

UKOSS Instructions: Electronic Reporting

Since 2017, UKOSS has been collecting monthly reports electronically. Each month, reporters receive an email containing a unique link that will enable them to report cases for their unit quickly and easily online. Below are some instructions to outline how this new reporting system will work. Please take the time to familiarise yourself with the process.

The Report Request Email

At the start of every month UKOSS reporters receive a report request email from ukoss@npeu.ox.ac.uk containing a unique link. Clicking the unique link will take you to the online reporting page. The report request is sent out at the beginning of each month asking you to report for the previous month e.g. the report request for March 2017's is sent to you in early April 2017.

The Reporting Page

The reporting page shows a list of the studies UKOSS is collecting data for during that month. Text at the top of the page states your hospital name and the month/year for which you are reporting, **please ensure these are as expected.**

For each study insert the number of cases you wish to report in the box indicated (Image 1). If you have nothing to report for a study please insert a 0.

The screenshot shows a web form for reporting cases. At the top, it says "Hello [redacted]" and "Please report on the following:". Below that, it displays "Hospital — October 2016". A note says "If nothing to report please enter 0". The form contains a list of medical conditions, each with a corresponding input box and a small icon to the right:

- Amniotic Fluid Embolism
- Breast Cancer in Pregnancy
- Cystic Fibrosis in Pregnancy
- Epidural Haematoma or Abscess
- Seasonal Influenza
- Severe Epilepsy in Pregnancy
- Single Twin Demise
- Spontaneous Haemoperitoneum in Pregnancy (SHIP)

Below this list, there are two additional rows for Zika Virus reporting:

- No. of pregnant women with travel history to a Zika affected area: Adverse pregnancy outcome
- No. of pregnant women with travel history to a Zika affected area: **No** adverse pregnancy outcome

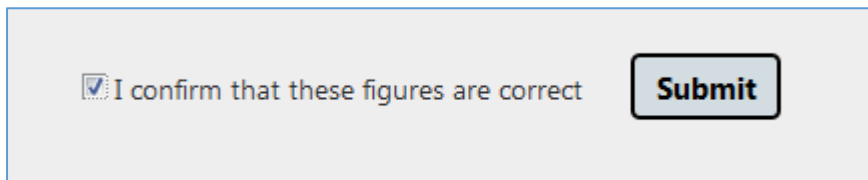
At the bottom, there is a section for "Female Genital Mutilation Type 3".

1) The Reporting Page has a list of studies UKOSS is collecting cases for

To reduce typing errors if you type in a number over 10 (or over 25 for studies collecting incidence data only) a red warning message will appear (Image 2). Please double check high case numbers before continuing with submission of your report. If you definitely do wish to report a value over 10 you can still do so but you will need to check the tick box which will appear at the bottom of the page to confirm that the figures you are submitting are correct (Image 3).



2) If you have entered a high number of cases you will see a red warning message



3) Confirm high case numbers by ticking the confirmation checkbox

At the bottom of the study list there is a text box for you to provide any further details that may be relevant. It is not necessary to enter anything into this box unless you feel you have something to add to the report. Please only use this text box to provide information relevant to *this* report. For any other queries please contact the UKOSS office directly at the email address below.

Once you have completed your report, hit the submit button.

DO

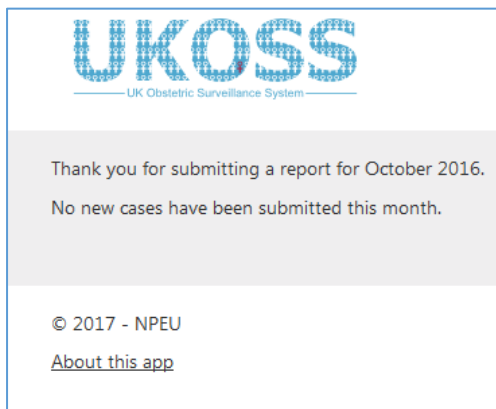
- Report all cases for the month indicated
- Put a 0 in the box for studies that you have nothing to report
- Add any additional relevant information in the text box at the bottom of the page
- Report women who are undelivered if they meet the case definition
 - We will save the partially completed form and request outcomes following the estimated date of delivery

DON'T

- Report any cases for any month other than the one indicated at the top of the screen
- Use the text box to ask questions about other reports/cases
 - Please send all queries/questions to ukoss@npeu.ox.ac.uk
- Include patient identifiers (e.g. patient name, hospital number) in the text field

Report Confirmation Page

If you are the first in your unit to report that month you will be taken straight to a page confirming your report. If you have reported cases the case ID will be displayed on this page (Image 4). **Please make a note of the case ID's and associate them with the patients you have reported.** You will then receive an email confirming the numbers you have reported along with any newly generated case ID's. If you have reported cases, the data collection forms for these will be sent to you by email.



4) The report confirmation page will give you a brief summary of your report

If someone else in your unit has already reported that month you will be taken to a confirmation page that will display your report alongside the cases your unit (as a whole) has so far reported for the month (Image 5). **The unit report is cumulative, consisting of all the cases reported by colleagues in your unit for that month.** The names of the colleagues who have already submitted for this month are provided above the unit report.

Your report		Submission from unit (Mr A H)	
Study Questions	Cases	Study Questions	Cases
Amniotic Fluid Embolism	2	Amniotic Fluid Embolism	1
Breast Cancer in Pregnancy	1	Breast Cancer in Pregnancy	2
Cystic Fibrosis in Pregnancy	1	Cystic Fibrosis in Pregnancy	-2
Epidural Haematoma or Abscess	1	Epidural Haematoma or Abscess	0
Seasonal Influenza	1	Seasonal Influenza	0
Severe Epilepsy in Pregnancy	0	Severe Epilepsy in Pregnancy	0
Single Twin Demise	0	Single Twin Demise	0
Spontaneous Haemoperitoneum in Pregnancy (SHiP)	0	Spontaneous Haemoperitoneum in Pregnancy (SHiP)	0
No. of pregnant women with travel history to a Zika affected area: Adverse pregnancy outcome	0	No. of pregnant women with travel history to a Zika affected area: Adverse pregnancy outcome	13
No. of pregnant women with travel history to a Zika affected area: No adverse pregnancy outcome	0	No. of pregnant women with travel history to a Zika affected area: No adverse pregnancy outcome	0
Number of pregnant women with Female Genital Mutilation Type 3	0	Number of pregnant women with Female Genital Mutilation Type 3	0

5) If you are reporting additional cases that study will be highlighted in green

If you have no further cases to add, you can leave your report as is and click submit to confirm your report; you do not need to match your report to the unit report.

If you wish to report additional cases to those already mentioned in the unit report you will need to ensure **your report includes both the cases already reported by your unit** (displayed on the right) **and the additional number of cases you wish to report**. For example, if 2 cases of cystic fibrosis have already been reported in your unit this month, and you wish to report another 1 case of cystic fibrosis, you should report 3 cases (Image 6). On submission, only 1 new case ID will be generated and the unit report will increase to 3 cases of cystic fibrosis. This is to prevent duplicates from being reported.

Amniotic Fluid Embolism	2	Amniotic Fluid Embolism	1
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6) If the above report is submitted 1 new case of AFE will be reported and the unit report will increase to 2 cases

When you are happy with your report, click submit. You will be taken to a page confirming the submission of the report. You will then receive an email confirming the numbers you have reported along with any newly generated case ID's. If you have reported cases the data collection forms will be sent to you by email.

DO

- (If you have reported any cases) **Make a note of the case IDs and associate them with the patients you have reported**
 - The UKOSS Team is not allowed to hold any patient identifiers so this will be the only record linking the patient to the study
- Liaise with other UKOSS reporters at your unit to ensure duplicates are not reported and cases are not missed
- Confirm cases are eligible for reporting by visiting the relevant study page on our website and checking the case definition - <https://www.npeu.ox.ac.uk/ukoss/current-surveillance>

Data Collection Forms

Data collection forms will be sent you via email as soon as possible. All forms are editable PDFs meaning they can be completed digitally (PDF reader software may be required) however we also accept forms that have been completed by hand and scanned in. Return forms to ukoss@npeu.ox.ac.uk

Please avoid posting the forms back to us as the postal service is not sufficiently reliable and the data could be lost.

Questions, Queries or Problems

If you experience any problems or you have any questions or queries please contact us at ukoss@npeu.ox.ac.uk or +44 (0)1865 617764

Please also contact us at ukoss@npeu.ox.ac.uk if you:

- Wish to report for an earlier month and need the report request email to be resent
- Wish to amend your report at a later date
 - Please quote the month and/or report reference provided at the original time of reporting (this will be in the confirmation email)
- Need to notify us of a change of reporter
 - Please include name, job title and email address of the replacement reporter