General Practice Extraction Service (GPES) user guide, July 2015

This guide is for General Practice (GP) staff and NHS England area teams using the General Practice Extraction Service (GPES) for primary care information collections. The guide provides instructions on screen navigation and how to use the GPES system.
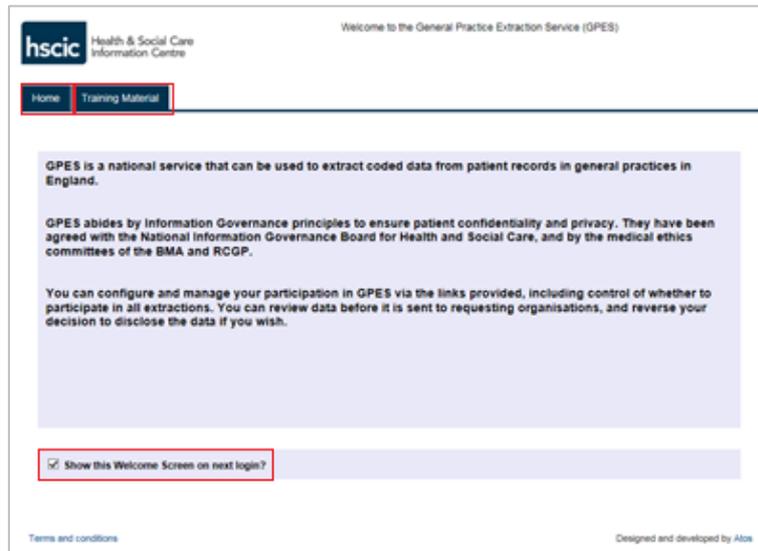
Contents

1. Welcome page

The image below is the GPES welcome page. It's the first screen you'll see after you've logged in to the GPES system. To navigate to the home page from this screen, select the Home menu option from the top banner.

To access this user guide and other training material online select the Training Material menu option from the top banner. The menu bar appears on every screen in the GPES system.

Select the check box if you want to view the welcome page every time you log in (if you don't, you'll be taken straight to the home page).

2. Home page

The image below is the GPES home page. You can reach this screen from the welcome page.

You can navigate from the home page to any of the following screens:
- settings
- recent activity
- ad hoc extractions
- download data

Practice name and ID
The practice name and ID are specific to each practice.

Settings
This button takes you to the settings screen, where you can set your preferences. By default, you'll be asked for your practice's authorisation to run each data extraction. However, to reduce your workload, you may choose to allow all extractions that don't contain patient-identifiable data, such as regular Quality and Outcomes Framework (QOF) extracts, to occur without individually authorising each instance. Preferences can't be adjusted for Calculating Quality Reporting Service (CQRS) extractions.

Recent activity
This button takes you to the recent activity screen, where you can view and amend the decisions that you have made about current extractions up until the time that the data is released.
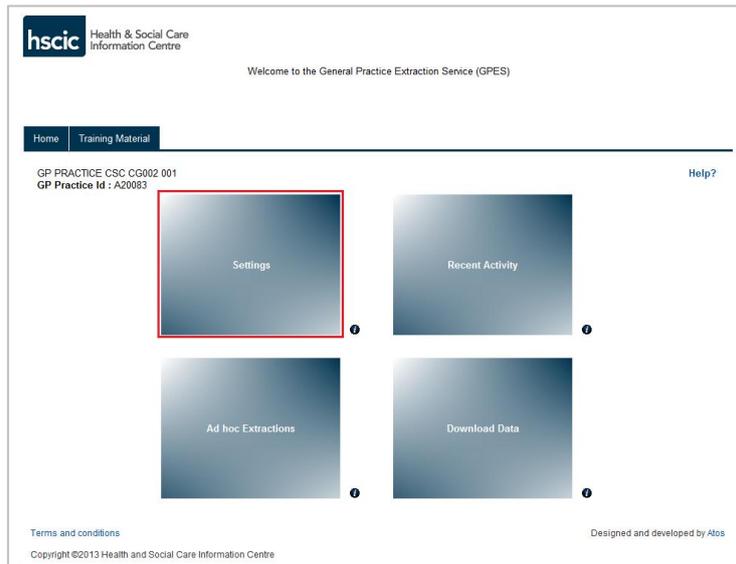
Ad hoc extractions
(Please note that this facility is currently unavailable)
This button takes you to the request ad hoc data extraction and download output from ad hoc extraction screens, where you can run queries designed to allow practices to analyse their own data.

Download data
This button takes you to the select query screen, which lists all the queries that have data that's available for download. From here you can view the data that has been extracted from your practice's clinical system. GPES will delete data from the data store as soon as it's been delivered.

3. Settings

GPES categorises data extractions as either patient-identifiable or effectively anonymised. Most data extractions, such as QOF data, will be effectively anonymised.
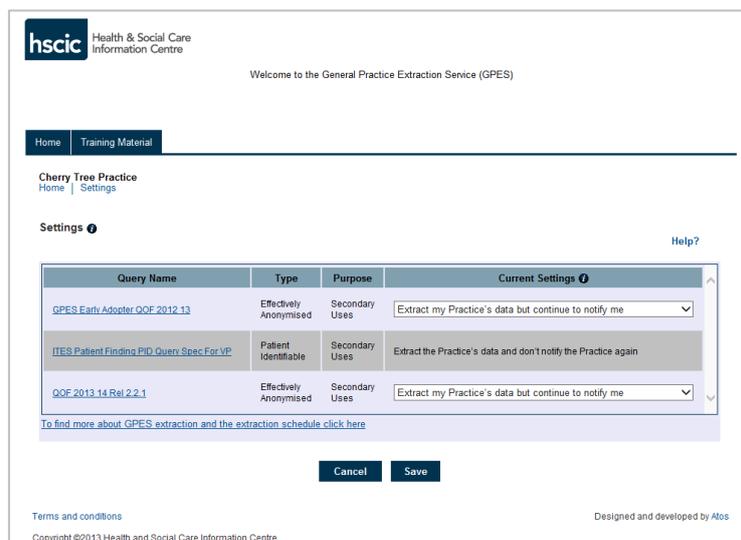
You'll be asked for your practice's authorisation to run every data extraction. This is known as a stage 1 notification.

The stage 1 notification will be presented to you by your clinical system provider either as a web page or an email.

To reduce your workload, you may choose to allow all effectively anonymised extractions to occur without individually authorising each instance.

If you sign up for a service on CQRS it will be included in any automated data extraction for that service that's carried out by GPES. Therefore, for these extractions, you won't receive a stage 1 or stage 2 notification

The following page will be displayed, when Settings is selected from the home page:

.
This screen shows queries scheduled at your practice and their current settings. The following terms are used on this screen:

- **query name** – gives name of the query, for example NHS England QOF 2014-15; select name for more information
- **type** – shows whether the data to be extracted is patient identifiable or effectively anonymised
- **purpose** – shows whether the data extracted is for direct care or secondary use
- **current settings** – shows the setting currently selected for your practice and gives a drop-down list of other available settings (you can change the current setting by selecting an alternative from the drop-down list). You can't alter the settings for some queries, such as those for services including QOF, where you've signed up to these through CQRS.

How to change current settings
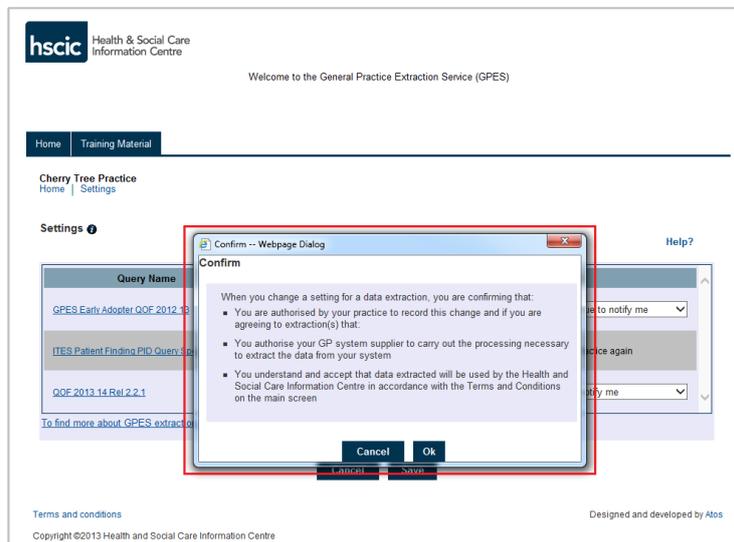

There are three settings available for each query. To access the setting use the drop-down feature at the end of the current setting description and choose from one of the options below.

- **Extract my practice's data but continue to notify me** If you select this option, your practice will be notified each time before each extraction of this query. Your practice's data will be extracted for this query unless you change your setting.
- **Don't extract my practice's data but continue to notify me** If you choose this option, your practice will be notified before each extraction of this query. Your practice's data won't be extracted for this GPES query unless you change your setting. If your data has already been extracted but not yet released, it won't be released.
- **Extract my practice's data and don't notify me again** If you select this option, your practice's data will be extracted automatically without you having to do anything. You won't receive further notifications for future extractions of this query.

When you've selected your preference, select the Save button to confirm the change. This will present a pop-up box to confirm that you:

- are authorised by your practice to record this change
- are authorised by your clinical system supplier to carry out the processing necessary to extract the data from your system
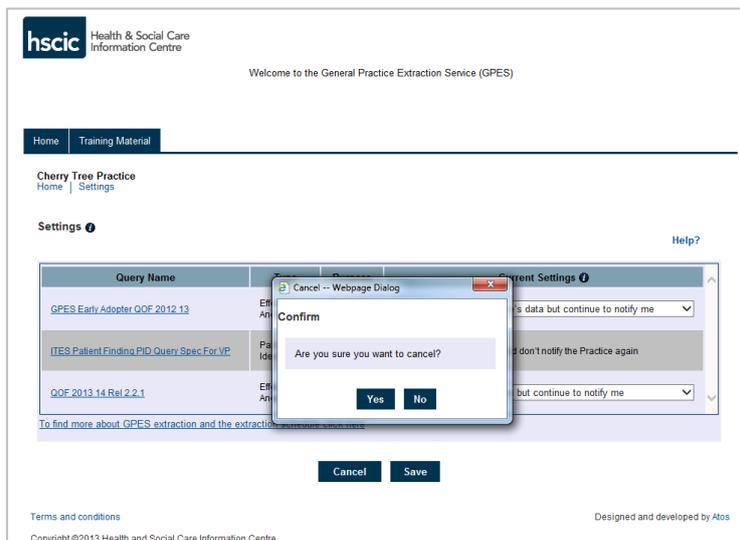- understand and accept that data extracted will be used by HSCIC in accordance with IG principles.

If you are not sure you are authorised to make this change, select the Cancel button. Your change will not be saved and you will be returned to the settings page.

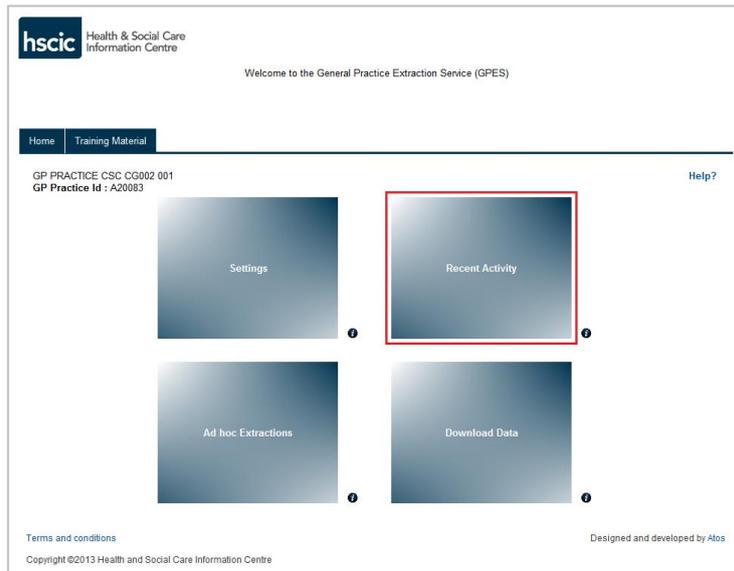**How to cancel a change to current setting request**
If you select a preference and are not sure if the selection is correct, you can use the Cancel button. This will present a pop-up box to confirm. If you're sure you want to cancel:

- select Yes and your preference won't be saved and you'll be returned to the home page
- select No and the pop-up box will be removed from view and you can continue with the preference selection.
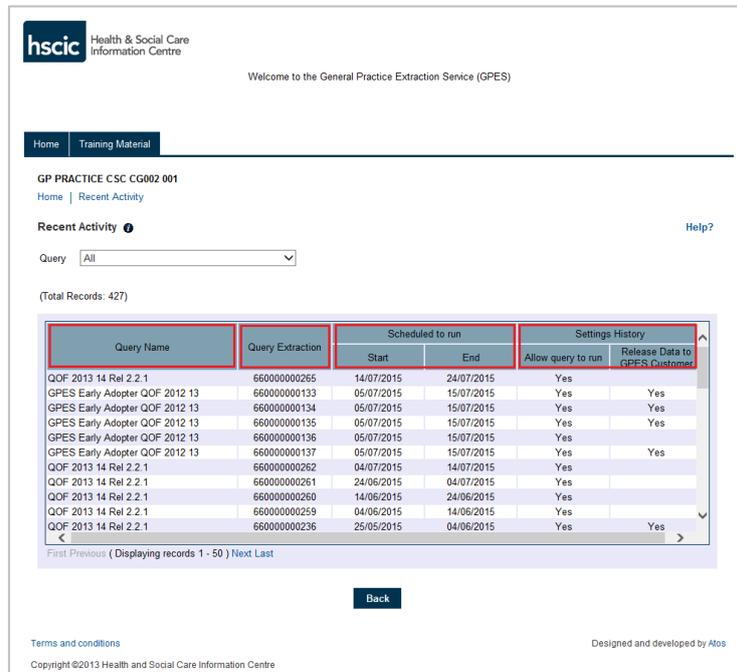

Please note: changing the setting will apply for all future extractions of the query. For example, if there are12 planned extractions, changing the setting will apply to all 12.

4. Recent activity

The following page will be displayed, when Recent Activity is selected from the home page.

This screen shows the settings for queries for your practice. It lists previous queries run for your practice and queries which are currently underway. You can view a list of all queries or you can view each individual query extraction. The list is in ascending start date order.

The terms below are used on this screen.

- **Query name** – gives name of the query, or example NHS England QOF 2014-15
- **Query extraction** – a unique number used to identify the query extraction
- **Scheduled to run**
    - **Scheduled to run – start** – the earliest date that the data can be extracted from your practice
    - **Scheduled to run – end** – the latest date that the data can be extracted from your practice

- **Settings history**
    - **Settings history – allow query to run** – the setting which GPES used for the query extraction for your practice
    - **Settings history – release data** – the setting which is used for your practice to control the release of extracted data

5. Download data

Returning to the home page you can now explore how to view and download query results.

Once your clinical system supplier has completed the extractions the results will be returned to GPES. The extracted data can't be viewed by HSCIC staff.

The data is held temporarily in GPES data store and you will be sent a stage 2 notification to confirm if you agree for the data to be released. You'll be asked for permission to release the data, with either a Yes or No response required.
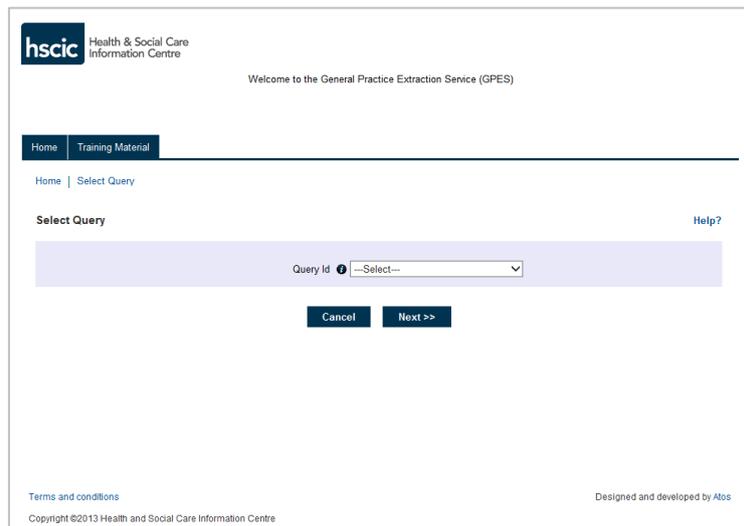
The stage 2 notification will be presented to you by your clinical system supplier either as a web page or email.

Until we delete the data, you can view and download the results of each query after it's been run. Un-planned data extraction results will also be available when the Ad Hoc Extractions facility is available.
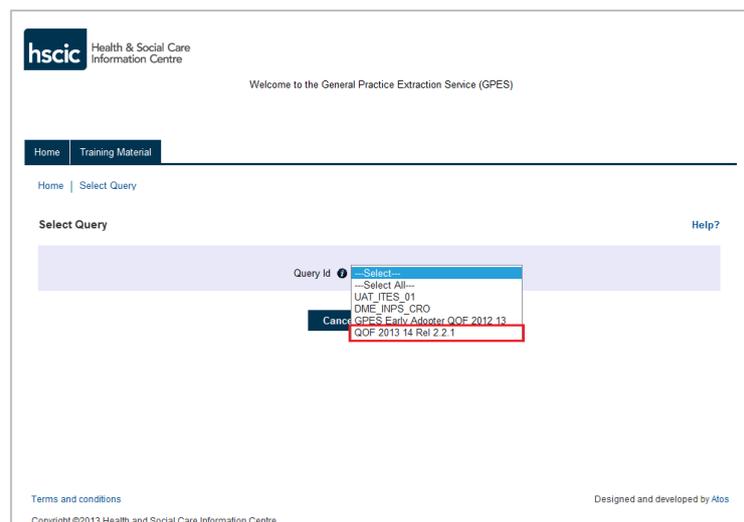
The view results section contains two screens:

- select query
- download query results

6. Select query

By selecting the Download Data button on the home page you're taken to the select query screen.

After a query has run, you can download the results and save them as a file that you can view in a spreadsheet. The select query screen lists all of the queries that have data available for download.

To view the results of a query, select the query that you want to download from the drop-down list and then select the Next button. This will take you to the download query results screen.

Please note: for certain extractions the data download facility will be provided by an alternative method, for example:

- care.data via the download portal available through HSCIC
- CQRS data in the CQRS portal

7. Download query results

By selecting the Next button on the select query screen you're taken to the download query results screen. This screen presents a drop-down list of all of the extractions, identified by the date that they were run.

To select the data set that you want, select the date in the query results drop-down list.

Once you've made your selection for the displayed dates, select the Download button. This causes the file download pop-up window to appear.
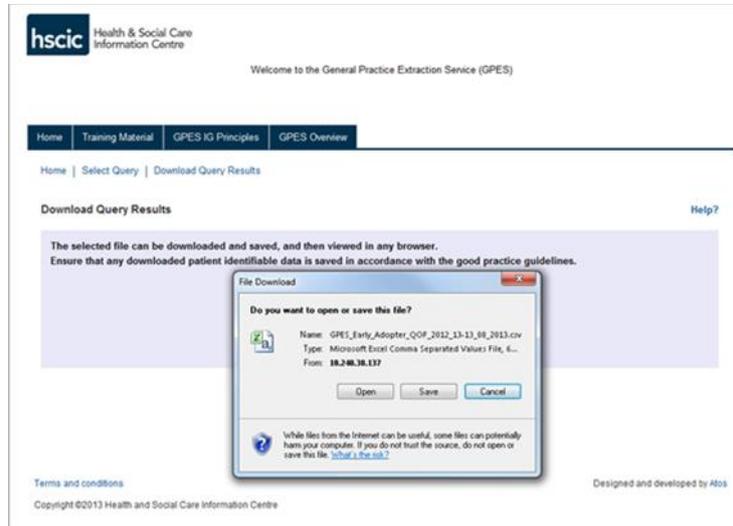
To choose a different query, select the Back button. To cancel your selection and return to the home page, select the Cancel button.

Ensure that any downloaded patient identifiable data is saved in accordance with your practice guidelines.
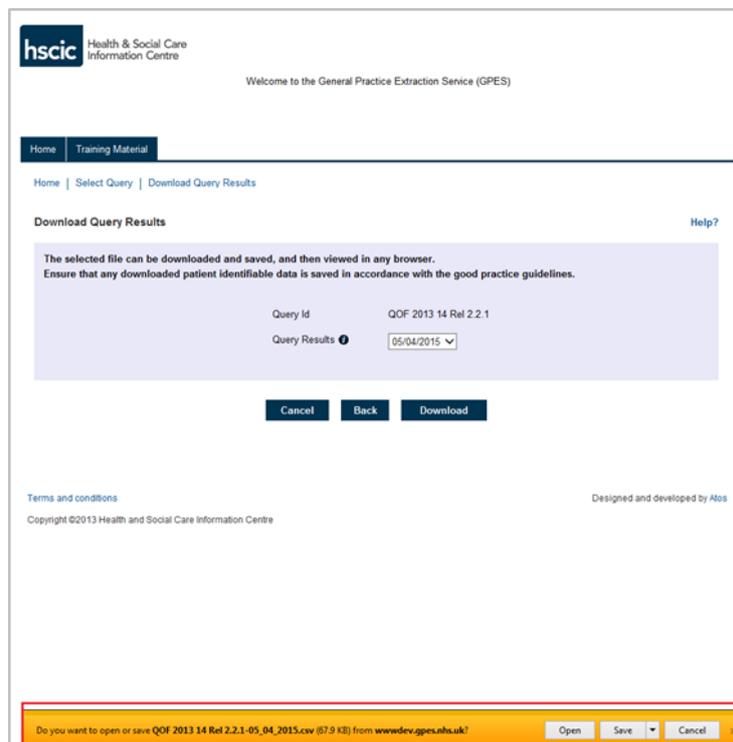
8. Handling query result data

When you select the Download button, the file download pop-up window appears.
The display will vary depending on the web browser you are using.

Example 1:

Example 2:

This file download window gives the following options:

- Open – the results will open as a spreadsheet
- Save – a further window appears, which enables you to save and name the file to an appropriate location
- Cancel – the results won't download

Help with GPES

Technical support Contact your [clinical system supplier]

Training   [GPES training] [https://training.gpes.nhs.uk/home]

System   [GPES log in] [https://www.gpes.nhs.uk]

Web   [GPES] [http://www.hscic.gov.uk/gpcollections]