

NPDA User Guide:

Submitting data via patient questionnaire



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What is the patient questionnaire method?

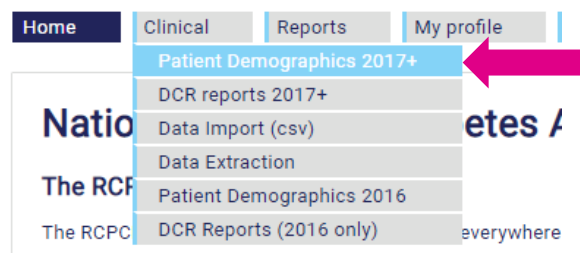
This patient questionnaire method allows units to directly enter NPDA data for their patients into the NPDA online data capture system. Once this data is entered, the online data capture system will read the data available and generate a Data Completeness Report (DCR) (See our guide “How to navigate the DCR”) for your unit.

Each patient in your clinic will need to have their demographics registered by creating a “patient record”. Once registered, visits can be continuously added for that patient.

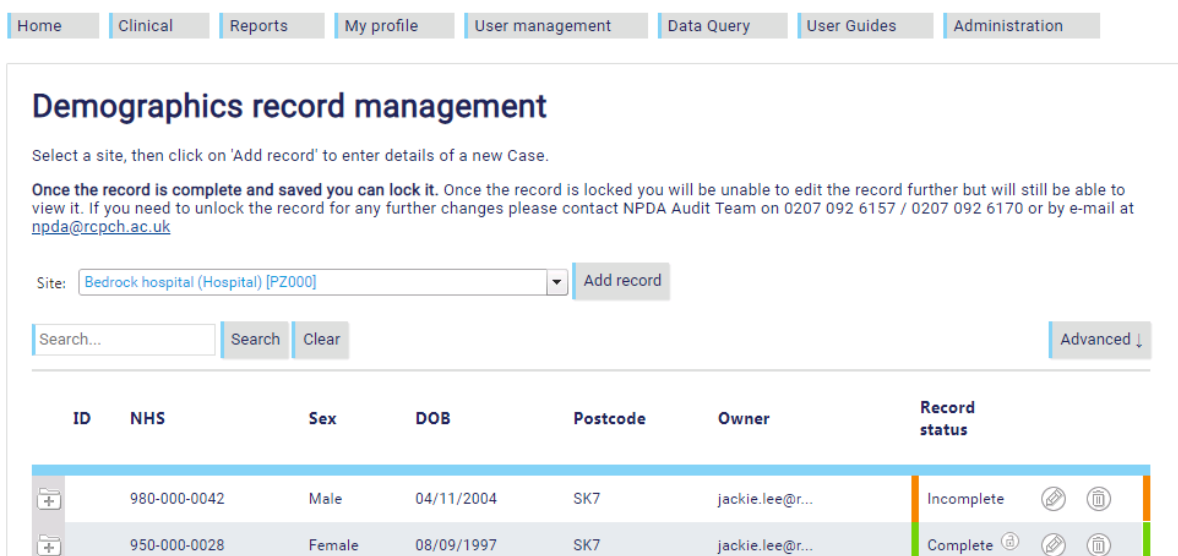
Accessing the patient questionnaire

Once you have logged into the NPDA online data capture system:

- Select the ‘Clinical’ tab at the top of the page which will release a drop-down menu.
- Select ‘Demographics 2017’



- This will produce the following screen – “Demographics record management”

A screenshot of the 'Demographics record management' screen. The page has a navigation bar with tabs: Home, Clinical, Reports, My profile, User management, Data Query, User Guides, and Administration. Below the navigation bar, there is a heading 'Demographics record management' and a sub-heading 'Select a site, then click on 'Add record' to enter details of a new Case.' There is a text input field for 'Site:' with a dropdown menu showing 'Bedrock hospital (Hospital) [PZ000]' and an 'Add record' button. Below this is a search bar with 'Search...' and 'Clear' buttons, and an 'Advanced' dropdown. The main content is a table with the following columns: ID, NHS, Sex, DOB, Postcode, Owner, and Record status. The table contains two rows of data.

ID	NHS	Sex	DOB	Postcode	Owner	Record status
+	980-000-0042	Male	04/11/2004	SK7	jackie.lee@r...	Incomplete
+	950-000-0028	Female	08/09/1997	SK7	jackie.lee@r...	Complete

Creating a patient record

Step 1

Once you have opened the “Demographics record management” page, select your unit and click on “Add Record”

Demographics record management

Select a site, then click on 'Add record' to enter details of a new Case.

Once the record is complete and saved you can lock it. Once the record is locked you will view it. If you need to unlock the record for any further changes please contact NPDA A npda@rcpch.ac.uk

Site: Add record

Step 2

Enter in the patient's details and press “Save” once completed.

Anything that is entered incorrectly will be highlighted in red (see below).

Demographics

Once the record is complete and saved you can lock it. Once the record is locked you will be unable to edit the record further but will still be able to view it. If you need to unlock the record for any further changes please contact NPDA Audit Team on 0207 092 6157 / 0207 092 6170 or by e-mail at npda@rcpch.ac.uk

Site: Bedrock hospital. Case ID: 1561303

1. Patient registration

PATIENT REGISTRATION

1.1. Local ID / Ref number ?

1.2. NHS number of patient Not known or not applicable ?
Required

1.3. Enter DOB ?
Date required
No Date of birth

1.4. Postcode ?

1.5. Gender Male Female Not specified ?
 Unknown
Required


1.6. Ethnic Category White (British) Asian (Bangladeshi) ?
 White (Irish) Asian (Any other Asian background)

Editing a patient record

Step 1

Find the patient whose record you wish to edit by using the "Search" function. Type in either the patient's ID or NHS number.

Site:



Step 2

To edit the record, click on the pencil icon - . This will bring up the 'Demographics' page.

Demographics

Once the record is complete and saved you can lock it. Once the record is locked you will be unable to edit the record further but will still be able to view it. If you need to unlock the record for any further changes please contact NPDA Audit Team on 0207 092 6157 / 0207 092 6170 or by e-mail at npda@rcpch.ac.uk

Site: Bedrock hospital. Case ID: 1557806

1. Patient registration

PATIENT REGISTRATION

1.1. Local ID / Ref number

1.2. NHS number of patient Not known or not applicable

Step 3

Save your changes

PATIENT REGISTRATION

1.1. Local ID / Ref number

1.2. NHS number of patient Not known or not applicable

1.3. Enter DOB (DD/MM/YYYY)

1.4. Postcode

1.5. Gender Male Female Not specified
 Unknown


1.6. Ethnic Category White (British) Asian (Bangladeshi)
 White (Irish) Asian (Any other Asian background) Black (Caribbean) Black (African) Black (Any other Black background) Other (Chinese) Other (Any other ethnic group) White (Any other White background) Mixed (White and Black Caribbean) Mixed (White and Black African) Mixed (White and Asian) Mixed (Any other Mixed Background)

Adding and editing a visit

Step 1

Find the patient that you wish to add a visit for by using the “Search” function. Type in either the patient's ID or NHS number.

Site:




Step 2











Once you have located the relevant patient, click on the small plus sign on the left. This will expand their record and display all of their recorded visits.


ID	NHS	Sex	DOB	Postcode	Owner	Record status
	9500000028	Female	08/09/1997	SK7	jackie.lee@r...	Complete  

Step 3

When the patient record has expanded, you can:

- Add a new visit by clicking on ‘Add new update’
- Edit a previous visit by clicking on the pencil icon - 

ID	NHS	Sex	DOB	Postcode	Owner	Record status
	9500000028	Female	08/09/1997	SK7	jackie.lee@r...	Complete  
Visit Date	Owner	CSV/Questionnaire	Sex	Updated	Record status	
01/04/2018	research.temp2@r...	Que	Female	11/09/2018	Incomplete 	 
30/04/2018	admin	Que	Female	09/07/2018	Incomplete 	 
 Add new update						



Step 4

- The following screen will appear with 5 page tabs across the top.
- Fill out each page with the relevant information and click 'Save' on each page to save your data.
- Click on the page tab to move between pages – the menu colours will change accordingly

N.B. As not all checks and screenings are performed every visit, the system has been designed to be flexible to allow for this. Please ensure to double check that all the relevant information is entered on each page.

Case ID: 1557806

Comments | Complete | Incomplete | Errors | Not saved

1. Core Information | 2. Outpatient Entry: Examination | 3. Outpatient Entry: Investigation & Management | 4. Outpatient Entry: Education, Psychological Assessment, Smoking | 5. In-patient Entry

Core Information

1.1. DoB (DD/MM/YYYY)

1.3. Visit Date (DD/MM/YYYY) ?

1.4. Postcode ?

1.5. Gender of patient Male Female Not specified ?
 Unknown

1.6. Ethnicity of patient White (British) Asian (Bangladeshi) ?
 White (Irish) Asian (Any other Asian background)
 White (Any other White background) Black (Caribbean)
 Mixed (White and Black Caribbean) Black (African)
 Mixed (White and Black African) Black (Any other Black background)
 Mixed (White and Asian) Other (Chinese)
 Mixed (Any other Mixed Background) Other (Any other ethnic group)
 Asian (Indian) Not stated

Save
Exit

- The menu colour of the visit will also change. Each page is represented by the five coloured bars on the right

Visit Date	Owner	CSV/Questionnaire	Sex	Updated	Record status	
01/04/2018	research.temp2@r...	Que	Female	25/09/2018	Errors	
30/04/2018	admin	Que	Female	09/07/2018	Incomplete	

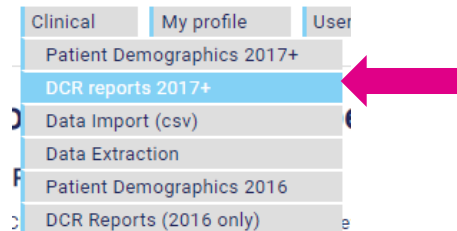
↑

Reviewing the Data Completeness Report (DCR)

To view a live summary of the data that you are entering via patient questionnaire, you can access this through the DCR.

Step 1

Select the 'Clinical' menu and then click 'DCR reports 2017+'



Step 2

Select the unit and the audit year, then click 'View overview' - this will bring up the following screen. For further information, please read our guide on "How to navigate the DCR"

DCR Reports (2017+)

The following data completeness report (DCR) is generated from data submitted by your PDU using algorithms matching the analysis process used in the NPDA.

It should be viewed in conjunction with the data quality report (DQR) generated upon submission of CSV (not applicable to those entering data via additional questionnaire). The DQR is available to download immediately after your submission. It is imperative that you attend to the warnings and errors highlighted within your DQR in order to ensure the quality of your data and accuracy of the results ultimately reported.

The results within the DCR below are unlikely to exactly match your final unit's results for the audit year as we cannot perfectly recreate the manual data validating and cleaning processes completed by the NPDA team in the course of the analysis of your data, and so it does not replace your annual local report. However, the DCR should help you identify missing or incomplete data and enable tracking of clinic and patient outcomes across the audit year.

The DCR will re-generate following each data from your unit.

Please note that this report contains patient-identifiable data (NHS numbers) so if you are downloading or sharing it, please ensure that it is downloaded to a secure location, sent via a secure and encrypted channel, and is only shared with people who have permission to view it.

Site:

Dataset Period:

Save DCR report in pdf format (or a specific section of it)

Report required:

Patient characteristics for Bedrock hospital (Hospital) [PZ000] in period 2018-2019

Total number of eligible patients submitted	43
Total number of eligible patients with Type 1 diabetes	31
Number of patients aged 12 and above on day 1 of audit with Type 1 diabetes	25
Number of patients with Type 1 diabetes with a complete year of care in audit period	29
Number of patients with Type 1 diabetes aged 12+ with a complete year of care in audit period	24
Number of patients who died within audit period	0
Number of patients who transitioned/ left service within audit period	1
Number of patients using a realtime continuous glucose monitor (CGM) with alarms	3
Number of patients with coeliac disease	5
Number of patients with thyroid disease	4
Number of patients using (or trained to use) blood ketone testing equipment	9

[View treatment regimen](#)

Individual Values				Site Values			
7 Key Processes	Additional Processes	Care at diagnosis	Outcomes	7 Key Processes	Additional Processes	Care at diagnosis	Outcomes

Extracting your Patient Questionnaire data into a CSV file

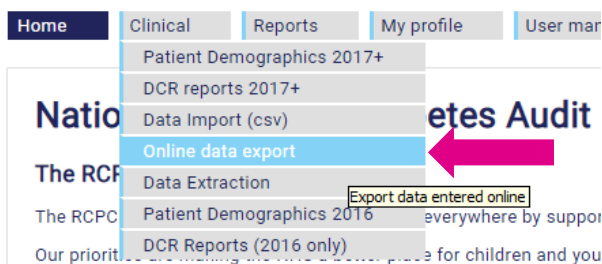
Extracting your data into a CSV file allows you to see what has been uploaded to the NPDA Data Capture System in the one place. This can be helpful in identifying any potential errors that you may have noted in your Data Completeness Report (DCR).

As this file does include patient sensitive information this file will be encrypted with a password of your choice when it is downloaded from the server. Please ensure that:

- That this file is saved on a secure server.
- Any extracted files are permanently deleted from your computer (including your recycle bin).
- The extracted file is not emailed or shared over any unsecure server (including RCPCH).

Step 1

To extract your Patient Questionnaire data, select “Online Data Export” via the ‘Clinical’ tab.



Step 2

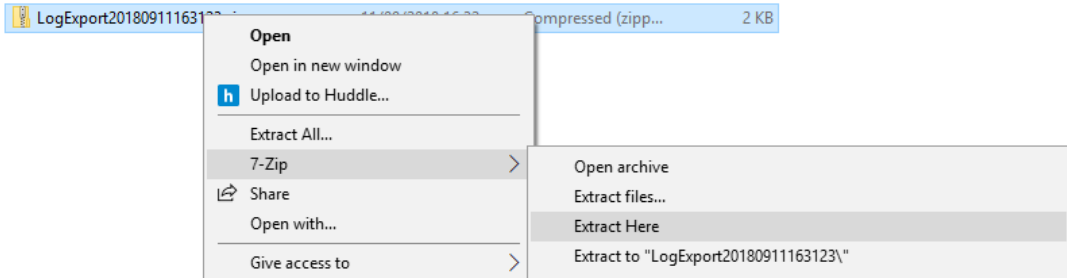
Complete the fields that are brought up on the following screen and then click “Download” (rather than pressing enter).

- Site – refers to your unit
- Dataset period – refers to the audit year
- Password – this is your chosen password to ensure that the data extract off the server remains encrypted and secure. It will need to be a minimum of 7 characters

Step 3

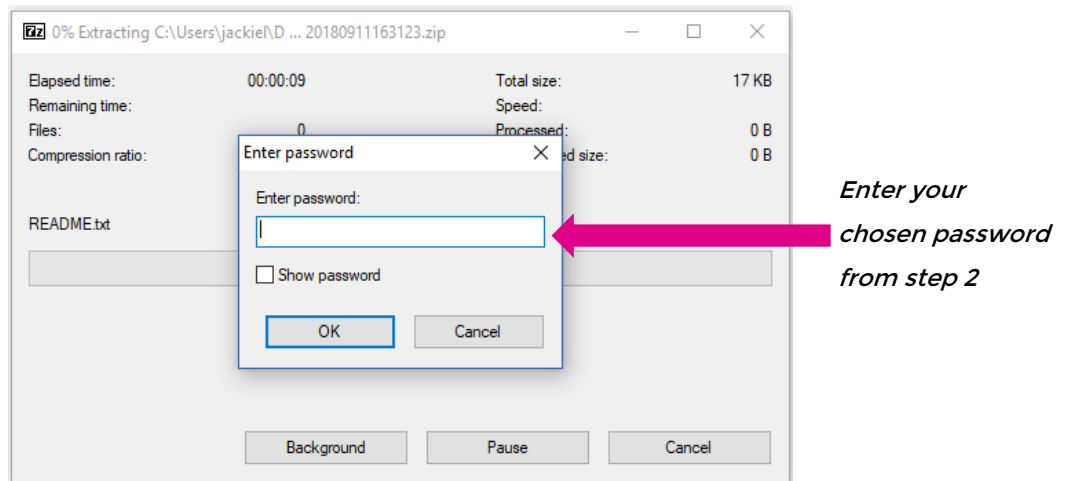
To extract your CSV file, you will need to have either [Winzip](#) or [7-zip](#) installed on your computer to be able to extract the file.

- Locate the folder that your zip file has been downloaded to.
- Right-click on the zip file itself (do not click into it)
- Select 'Extract Here' from the 7-zip/Winzip menu and enter your chosen password from Step 2.



Step 4

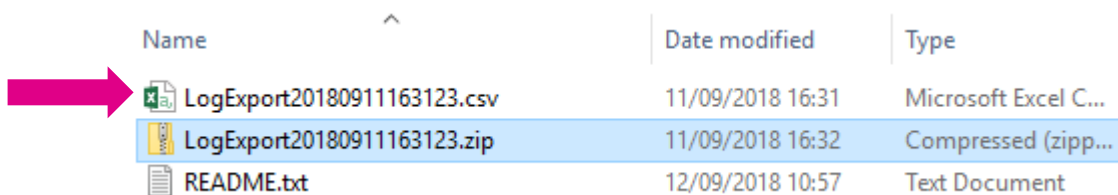
Re-enter the same password as the one that you originally chose in step 2.



Step 5

This will extract your file into your Downloads folder (or wherever your default download folder is located).

- N.B. The name of the file will be the same as the original zip file.



Name	Date modified	Type
LogExport20180911163123.csv	11/09/2018 16:31	Microsoft Excel C...
LogExport20180911163123.zip	11/09/2018 16:32	Compressed (zipp...
README.txt	12/09/2018 10:57	Text Document

Further information

More information and guides can be found on the [NPDA Data Submission Information](#) page.

If you have any queries or comments, please contact the NPDA Team (npda@rcpch.ac.uk)