

## How to complete the PICANet COVID-19/PIMS-TS Notification Form

PICANet is undertaking regular monitoring of the numbers of patients with confirmed COVID-19 and/or clinically confirmed PIMS-TS.

The notification form is expected back from the units by the Monday of each reporting week for the PICANet team to process and report on the Tuesday. The reporting frequency may vary due to changes in national infection rates. Therefore, reminders are sent by email in the week prior and the reporting frequency is available to view on PICANet Web.

**Admission details**  
**Date of Admission** – Enter the date of admission (dd/mm/yyyy).  
**Time of Admission** – Enter the time of admission (hh:mm – in 24 hour clock notation).  
**PICANet Web Event ID** – Enter the PICANet web ID (if available) corresponding to this admission.

**Notification**  
**Date of notification** – This date indicates when you first notified us of the admission in the form dd/mm/yyyy.

**PIMS-TS**  
**Confirmed PIMS-TS during this admission** – Enter or select Yes or No for PIMS-TS status.

**PICU NAME** **PICANet COVID-19/PIMS-TS notification form**

1. Use this worksheet to record every admission to your unit with a confirmed diagnosis of COVID-19. Please also record confirmed PIMS-TS status during this admission.  
 2. For confirmed COVID-19 positive cases and/or PIMS-TS cases, as soon as possible after the end of the first complete 24 hours (00:00–23:59) following confirmation, enter an admission event onto PICANet Web, complete the COVID-19 tab, and record the Event ID below. Please ensure the PICANet Web event is updated within 24 hours of discharge or death.  
 3. On the specified return day, between midnight and noon, send this Excel workbook – or, if no new information a nil return – to PICANet (click this link to compose an email to picanet@leeds.ac.uk)

Notification	Patient details				Admission details			PIMS-TS	COVID-19				Org				
	Date of notification	1st letter of Family name	1st letter of First name	Month of birth	Year of birth	Sex	Date of admission	Time of admission	PICANet Web Event ID	Confirmed PIMS-TS during this admission	1st COVID-19 test status	Date		2nd COVID-19 test status	Date	3rd COVID-19 test status	Date
Example	24/03/2020	B	A	Sep	2007	Female	23/03/2020	14:30	123456	Yes/No	Negative confirmed	24/03/2020	Positive confirmed	31/03/2020			
Admission 1																	
Admission 2																	
Admission 3																	
Admission 4																	
Admission 5																	
Admission 6																	
Admission 7																	
Admission 8																	
Admission 9																	
Admission 10																	
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**Patient Details**  
**1<sup>st</sup> Letter of Family name and 1<sup>st</sup> letter of First name** – Include the admissions initials in this order.  
**Month of Birth** – Include the first 3 letters of the month of birth (eg. Jan, Feb).  
**Year of Birth** – Enter the year of birth (yyyy).  
**Sex** – Enter or select Male, Female or Ambiguous.

**COVID-19**  
**1<sup>st</sup> COVID-19 Test Status** – Enter or select ‘Negative confirmed’ or ‘Positive confirmed’.  
**Date** – Date of 1<sup>st</sup> test (dd/mm/yyyy).  
**This is repeated for any further tests.**  
**Please note for every test result the date MUST also be completed.**

**On the Monday of every reporting week between midnight and 12 noon** send an update to the PICANet team via email: [picanet@leeds.ac.uk](mailto:picanet@leeds.ac.uk)

To notify:

- a nil return (situation unchanged since the last notification),

**OR**

- complete and attach the updated PICANet COVID-19/PIMS-TS Notification Excel workbook to report:

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How to complete the PICANet COVID-19/PIMS-TS Notification Form\_20220223\_v3.0

- All new admissions with a confirmed positive SARS-Cov-2 (COVID-19) PCR test,  
**and/or**
- All children clinically diagnosed with PIMS-TS (who may also have a positive SARS-Cov-2 PCR test or a positive antibody test),
- Any second and subsequent testing of patients previously recorded,  
**and**
- recording of the PICANet Web admission event IDs.

**Please keep just one working copy of the notification form, it is essential that for each report you update the same copy of the unit PICANet COVID-19/PIMS-TS notification form, creating a cumulative log of the relevant admissions.**

Once you have updated your COVID-19/PIMS-TS Notification form please complete the admission event on PICANet Web, as well as the corresponding COVID-19 customised data collection.

If this is not possible or you are having any issues completing the spreadsheet please contact the PICANet team on [picanet@leeds.ac.uk](mailto:picanet@leeds.ac.uk)

### Included below are some key points to consider when completing the COVID-19/PIMS-TS Notification form:

- **It is essential you only use the spreadsheet provided.**
  - Please note that it is essential you only submit your data using the password protected spreadsheet provided. This is to avoid any potential breaches of confidential data.
- **You should send the same COVID-19/PIMS-TS Notification Form each week.**
  - The spreadsheet is designed to be a cumulative total, the admission numbers on the left hand side are identifiers for that case and should remain the same each week. Each new addition should be included below the items already on the spreadsheet.
- **Do not delete/remove any past records.**
  - Please do not remove records from the spreadsheet. If you realise data has been entered incorrectly or duplicated and needs removing please highlight this to us when sending us your notification form. The admission should remain on the spreadsheet with the updated information. In a case where the information needs removing, either remove the information and leave that specific admission row blank or leave the information with a strike through.
  - We will be able to clarify the best action with you when you let us know the issue.
  - This is so the records we import/have imported to the database remain in line with your notification form.

- **Make sure to include the date of 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> confirmed COVID-19 test results.**
  - Please make sure you include the date of testing. Without this date we are unable to import the data into our system.
- **Make sure to use the current version of the COVID-19 notification form.**
  - As you are aware, in December 2020 we updated the notification form to include the 'PIMS-TS' section. Please make sure you use the correct version of the spreadsheet with this information included.
- **Please use the options included in the spreadsheet to select your answers.**
  - Each of the boxes on the spreadsheet gives information on how to complete the data item. Using the lists the spreadsheet provides ensures your data matches the format needed for the data import. For example filling out 'Birth month' as 'mmm' (eg. Jan, Feb, Mar).
- **Please note that if you have no new COVID-19 or PIMS-TS positive admissions, or second and subsequent results of patients previously recorded to notify us of, you should still send an email on the reporting day notifying us that you have a 'Nil Return' for the reporting period.**

### [Recording Admission event data on PICANet Web for all confirmed cases of COVID-19 and PIMS-TS](#)

- **ASAP after the end of the first complete 24 hours (00.00-23.59hrs) following a confirmed positive COVID-19 laboratory test, and/or diagnosis of a case of PIMS-TS enter or import a PICANet Web admission event including the following details:**
  - *Patient details*
  - *Ethnicity*
  - *Date and time of admission to unit*
  - *PIM*
  - *Weight*
  - *Daily Interventions (PCCMDS) – Basic and Airway and Ventilatory interventions: from date of admission up to and including the first complete 24 hours (00-23.59hrs) post confirmation of a positive COVID-19 positive test result*

### **AND**

**Complete the PICANet Web admission event COVID-19 or COVID-19 II customised data collection tab.**

Any patient admitted after the 13/12/2021 will automatically be placed into the COVID-19 II custom audit data collection.

There is further guidance for completing the COVID-19 or COVID-19 II customised data collections available on [picanet.org.uk/covid-19/](https://picanet.org.uk/covid-19/).

## Frequently asked questions

### Who to include?

- **Should we notify details for a child who has a positive rapid antigen test?**
  - A positive rapid antigen test will be followed by a hospital PCR test. Please notify on receipt of a positive SARS-Cov-2 (COVID-19) PCR test.
  
- **Should we submit early data for confirmed COVID-19 patients and PIMS-TS patients, admitted to our unit for isolation only when they are not critically ill?**
  - Yes; please notify and submit all confirmed COVID-19 patients and PIMS-TS cases admitted to a bed within your PICU, regardless of whether they are critically ill.
  
- **Should we submit data for confirmed COVID-19 patients and PIMS-TS patients, admitted to our unit when the primary diagnosis was not either?**
  - Yes; please notify and submit all confirmed COVID-19 patients and PIMS-TS cases admitted to a bed within your PICU, regardless of their primary diagnosis.
  
- **Should we notify the PICANet team of patients undergoing screening for suspected COVID-19?**
  - No, please only notify cases who are confirmed positive COVID-19 and those who are clinically diagnosed with PIMS-TS.
  
- **Which definition do PICANet apply for a diagnosis of PIMS-TS?**
  - The PICANet Clinical Advisory Group advise that all children who are clinically diagnosed as PIMS-TS should be notified on the weekly real-time reporting and recorded on PICANet Web. PIMS-TS is a **clinical diagnosis** which is then confirmed by the absence of another cause and more recently by either a positive PCR or antibody test for SARS-Cov-2 (Covid-19).
  - If an alternative diagnosis is established, then clinicians should not enter data for these patients as confirmed PIMS-TS.
  
- **A patient tested positive before being admitted to our unit, do we use the date of the first positive test or the first positive test after admission?**
  - Please enter on the spreadsheet the earliest possible confirmed positive test date, even if this test occurred outside of your unit or hospital. The COVID-19/PIMS-TS notification forms represent admissions to PICU, and therefore may include some patients who are re-admitted or transferred between PICU.

- **If a patient is not confirmed COVID-19 positive on admission but then tested as positive during admission (without PIMS-TS), do we report this on the COVID-19/PIMS-TS notification form?**
  - Yes, you must notify us of any confirmed positive COVID-19 case, no matter whether they were positive on admission or later tested positive during their admission.
  
- **A patient is testing positive for COVID-19 but is considered ‘lower limit of detection – unclear significance’ and we do not think they represent acute COVID infection. The child is still being treated as positive and isolated. This is often in children we know to have had COVID-19 in the last few months. Should we still record this patient?**
  - If these cases are still classed as positive cases and are treated as such within the PICU, please still notify us of these cases in your spreadsheet and in the custom audit
  
- **A patient previously admitted and discharged whilst confirmed positive has been readmitted. Do we have to record this patient as a new COVID-19 positive admission?**
  - Yes, please notify us of this admission as usual. The data analysis will allow for the linkage of these cases. The COVID-19/PIMS-TS notification forms represent admissions to PICU, and therefore may include some patients who are re-admitted or transferred between PICUs.
  
- **Do we notify the PICANet team about an adult patient admitted to PICU?**
  - Please notify all patients aged less than 18 years i.e. up to and including 17 years and 11 months; who are admitted to your PICU or an area designated for paediatric intensive care during the surge period.
  - Include these patients in the notification/early submission of COVID-19 cases and record a PICANet Web admission event.
  
- **A patient aged 20 years has been admitted to the PICU, do I record the patient data?**
  - For patients aged 18 years and over, where the PICU is located in a DGH with an Adult ICU and care of these patients is overseen by the Adult Intensivists; data will be collected for the Case Mix Programme (ICNARC) rather than PICANet. Please contact your local adult intensive care CMP data collection team.
  - Where the PICU is located in a Children’s Hospital and there is no access to the case mix Programme (ICNARC); please include these patients in both the notification/early submission of COVID-19 cases if applicable and for all patients record a PICANet Web admission event. For patients aged 18 years and over completion of PIM data is not required.
  - For patients aged 18 years and over admitted to a PICU for any reason and who are cared for entirely by Paediatric Intensivists, a PICANet admission event is submitted to PICANet Web. For patients aged 18 years and over completion of PIM data is not required.

➤ **The PICU has been redesignated as an Adult ICU following implementation of the surge plan and Adult Intensivists oversee the care of all patients. A patient aged 14 years has been admitted. Do I record this patient admission event on PICANet Web?**

- For patients aged less than 18 years admitted to this redesignated unit, all data is submitted to the Case Mix Programme (ICNARC). Please contact your local adult intensive care CMP data collection team.

**When to submit?**

➤ **How often do I submit the Excel workbook to PICANet?**

- Please submit the Excel workbook on every reporting Monday between midnight and 12 noon reporting any new cases or test results for patients previously reported. If you add additional information such as second or third test results or the PICANet Web admission event ID, please resubmit the Excel workbook.

**OR**

- Send a 'nil return' email if you have no new information to report, either by clicking the link on the Excel workbook or by emailing [picanet@leeds.ac.uk](mailto:picanet@leeds.ac.uk)

➤ **The paper notes are in the isolation area with the patient, should we submit the case early without the data from the notes?**

- Yes, although the NHS (and PICANet) would be very grateful if any solution to obtain this important data can be found ASAP.

➤ **A patient tested positive for SARS Cov-2(COVID-19) which was later proven to be a false positive; should we update PICANet?**

- Yes, please update the Excel workbook and amend the PICANet Admission event customised data collection (COVID-19) tab for the individual patient. If you can also please notify us of this change when sending your following spreadsheet.
- It is important that you do not remove this admission from the spreadsheet entirely. In a case where the information needs removing, either remove the information and leave that specific admission row blank or leave the information with a strike through.
- We will be able to clarify the best action with you when you let us know the issue.

➤ **We have no new COVID-19 or PIMS-TS positive admissions in this reporting period, do we still need to submit the spreadsheet?**

- If you have no new COVID-19 or PIMS-TS positive admissions, or second and subsequent results of patients previously recorded to notify us of, you should still send an email on the reporting day notifying us that you have a 'Nil Return' for the reporting period.

## **Other frequently asked questions**

### ➤ **Why are we submitting this data for COVID-19 and PIMS-TS patients?**

- PICS and NHSE asked PICANet to provide a system of real-time reporting of clinically confirmed cases of COVID-19 and PIMS-TS within PICUs to assist with ongoing monitoring.
- PICANet have published two reports on COVID-19 confirmed cases admitted to Paediatric Intensive Care: available at <https://picanet.org.uk/covid-19/>