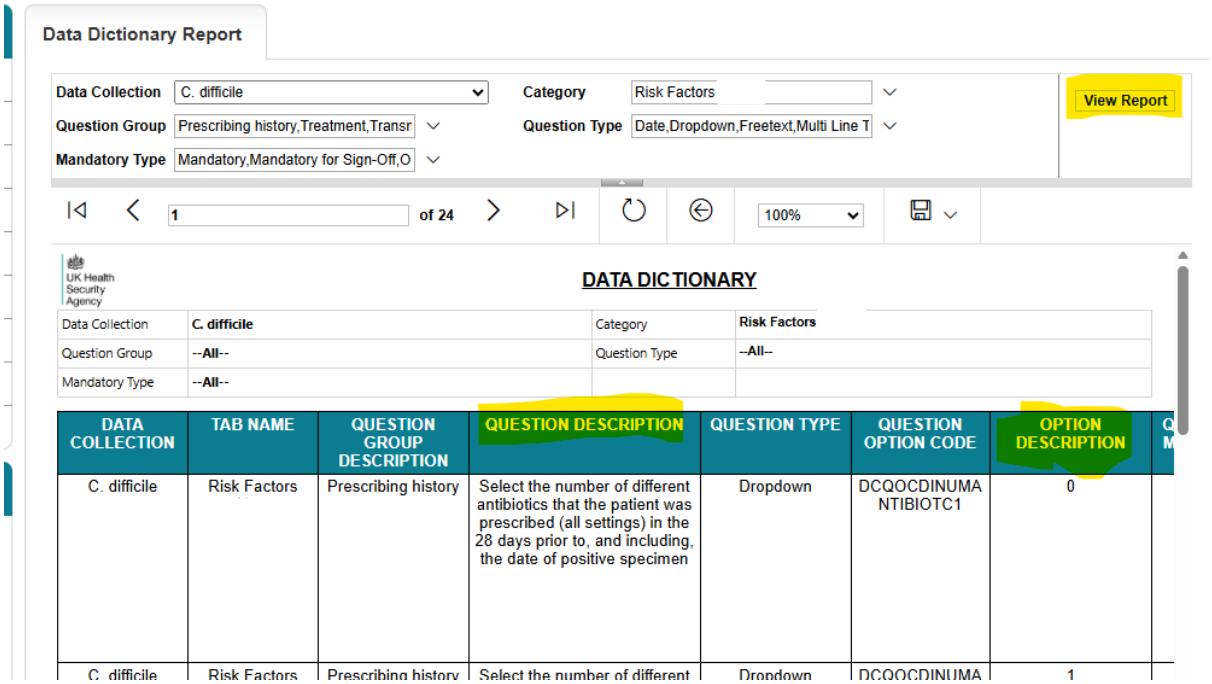
1.1 Then select the below parameters to get the data on the new CDI risk factors tab, for the category please select 'Risk Factors'



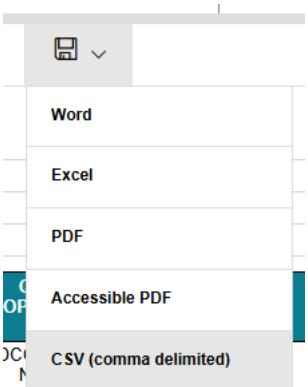
3) Click 'View report'. A report should be generated. The most important fields to look at are:
    a. 'Question description' field - so you can understand what new fields need to be added to your existing template

i. ‘Question group description’ field – so you can understand which question group the new question belongs to. Some of the new fields (i.e. ‘Other’ fields, and ‘Date started’ fields in the ‘Prescribing history’ and ‘Treatment’ question group) have the same question description but are in different question groups. Therefore, they are different fields.

b. ‘Option description’ field – this field shows you what to input in your template for the dropdown type questions in the new CDI risk factors tab



4) Use the save button to export the report to your desired file format



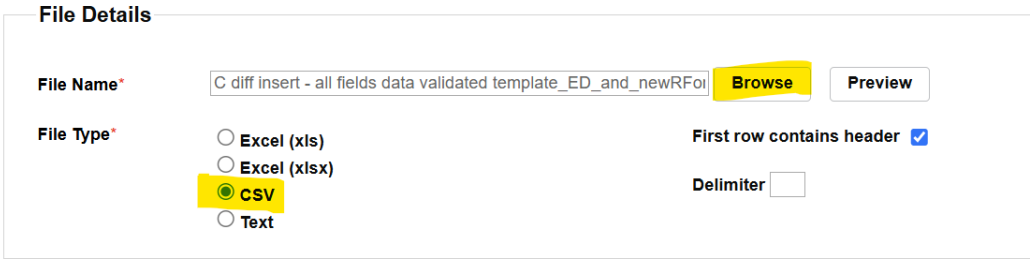
5) For information on question trigger rules, please click to go to this guide

2. Adding the new CDI risk factors & amending the old CDI risk factors fields to your existing DUW mapping

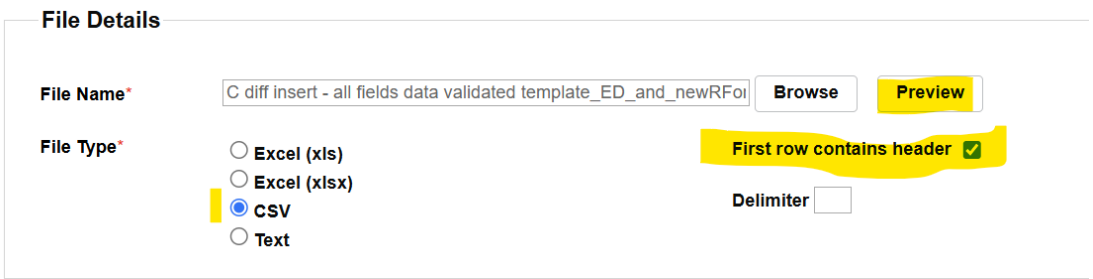
Once you have updated your DUW template with the field names for the new CDI risk factors tab, you can now amend the DCS DUW mapping. As a precaution, we recommend creating a copy of your existing mapping and then amending the copy, please see below steps on how to do this.

If your existing template already has the old CDI risk factors (tab renamed to 'Archived Risk Factors (up to 17 Sept 2026)') fields and the mapping exists for these fields in the DCS, we recommend keeping these fields in the updated template. You should leave these data fields blank when adding data to your upload file. This is becausee it is possible to add new fields in your DUW mapping on the DCS, but it is not possible to remove fields in your template that have already been mapped. Instead, **you should amend the DCS mapping for the old CDI risk factor fields in your template to map to 'None'**, how to do this is noted below.

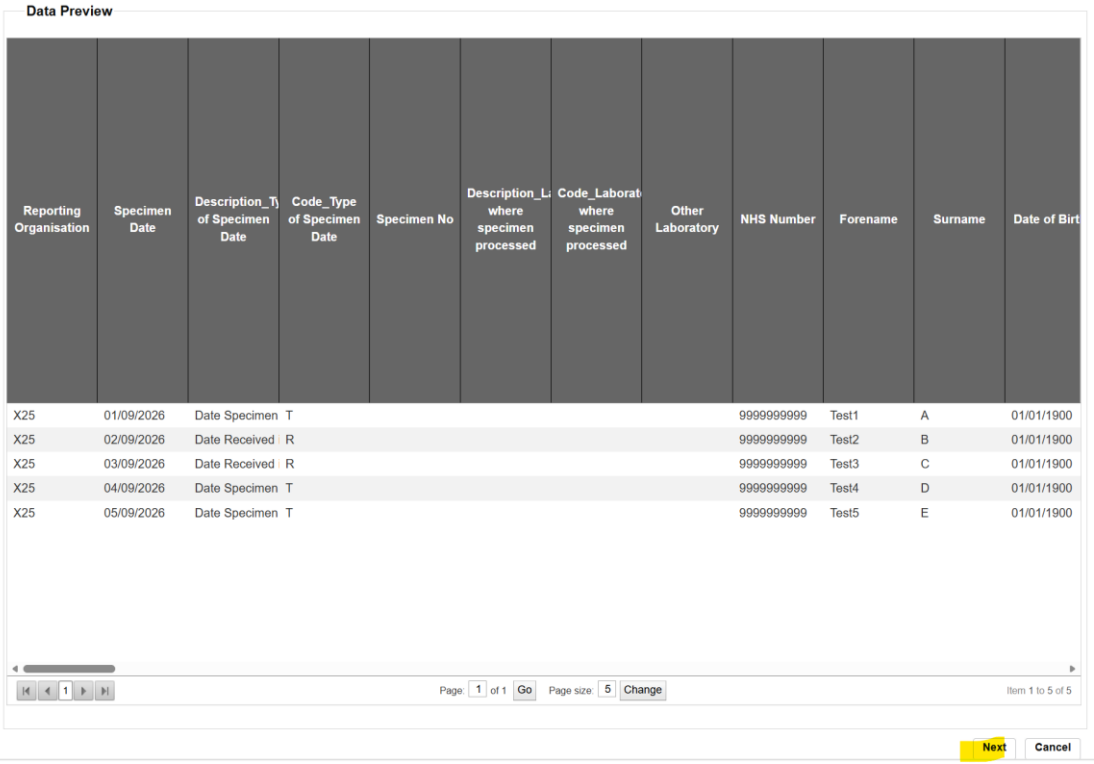
1) Login into the DCS
2) Navigate to the DUW page via the lefthand toolbar. Click 'Data uploads', then click 'Data Upload Wizard'
3) Click the file type that matches your template, then click browse, then select the new template file. Click Ok



4) Tick the 'First row contains header' tickbox. Click 'Preview'

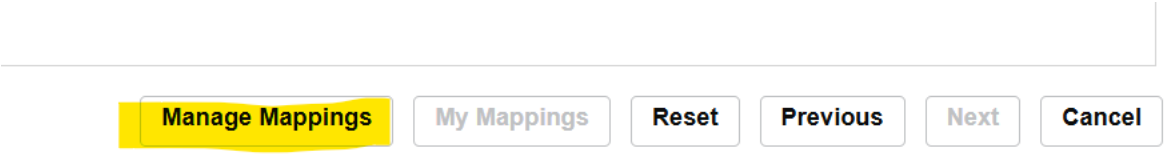


5) Your file should populate in the table below

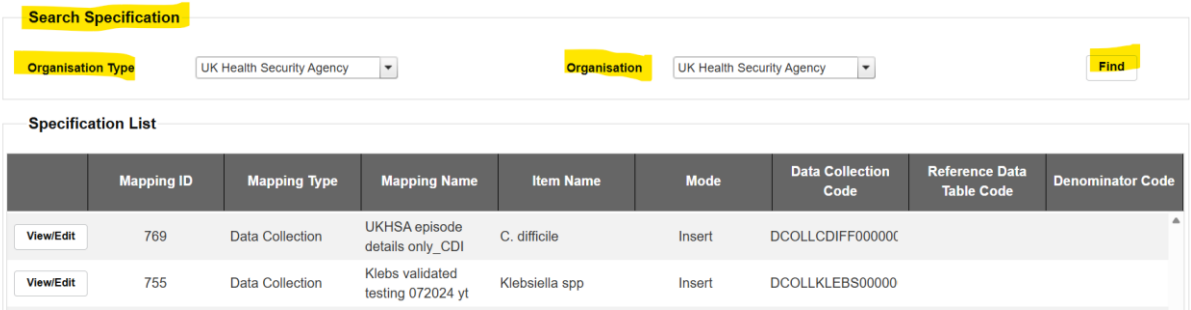


6) Then click ‘Next’

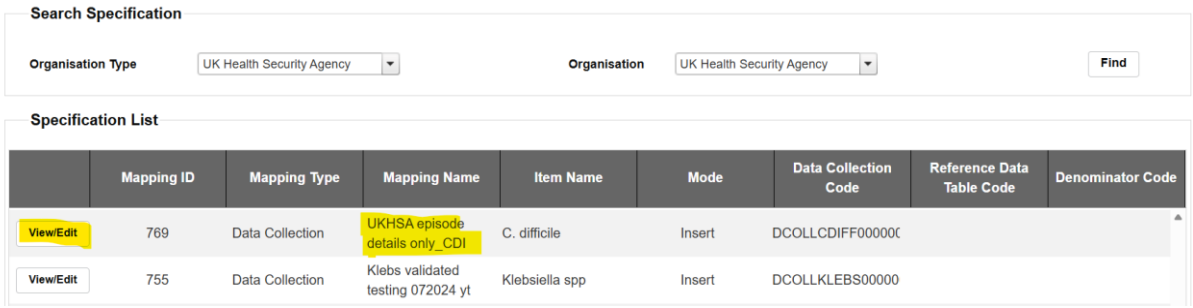
7) On the next screen, click the ‘Manage Mappings’ button



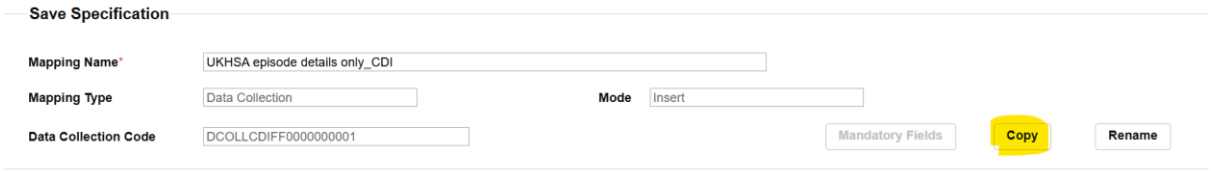
8) Then in the new screen, find your existing mapping via the ‘Search Specification’ organisation parameters. Then click ‘Find’



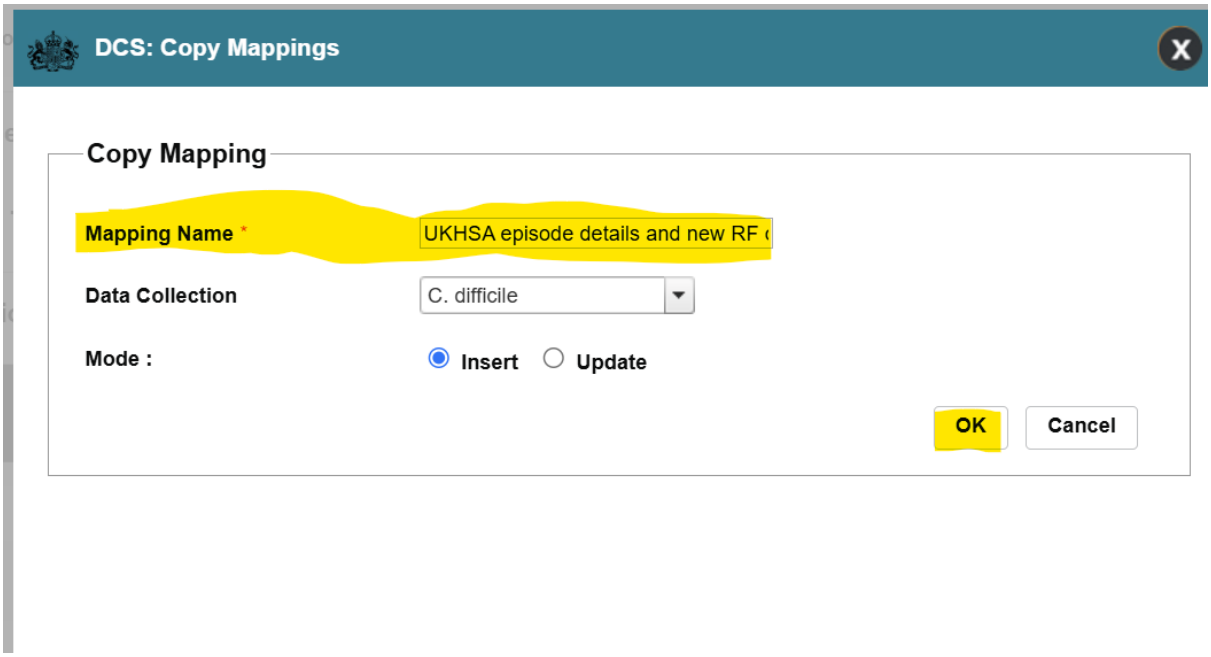
9) In the ‘Specification List’ table below, find the row with the mapping you use for CDI. Click the ‘View/Edit’ button for this row



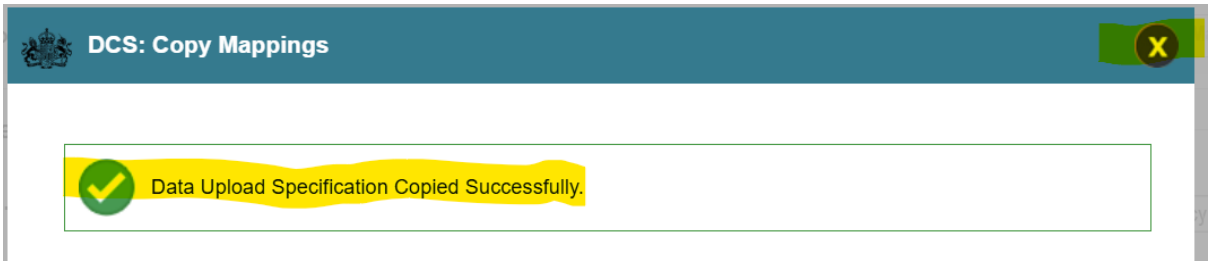
10) At top of the page, the ‘Save Specification’ section should populate with the details for the mapping selected. Click the ‘Copy’ button



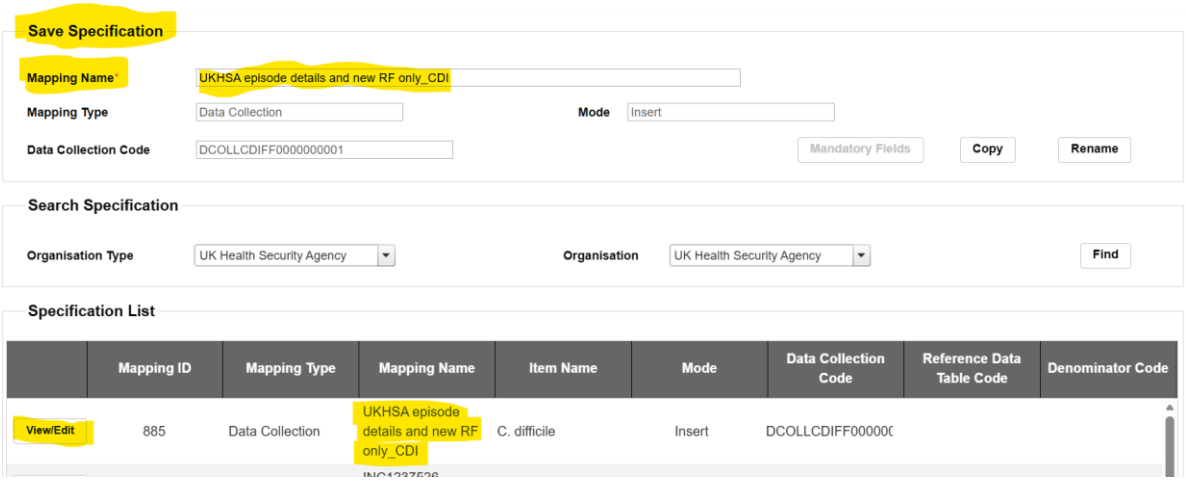
11) In the new pop-up box, name the new copy to something you will recognise



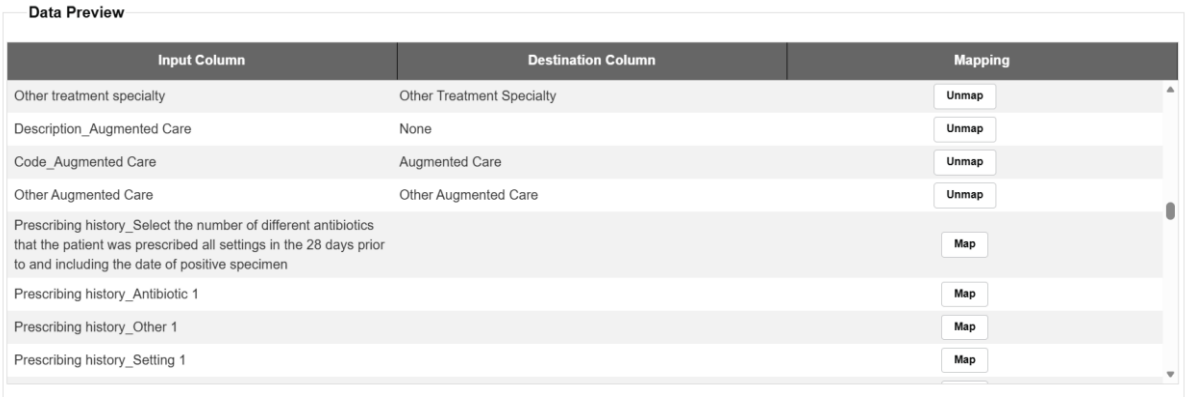
12) The pop-up box will update with a green tick meaning it was successful. Then exit the pop-up box



13) **IMPORTANT:** Please then find the copy of the mapping via steps 8-9, and click ‘View/Edit’. You will know you have selected the copy of the mapping when the ‘Save Specification’ section has updated with the copy’s mapping name



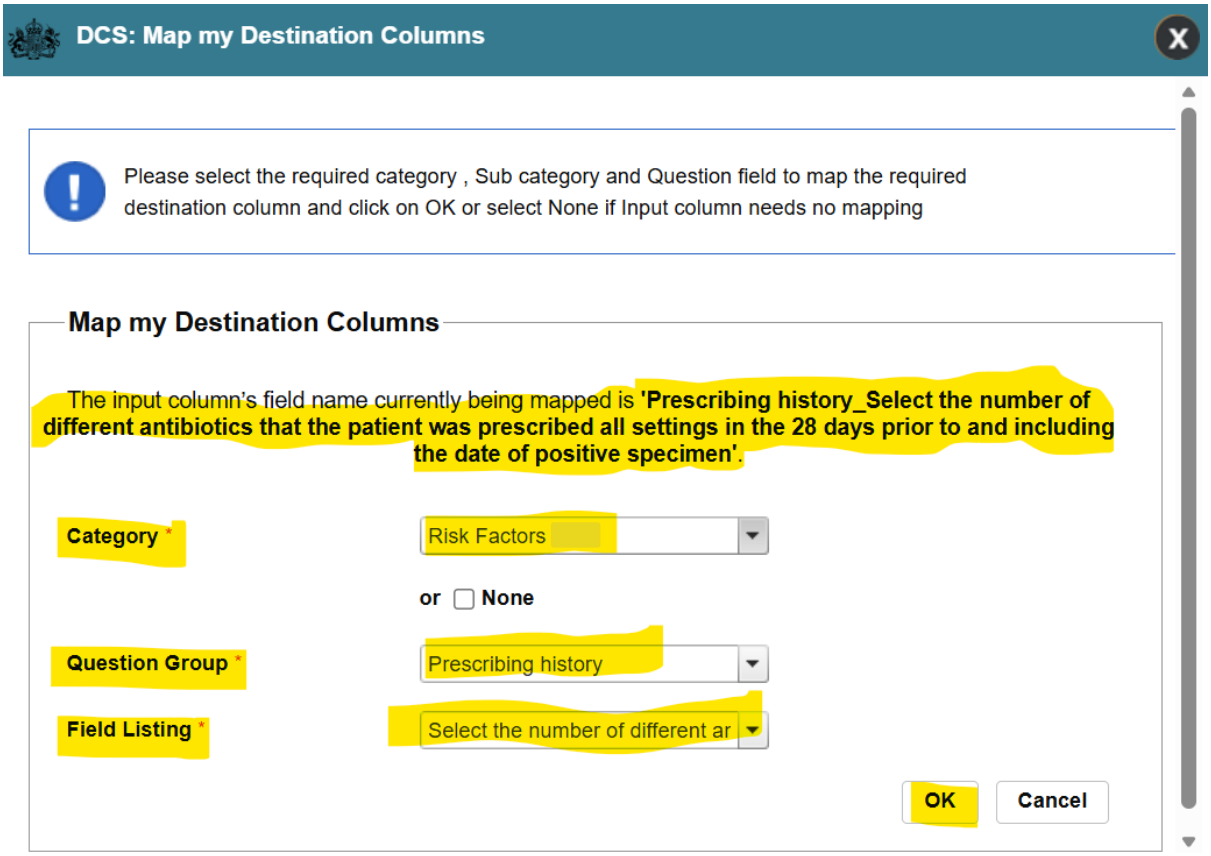
14) Once you are sure you are on the copy of the mapping. Scroll down to the 'Data Preview' section. Every row should show an 'Unmap' button, except for the new CDI risk factor fields you have added in your template which should show a 'Map' button



15) Start mapping the new fields, by clicking 'Map'

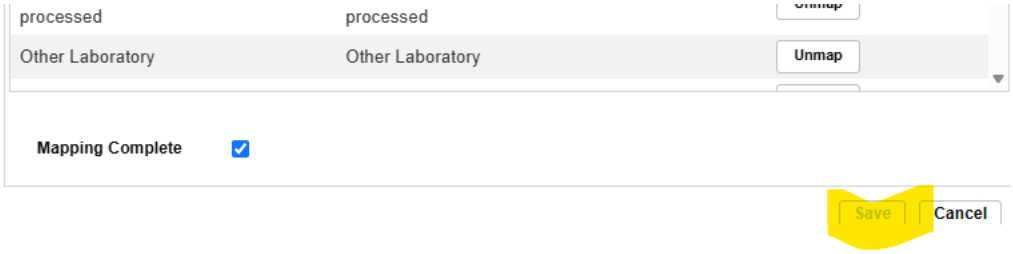
16) A pop-up box should appear. Check you are updating the right field by looking at the bold text in the pop-up box. And then select the category 'Risk Factors', then the question group and field you wish to map to in the DCS

    a. **TIP:** If you have limited time, you can save the mapping (step 18), and then come back to this screen later to finish off the mapping



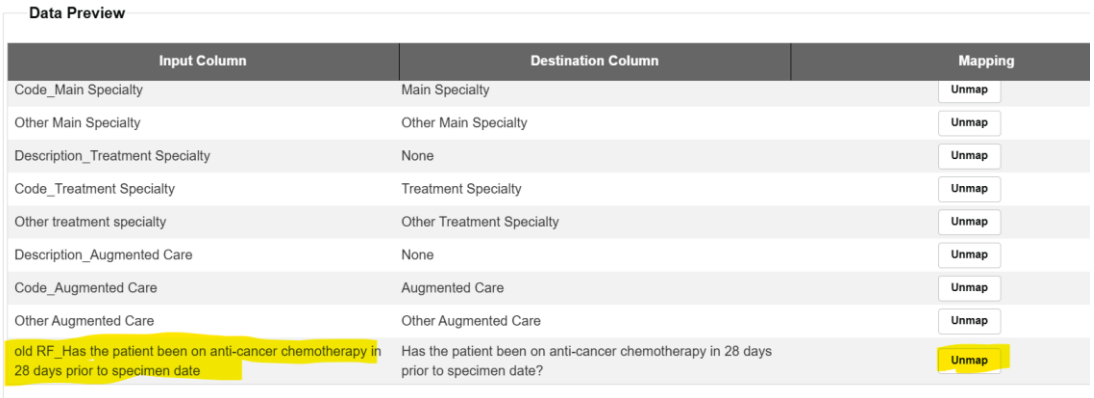
17) Repeat these steps 15-16 until all the new fields are mapped

18) Click the 'Save' button, on the bottom right corner of the screen, to save the changes you have made

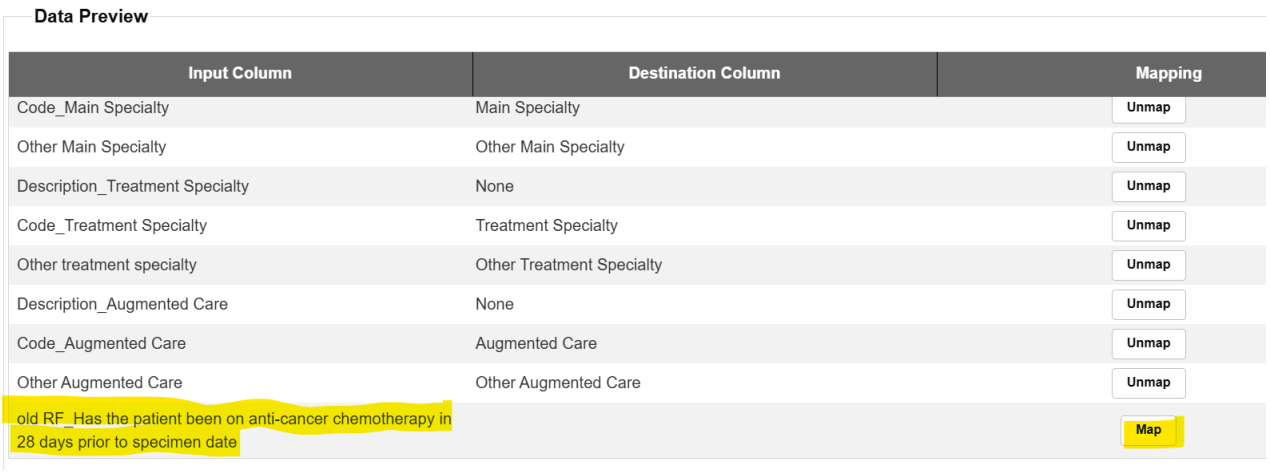


19) **<u>If your DCS mapping contains the old CDI risk factor fields:</u>** You should amend the old CDI risk factor fields to map to 'None' via the below steps

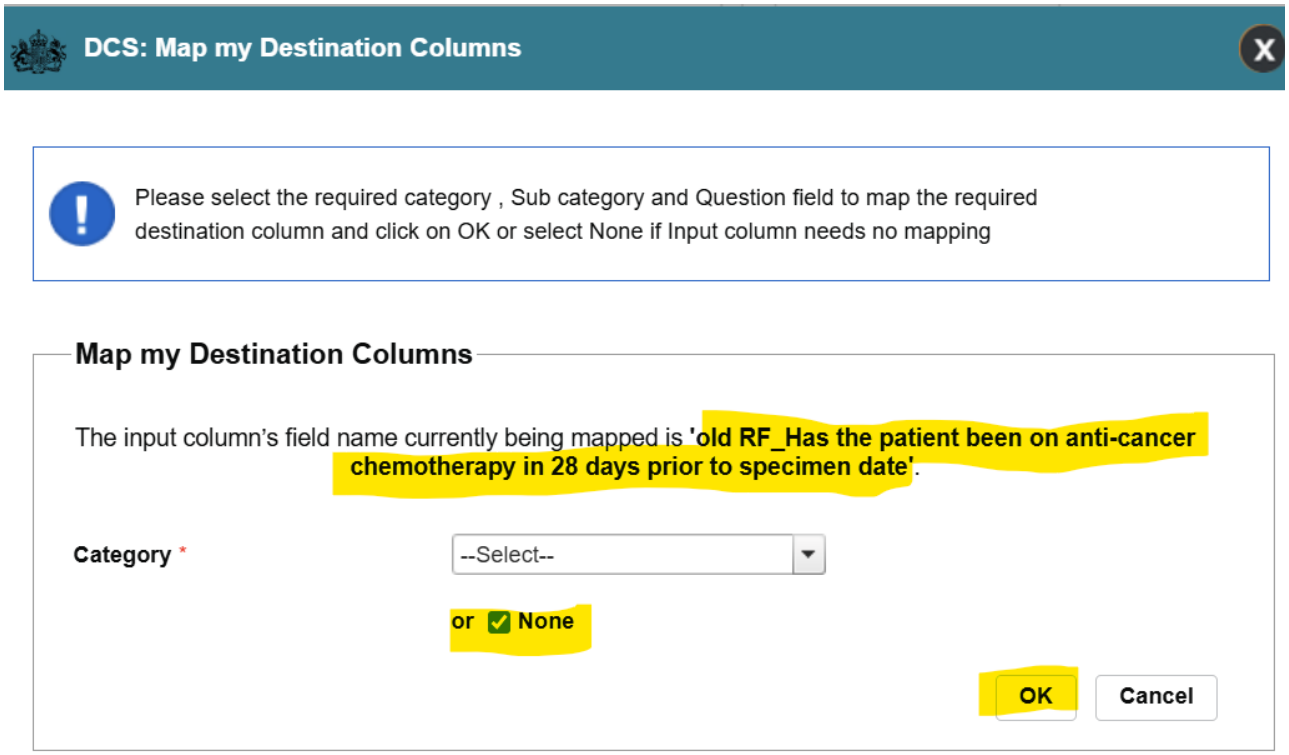
a. Find the field you wish to change, click 'Unmap'



b. Then the button should change to 'Map'. Click the 'Map' button



c. A pop-up box should appear. Check you are updating the right field by looking at the bold text in the pop-up box. Tick the 'None' tickbox. Click 'OK'



d. Then follow step 18 to save your changes

About the UK Health Security Agency

The UK Health Security Agency (UKHSA) exists to protect people from health threats. We prevent and reduce the harm caused by infectious diseases, chemicals, radiation, the health effects of climate change and a range of environmental hazards including air quality.

We provide scientific, public health and operational leadership, working with local, regional, national and global partners to protect the public's health and build the nation's health security capability.

UKHSA is an executive agency, sponsored by the Department of Health and Social Care.

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