

How to View the DCC Reports (QRG)

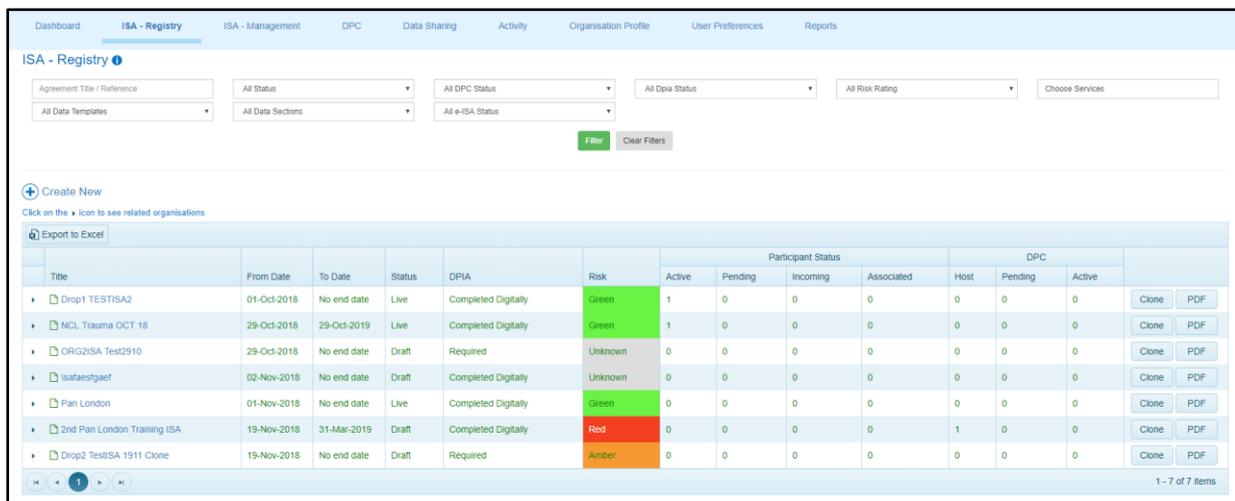
How to View the DCC Reports (QRG)

The 'Reports' tab enables an organisation to extract detailed information about the ISAs and DPCs that are associated with their organisation. Information on the reports can be viewed on the screen or can be exported into excel to be manipulated as the user wishes.

In addition to the reporting functionality in the 'Reporting' tab, users also have the ability to export information about the ISAs and DPCs that their organisation is hosting or participating in.

Export to Excel

The 'ISA – Registry', 'ISA – Management' and the 'DPC' tabs all contain tabular information about the ISAs and DPCs. This information can be extracted from the DCC into an Excel file for viewing and analysis.



The screenshot shows the 'ISA - Registry' interface. At the top, there are navigation tabs: Dashboard, ISA - Registry (selected), ISA - Management, DPC, Data Sharing, Activity, Organisation Profile, User Preferences, and Reports. Below the tabs are several filter dropdowns: Agreement Title / Reference, All Status, All DPC Status, All Dpia Status, All Risk Rating, and Choose Services. There are also dropdowns for All Data Templates, All Data Sections, and All e-ISA Status. A 'Filter' button and a 'Clear Filters' button are present. Below the filters, there is a 'Create New' link and a note to 'Click on the icon to see related organisations'. The main area contains a table with columns for Title, From Date, To Date, Status, DPIA, Risk, and Participant Status (Active, Pending, Incoming, Associated). There are also columns for DPC (Host, Pending, Active). Each row has 'Clone' and 'PDF' buttons. The 'Export to Excel' button is highlighted in the top left of the table area.

1. On top of each table, select the **Export to Excel** ( **Export to Excel**) button
2. When prompted, **Save** the file onto your local drive then open it

ISA – Registry tab

	A	B	C	D	E	F	G	H	I	J	K
1	Title	From Date	To Date	DPIA	Participant Status				DPC		
2					Active	Pending	Incoming	Associated	Host	Part Pending	Part Active
3	Rajesh 23rc Oct OSU Email test	23/10/2017	25/12/2017	Required	0	3	0	1	1	0	0
4	Test ISA-MH	05/11/2017		Required	0	5	0	1	1	0	0
5	DPIA Nov 09 Data1	09/11/2017		Not Required - Historic	0	0	0	0	0	0	0
6	DPIA Nov 09 data 2	09/11/2017		Completed by Upload	0	0	0	0	0	0	0
7	DPIA Nov 09 Data 3	09/11/2017		Not Required - Checklist	0	0	0	0	3	0	0

1. Selecting the **Export to Excel** ( **Export to Excel**) button will download all of the Information Sharing Agreement details that your organisation is hosting which will contain information such as:
 - a. ISA title
 - b. Start and End dates
 - c. The DPIAs that have status: Checklist Required, Not-Required – Historic, Required, Completed Digitally, Completed by Upload
 - d. The ISAs that have number of participants who are: Active, Pending, with Incoming requests and third party Associates

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- e. The number of DPCs that are:
 - i. hosted by your organisation
 - ii. another organisation has added and
 - iii. how many of these DPCs you have approved

ISA – Management (My ISA – Management) tab

	A	B	C	D	E	F	G	H	I	J
1	Create Date	Title	Organisation	From Date	To Date	Status	DPIA	DPC Count	My Org DPC	Message
2	19/10/2017	ISA 1	TEST OSU ORG1	31/08/2017		REQUESTEDMY	Completed by Upload	2	0	
3	20/11/2017	DPIA Nov 20 data 3	TEST OSU ORG1	20/11/2017		ACTIVE	Not Required - Historic	0	0	
4	20/11/2017	021117 DR ISA	TEST OSU ORG1	03/11/2017		UNDERCONSIDERATION	Checklist Required	1	0	
5	20/11/2017	DPIA Nov 09 Test data 02	TEST OSU ORG1	09/11/2017		ACTIVE	Completed by Upload	0	0	
6	20/11/2017	DR 091117 17.16	TEST OSU ORG1	09/11/2017	30/11/2017	REJECTED	Completed Digitally	0	0	
7	20/11/2017	DPIA Nov 09 Data3	TEST OSU ORG1	09/11/2017	21/09/2018	ACTIVE	Not Required - Checklist	0	0	

2. Selecting the **Export to Excel** () button will download all of the Information Sharing Agreements details that your organisation is participating in which will contain information such as:
 - a. ISA Title
 - b. The hosting organisation name
 - c. Valid from and to dates
 - d. The status of the ISA you are participating in
 - e. The total number of DPCs that are attached to the ISAs you are participating in
 - f. The number of DPCs that your organisation has associated with each ISA
 - g. Any messages which informs you if an action is required by your organisation

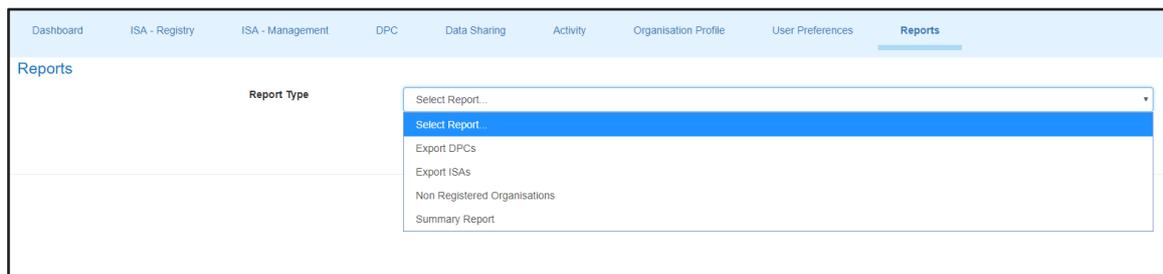
DPC tab

3. Selecting the **Export to Excel** button will download all of the Data Processing Contract information that your organisation is hosting which will contain information such as:
 - a. Title of the DPC
 - b. The type of DPC
 - c. The number of ISAs each DPC is associated with
 - d. And the Valid From and To dates

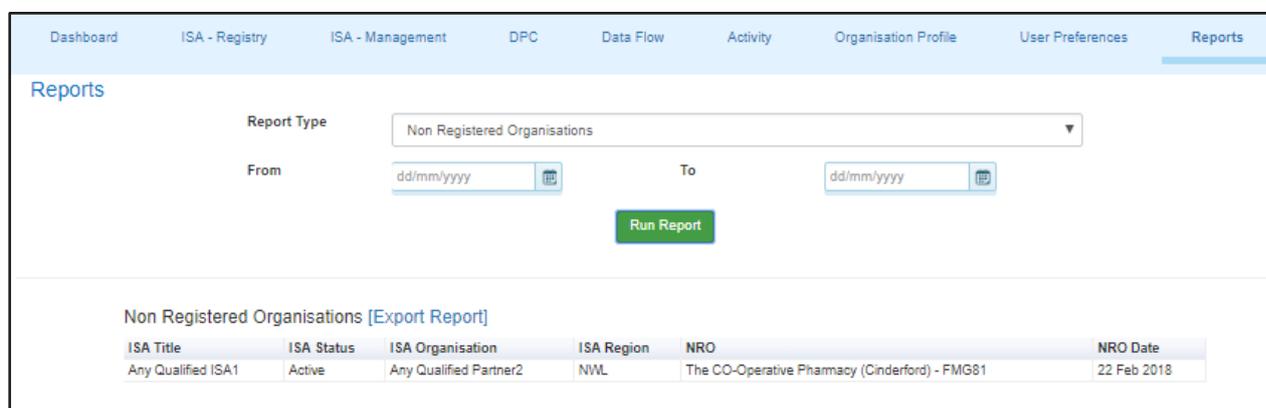
Title	Type	ISAs	From Date	To Date
GP Practice 1 - DPC		4	01/10/2017	12/10/2017
NHS E - DPC		1	06/10/2017	08/10/2017
Hospital 1 - Data Processing Contract		3	01/10/2017	12/10/2017
Jana DPC		3	10/10/2017	31/10/2017

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Non-Registered Organisations Report



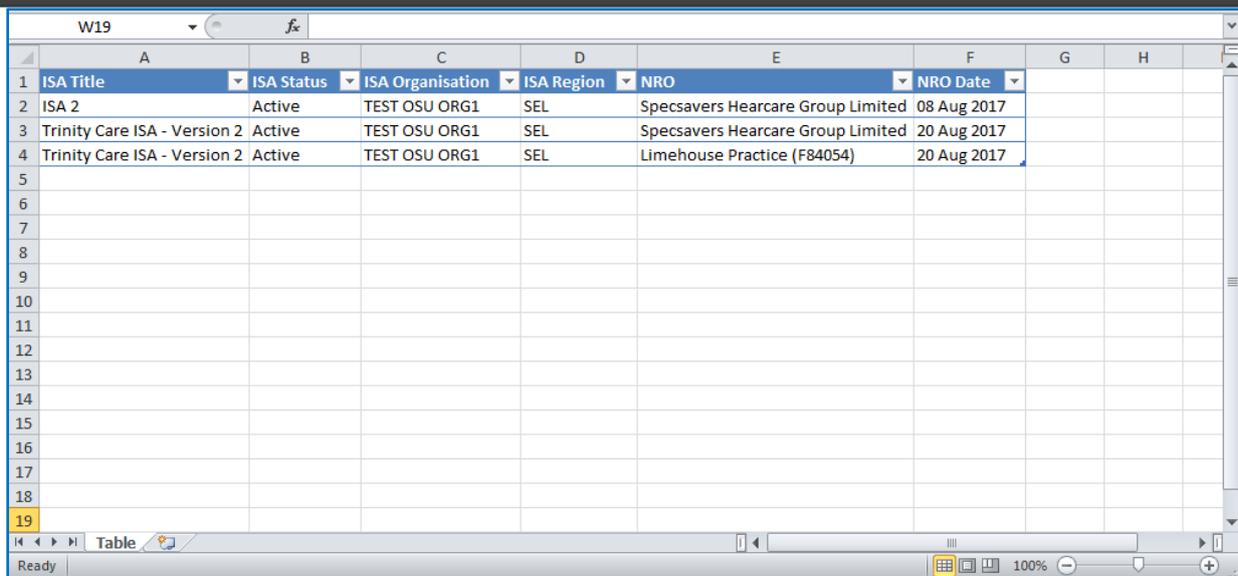
1. Click on 'Reports' tab from the navigation tabs. The 'Reports' screen is displayed and the Report Type drop-down field is displayed
2. To show a detailed report of the Non-Registered Organisation associated with the ISAs your organisation is hosting, select the **Non-Registered Organisations** option from the 'Reports Type' drop-down select box



ISA Title	ISA Status	ISA Organisation	ISA Region	NRO	NRO Date
Any Qualified ISA1	Active	Any Qualified Partner2	NWL	The CO-Operative Pharmacy (Cinderford) - FMG81	22 Feb 2018

3. You can narrow down your search by using the **From** and **To** calendar fields to display the dates a Non-Registered Organisation was added
4. Select the **Run Report** () button to show a detailed list
5. To export the list to an Excel file, select the [\[Export Report\]](#) link above the table
6. The file will be downloaded onto your computer as 'Non-Registered Organisation.xlsx'. Once saved, open it to view the Non-Registered Organisation data

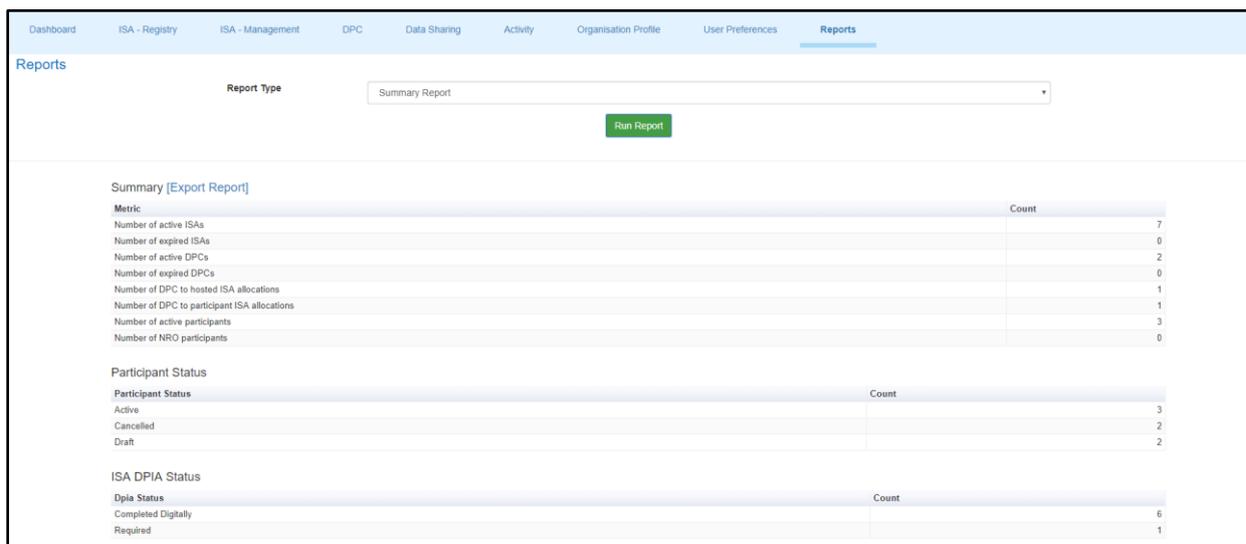
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1	ISA Title	ISA Status	ISA Organisation	ISA Region	NRO	NRO Date
2	ISA 2	Active	TEST OSU ORG1	SEL	Specsavers Hearcare Group Limited	08 Aug 2017
3	Trinity Care ISA - Version 2	Active	TEST OSU ORG1	SEL	Specsavers Hearcare Group Limited	20 Aug 2017
4	Trinity Care ISA - Version 2	Active	TEST OSU ORG1	SEL	Limehouse Practice (F84054)	20 Aug 2017
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Summary Report

The Summary Report displays useful information about the Organisation's hosted ISAs and DPCs and the ISAs and that the organisation is participating in along with any DPCs associates with it.



Dashboard | ISA - Registry | ISA - Management | DPC | Data Sharing | Activity | Organisation Profile | User Preferences | **Reports**

Reports

Report Type: Summary Report

[Run Report](#)

Summary [\[Export Report\]](#)

Metric	Count
Number of active ISAs	7
Number of expired ISAs	0
Number of active DPCs	2
Number of expired DPCs	0
Number of DPC to hosted ISA allocations	1
Number of DPC to participant ISA allocations	1
Number of active participants	3
Number of NRO participants	0

Participant Status

Participant Status	Count
Active	3
Cancelled	2
Draft	2

ISA DPIA Status

Dpia Status	Count
Completed Digitally	6
Required	1

1. To show a Summary Report, select the 'Summary Report' option from the 'Report Type' drop-down
2. Select the **Run Report** ([Run Report](#)) button to show a detailed list
3. To export the information into an Excel file, select the [\[Export Report\]](#) link above the table
4. The file will be downloaded onto your computer as 'Summary Report.xlsx'. Once saved, open it to view information about your hosted and participating ISA's related to your Organisation

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- Once open the 'Summary Report.xlsx' will contain five tabs within the Summary Report excel file; Summary, ISA, DPC to ISA and Participation. Click through each to view the corresponding data

Metric	Count	Participant Status	Count	Dpia Status	Count
Number of active ISAs	11	Active	5	Checklist Required	1
Number of expired ISAs	0	Associated	5	Completed by Upload	1
Number of active DPCs	2	Pending	19	Completed Digitally	5
Number of expired DPCs	1			Not Required - Checklist	1
Number of DPC to hosted ISA allocations	9			Not Required - Historic	1
Number of DPC to participant ISA allocations	0			Required	2
Number of active participants	5				
Number of NRO participants	5				

Summary worksheet shows the status of the ISAs an organisation is hosting along with the status of all participating organisations within these ISAs

Reference	Title	Organisation	Region	Start Date	End Date	No End Date	Expiry Notification Date	Review Date	Expiry
SEL/NOODS/102255	ISA 1	TEST OSU ORG1	SEL	31/08/2017		TRUE		18/10/2017	No E
SEL/NOODS/102256	ISA 2	TEST OSU ORG1	SEL	07/09/2017		TRUE		08/12/2017	No E
SEL/NOODS/102261	External ISA	TEST OSU ORG1	SEL	07/08/2017	30/09/2017	FALSE	31/08/2017		Expir
SEL/NOODS/102272	Sample ISA	TEST OSU ORG1	SEL	13/08/2017	20/08/2017	FALSE	20/08/2017		Expir
SEL/NOODS/102275	Trinity Care ISA - Version 2	TEST OSU ORG1	SEL	20/08/2017		TRUE		20/08/2018	No E
SEL/NOODS/102339	AtoS test1	TEST OSU ORG1	SEL	16/10/2017		TRUE		18/10/2017	No E
SEL/NOODS/102341	AtoS_Test3 ISA	TEST OSU ORG1	SEL	16/10/2017		TRUE		31/12/2017	No E

ISA worksheet shows detailed information about each ISA an organisation is hosting.

Reference	Title	Organisation	Type	Region	Start Date	End Date	No End Date	Expiry N
SEL/NOODS/102312/DPC	GP Practice 1 - DPC	TEST OSU ORG1	Data Processing Contract	SEL	01/10/2017	12/10/2017	FALSE	
SEL/NOODS/102315/DPC	NHS E - DPC	TEST OSU ORG1	Data Processing Contract	SEL	06/10/2017	08/10/2017	FALSE	
SEL/NOODS/102317/DPC	Hospital 1 - Data Processin	TEST OSU ORG1	Data Processing Contract	SEL	01/10/2017	12/10/2017	FALSE	
SEL/NOODS/102319/DPC	Jana DPC	TEST OSU ORG1	Data Processing Contract	SEL	10/10/2017	31/10/2017	FALSE	
SEL/NOODS/102326/DPC	DPC Test 2 Jana	TEST OSU ORG1	Data Processing Contract	SEL	12/10/2017		TRUE	
SEL/NOODS/102327/DPC	Test 3 DPC	TEST OSU ORG1	Data Processing Contract	SEL	12/10/2017		TRUE	
SEL/NOODS/102332/DPC	muhitul's DPC	TEST OSU ORG1	Data Processing Contract	SEL	02/10/2017	27/10/2017	FALSE	
SEL/NOODS/102333/DPC	fdsa	TEST OSU ORG1	Data Processing Contract	SEL	12/10/2017	12/10/2017	FALSE	
SEL/NOODS/102336/DPC	Nvanzi DPC	TEST OSU ORG1	Data Processing Contract	SEL	16/10/2017		TRUE	

The DPC worksheet shows detailed information about each of the DPCs that an organisation is hosting.

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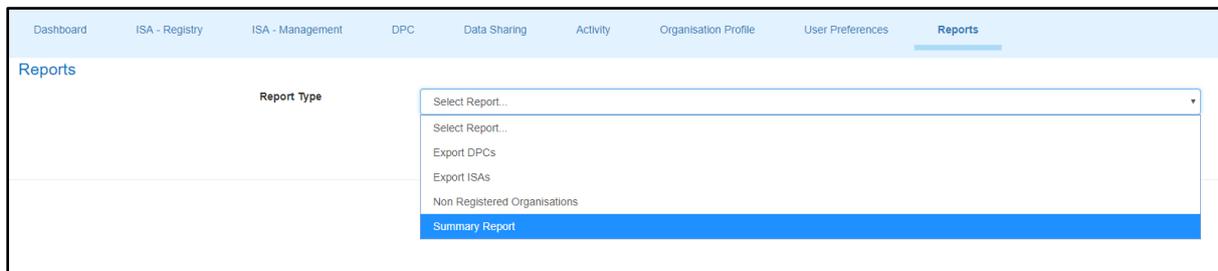
	A	B	C	D	E	F	G	
1	DPC Ref	DPC Title	DPC Organisation	DPC Type	DPC Org Region	DPC Start Date	DPC End Date	DPC N
2	SEL/NOODS/102312/DPC	GP Practice 1 - DPC	TEST OSU ORG1	Data Processing Contract	SEL	01/10/2017	12/10/2017	F
3	SEL/NOODS/102312/DPC	GP Practice 1 - DPC	TEST OSU ORG1	Data Processing Contract	SEL	01/10/2017	12/10/2017	F
4	SEL/NOODS/102317/DPC	Hospital 1 - Data Processing	TEST OSU ORG1	Data Processing Contract	SEL	01/10/2017	12/10/2017	F
5	SEL/NOODS/102317/DPC	Hospital 1 - Data Processing	TEST OSU ORG1	Data Processing Contract	SEL	01/10/2017	12/10/2017	F
6	SEL/NOODS/102319/DPC	Jana DPC	TEST OSU ORG1	Data Processing Contract	SEL	10/10/2017	31/10/2017	F
7	SEL/NOODS/102312/DPC	GP Practice 1 - DPC	TEST OSU ORG1	Data Processing Contract	SEL	01/10/2017	12/10/2017	F
8	SEL/NOODS/102315/DPC	NHS E - DPC	TEST OSU ORG1	Data Processing Contract	SEL	06/10/2017	08/10/2017	F
9	SEL/NOODS/102319/DPC	Jana DPC	TEST OSU ORG1	Data Processing Contract	SEL	10/10/2017	31/10/2017	F
10	SEL/NOODS/102312/DPC	GP Practice 1 - DPC	TEST OSU ORG1	Data Processing Contract	SFI	01/10/2017	12/10/2017	F

The DPC to ISA worksheet shows detailed information on the relationship / links between your organisations DPCs to all ISAs that you are hosting or participating in.

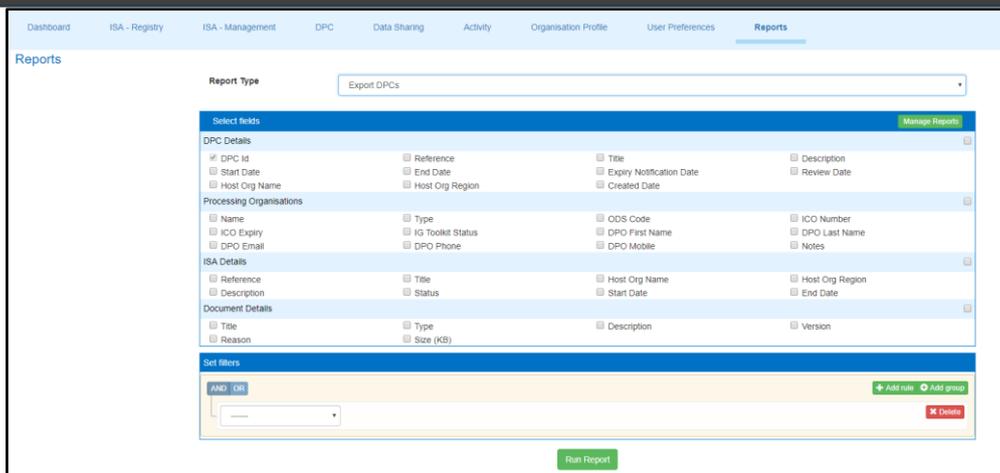
	A	B	C	D	E	F	G	H	I
1	Reference	Title	ISA Organisation	ISA Region	Participant	Status	Created Date		
2	SEL/NOODS/102255	ISA 1	TEST OSU ORG1	SEL	TEST OSU ORG3	Pending	04/08/2017 13:26		
3	SEL/NOODS/102256	ISA 2	TEST OSU ORG1	SEL	Jacob NHS trust	Pending	04/08/2017 13:27		
4	SEL/NOODS/102256	ISA 2	TEST OSU ORG1	SEL	0504_Firefox	Pending	04/08/2017 13:27		
5	SEL/NOODS/102261	External ISA	TEST OSU ORG1	SEL	TEST OSU ORG2	ISA Expired	07/08/2017 12:42		
6	SEL/NOODS/102256	ISA 2	TEST OSU ORG1	SEL	TEST OSU ORG2	Incoming Request	08/08/2017 10:24		
7	SEL/NOODS/102256	ISA 2	TEST OSU ORG1	SEL	TEST OSU ORG3	Pending	08/08/2017 10:24		
8	SEL/NOODS/102255	ISA 1	TEST OSU ORG1	SEL	TEST OSU ORG2	Pending	08/08/2017 10:25		
9	SEL/NOODS/102261	External ISA	TEST OSU ORG1	SEL	TEST OSU ORG3	ISA Expired	08/08/2017 10:26		
10	SEL/NOODS/102261	External ISA	TEST OSU ORG1	SFI	#delete-meq test1	ISA Expired	13/08/2017 18:56		

Participation worksheet shows detailed information about each ISA an organisation is participating in.

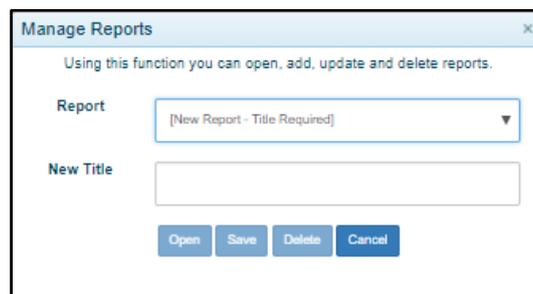
Export DCCs Report



1. Click on 'Reports' tab from the navigation tabs. The 'Reports' screen is displayed and the Report Type drop-down field is displayed
2. To export to Excel a detailed report of the Data Processing Contracts (DCCs) associated with the ISAs your organisation is hosting or participating in, select the **Export DCCs** option from the 'Reports Type' drop-down select box

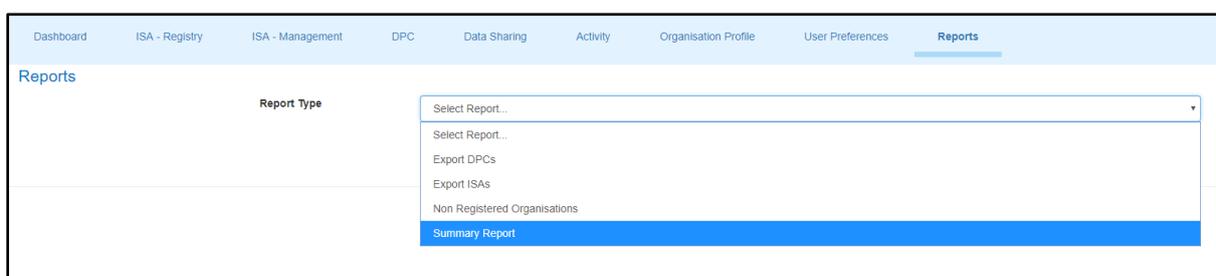


3. Select the fields you want displayed in the report using the checkboxes against each field
4. To select all fields in a section, select the checkbox in the section header
5. Filters can be applied (see **Section 19 Report Filtering** for an explanation of Report Filtering)
6. You can save the selection of fields to be used again if required by selecting the Manage Reports button



7. Title your report and click the save button, the report will be available for future use using the Report drop-down list
8. Click the Run Report button to generate the report, once complete, save and open the report in Excel

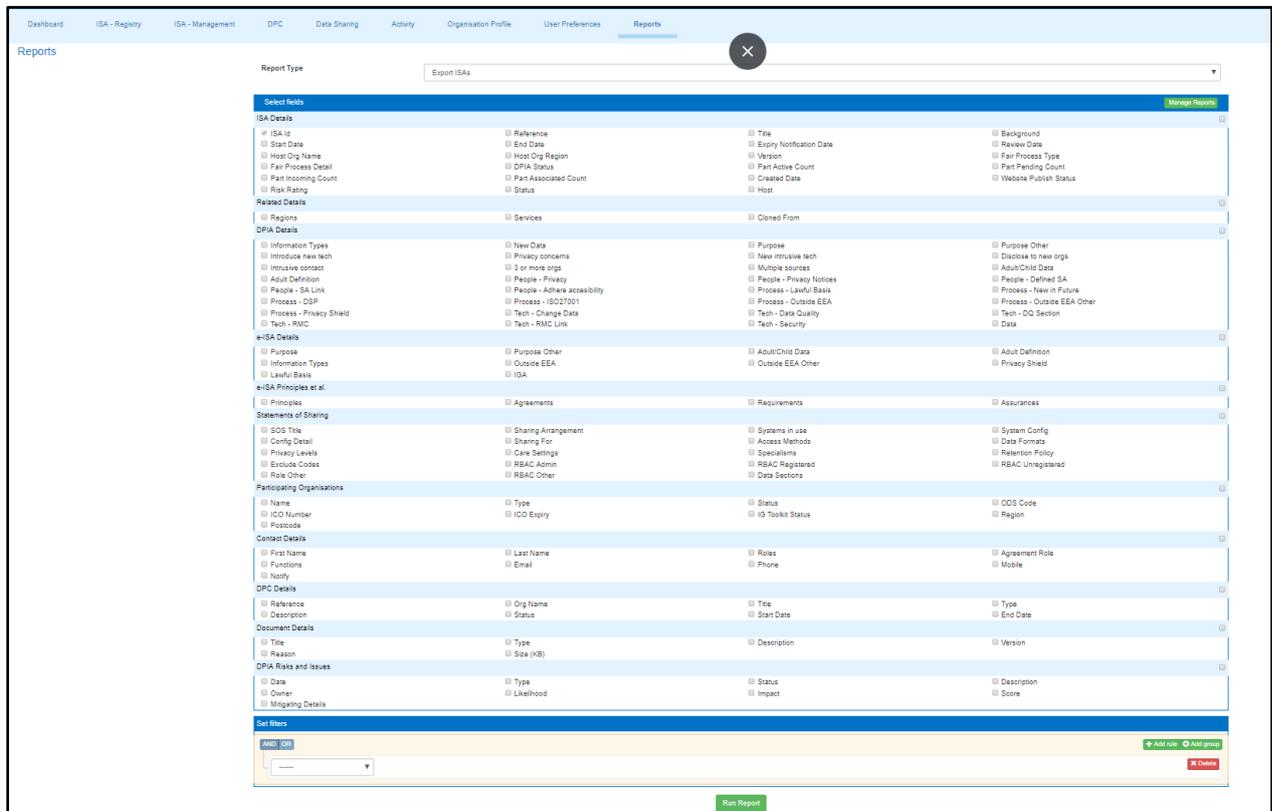
Export ISAs Report



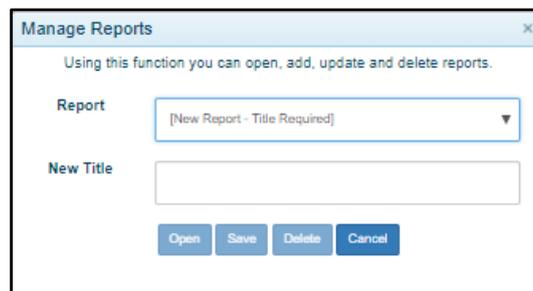
1. Click on 'Reports' tab from the navigation tabs. The 'Reports' screen is displayed and the Report Type drop-down field is displayed

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- To export to Excel a detailed report of the Information Sharing Agreements (ISAs) associated with your organisation is hosting or participating in, select the **Export ISAs** option from the 'Reports Type' drop-down select box



- Select the fields you want displayed in the report using the checkboxes against each field
- To select all fields in a section, select the checkbox in the section header
- Filters can be applied (see **Section 19 Report Filtering** for an explanation of Report Filtering)
- You can save the selection of fields to be used again if required by selecting the Manage Reports button



- Title your report and click the save button, the report will be available for future use using the Report drop-down list
- Click the Run Report button to generate the report, once complete, save and open the report in Excel