Step 1: Log into the clinical audit platform

Go to the online tool: https://clinicalaudit.hscic.gov.uk/ndfa
Sign in by clicking ‘Sign In >’.

Step 2: Go to Reporting

Select Reporting

Step 3: Select Outcome

Select the Outcome report
Step 4: Select the dates for the report

Enter the first assessment date range that you want to view. The default is from the start of the audit to today. Click submit.

From date:

To date:

Step 5: View all episodes recorded with the time range

This report shows all the episode records for NDFA services for the organisation.

To identify all of your organisation’s outstanding records you need to download a CSV file of all Outcomes.
Step 6: Open the CSV in Excel

When opened in Excel, you can filter on the columns ‘Outcome 12 weeks’ and ‘Outcome 24 weeks’ to find the records that say ‘Due’. To filter highlight the first row and click ‘Filter’ in the Data tab. Run the filter by clicking the down triangle on the Outcome columns, and unchecking each box apart from ‘Due’. That will display only records ‘Due’ for that outcome.

Step 6 continued: Definitions

- Due = a footcare assessment is due
- Not Due = A footcare assessment is not yet due
- Completed = Footcare assessment completed
- Lost to Follow-up = Patient didn’t attend – see next page
- Not Required = Only shows in 24 weeks outcome

Step 7: Update missing information for Patient Records

To update patient records with missing information, click on ‘NDFA home’, and then select ‘Add /Search for Patient Record’. This will allow you to input the patient’s NHS number and Date of Birth to bring up their record. You can then input the missing information.
Lost To Follow Up

The Lost To Follow Up flag is a new item that has been introduced to help mark patient records that have no further data recorded about their ulcers.

This would be because the patient is no longer being seen by the footcare service and they don’t know the outcome about whether it has healed.

The Lost To Follow Up flag applies only to ulcer healing.

If an ulcer is Lost To Follow Up it will stay Lost To Follow Up unless unticked – this can be done at any time.

Any new ulcer episode will be independent of any previous ulcer episode, regardless of whether the previous episode was Lost To Follow Up or not.

Further Information

For further information please:

- Visit the NDFA webpage: [http://content.digital.nhs.uk/footcare](http://content.digital.nhs.uk/footcare)
- Contact the NHS Digital Contact Centre on 0300 303 5678
- Email enquiries@nhsdigital.nhs.uk – please use ‘Clinical Audit: National Diabetes Footcare Audit’ as the subject

NHS Digital is the new trading name for the Health and Social Care Information Centre (HSCIC). We provide ‘Information and Technology for better health and care’. Find out more about our role and remit at [www.digital.nhs.uk](http://www.digital.nhs.uk)