Dataset updates

FY 2013 mb-logo.png

[You can add an abstract or other key statement here. An abstract is typically a short summary of the document content.]

Information Management Branch, Health Manitoba

4035-300 Carlton Street, Winnipeg, MB, R3B 3M9

**Tel** 204-###-####

www.gov.mb.ca/health

Contents

[What is this Document For? 2](#_Toc358100599)

[Who is this for? 5](#_Toc358100600)

[Connecting to the AIX 6](#_Toc358100601)

[MIMS (Manitoba Immunization Monitoring System) 14](#_Toc358100602)

[Doctor, Postal Codes, Tariff Rate, Tariff Description 16](#_Toc358100603)

[Client Registry 19](#_Toc358100604)

[DAD (Discharge Abstract Data) & MADE(Manitoba Abstract Data E) 23](#_Toc358100605)

[NACRS (National Ambulatory Care Reporting System) 25](#_Toc358100606)

[NRS 27](#_Toc358100607)

[CCRS 29](#_Toc358100608)

[RETPOPDT 31](#_Toc358100609)

[CDM(Conference of Deputy Ministers of Health) Doctor Table 34](#_Toc358100610)

[BMD Database 35](#_Toc358100611)

[MPAN Mail Out 39](#_Toc358100612)

[HPV Report 40](#_Toc358100613)

[CCMB (Cancer Care Manitoba)– Hyst and Colon Cancer 43](#_Toc358100614)

[Contact Information 46](#_Toc358100615)

[Company Information 46](#_Toc358100616)

# What is this Document For?

Legend

✓ Completed

🗶 Not Currently In Document

In Progress

## Dataset Update Coverage

Below is a list of Datasets that this Document covers.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dataset Update Coverage | | | | | | | | |
|  |  | First Draft | Received Table | Provide Table | Project Location | HIM Backup | Screenshots | Comprehensive Instructions |
| **REGULAR DOWNLOADS** | MIMS | ✓ |  |  |  |  |  |  |
| Doctor | ✓ |  |  |  |  |  |  |
| Tariff (x2) | ✓ |  |  |  |  |  |  |
| Postal Code | ✓ |  |  |  |  |  |  |
| Client Registry |  |  |  |  |  |  |  |
| MADE |  |  |  |  |  |  |  |
| DAD |  |  |  |  |  |  |  |
| NACRS |  |  |  |  |  |  |  |
| NRS | ✓ | ✓ | ✓ |  | ✓ |  |  |
| CCRS | ✓ | ✓ | ✓ |  | ✓ |  |  |
| WRHA MH |  |  |  |  | ✓ |  |  |
| RETPOPDT | ✓ | ✓ | ✓ |  | ✓ |  |  |
| Midwifery Registry |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **OTHER** | CDM Doctor Table | ✓ |  |  |  |  |  |  |
| BMD Database |  |  |  |  |  |  |  |
| MPAN Mail Out | ✓ |  |  |  |  |  |  |
| HPV Report |  |  |  |  |  |  |  |
| Influenza Report |  |  |  |  |  |  |  |
| CCMB - Hyst |  |  |  |  |  |  |  |
| CCMB - Colon |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **ANNUAL** | MIMS Funding Analysis |  |  |  |  |  |  |  |
| PH - Immigrant |  |  |  |  |  |  |  |
| Municipality |  |  |  |  |  |  |  |
| March31Doctor |  |  |  |  |  |  |  |
| MD User File (x2) |  |  |  |  |  |  |  |
| Facility |  |  |  |  |  |  |  |
| MD Specialty |  |  |  |  |  |  |  |
| CCMB - HPV |  |  |  |  |  |  |  |
| Descending Remittance |  |  |  |  |  |  |  |
| Mental Health |  |  |  |  |  |  |  |
| CCMB - Client Registry |  |  |  |  |  |  |  |
| MIMS RHU |  |  |  |  |  |  |  |
| Hospital Reciprocal |  |  |  |  |  |  |  |
| DAD+MADE |  |  |  |  |  |  |  |
| WRHA Convert |  |  |  |  |  |  |  |
| Medical Reciprocal |  |  |  |  |  |  |  |

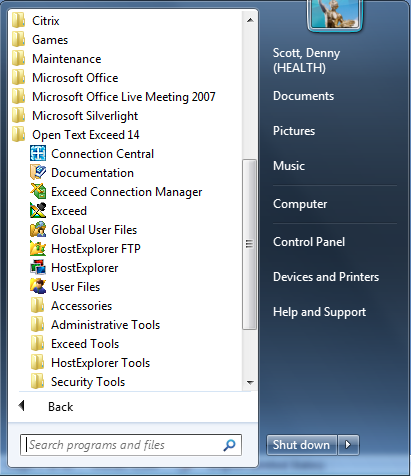
# Who is this for?

This documentation is for anyone that is performing updates to the datasets, and would like an introduction on how to perform these actions. This includes a step-by-step instruction guide, with screenshots as a visual aide, and also includes a quick summary for those looking for simple details.

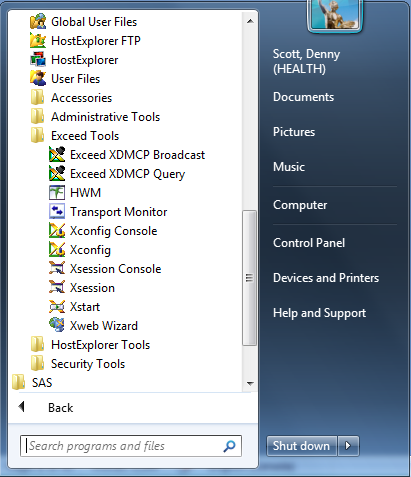
# Connecting to the AIX

## Navigate to Exceed tools

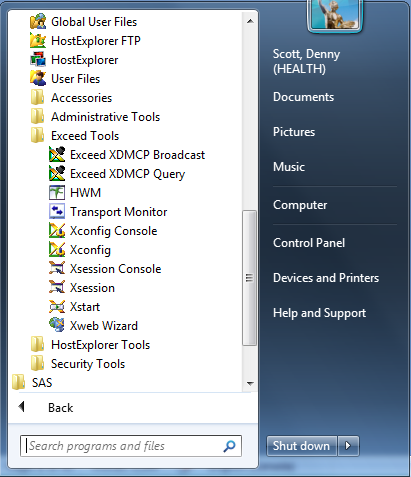
* Open Text Exceed 14



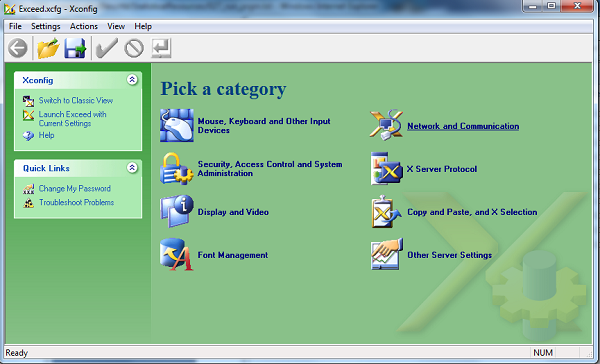
* Open Exceed Tools



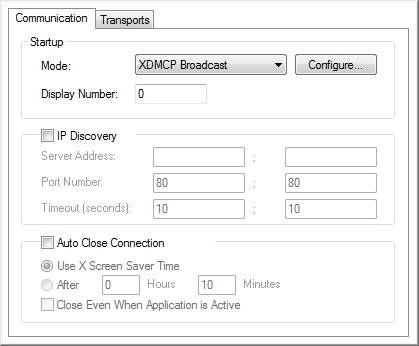
* Open XConfig



* Open Network and Communication

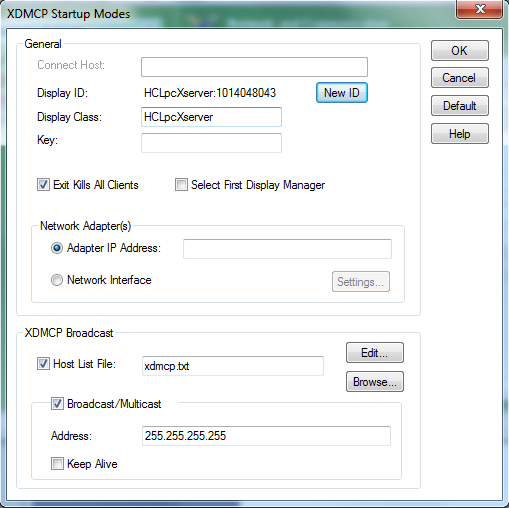


* Open the Configure Dialog Box

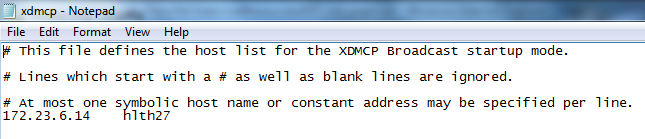


* Follow the following instructions in the listed order

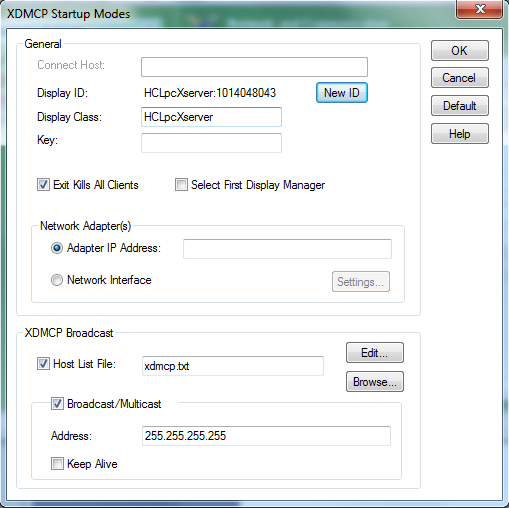
1. Click the box beside Host List File, so a check mark appears
2. Click Edit



* Write the following line below the data in the text file:
  + 172.23.6.14 hlth27



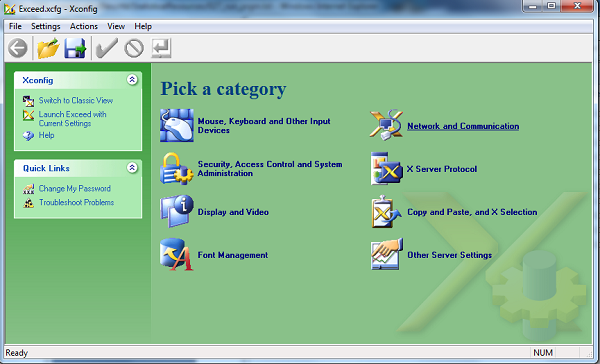
* Save the Document, and close it.
* Click Ok



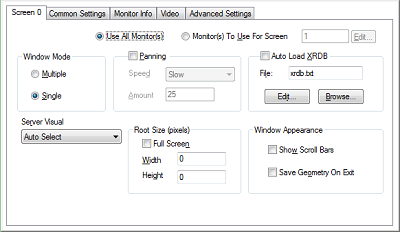
* Click the green check mark for “Validate and Apply Changes”

Apply Changes.png

* In the main Xconfig menu, click Display and Video



* Switch the Window Mode to Single.



* Select “Validate and Apply Changes”

Apply Changes.png

# MIMS (Manitoba Immunization Monitoring System)

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| **Revieved From** | | | | | | |
| Date Excpected |  | Department | |  | Method Recieved | |
| Monday after the 1st Friday | |  | ISB | |  | Tumbleweed Transfer to AIX |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **provide to** | | | | | | |
| department |  | send to | |  | CC | |
| HIM | |  |  | |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **project location** | | | | | | |
| Documentation |  | aix | |  | W:\ | |
|  | |  |  | |  |  |

* HIM Backup Resource: 1.Dennis, 2.Criag

Instructions:

## connect to the aix

* Open Exceed and Log in using your credentials.

## Navigate in the aix

* cd /health/extdata

## alter permissions

To Change the Read-Write permissions, follow the instructions below:

* sudo chmod 644 MI\*
* Enter Password

To Change ownership, follow the instructions below:

* sudo chown health:health MI\*

Move the 2 files to the correct location using the command:

* mv MI\* health/mims/raw

Move to the file location, using the command:

* cd /health/mims/raw

To see if this has all worked correctly, use ls –l to investigate.

## RUn update program

* /health/support/mims/prog/Build MIMS source Files.sas
* Change the period and Fiscal Year if appropriate (in the Mims build source file)
* In the flu Season (October – April), if data is being received weekly, we need to change the selection of the raw MIMS file (Since we get a smaller cohort.)
* Dataset is created in /health/mims
* We can check if they are complete by using
  + cd /health/mims
  + ls –l.

## alter permissions

To Change the Read-Write permissions, follow the instructions below:

* sudo chmod 644 mimsYYYYMM\*
* Enter Password

To Change ownership, follow the instructions below:

* sudo chown health:health mims YYYYMM\*

# Doctor, Postal Codes, Tariff Rate, Tariff Description

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| **ReCieved From** | | | | | | |
| Date Expected |  | Department | |  | Method ReceIved | |
| 1st of the month | |  | ISB | |  | Tumbleweed Transfer to AIX |

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| --- | --- | --- | --- | --- | --- | --- |
| **provide to** | | | | | | |
| department |  | send to | |  | CC | |
| HIM & LR | |  | Abby Balcita | |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **project location** | | | | | | |
| Documentation |  | aix | |  | W:\ | |
|  | |  |  | |  |  |

* HIM Backup Resource: 1.Dennis, 2.Craig

Instructions:

## Connect to the aix

* Open Exceed and Log in using your credentials.

## alter permissions

Make sure that you are in the correct location, to move to the location, use

* cd /health/extdata

Files to look for:

* + DoctorYMM.txt.gz
  + PostalYYMM.txt.gz
  + TRatesYYMM.txt.gz
  + TDescYYMM.txt.gz

To Change the Read-Write permissions, follow the instructions below:

* sudo chmod 644 filename
* Enter Password

To Change ownership, follow the instructions below:

* sudo chown health:health filename

To see if this has all worked correctly, use ls –l to investigate.

## Transfer all Datasets

* The data is located at /health/extdata.
* Using the AIX FTP tool, copy the text files to the appropriate folder in W:\hltdss\Home\Projects\DSS\Analysis Support\Raw Data
  + DoctorYYMM.txt.gz will be placed in Doctor Data folder
  + PostalYYMM.txt.gz will be placed in Geography Data folder
  + TRatesYYMM.txt.gz will be placed in Tariff Data folder
  + TDescYYMM.txt.gz will be placed in Tariff Data folder.

## Remove old W:\ data

* Delete the previous month’s text files for all four datasets from the W drive, but leave the zip files.
* Delete the oldest gzip files, so we only have the last 2 months worth of data in the AIX.
* Unzip the new files.

## Run Access macros

* For each newly unzipped files
  + Open up the access database
  + Open the monthly data import macro in design view
  + For the transferred text files, update the year and month
  + Save
  + Run

## additional doctor instructions

* For the doctor file, in the doctor db, delete the error table
* For Doctor, if it is April, you may also run the query append data to march 31 doctor table. Then go back to where you found the last sas update programs and open Update March31.Sas and run it. From here continue the same update process.

## run sas update programs

* Once all three are run, go to: W:\hltdss\Home\Projects\DSS\*AnalysisSupport\sas support datasets\sas update programs* and run the monthly update of the doctor and tariff databases.
  + Note: In the doctor file, change the year/month prior to running.

## Log On to the aix

* Open Exceed and Log in using your credentials.
* Navigate to the appropriate support directories (i.e. - /health/support/geography/data)
* Delete the 2 tariff, doctor & postal code SAS datasets.
* Using the FTP program, move copies of the new datasets from the W:\ into the appropriate AIX support directories.

## alter permissions

* Change Owner to health:health
* Change MOD to 644

## abby database

* When the monlthly macros are run, a replication of the datasets will be copied over to the labor database Abby.
  + This folder is under DSS\LabourRelations\Abby
* Zip the db called abby keeping the database active.
* Name the zip file according to the year/month
* Email to abby.balcita in labour relations
* If it is April, put in a request to abby for the descending remittance database for the just-finished fiscal year.

## Move raw data

* cd /health/extdata
* sudo mv D\* /health/support/medical/data/raw
* sudo mv T\* /health/support/medical/data/raw
* sudo mv P\* /health/support/geography/data/raw
* We can check if they are complete by navigating to the appropriate support directory and using the command: ls –l.

# Client Registry

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Revieved From** | | | | | | |
| Date Excpected |  | Department | |  | Method Recieved | |
| 1st day of the month | |  | ISB | |  | Tumbleweed Transfer and Mainframe Download |

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| --- | --- | --- | --- | --- | --- | --- |
| **provide to** | | | | | | |
| department |  | send to | |  | CC | |
| HIM | |  |  | |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **project location** | | | | | | |
| Documentation |  | aix | |  | W:\ | |
|  | |  |  | |  |  |

* HIM Backup Resource: 1.Dennis, 2.Craig

Instructions:

## Request to Operations with credentials

Put in request to Health operations (+WPG1244 - MB HEALTH Operations (HLTH)) with mainframe ID and file we’re looking for.

* A44APRD.V.MST.DATABASE

This data is needed for up to date information.

## Mainframe request

After logging in, with the cursor flashing before tso, hit enter. While in the mainframe, if there are ever 3 asterisks, hit enter again.

* Write in 2, and click enter to Edit
* Enter in the necessary details:
  + Project: A44PBRO
  + Group: Download
  + Type: JCL
  + Member: copyreg
* Once you have been granted access (operations usually will send message either using email or mainframe comm. System)
  + Type Sub on command line at top of screen
  + Hit Enter

## Attain the record count

* =s (this is to follow the program in the mainframe version of a log system)
* Under cmd put an S next to the Job
* Enter
* Look for Completion code 0 (MAXCC = 00)
* Put “s” beside Sysout
* Scroll using “F8” (scroll down)
* Get the record count 🡪 R.C. Fophin = “*record count”*
* Fophin = “*File out Personal Health Identification Number”*
* Type =6 on command line to return to the CMD Shell

## Navigate to & Download FIle

* Click on FTP Client icon
* Click HIM Monthly, then click open
* Select HMO Monthly File
* Select reg####.txt (*where #### is the mm/yy of last month)*
* Change the number to the correct month
* Click Ok
* Click Run

## request completed

* On the command line, write “=s”
* Enter =x to exit, then type “log off”

## Update w:\ file

* Navigate to W:\hltdss\Home\Projects\DSS\Analysis Support\AAA New Setup\Population\Programs\readRegistry.sas
* Update the yy/mm and fiscal year if necessary
* Run

## Clear excess data

* Go to Population data and make sure you have only the two most recent datasets.
* Go to W:\hltdss\Home\Projects\DSS\Analysis Support\AAA New Setup\Population\Data\Raw Data
* Move the txt file into a zip file
* Only keep the two most recent months of zip files.
* Navigate to W:\hltdss\Home\Projects\DSS\Population\Registry\Registry Raw Data
* Ensure you have only one file in here.

## Connect to the aix FTP

Connect to the AIX FTP

* Log In

## Move raw data

* cd /health/extdata
* mv Reg\* /health/reg/raw/RawRegYYMM.txt.gz
* We can check if they are complete by using ls –l.

## Upload text version to aix

* Once we move the raw data, which has to be completed before the uploads, we upload a txt version of the current reg from W:\hltdss\Home\Projects\DSS\Analysis Support\AAA New Setup\Population\Data\Raw Data to /health/reg/raw.

## alter permissions

Make sure that you are in the correct location, to move to the location, use

* cd /health/reg/raw

To Change the Read-Write permissions, follow the instructions below:

* sudo chmod 644 \*txt
* Enter Password

To Change ownership, follow the instructions below:

* sudo chown health:health \*txt

To see if this has all worked correctly, use ls –l to investigate.

## GZIP the contents

* Gzip the txt file using command: gzip filename

## alter permissions

To Change the Read-Write permissions, follow the instructions below:

* sudo chmod 644 \*YYYYMM\*
* Enter Password

To Change ownership, follow the instructions below:

* sudo chown health:health \*YYYYMM\*

To see if this has all worked correctly, use ls –l to investigate.

# DAD (Discharge Abstract Data) & MADE(Manitoba Abstract Data E)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Revieved From** | | | | | | |
| Date Excpected |  | Department | |  | Method Recieved | |
| MADE: 1st of the month;  DAD: prior to the 15th of the month | |  | ISB | |  | Tumbleweed Transfer to AIX |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **provide to** | | | | | | |
| department |  | send to | |  | CC | |
| HIM | |  |  | |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **project location** | | | | | | |
| Documentation |  | aix | |  | W:\ | |
|  | |  |  | |  |  |

* HIM Backup Resource: 1.Dennis, 2.Craig

Instructions:

* The DAD is completed at the same time as the MADE. The MADE is received before the DAD but it will wait until the DAD arrives.

## Connect to the aix

* Open Exceed and Log in using your credentials.

## Navigate to File Location

* cd /health/extdata

## Move Data to Raw Location

* mv made\* health/hosp/raw
* The DAD file follows the naming protocol: MBDATA.DAD*YYYY*.*DDMONTHYYYY*.txt.gz. Ex) MBDATA.DAD2012.03JAN2013.txt.gz. The first year is the beginning of the fiscal year, and the second year is the current year.
* sudo mv MBDATA\* health/hosp/raw
* cd /health/hosp/raw

## Correct file properties

* gzip MBDATA\*txt
* sudo chown health:health \* *DDMONTHYYYY* \*
* sudo chmod 644 \* *DDMONTHYYYY*\*

## Navigate to the update program FIle

* cd /health/support/hospital/progs
* open makeTempHosp20122013.sas 🡨This is your current fiscal year
* A new SAS program is created each August integrating any changes to the layouts made by CIHI or MB Health.
* change the yrmth variable to the current date
* Run the File. This will create temp\_dad*yymm*.sas7dat and temp\_madeyymm.sas7dat. Note both yy and mm are the current date. In directory /health/hosp

## CHange the ownership

* Navigate to directory /health/hosp/raw
* Sudo chown health:health temp\*
* sudo chmod 644 temp\*

# NACRS (National Ambulatory Care Reporting System)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Revieved From** | | | | | | |
| Date Excpected |  | Department | |  | Method Recieved | |
| Before the 15th of the month | |  | CIHI | |  | Tumbleweed Transfer to AIX |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **provide to** | | | | | | |
| department |  | send to | |  | CC | |
| HIM | |  |  | |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **project location** | | | | | | |
| Documentation |  | aix | |  | W:\ | |
|  | |  |  | |  |  |

* HIM Backup Resource: 1.Dennis, 2.Craig

Instructions:

## Connect to the aix

* Open Exceed and Log in using your credentials.

## Navigate to File Location

* cd /health/extdata
* The file follows the naming protocol: MB\_NACRSEXT\_MMM\_yyyy.txt.gz Ex) MB\_NACRSEXT\_SEP\_2012.txt.gz. The year is the beginning year of the current fiscal year. The month is last month.

## Move Data to Raw Location

* mv /health/nacrs/raw
* cd /health/nacrs/raw

## Correct file properties

* gzip MBDATA\*
* sudo chown health:health MB\*
* sudo chmod 644 MB\*

## Navigate to the support programs directory

* cd /health/support/nacrs/progs
* open ReadNACRSYYYY.sas  🡨This is your current fiscal year
* change the filedt variable to the current date
* change the filename variable to the current month

## run the PROGRAM

* Run the File. This will create temp. Note both yy and mm are the current date.

## CHange the ownership

* Sudo chown health:health temp\*
* sudo chmod 644 temp\*

# NRS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Revieved From** | | | | | | |
| Date Excpected |  | Department | |  | Method Recieved | |
| Received quarterly before the 15th of September, December, March & June | |  | CIHI | |  | Tumbleweed Transfer to AIX |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **provide to** | | | | | | |
| department |  | send to | |  | CC | |
| HIM | |  |  | |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **project location** | | | | | | |
| Documentation |  | aix | |  | W:\ | |
|  | |  |  | |  |  |

* HIM Backup Resource: 1.Dennis, 2.Craig

Instructions:

## Connect to the aix

* Open Exceed and Log in using your credentials.

## Navigate to File Location

* cd /health/extdata
* move file to /health/nrs/raw
  + mv \*NRS\* /health/nrs/raw

## CHange the ownership

* Sudo chown health:health \*NRS\*
* sudo chmod 644 \*NRS\*

## EXTRACT THE RAW FILES

* tar –xvf filename

## Navigate to the support programs directory

* cd health/support/NRS/prog
* Build NRS.sas This calls programs that read each of the 5 source files provided:
* Admit
* Discharge
* Episode
* Facility
* RPG
* change the file date
* In September, update any of the read programs to accommodate any file layout changes made by CIHI.
* Documentation for this can be found in FileLayouts & Documentation/NRS/*FiscalYear*
* change the filename variable to the current month

## run the file

* Run the File

## CHange the ownership

* cd /health/nrs
* Sudo chown health:health \*YYMM\*
* sudo chmod 644 \*YYMM\*

## Completed

* Go To /health/nrs/raw
* rm \*txt

# CCRS

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| **Revieved From** | | | | | | |
| Date Excpected |  | Department | |  | Method Recieved | |
| Received quarterly before the 15th of October, January, February & July | |  | CIHI | |  | Tumbleweed Transfer to AIX |

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| **provide to** | | | | | | |
| department |  | send to | |  | CC | |
| HIM | |  |  | |  |  |

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| **project location** | | | | | | |
| Documentation |  | aix | |  | W:\ | |
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* HIM Backup Resource: 1.Dennis, 2.Craig

Instructions:

## Connect to the aix

* Open Exceed and Log in using your credentials.

## Navigate to File Location

* cd /health/extdata
* move file to /health/ccrs/raw
  + mv \*CCRS\* /health/ccrs/raw

## CHange the ownership

* Sudo chown health:health \*MMMYYYY\*
* sudo chmod 644 \*MMMYYYY\*

## EXTRACT THE RAW FILES

* tar –xvf filename

## Navigate to the support programs directory

* cd /health/support/ccrs/prog
* Open ImportCCRSYYYY (start of fiscal year). This program calls the import programs for each of the 6 files provided:
* Assessment
* BedType
* Functional Centre
* Medication
* Organization
* Private Pay
* change the file date
* change the filename variable to the current month
* In October, update any of the read programs to accommodate any file layout changes made by CIHI.
* Documentation for this can be found in FileLayouts & Documentation/CCRS/*FiscalYear*

## run the PROGRAM

* Run the program.

## CHange the ownership

* cd /health/ccrs
* Sudo chown health:health \*Y1Y2\_Q\*
* sudo chmod 644 \*Y1Y2\_Q\*

## Completed

* Go To /health/ccrs/Raw
* rm \*csv

# RETPOPDT

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| **Revieved From** | | | | | | |
| Date Excpected |  | Department | |  | Method Recieved | |
| 1st of June & December | |  | ISB | |  | Tumbleweed Transfer to AIX |

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| **provide to** | | | | | | |
| department |  | send to | |  | CC | |
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| **project location** | | | | | | |
| Documentation |  | aix | |  | W:\ | |
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* HIM Backup Resource: 1.Dennis, 2.Craig

Instructions:

## Connect to the aix

* Open Exceed and Log in using your credentials.

## Navigate to File Location

* cd /health/extdata

## Move Data to Raw Location

* sudo mv \*YYMM\* /health/population/raw
* cd /health/population/raw

## CHange the ownership

* Sudo chown health:health \*YYMM\*
* sudo chmod 644 \*YYMM\* Navigate to the update program
* cd /health/support/population/prog
* open RETPOPDT.SAS
* change the fiscal year and gfiscal year (gfiscal year represents the most up to date fiscal year found in the geography support tables i.e. – convert, mun)
* Ver can only be 06 or 12.
* You receive the June retpopdt in December, and the December retpopdt in June.
* If there have been any municipality changes, integrate them into the first step in the data set.

## run the file

* Run the program.

## CHange the ownership

* cd .. (command used to move to the directory immediately above the current one)
* Sudo chown health:health \*YYMM\*
* sudo chmod 644 \*YYMM\*

## 06 additional step

* If the version is 06, then we must take a copy of the newly created retpop and move it to the W:\hltdss\Home\Projects\DSS\Population\Retpopdt\SAS

## end

* Inform Craig that you are complete.

# CDM(Conference of Deputy Ministers of Health) Doctor Table

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| **Revieved From** | | | | | | |
| Date Excpected |  | Dependent on | |  | Method Recieved | |
| 1st of the month | |  | Doctor File | |  |  |

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| **provide to** | | | | | | |
| department |  | send to | |  | CC | |
| HIM | |  |  | |  |  |

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| **project location** | | | | | | |
| Documentation |  | aix | |  | W:\ | |
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* HIM Backup Resource: Craig

Instructions:

By performing the updates to the Doctor dataset, the CDM will automatically be completed.

# BMD Database

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| **Revieved From** | | | | | | |
| Date Excpected |  | Dependent on | |  | Method Recieved | |
| 15th of the Month | |  | Rosemary Miranda (BMD Program) | |  | Tumbleweed Transfer from St. Boniface |

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| **provide to** | | | | | | |
| department |  | send to | |  | CC | |
| HIM | |  |  | |  |  |

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| **project location** | | | | | | |
| Documentation |  | aix | |  | W:\ | |
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* HIM Backup Resource: Craig

Instructions:

## contact st boniface hospital

* On the third week of the month, connect with Rosemary Miranda to confirm monthly transfer from St. Boniface hospital.
* When it’s received, Penny will receive an email saying she has the new data.

## Connect to the aix

* Open Exceed and Log in using your credentials.

## Navigate to the update File Location

* The File is located at W:\...\Projects\DSS\HIPC\Databases\BMD Databases\
* Create a new Folder for the year (YYYYMONTHClean)
* Copy over most recent previous SAS program & rename: YYYYMONTHClean.sas

## connect to tUmbleweed

* Navigate to <https://twedge1.health.internal/>
* An error will occur … choose to continue to site
* Log in to Tumbleweed using your credentials
* Navigate to MH-HIM-SBGH-BoneDensity
* In this folder, select file and click download,
* put the file in W:\...\HIPC\Databases\BMD Database\YYYYMONTHClean

## run the file

* Within the SAS file, the Code has been coded in “Steps”.
* Step 1:
* Before running, we must make the appropriate changes so that you are referencing the most recent library versions.
* Change your matchDate variable
* Change your proc import based on the format of the file
* *If Necessary:* Change the setup data step so that all fields are formatted the same as the previous version.
* Step 2:
* Run as written
* Step 3:
* Verifying the output after each SQL statement
* Step 4:
* Run as written
* Step 6:
* Only run Step 6 every April. If it is run, it must be moved to the AIX in the directory of /projects/NDSS/Data/MB/Rawdata/MedData.
* Change the Permissions with
* sudo chown health:dmndss bmd\*
* sudo chmod 644 bmd\*

## completing the mpan

* Once this is complete, and Dennis’ updates to medical claims & DPIN are complete, we can begin the MPAN.

## navigate to MPAN sas file

* /projects/him/hipc/h0708-31/prog/h0708-31 in use.sas

## open file

* Open File
* Change mth to current month
* Change the procdt
* The letter associated with the month prior to the current month
* Move it up one letter until L & then goes back to A
* Move the value in dpindt up one month (check raw source data for month if need be)

## run the file

How to Run The File

## move generated files to W drive

* Two SAS datasets are created with the ext. sas7bdat.
* \projects\him\hipc\h0708-31/data
* docsYYYYMM 🡨 This is current years and month
* fxptsYYYYMM 🡨 This is current years and month
* Move these files to: W:\hltdss\Home\Projects\DSS\HIPC\2007\_2008 HIPC applications\2007\_2008\_31 (Closing Post Fracture Care Gap)\Workspace\RawData

## run the sas file

* H0708-31 (in use).sas found in Workspace
* Change the cohort number in your H0708-31 (in use).sas file, by increasing it by one month.
* Run the SAS File

## record the log data

* Find where the two generated files (.dbf) under the names are created:
* pt*yymm* (where yy and mm is the current date)
* md*yymm* (where yy and mm is the current date)
* These record counts and total cohort count are sent to Darlene Dreilich.
* Darlene will respond with job numbers for both the md and pt. We place these numbers at the start of each of their respective file names.

## Encrypt data

* Open PCrypt
* Encrypt the Files Individually using the password in the SAS program

## Send Data

* Burn the Encrypted files to a cd.
* Give the cd to the HIM coordinator of HIPC.

# MPAN Mail Out

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| **Revieved From** | | | | | | |
| Date Excpected |  | Department | |  | Method Recieved | |
| See Chart | |  | Medical and Registry Files | |  |  |

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| **provide to** | | | | | | |
| department |  | send to | |  | CC | |
| Primary Care | |  | Darlene Drielich | |  | Christina Von Schindler |

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| **project location** | | | | | | |
| Documentation |  | aix | |  | W:\ | |
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* HIM Backup Resource: Craig

Instructions:

* This is completed by running the BMD

# HPV Report

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| **Revieved From** | | | | | | |
| Date Excpected |  | Department | |  | Method Recieved | |
| 10th of the Month | |  | MIMS and Registry Files | |  |  |

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| **provide to** | | | | | | |
| department |  | send to | |  | CC | |
| Public Health | |  | Kellie Navitka (Liebrecht) | |  | Trish Caetano |

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| **project location** | | | | | | |
| Documentation |  | aix | |  | W:\ | |
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* HIM Backup Resource: Craig

Instructions:

## Connect to the aix

* Open Exceed and Log in using your credentials.

## Navigate to the update File Location

* The File is located at /projects/him/adhoc/pklassen/vpd/hpv/HPV\_Update\_WithFN(20122013).sas

## Update the PERIOD macro variable to the correct date

Okay, you get the idea. If you’ve got notes to add about your financials, add them here.

## run the file

Run the Sas File.

## update report on w drive

* Once we run the HPV report, we move the 4 output datasets to the W drive.
* W:\hltdss\Home\Projects\DSS\MIMS\Monthly Reports\HPV Uptake Monthly\20122013
* hpv\_201305
* hpvfn\_201305
* hpv\_all\_201305  
  hpvfn\_all\_201305

## Navigate to the uptake File Location

* The File is located at /Projects/him/adhoc/pklassen/vpd/hpv/HPV\_Uptake(InUse).sas

## Update the PERIOD macro variable to the correct date

Okay, you get the idea. If you’ve got notes to add about your financials, add them here.

## run the file

Creates excel workbook

Copy formatted worksheets from the previous month

## Navigate to the uptake File Location

Go to W:\hltdss\Home\Projects\DSS\MIMS\Monthly Reports\HPV Uptake Monthly\20122013\HPV Uptake Monthly Report.sas, and update the report. (If there is no excel sheet, there was an error)

## Update the date to the correct date

Month, PRD

## run the file

Keep in mind that some of these headings might not apply to your business (and you might have others to add). This one, for example, is about potential liabilities that could arise if something happens in the future, such as a pending legal decision.

## navigate to excel

Open the previous months excel, make copies of each 4 sheets, and update the 4 dates. (These are references at the bottom)

## update excel

Get the HPV data from HPV\_ALL\_DATA and place it into the cumulative sheet.

Update only the most recent school year in school analysis.

# CCMB (Cancer Care Manitoba)– Hyst and Colon Cancer

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| **Revieved From** | | | | | | |
| Date Excpected |  | Department | |  | Method Recieved | |
| 1st week of the month | |  | Medical and Registry Files | |  |  |

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| **provide to** | | | | | | |
| department |  | send to | |  | CC | |
| CCMB | |  | Ron McKinna | |  |  |

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| **project location** | | | | | | |
| Documentation |  | aix | |  | W:\ | |
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* HIM Backup Resource: Craig

Instructions:

## Connect to the aix

* Open Exceed and Log in using your credentials.

## Navigate to File Location

* The Hysterectomy program is located at /projects/him/adhoc/pklassen/ccmb/hyst/monthly\_hyst\_extract.sas.
* The Colon Cancer File is located at /projects/him/adhoc/pklassen/ccmb/colorectal/monthly/colon\_rectal\_inuse.sas.

## Update the fileout variable to the correct date

This must be completed for both the hyst and colon cancer SAS files.

## run the file

Run both SAS files.

## Navigate to AIX file location

* /projects/him/adhoc/pklassen/ccmb/hyst
* File: HystYYMM. We are only transferring the txt file, not the sas file.

## Place files in w drive

* W:\hltdss\Home\Projects\DSS\ADHOC\Penny\CCMB\Hysterectomy

## Navigate to AIX file location

* /projects/him/adhoc/pklassen/ccmb/colorectal/monthly
* Files: FOBT, SIG, Scopes

## Place files in w drive

* W:\hltdss\Home\Projects\DSS\ADHOC\Penny\CCMB\Colonoscopy Extracts\Data\Sent

## Log in to tumbleweed

* Navigate to <https://twedge1.health.internal/>
* An error will occur … choose to continue to site
* Enter your username and password

## navigate to folder in tumbleweed

* MHHIM-CCMB folder

## Upload Files

* Browse to the files we want to send
* Send all of the Cancer Care information together.
* Hyst
* FOBT
* SIG
* Scopes
* *An automatic email is sent to Ron McKinna, if anything is changed, manually email him.*

## Log out

* Log out of Tumbleweed

# Contact Information

To replace a photo with your own, right-click it and then choose Change Picture.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Penny Klassen Database Administrator |  | Dennis Hudyma Database administrator | |  | Craig Kasper Database Administrator | |
| **Tel** 204-786-7321  **Fax** 204-944-1911  Penny.klassen@gov.mb.ca | |  | **Tel** [Telephone]  **Fax** [Fax]  Dennis.hudyma@gov.mb.ca | |  | **Tel** [Telephone]  **Fax** [Fax]  Craig.kasper@gov.mb.ca |

# Company Information

Information Management Branch, Health Manitoba

4035-300 Carlton Street, Winnipeg, MB, R3B 3M9

**Tel** 204-###-####

**Fax** [Fax]

www.gov.mb.ca/health

