# eCase Migration Usage

Download Python - <https://www.python.org/>

Install Python

Set local environment PATH to python and pip, path is usually like C:\Users\datatec\AppData\Local\Programs\Python\Python37-32 and then Lib\site-packages\pip

Run the file requirements.bat in J:\Quality Data\Data Technician\eCase Migration. This will install any packages needed. Make a shortcut of this file to the users’ desktop to open the program when you need to create prints etc.

## Modules

### Doctor Allocation Numbers

Draws from the CSV report ‘doctor\_Numbers’ in the eCase Report Generator. Uses the ‘YF\_Resident’ View. Contains variables:

‘DoctorName’, and

‘Wing’.

‘Unknown’ includes all areas from the Village. ‘Other’ are all Practitioners that are not Dr Hodder, Hulley, Mascher, Mulgan, and Jun Jun.

Opens an excel file with a pivot table of Doctors broken out by how many residents they see per area.

Report has one filter on it, where DoctorName is NOT NULL. This may restrict residents that do not have a listed Medical Practitioner.

Future: Incorporate and list residents that do not have a listed medical practitioner, so we can rectify.

### Download eCase Bowel Report

Allows you to get all bowel records for this month to current date, or all of last month.

Draws from the CSV report ‘Bowel Motion’ in the eCase Report Generator. Uses the ‘YF\_Bowel’ view.

Contains variables:

‘Wing’,

‘FirstName’,

’LastName’,

’Date’,

’Time’,

’BowelType’, and

’InContinent’.

Saves an Excel file in J:\Quality Data\Clinical Data\eCaseBowelsRecord.xlsx. Also in J:\Quality Data\Clinical Data\BowelsRecord\eCaseBowelsRecord\_<DATE>.xlsx. These files have one sheet per Area, and one sheet with all bowel records.

Report has three filters on it, Wing = <blank>

AND ResidentStatus = ‘Active’

AND Date BETWEEN <blank> <blank> Date

### Download Care Plans Audit

Draws from the CSV report ‘cp\_Care Plan Audit’ in the eCase Report Generator. Uses the ‘YF\_CarePlans’ view. Contains variables:

‘Room’,

‘Firstname’,

‘LastName’,

‘DateCreated’,

‘CareplanName’,

‘CarePlanStatus’,

‘Author’, and

‘Role’.

Generates an excel file for each area in J:\Quality Data\Audits\Careplans. These files contain two sheets, one with all the careplans for the area, and one sheet for any missing mandatory careplans for that house to be followed up on.

Has two filters, ResidentStatus = ‘Active’

AND Wing = <blank>

### Download eCase Data and Import

### Print Clinical Admission Files

Prints files 00 to 14 that are in J:\Forms and Standard letters\Clinical Files for Admissions\For Clinical File Folder.

### Print Resident Files

This requires an NHI number to be entered into the text box. Make sure this is correct, otherwise it will not work correctly. All buttons use the CSV reports fs\_Con, and fs\_Res from the eCase Report Generator. Fs\_Con uses the YF\_ResidentContacts view, with variables

Name

Relationship

Address1

Suburb

City

ContactPhoneH

ContactPhoneW

ContactPhoneM

Email

ContactType

One filter is used,

NHINumber = <blank>

Fs\_Res uses the YF\_Resident view, with variables

Wing

Room

Title

Lastname

FirstName

DateOfBirth

CountryOfBirth

Religion

Gender

MaritalStatus

DoctorName

NHINumber

AdmissionDate

ResidentCareLevel

One filter is used,

NHINumber = <blank>

**-Print Resident Front Sheet**

This uses the above two reports to generate an excel file in G:\eCase\Downloads\frontSheet.xlsx and send this as a one page document to the default printer. It will print three copies, one of which will have Monthly Trust and Fees info omitted.

**-Print Door Label**

This uses the above two reports to generate an excel file in G:\eCase\Downloads\doorLabel.xlsx and send this as a one page document to the default printer.

**-Labels List**

This uses the above two reports to generate an excel file in G:\eCase\Downloads\labelSheet.xlsx and open this excel file ready for printing.

### Staff Birthdays

From MYOB, login with A, and generate an Employees report from Payroll, in [\\SAV-FP01\DATA$\Shared Data\Care Manager\Quality Data\Data Technician\StaffDbases\Birthday.CSV](file:///\\SAV-FP01\DATA$\Shared%20Data\Care%20Manager\Quality%20Data\Data%20Technician\StaffDbases\Birthday.CSV)

This file should include all employees, and contain the following fields in this order:

Employee Code,

Employee Full Name,

Employee Status,

Employee Occupation,

Employee Start Date

Employee Birth date,

Cost Centre Name

An excel file will be printed with the current months birthdays, as well as the next two months.

### Record of Learning

From MYOB, generate an Employee Training report from Employee Information, in [\\SAV-FP01\DATA$\Shared Data\Care Manager\Quality Data\Data Technician\StaffDbases\Record.CSV](file:///\\SAV-FP01\DATA$\Shared%20Data\Care%20Manager\Quality%20Data\Data%20Technician\StaffDbases\Record.CSV)

This file should specify one specific employee, and select all Training. It should contain the following fields in this order:

Employee Code,

Employee First Name,

Employee Last Name,

Training Name,

Date Completed,

Training Value

### Walls and Roche Medication

Get PDF of med stats from Clinical Managers. Copy and paste all text from the PDF to an excel sheet. Save this sheet as WRMedication.xlsx in J:\Quality Data\Data Technician\Walls and Roche.

This will generate a new file ‘new\_meds - <date>.xlsx’. Use this to generate graphs for the Clinical Managers. Follow template in ‘WallsandRocheCharts.docx’

### Mandatory Training List Update

This will generate a file that shows the Due date of each mandatory training for each staff member. This includes a worksheet for each mandatory training, which can be printed off as needed.

Download a file from MYOB, this should specify all employees, and select all Training types. It should contain the following fields in this order:

Employee Code,

Employee First Name,

Employee Last Name,

Training Name,

Date Booked

Save the MYOB file as training.csv in J:\Quality Data\Data Technician\StaffDbases.

Then use the Mandatory Training List Update. This will create the file J:\Quality Data\Training\Training to be booked.xlsx. Print off any sheets you need for Jane.