HCAI Data Capture System
User Manual

PIR Status and Finalisation Report

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
01/09/2015	Public Health England	1.0
01/10/2015	Public Health England	2.0

PIR Reports

Introduction

There are three PIR reports available to view via the left-hand Menu Toolbar. You will only be able to see the PIR reports if you are logged into the system as one of the PIR roles (PIR Data Entry, PIR Assignment, PIR Arbitrator or PIR View Only) or if you are Local Administrator

Accessing the PIR Reports

To access the PIR reports, from the home screen click on 'Reports' in the 'Menu Toolbar', then click on 'PIR Reports' and then click on the specific report name of interest (Figure 1).

Figure 1: Accessing the PIR Reports
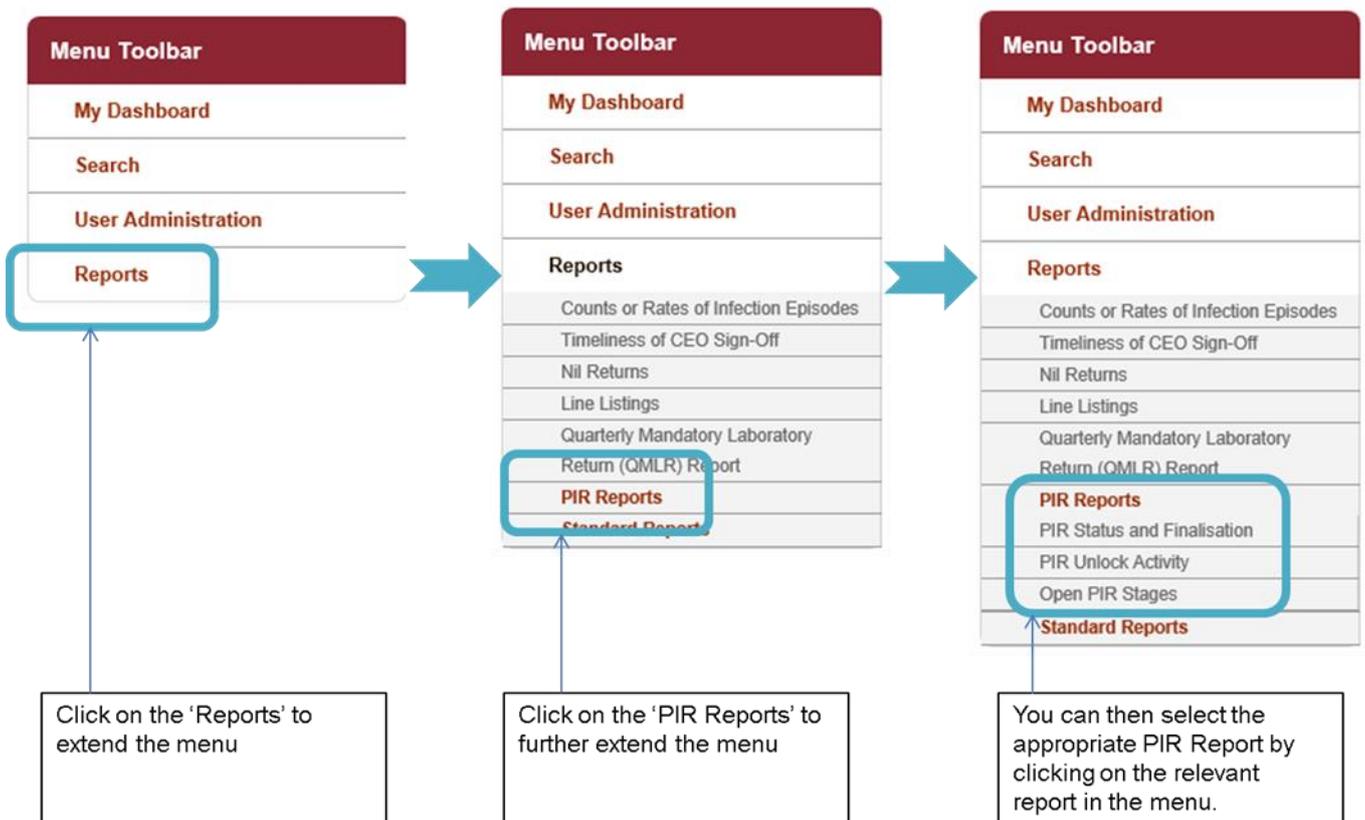
PIR Status and Finalisation Report

The PIR Status and Finalisation report allows you to assess both the finalisation method of all MRSA bacteraemia cases, associated with your organisation, with a completed PIR, as well as the number of ongoing ('Open') PIRs.

This is a complex report; a number of parameters are available for you to change so that you can view your data for a number of different combinations, including time period, frequency and finalisation method (which includes cases with incomplete PIRs as 'Open').

PIR Status and Finalisation Report Parameter Screen

To enter this report, follow the steps in Figure 1 and then select 'PIR Status and Finalisation' from the PIR Reports sub-menu. When you first land on the PIR status and finalisation page, a report based on pre-set parameters, similar to Figure 2 will appear. Table 1 provides an overview of the report parameters and their impact on what data are presented.

Figure 2: PIR Status and Finalisation Report: Parameter Screen

PIR Status and Finalisation Report: Report Parameters

Table 1: PIR Status and Finalisation Report: Report Parameters

Parameter	Comment	Parameter Type	Note
Period From and Period To	Changes the time period the data is shown for.	Date Selector	The default value for Period From will be today's date – 1 year. The default value for Period To will be today's date. These dates can be altered by using either the calendar-style date picker or by typing in the date using the following format: DD/MM/YYYY.

Parameter	Comment	Parameter Type	Note
Data Collection	Changes which Data Collection the data is presented for in this report.	Drop-down	Currently, the only (and default) value is MRSA.
Method	Changes the finalisation method the report displays the data by.	Multi-select drop-down

NB. The drop-down menu can be made larger, so that you can read the full list of finalisation methods, by clicking on and dragging the bottom right-hand corner to a wider point.

◢ | By default, all values for finalisation method will be selected.

Of note, 'Open' is not an option in the drop-down and the number of open cases (those cases associated with your organisation undergoing a current PIR) will always be included in the report output. |
| Organisation Type | Changes the organisation type the report displays the data by. | Drop-down | The default value will be the organisation type that you are signed in as (e.g. if you are signed in as an NHS Trust user, it will show NHS Trust).

NB. You will only have alternative organisation types available if you have permissions to view data for other organisation types (i.e. both an NHS Trust and a CCG). |
| Contaminant | Allows you to select whether you wish to look at cases on the contaminant or non-contaminant pathway. | Drop-down | The default value will be '-All-'.

NB. Selecting 'Yes' will limit the data the report displays to only those cases that were assigned as a contaminant, while selecting 'No' or 'Unknown' will limit the data the report displays to only those cases that were not assigned via the contaminant pathway. |
| Region | Changes the region that the data are presented for in this report. These include the NHS Regions and an overall 'National' value. | Multi-select drop-down | The default value is the region you are signed in as. For example, if you are an NHS Trust user for the Calderdale and Huddersfield NHS Foundation Trust, the default region will be the North of England.

NB. You will only be offered the regions of the organisations that |

Parameter	Comment	Parameter Type	Note
			you have permissions to view PIR data for. If you only can access PIR data for one organisation, then there will be no alternative region available for you to filter the report data by.
Limit Report To	Changes the data presented in the report according to assignment.	Drop-down	The default value for this parameter is '-All-' NB. For finalised cases, this will be by final assignment; however, for open cases this will be by provisional assignment.
Organisation	Changes the organisation for which this report presents data.	Multi-select drop-down NB. The drop-down menu can be made larger, so that you can read the full name of the organisations, by clicking on and dragging the bottom right-hand corner to a wider point.	The default organisation will be the organisation that you are signed into the system as. If you have access to multiple organisations of the same type, then all of the organisations will be selected as the default. The organisation drop-down options are based on the organisation type and region that you have already selected, as well as, the organisations for which you have access to PIR data. If you only have access to the PIR data for one organisation, then that will be the only organisation in the drop-down menu.
Frequency	This changes the time period frequency (eg. Monthly, weekly, etc) that the data are presented as in this report.	Drop-down	The default is 'Monthly'.
View By	This changes the organisation type by which the data are presented as in this report.	Drop-down	The default and options for this drop-down depend on the organisation type that you selected earlier. If you selected 'NHS Trust' for the 'Organisation Type', the default value for 'View By' will also be 'NHS Trust. This presents the data by the NHS Trust(s) that reported

Parameter	Comment	Parameter Type	Note
			the case(s). However, you can also select 'Clinical Commissioning Group', which will then present the data of cases associated with the NHS Trust(s) you have selected for 'Organisation' by the CCG(s) that the MRSA bacteraemia cases are attributed to. The converse is true if the 'Organisation Type' that you selected was 'Clinical Commissioning Group'. For any other 'Organisation Type' (i.e. not NHS Trust or Clinical Commissioning Group), then the 'View By' drop-down will only contain 'Not Applicable' because the data will be presented by the 'Organisation Type' selected.

Once you have selected your parameters, please click 'View Report' to run the report. The output will appear on the screen, as shown in Figure 3. You can then choose to review the report on screen by using the two scroll bars. Or you can export the report in one of four file types (PDF, CSV, Excel, Word). Please see Figures 4 and 5 for examples of the report outputs (Chart and Table) and see Figure 6 for more details on how to export the report.
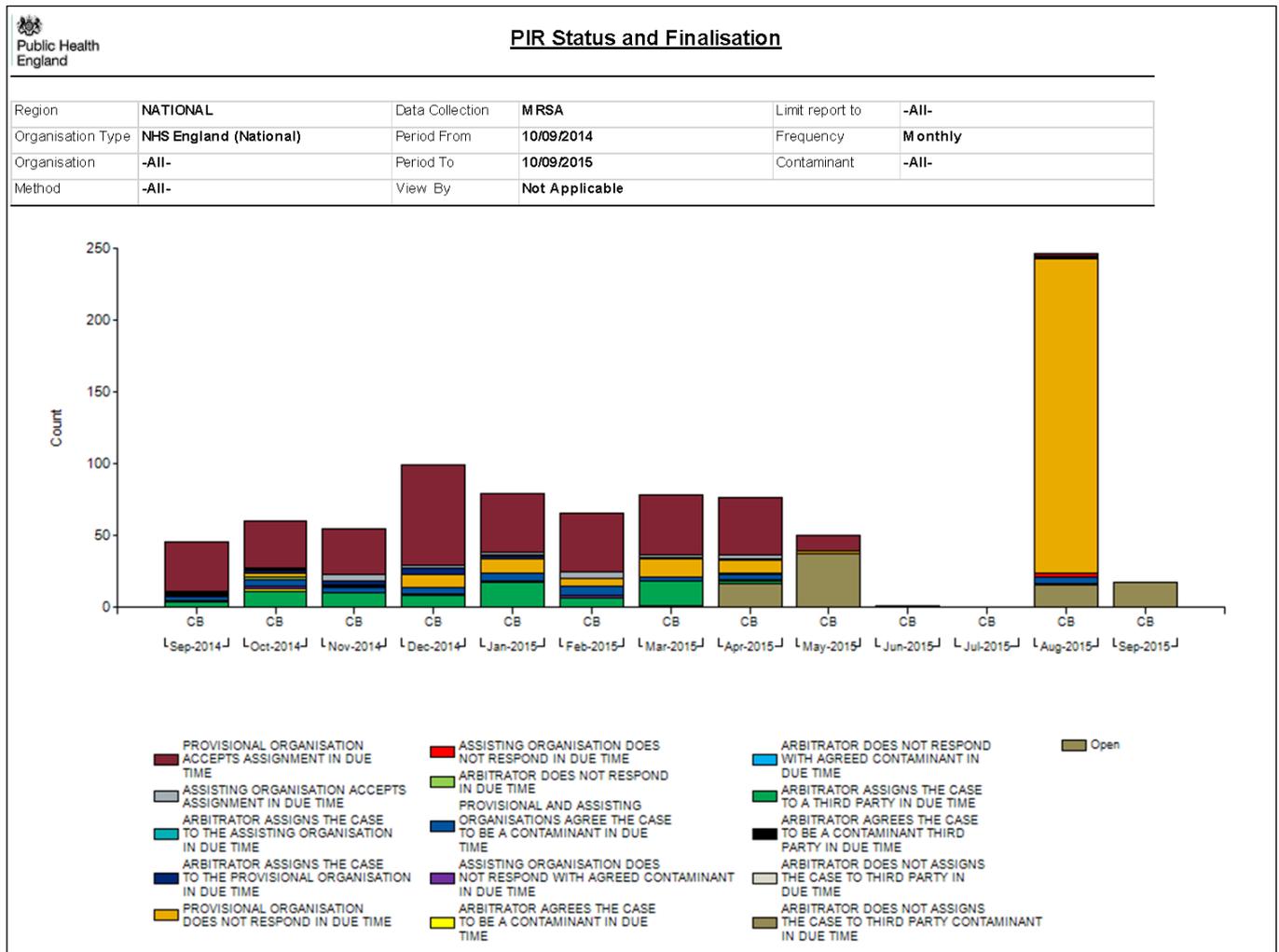
PIR Status and Finalisation Report Screen

Figure 3: PIR Status and Finalisation. Report Output: Screen View
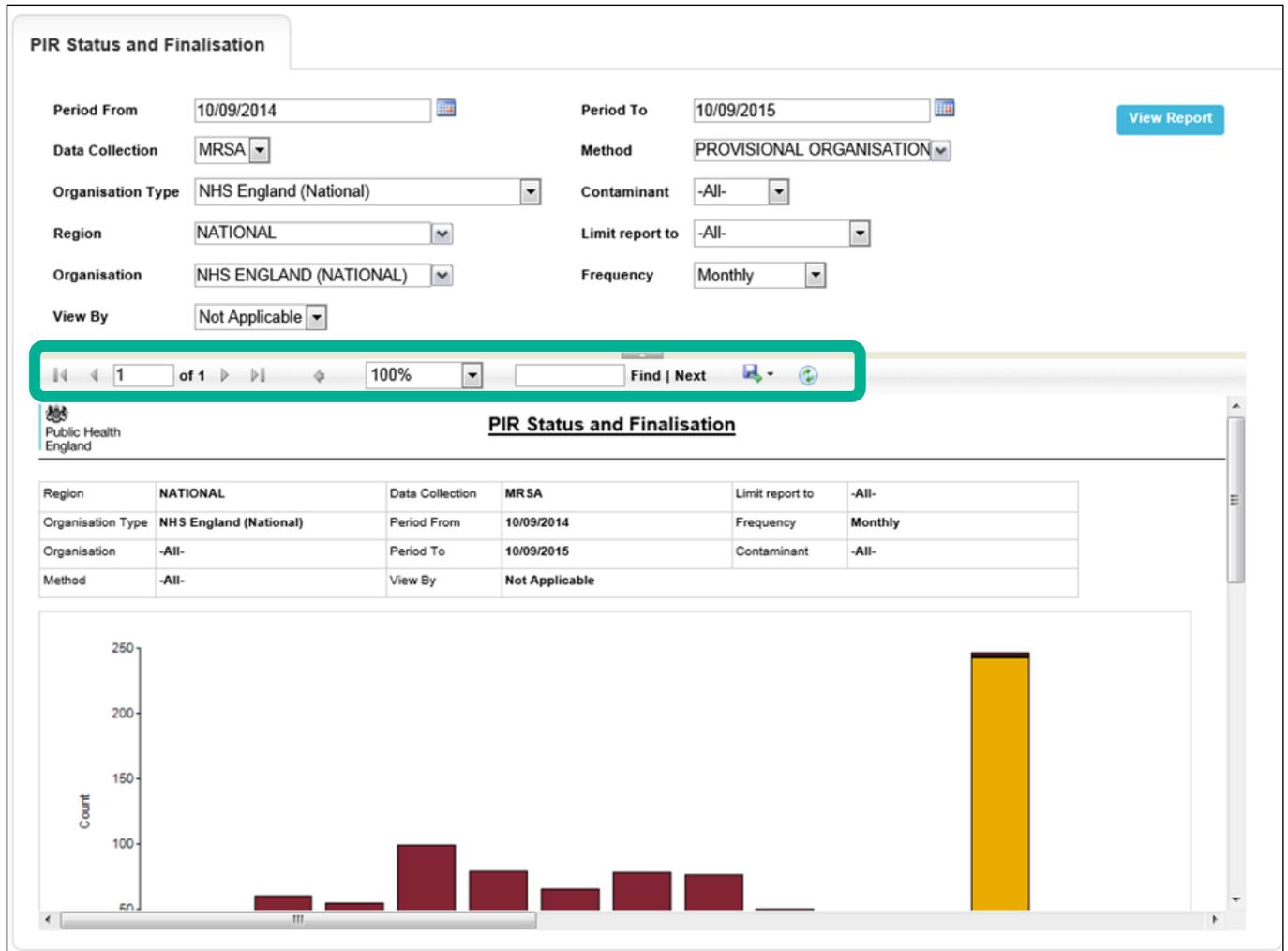
PIR Status and Finalisation Report Output

Chart Figure 4: PIR Status and Finalisation. Report Output: Chart

The data are also presented in a table underneath the chart by the time period selected. Table 2 provides details of the report's Table output.

PIR Status and Finalisation Report Table

Table 2: PIR Status and Finalisation Report: Table Column Header Details

Column Heading	Description
Period	Each row in the table will be of the measure of time that you selected for the 'Frequency' parameter for the time span that you selected through the 'Period From' and 'Period To' parameters. For example, if you selected 'Monthly' for '01/09/2014' to 01/09/2015', then the table will show data for the months included in this time period, i.e. 'Sep-2014', 'Oct-2014' etc.
Organisation	Each row of the table will present the organisation name(s) that you selected from the 'Organisation' parameter. If you have access to the PIR data for more than organisation and selected more than one of them to be included in the report, then the organisations will be listed in this column for each 'Period', before the next 'Period' is presented.
Org Code	Each row provides the organisation code for the organisation(s) presented in this report.
Finalisation Method (up to all 15 of them as individual columns), for example, 'PROVISIONAL ORGANISATION ACCEPTS ASSIGNMENT IN DUE TIME'	For up to the next 15 columns, the column header(s) will be finalisation methods that you selected for 'Method'. The rows will contain the total number of finalised PIRs associated with organisations selected for the relevant time period for each of the finalisation methods selected. Please see Figure 5.
Open	Each row provides the total number of ongoing PIRs associated with the organisation(s) selected for the relevant time period. Ongoing PIRs include those that are current (i.e. at Stage 1, 2 or 3 and have not been completed) or those that are 'On-hold'.
Total Closed (selected)	Each row provides the total number of finalised (closed) PIRs associated with the organisation(s) selected for the relevant time period. NB. If you did not select all finalisation methods to include in this report, then this column will be a total of the PIR cases associated with the organisation(s) selected for the relevant time period that were finalised by the finalisation methods selected, i.e. they are the sum of the Finalisation Method columns included in this table. However, if you included all of the finalisation methods, then this will be the total of all of the PIR cases associated with the organisation(s) selected for the relevant time period.
Total Cases (selected)	Each row provides the total number of both finalised (closed) PIRs and ongoing (open) PIRs associated with the organisation(s) selected for the relevant time period, i.e. this is the sum of the 'Open' and 'Total Closed (selected)' columns.

PIR Status and Finalisation Report Output Table

Figure 5: PIR Status and Finalisation Report Output: Table

<table>
<tr><td colspan="9">Public Health England</td></tr>
<tr><td colspan="9">PIR Status and Finalisation</td></tr>
<tr><td>Region</td><td>NATIONAL</td><td>Data Collection</td><td colspan="2">MRSA</td><td colspan="2">Limit report to</td><td colspan="2">-All-</td></tr>
<tr><td>Organisation Type</td><td>NHS England (National)</td><td>Period From</td><td colspan="2">10/09/2014</td><td colspan="2">Frequency</td><td colspan="2">Monthly</td></tr>
<tr><td>Organisation</td><td>-All-</td><td>Period To</td><td colspan="2">10/09/2015</td><td colspan="2">Contaminant</td><td colspan="2">-All-</td></tr>
<tr><td>Method</td><td>PROVISIONAL ORGANISATION ACCEPTS ASSIGNMENT IN DUE TIME ASSISTING ORGANISATION ACCEPTS ASSIGNMENT IN DUE TIME</td><td>View By</td><td colspan="2">Not Applicable</td><td colspan="4"></td></tr>
<tr>
<th>Period</th>
<th>Organisation</th>
<th>Org Code</th>
<th>PROVISIONAL ORGANISATION ACCEPTS ASSIGNMENT IN DUE TIME</th>
<th>ASSISTING ORGANISATION ACCEPTS ASSIGNMENT IN DUE TIME</th>
<th>Open</th>
<th>Total Closed (selected)</th>
<th colspan="2">Total Cases (selected)</th>
</tr>
<tr><td>Sep-2014</td><td>NHS ENGLAND (NATIONAL)</td><td>CB</td><td>34</td><td>1</td><td>0</td><td>35</td><td colspan="2">35</td></tr>
<tr><td>Oct-2014</td><td>NHS ENGLAND (NATIONAL)</td><td>CB</td><td>33</td><td>1</td><td>0</td><td>34</td><td colspan="2">34</td></tr>
<tr><td>Nov-2014</td><td>NHS ENGLAND (NATIONAL)</td><td>CB</td><td>32</td><td>4</td><td>0</td><td>36</td><td colspan="2">36</td></tr>
<tr><td>Dec-2014</td><td>NHS ENGLAND (NATIONAL)</td><td>CB</td><td>70</td><td>2</td><td>0</td><td>72</td><td colspan="2">72</td></tr>
<tr><td>Jan-2015</td><td>NHS ENGLAND (NATIONAL)</td><td>CB</td><td>41</td><td>2</td><td>0</td><td>43</td><td colspan="2">43</td></tr>
<tr><td>Feb-2015</td><td>NHS ENGLAND (NATIONAL)</td><td>CB</td><td>41</td><td>4</td><td>0</td><td>45</td><td colspan="2">45</td></tr>
<tr><td>Mar-2015</td><td>NHS ENGLAND (NATIONAL)</td><td>CB</td><td>42</td><td>2</td><td>1</td><td>44</td><td colspan="2">45</td></tr>
<tr><td>Apr-2015</td><td>NHS ENGLAND (NATIONAL)</td><td>CB</td><td>40</td><td>3</td><td>16</td><td>43</td><td colspan="2">59</td></tr>
<tr><td>May-2015</td><td>NHS ENGLAND (NATIONAL)</td><td>CB</td><td>11</td><td>0</td><td>37</td><td>11</td><td colspan="2">48</td></tr>
<tr><td>Jun-2015</td><td>NHS ENGLAND (NATIONAL)</td><td>CB</td><td>0</td><td>0</td><td>0</td><td>0</td><td colspan="2">0</td></tr>
<tr><td>Jul-2015</td><td>NHS ENGLAND (NATIONAL)</td><td>CB</td><td>0</td><td>0</td><td>0</td><td>0</td><td colspan="2">0</td></tr>
<tr><td>Aug-2015</td><td>NHS ENGLAND (NATIONAL)</td><td>CB</td><td>2</td><td>0</td><td>15</td><td>2</td><td colspan="2">17</td></tr>
<tr><td>Sep-2015</td><td>NHS ENGLAND (NATIONAL)</td><td>CB</td><td>0</td><td>0</td><td>17</td><td>0</td><td colspan="2">17</td></tr>
</table>

Please note, that the chart in Figure 4 is for ALL finalisation methods; however, the table in Figure 5 only presented data for two finalisation methods, and so the data do not match. This is to highlight that the table's column headers reflect only the finalisation methods that are selected using the multi-select drop down for 'Method', and how this impacts on the data presented in the final two columns (totals) of the table.

PIR Status and Finalisation Report Icons

Figure 6: PIR Status and Finalisation Report Icons