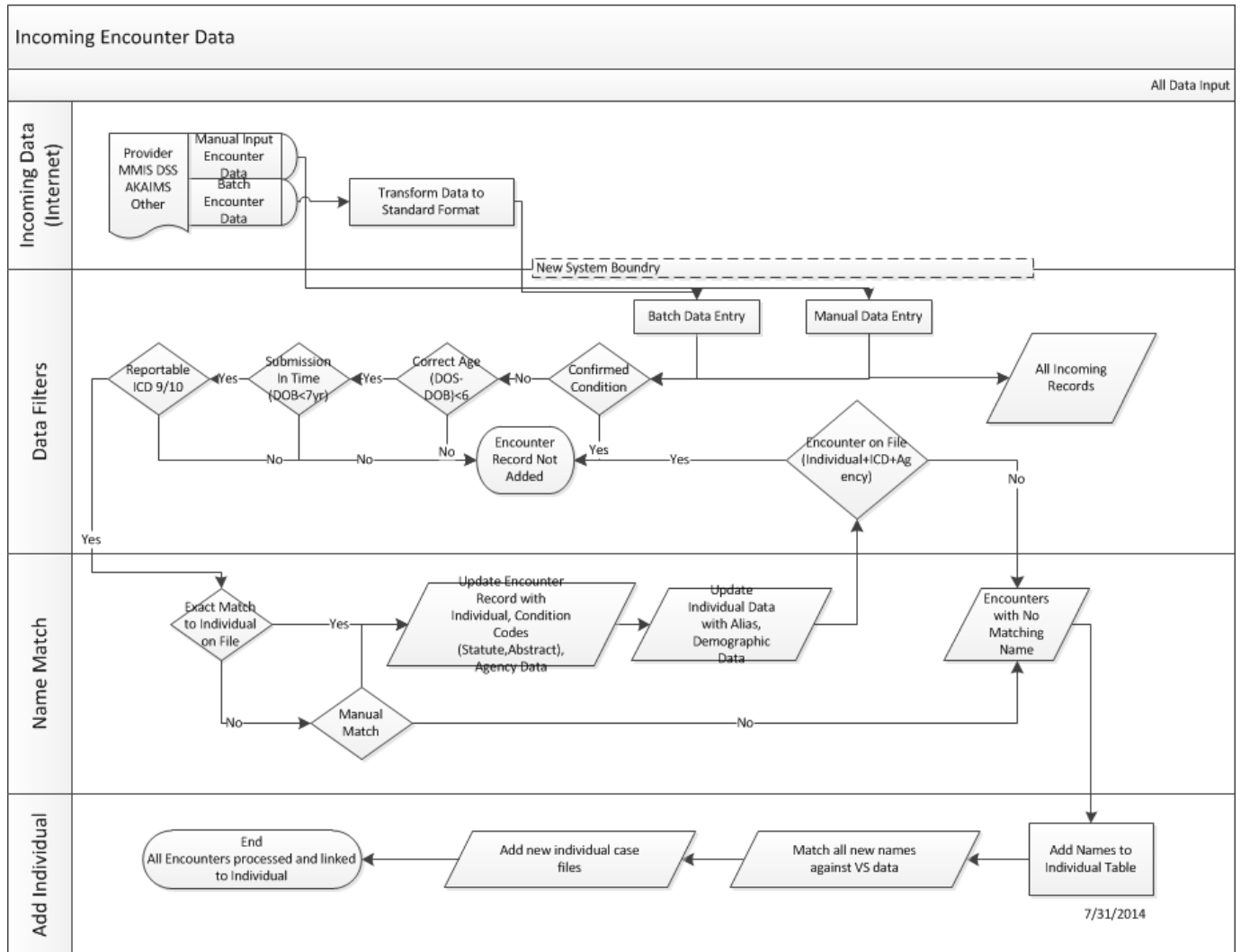


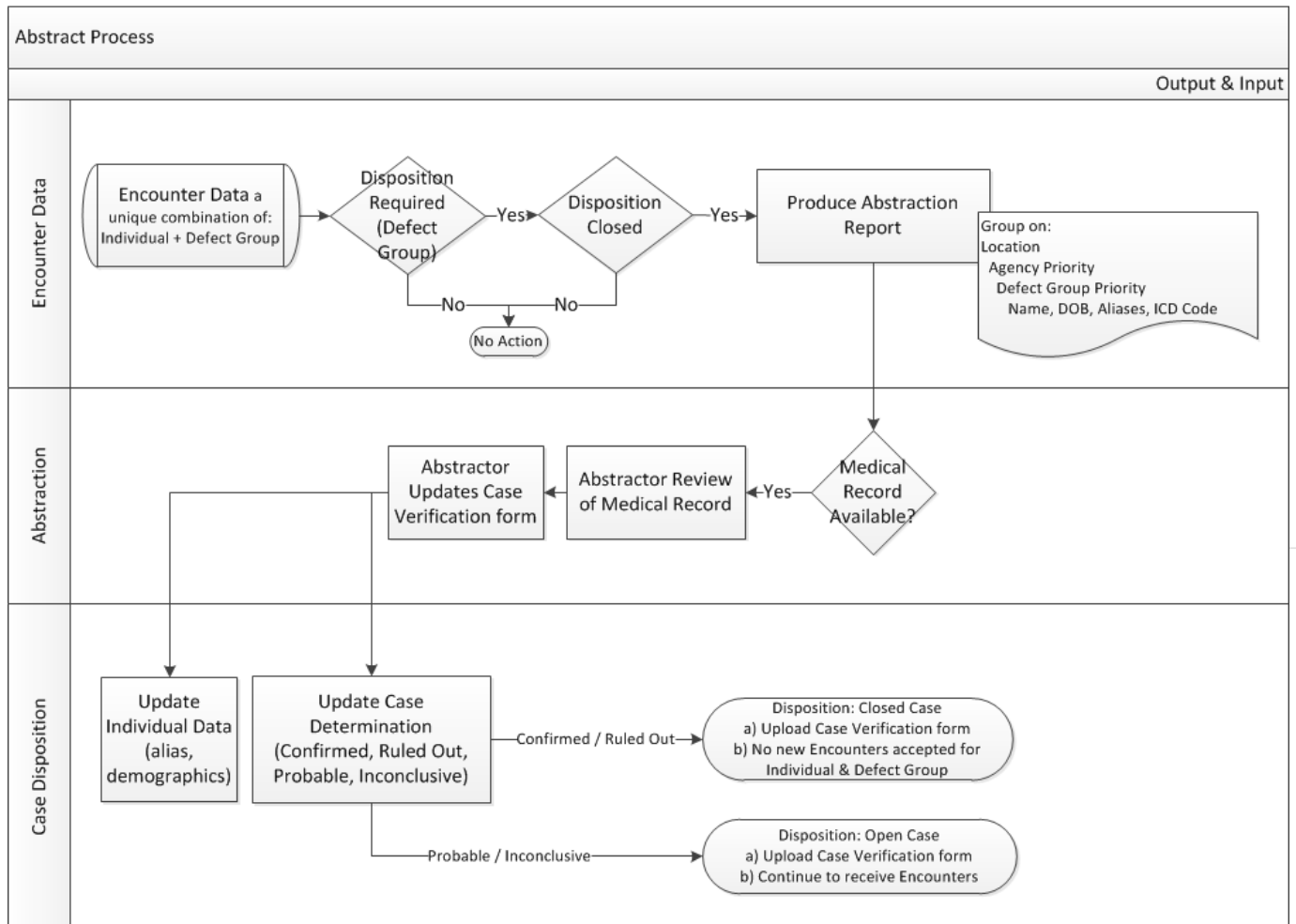
Attachment 8 Glossary & Acronyms

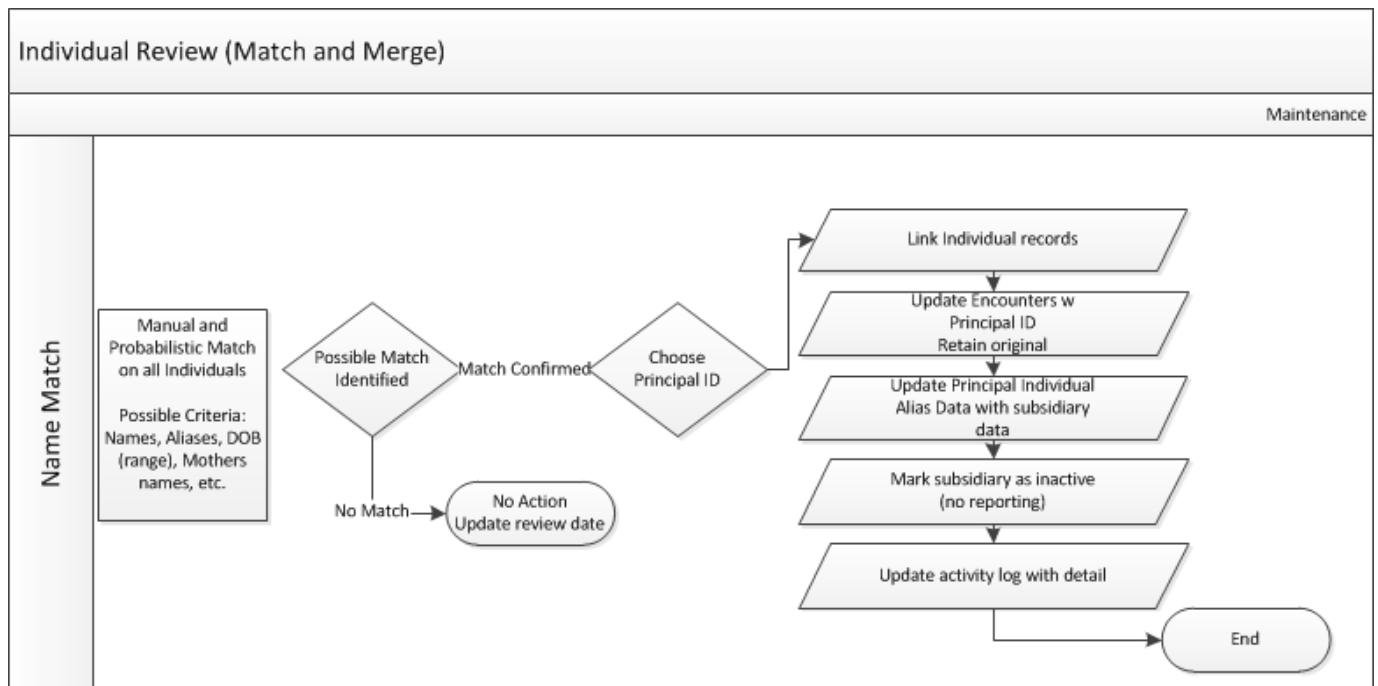
Health Care Provider	Any individual, institution or facility that provides health care or has medical records, including individual health care professionals (physicians, nurses), clinics, physical therapists, Medicaid system.
Individual	The identifying information for a unique individual in the system. Last name + first name + middle name + sex + dob
Abstract	Collection of data to verify a reported condition for an individual
Protected Health Information (PHI)	Any identifiable individual health information
DOB	Date of Birth
DOS	Date of Service
ABDR or BR	Alaska Birth Defect Registry
PHI	Any protected health information
Provider	health care provider
Data manager	BR data manager
FAS	Fetal Alcohol Syndrome
Encounter	Provider submission of service information
ICD-9, 10	International Statistical Classification of Diseases (ICD)

Attachment 9 Incoming Encounter Data



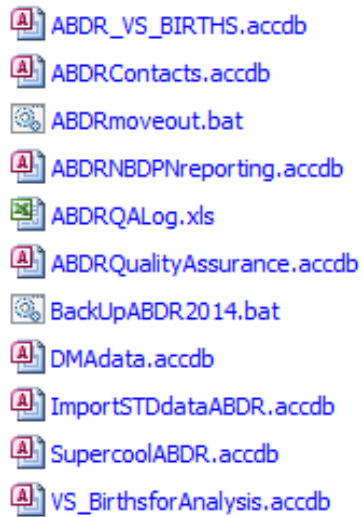
Appendix 10 Abstraction Data Acquisition



Attachment 11 Individual and Vital Statistics Match and Merge

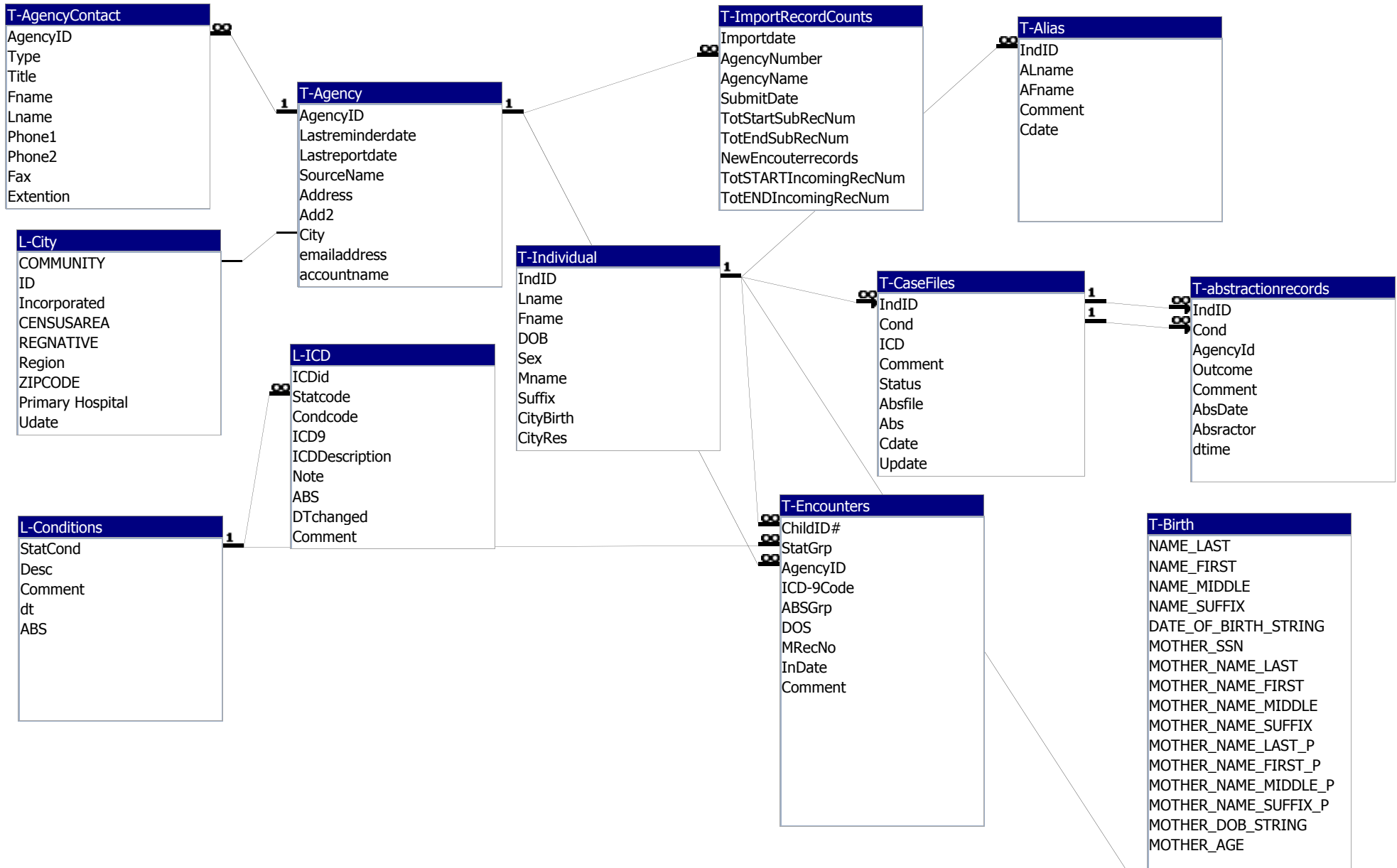
Attachment 12 ABDR Data Files

A. The current Registry operates across a number of data files. The major files are shown below.



B. Data File Linkages

Major table linkages are shown below.



Attachment 13 Major Data Structures**A. Individual data file**

Child ID	Long Integer	4
Date Child ID Created	Date/Time	8
Sex	Text	7
LastName	Text	50
FirstName	Text	30
MiddleName	Text	30
Suffix	Text	50
AliasFirstName	Text	255
AliasMiddleName	Text	255
AliasLastName	Text	255
BirthCert#	Text	10
DeathCert#	Text	10
DOB	Date/Time	8
BirthState	Text	255
CityOfBirth	Text	30
CityofResidence	Text	30
TwinId	Long Integer	4
RaceAKNative/AMIndian	Yes/No	1
RaceAsian/PacificIslander	Yes/No	1
RaceBlack	Yes/No	1
RaceWhite	Yes/No	1
RaceUnknown	Yes/No	1
HispanicEthnicity	Yes/No	1
Medicaid#Original_Re	Text	50
SSN	Text	255

B. Reporting agency data file

AgencyID	Long Integer	4
SourceName	Text	200
SourceInABDR	Yes/No	1
ContactTitle	Text	50
ContactFirstName	Text	50
ContactLastName	Text	50
ContactJobTitle	Text	50
Address	Text	255
Add2	Text	40
agency table cont.		
City	Text	50
State	Text	20
PostalCode	Text	20
AreaCode	Text	3
Workphone	Text	7
WorkPhoneold	Text	30
FaxNumber	Text	7
WorkExtension	Text	20
FaxNumberold	Text	30
EmailName	Text	75
Email2	Text	80
Emailnamesecure	Text	40
Web-site	Text	255
ReminderPreference	Text	10
ReportingPreference	Text	10
Notes	Memo	-
SourceType	Text	50
CareType	Text	50
Affiliation	Text	50
AbstractTitle	Text	100
AbstractFirstName	Text	50
AbstractLastName	Text	50

AbstractJobTitle	Text	50
AbstractAddress	Text	255
AbstractCity	Text	50
AbstractState	Text	255
AbstractPostalCode	Text	20
AbstractWorkPhone	Text	30
AbstractWorkExtension	Text	20
AbstractFaxNumber	Text	30
AbstractEmailName	Text	75
AbstractNotes	Memo	-
Reminderfreq	Text	1
SourceID	Long Integer	4
comment	Text	80
Region	Text	80
LstRptwRec	Date/Time	8
Inactive	Yes/No	1
Lastreminderdate	Date/Time	8
Lastreportdate	Date/Time	8

C. Sample Encounter data file

SubmissionID	Long Integer	4
ChildID#	Long Integer	4
ICD-9Code	Text	7
AgencyID	Long Integer	4
SourceID	Text	50
DiagnosisDate	Date/Time	8
DiagnosisDateSub	Yes/No	1
SubmissionDate	Date/Time	8
SubmissionDateSub	Yes/No	1
Record Creation Date	Date/Time	8
DiagnosisNarrative	Text	255
FAS Dx Code	Text	50
PlaceofMedRecords	Text	100
MedRecordNumber	Text	50
AbstractionPerformed	Yes/No	1
ResultNumber	Long Integer	4
DateOfAbstraction	Date/Time	8
ICN for Medicaid Claims	Text	50
ModifyCode	Text	1
ImportCode	Text	1
ImportDate	Date/Time	8
FAS_Abtracted	Text	1
FAS_LastSubmissionDate	Date/Time	8
FAS_LastAbtracted	Date/Time	8
FAS_LastAbtractor	Text	3
FAS_ReasonNoAbstract	Text	100
FAS_Comments	Text	50
AbstractionSite	Text	255
PlaceOfAbstract	Text	255
ICDGrp	Text	3

D. Standard Encounter Import data file

structure		
DateofService	Date/Time	8
LastName	Text	50
FirstName	Text	50
MiddleName	Text	50
DOB	Date/Time	8
Sex	Text	1
Race	Text	5
CityofResidence	Text	50
CityofBirth	Text	50

MedicalRecordNumber	Text	25
ICDCode	Text	10
Description	Text	160
ProviderID	Long Integer	4
ProviderName	Text	80
ChildID	Long Integer	4
fasdiagcode	Text	4
subdate	Date/Time	8
cityid	Long Integer	4

A. Incoming Encounter summary structure

Importdate	Date/Time	8
AgencyNumber	Long Integer	4
AgencyName	Text	80
SubmitDate	Date/Time	8
TotStartSubRecNum	Long Integer	4
TotEndSubRecNum	Long Integer	4
NewEncouterrecords	Long Integer	4
TotSTARTIncomingRecNum	Long Integer	4
TotENDIncomingRecNum	Long Integer	4
NewChildIDcount	Long Integer	4

B. ICD-9 table

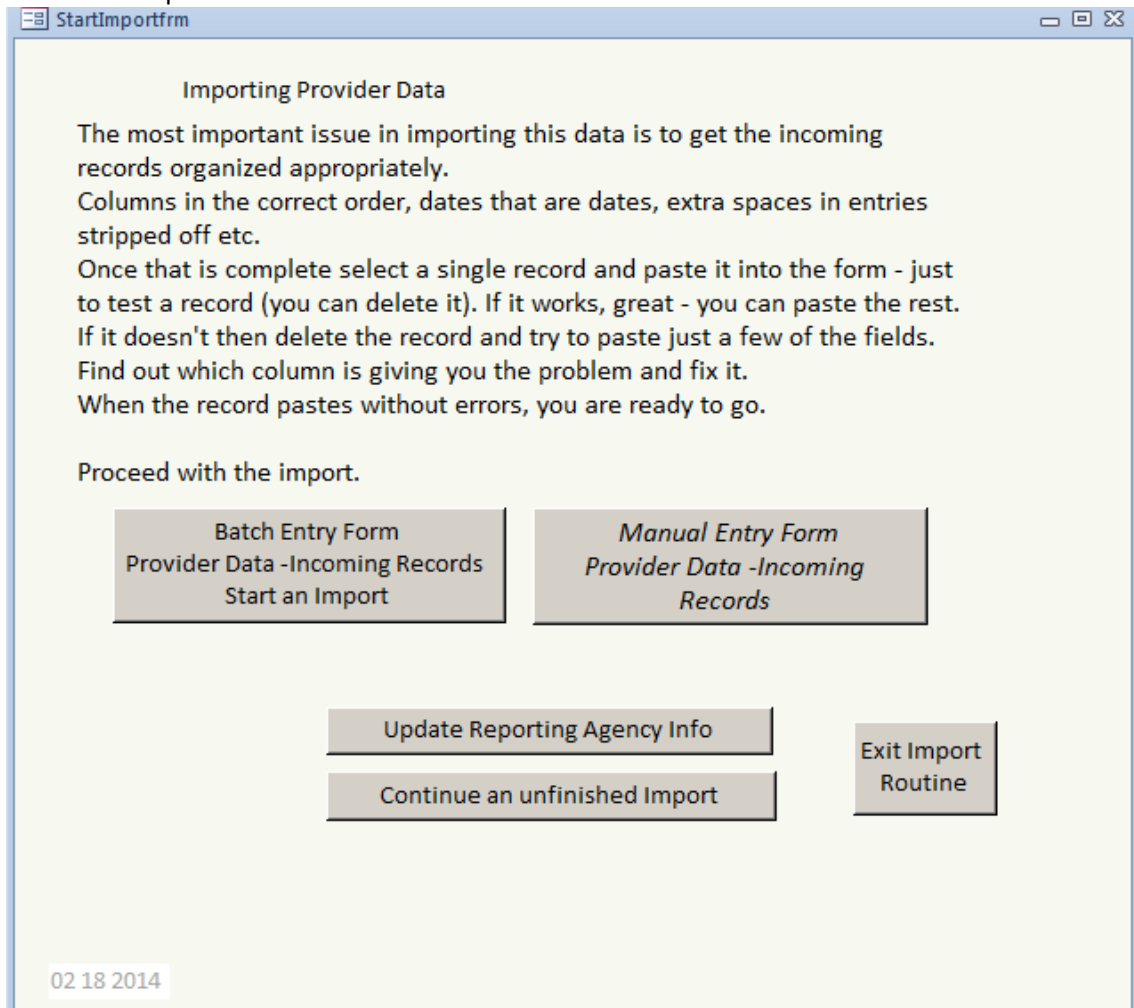
ICD-9 Code	Text	7
ICD-9 Narrative	Text	255
DefectCD	Text	50
Condition	Text	50
Body system	Text	50
ICD-9 Status	Yes/No	1
Note	Text	50
Icd-9 table cont.		
ICD-10 Code	Text	255
ICD-10 Narrative	Text	255
AlaskaInterest	Yes/No	1
ICDGroup	Text	4

C. FAS diagnosis crosswalk to ICD-9

ID	Long Integer	4
FASDxCODE	Text	50
Category	Text	50
DiagnosticNarrative	Text	100
ICD9Replacement	Text	50

Attachment 14 Encounter Input Form

Encounter Import form



The screenshot shows a web application window titled "StartImportfrm". The main content area has a light green background and contains the following text:

Importing Provider Data

The most important issue in importing this data is to get the incoming records organized appropriately.
Columns in the correct order, dates that are dates, extra spaces in entries stripped off etc.
Once that is complete select a single record and paste it into the form - just to test a record (you can delete it). If it works, great - you can paste the rest. If it doesn't then delete the record and try to paste just a few of the fields. Find out which column is giving you the problem and fix it. When the record pastes without errors, you are ready to go.

Proceed with the import.

Below the text are four buttons:

- Batch Entry Form**
Provider Data -Incoming Records
Start an Import
- Manual Entry Form**
Provider Data -Incoming Records
- Update Reporting Agency Info**
- Continue an unfinished Import**
- Exit Import Routine**

In the bottom left corner, there is a date stamp: 02 18 2014.

Attachment 15 Import and Manual Entry provider encounter data entry

>> Import Provider Data <<

Importing Records
Start with the Button Below

Start a New Import

Please do the steps in order. Click the checkbox when complete.

1. Paste All Records from the spreadsheet into table. Check the Box when done
2. Enter the Date Submitted and Choose the Reporting Entity from the list. Save the record.
3. Click on 3 Check Ages, Assign Agency, Match Child ID's
4. Click on 4 Remove Unreportable Codes below
5. Click on 5 Try to Match to Similar Records in Data Set

If there are records in the pop up sheet. Delete the corresponding ICD records in your incoming record set.

***** ALL possible Matches are Complete *****
ANY remaining records need new Child ID's to complete the import

6. Click on 6 Add New Child ID's for Unmatched Records

Click on 7 Finish - All Records Matched... add Records to Submissions

Starting Submission Record Count: 397229 # Records Added ImportStamp
Ending Submission Record Count: 397232 3 3/5/2014 8:31:56 AM

Starting Count Incoming Records: 212
After Age Review: 212 Final Count Incoming Records
After ICD Review:

Starting Count of Matched Records: Count after Matching: New Child ID's created: 1

DoS	LName	FName	MN	DOB	Sex	Race	ResCity	BCity	MedRec	ICDcode	Desc	FAScode	ChildID	ProvID
-----	-------	-------	----	-----	-----	------	---------	-------	--------	---------	------	---------	---------	--------

Record: 1 of 212 Unfiltered Search

3 Check Ages, Assign Agency, Match Child ID's

4 Remove Unreportable Codes

5 Try to Match to Similar Records in Data Set - Open Match Form

6 Add New Child ID's for Unmatched Records

7 Finish - All Records Matched... add Records to Submissions

Record: 25 of 25 Unfiltered Search

[illegible]

Attachment 17 Import VS Data form

ImportBVRecords_frm_kc

Process for Incoming Vital Stat data.

1. Before starting the import open the incoming .txt file.
Look the data over and make sure that it looks good and that all of the columns are aligned.
If all looks good enter the path and the file name of the text file you want to import below.

Path: R:\ABDR\Data_Providers\Source_reports\1_Pending_Reports

File: ??-?-?-?-?-?-?

2. Generate Import file (and a copy)

(The file Import_BVS_File.txt should appear in the same directory as the incoming txt file.)

3. Import The File

(The table Import_BVS_File should appear in the database.)

4. Take a few minutes to review the table Import_BVS_File and compare with the .txt version of the file. Open them up side by side to compare.
If the first record is offset by one character. Don't continue
If you look at the record every field is offset by a single character. You will need to delete the first character of the .txt file save it, and re-run the import. After you've run the import, find the name, delete the special character and put in the correct first letter. I had a file that had an unprintable character (carriage return or something) that showed up after the import and offset the first row by 1 character. Please check the data for consistency.
If you see any odd characters you will need to open the txt file and save it with a different character set. Use Unicode UTF-8, save the file and re-run the import. To review the data:
a) sort the date of birth field and ensure that all dates are 8 characters.
b) same with the Mother DOB field
c) check the Sex field - M F or U
d) check the State_File_Number field - ensure all are 10 char
If you need to edit the text file rerun the import, and edit the changed record!!
When all is good proceed to # 4...

4. Remove old records from Data file.
Add New Records
Update fields for Dates and Race.

Please review the AppendBirths table to ensure that date looks good. Then proceed with # 5.

5. Update Births Table with New records

Records in the Births file after Import:

Records in the Births file at Start:

Records Added:

Existing Records Updated:

Records in the Append file (Incoming):

Incoming Records in Import file:

The record counts should match.
Incoming Records = Append Table records + Updated Records
NEW Birth Cert records + Existing Births records = New Birth record count
If not you need to find out why, fix the data, rollback the import, and re-run it.
Or proceed to # 6

6. Enter the path to the thumb drive and the path to the text file Archive.

Thumb Path: E:\Text Files\2014

Archive Path: R:\ABDR\Data_Providers\Source_reports\6_BVS_Vital stats_Archive Copies\2014

Comment for this Import:

7. Backup and Clean Up files
Update Births Table with New records

8. Once imported the records need to be matched to the existing Registry records that have no VS record attached to them.

8. Match VS Records with Current ABDR records

9. When complete with the approximate matching process.
You are done

9. Done
Close the Form

Attachment 18 Child Encounter / Case verification form

Child Information

Child ID#:

Birth Cert#:

Mother's Last Name:

Mother's Maiden Name:

Mother's First Name:

Father's Last Name:

Run Macro

Birthplace:

B City:

R City:

AKNative/AMIndian

Asian/PacificIslander

Black

Hispanic Ethnicity

White

Other/Unknown

ALastName:

AFirstName:

AMName:

ENCOUNTERS

ICD-9Code	Statute Grp	ABSGrp	SourceID	ID	MinOfDiagnosisDate	MaxOfDiagnosisDate
-----------	-------------	--------	----------	----	--------------------	--------------------

Record: 1 of 2 No Filter Search

ABSTRACTIONS

CodeRange	Comments	Status	FileName	StatusChgDa	DateRecordC
-----------	----------	--------	----------	-------------	-------------

Record: No Filter Search

Attachment 19 Report Criteria Forms

Source: 1. Aaa Test		Contact: In Charge Michelle Sweet
AK		Phone:
UNKNOWN, Alaska		Fax: () 777-7777
Remind Prof: Fax	Report Prof: Fax	Email: Reminder sent for data from October 1, 2011
<u>Contact Date</u>	<u>Contact Type</u>	<u>Contact Notes</u>
1/1/2014	RemindLetter	Reminder sent for data from October 1, 2011 - December 31, 2012 via Email.

Select Sentinel Condition

Step 1:
SELECT report criteria:

Select Sentinel Condition:
[Dropdown]

Select Birth Cohort:
DOB From 1/1/1996 To 6/10/2014

Step 2:
SELECT one of the following location filters:

☒ City
[Dropdown]

Or
☐ Region
[Dropdown]

Step 3:
SELECT case status:

Case Status:
[Dropdown]

Close Form Generate Report

AgencyCity:	Anchorage	ConditionName:	Hypospadias
Child's Name (+ Aliases):	[Redacted]		
ChildID#:	DOB:	SSN:	ICD-9# SourceID/Place of MedRec/Agency/Med Rec# Case Decision/ Comments:
51832	[Redacted]		
Child's Name (+ Aliases):	[Redacted]		
ChildID#:	DOB:	SSN:	ICD-9# SourceID/Place of MedRec/Agency/Med Rec# Case Decision/ Comments:
52121	[Redacted]		
Child's Name (+ Aliases):	[Redacted]		
ChildID#:	DOB:	SSN:	ICD-9# SourceID/Place of MedRec/Agency/Med Rec# Case Decision/ Comments:
52287	[Redacted]		
Child's Name (+ Aliases):	[Redacted]		
ChildID#:	DOB:	SSN:	ICD-9# SourceID/Place of MedRec/Agency/Med Rec# Case Decision/ Comments:
52287	[Redacted]		
Child's Name (+ Aliases):	[Redacted]		
ChildID#:	DOB:	SSN:	ICD-9# SourceID/Place of MedRec/Agency/Med Rec# Case Decision/ Comments:
52301	[Redacted]		