

Sepsis Database Collection Tool Frequently Asked Questions (FAQs) on Database

Q1. WHAT DO I NEED TO DO TO GET STARTED?

A1. The Sepsis database tool is available without charge. The following steps will get you started:

1. Download the SSC application directly from the website (WinZip is needed).
2. Register with the Surviving Sepsis Campaign and obtain an installation password. (See Q2).
3. Install the SSC database and upgrade to Version 4.0 of the SSC database, if necessary (Q3 through Q6).
4. For installation on a network, see the installation manual (Q4 & Q5).
5. Start the application from the desktop icon, log in with a user id and password (Q7, Q8).
6. Consult the user's manual, enter your patient charts, and eventually transmit the charts (without a patient id) to the Surviving Sepsis Campaign (Q9, Q10).

Thank you for participating.

Q2. HOW DO I OBTAIN AN INSTALLATION PASSWORD?

A2. You obtain a numeric installation password (6-9 digits) by registering at the SSC website http://ssc.sccm.org/SSCCRDB/Menu_Register.htm. After you register, the password is displayed on the screen - save this password in a safe location. SSC will also email the installation password to you so you will have a copy.

Q3. HOW DO I DOWNLOAD AND INSTALL THE SEPSIS DATABASE TOOL?

A3. A zipped installation package for the Sepsis database tool (Version 3.0) is found on the SSC download page at <http://www.survivingsepsis.org/database/SurvivingSepsis.zip>. The download file is large so it may take ten to fifteen minutes to download. Use WinZip or any other unzipping utility to extract the files from the download. Then double click on the file SSCDB.exe to start the installation.

Q4. WHERE IS THE INSTALLATION MANUAL?

A4. The installation manual is at http://ssc.sccm.org/files/installation_instructions.pdf: Click on the above and simply save it if you like. This install document is a "pdf" file. Use the free Adobe Reader to read it. The free Adobe Reader software is available at http://www.adobe.com/products/acrobat/readstep2_allversions.html

Q5. DO I NEED THE VERSION 4.0 UPGRADE AND IF SO, HOW DO I UPGRADE?

A5. You need to update to version 4.0 of the database if you measure lactate using the units mg/dl. The process is explained and the download link is at Step 3 on this web page http://www.survivingsepsis.org/implement/resources/manual_database.

Q6. CAN I INSTALL THE DATABASE TOOL ON A NETWORK?

A6. Absolutely, the installation manual cited above covers network installation in extensive detail. This is at http://ssc.sccm.org/files/installation_instructions.pdf Network installation is preferred because it backs up data automatically. If your installation is not on network; please, backup your data weekly by copying it (SurvivingSepsisBE.mdb) to an available network drive.

The application is in two parts, one for entering data (SurvivingSepsis.mdb) and the other for the data (SurvivingSepsisBE.mdb). You will find both parts in the SepsisDB directory. When you install the application on a network, the installer installs both parts on a network server. If you had the application initially installed on your laptop or desktop, then after the first network installation, copy the backed-up SurvivingSepsisBE.mdb file to the server. You need to run the install on each desktop accessing the application on the server to set up the necessary environment and links. Usually, your IT department will perform the installation. You will need to add additional user IDs for simultaneous database access by multiple users. Add a user ID as you would for any MS

Access database using the User and Group Accounts tab on the main menu. If you need detailed instructions on adding users, info@survivingsepsis.org

Q7. HOW DO I START THE APPLICATION?

A7. You **must** start the database tool from the desktop icon named 'Shortcut to Surviving Sepsis'.

Q8. WHAT IS THE LOG ON USER ID AND PASSWORD?

A8. This is **not** the same as the installation password.

Logon User ID sepsis

Logon Password bundles

Q9. DO YOU HAVE A USER'S MANUAL?

A9. Yes, you can download the campaigns manual, *Implementing the Surviving Sepsis Campaign*, at: <http://ssc.sccm.org/files/Implementing%20the%20Surviving%20Sepsis%20Campaign.pdf> Chapter 8 covers the operation of the sepsis database tool.

Q10. HOW DO I TRANSMIT PATIENT CHARTS TO THE SURVIVING SEPSIS CAMPAIGN?

A10. The Surviving Sepsis Campaign has historically encouraged organizations to transmit patient charts to the SSC central server. This central database of patient charts has enabled the campaign to measure the international implementation of the bundle of best practices and is the basis for research into the effectiveness of each quality indicator and possible adjustments to improve the bundles.

Clicking on the 'Export and Transmit Data' button at the bottom of the main menu gives two methods for transmitting data: FTP and Export. **The FTP process currently no longer works, please use the Export and Email process.** Make sure the 'Anonymize' button is checked. Three '.txt' files are created in your SSC directory with your organization's name and the date preceded by 'c', 'cd' and 'a'. For versions of the database later than 2.0, these prefixes are 'Chart', 'ChartDefault', and 'Abx'. Please attach these three files to an email addressed to ssc@survivingsepsis.org. Note that every time you export, **all completed charts** are in the export. Therefore, you can delete older files in the export directory.

Q11. WHAT IS THE DIFFERENCE BETWEEN THIS CURRENT DATABASE TOOL VERSION (3.0 AND HIGHER) AND THE PRIOR VERSION OF THE DATABASE?

A11. Version 3.0 is the international version. It standardizes the transmitted data into a common format that the SSC database can read. Two of the major differences between nations are date format and decimal point. We have had problems reading charts from some nations. Version 4.0 corrects a bug for the minority of installations using a default lactate unit of mg/dl. If your ICU uses mg/dl as its lactate measure, install version 3.0 (Q3) and then go to http://www.survivingsepsis.org/implement/resources/manual_database for the version 4.0 download (step 3) and installation instructions.

Q12. WHAT REPORTS DOES THE SEPSIS DATABASE PROVIDE?

A12. The sepsis database reports are available from the main screen. The reports include only completed charts. The reports show graphs and data of quality indicator and bundle compliance for a monthly period that you specify on a single site or all the sites in your database.

Q13. CAN I CREATE REPORTS ON THE OTHER PATIENT DATA THAT I HAVE ENTERED INTO THE DATABASE?

A13. Yes. The export files that you created for transmission to the Surviving Sepsis Campaign are in a standard format that MS Excel and MS Access can read. With these powerful tools, you can analyze and create reports on all the data underlying the quality indicators and bundles. You can obtain documentation describing the fields and codes in the exported files from the contact below.

Q14. WHERE CAN I GET FURTHER INFORMATION ON THE SURVIVING SEPSIS CAMPAIGN, THE BUNDLES AND QUALITY INDICATORS, AND RESEARCH BEHIND THE GUIDELINES?

A14. All this and more is available on the Surviving Sepsis Campaign web site at <http://www.survivingsepsis.org/> Further information on the resuscitation bundle is at http://ssc.sccm.org/6hr_bundles and information on the management bundle is at http://www.survivingsepsis.org/24hr_bundles.

Q15. WHAT IS THE SOFTWARE ENVIRONMENT FOR THE SEPSIS DATABASE AND WHAT IS THE REQUIRED COMPUTER ENVIRONMENT?

A15. The sepsis database is developed for MS Access 2003 and is self-contained. MS Access is not required as the free MS Access runtime module is included in the installation package. MS Office Excel and Word are recommended as database documentation is created as an MS Word doc and reports and graphs are created as an MS Excel workbook. Microsoft Server is not supported. The recommended computer is an XP PC. The sepsis database will work with Vista. If you have MS Office 2007; however, you will need to install the MS compatibility pack for MS Office 2007 to read the reports available at <http://office.microsoft.com/en-us/products/HA101686761033.aspx> The database is multi-user; each user needs to have a unique ID for simultaneous database access. For instructions [click here](#).

Send an email to info@survivingsepsis.org with a description of your problem and a member of the SCCM information technology staff will respond as promptly as possible.

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