STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

<u>MEMORANDUM</u>

DATE:	February 17, 2016	**CCPC HO Memo #16-05**

TO: Health Officers
CRF Cancer Program Directors, Coordinators and Staff
SAHC CRF Program Directors, Coordinators, and Staff

FROM: Maria-Theresa C. Okafor, PhD, MCG, Program Manager
Surveillance and Evaluation Unit, Center for Cancer Prevention and Control

RE: **Client Database (CDB) Cycle Document Upload Requirement**

Effective March 31, 2016, all Procedure and Pathology Reports and Pre/Post Office Visit Progress Notes if applicable, **are required** to be uploaded as cycle documents into the CDB. This replaces guidance previously provided in Health Officer Memo #13-27 and referenced in Health Officer Memo #14-28. Programs needing equipment to upload cycle documents into the CDB may allocate funds for equipment costs in their CPEST grant award.

Uploading cycle documents directly into the CDB reduces staff time spent manually entering data, reduces the likelihood of data entry errors, and enables CCPC staff to better assist local programs with technical /clinical inquiries, and conduct quality assurance reviews.

Prior to uploading cycle documents to the CDB, they must be scanned and saved in PDF format, using the directions below. Step-by-step instructions and screenshots on how to upload and view cycle documents can be found in Attachment 1.

Directions:
Scanning and Saving:
1. Using a scanner or copier, scan the document(s) you wish to upload, in PDF format.
2. Save the file to a secure and confidential location on your computer. Please note that if you are uploading to your hard drive or desk top, you **must** delete this file once you have uploaded it in the CDB. Also, please note, that viewing uploaded documents follows the same confidentiality protocol used for CDB User Access Levels. Only users with certain CDB access rights can view cycle documents that have been uploaded to the CDB.

Uploading Cycle Documents

1. Using the "Go To" drop down menu, located in the upper right hand corner of a client's cycle in the CDB, select 'Cycle Documents' and click on "Go" to get to the Cycle Documents page.
2. Click the 'Upload' button, and a new screen will appear.
3. Click on 'Browse' and locate the cycle document you want to upload; once you have selected the cycle document you wish to upload, click the 'Upload' button; if you have successfully uploaded the document, a "File Uploaded Successfully" message should appear.
4. If you are uploading multiple cycle documents, repeat the steps above, for each document you wish to upload

If local program staff requires further assistance on utilizing the CDB Cycle Document Upload Feature, please contact us at dhmh.cdbhelp@maryland.gov

Attachment (sent electronically to Health Officers, CPEST Coordinators)

cc: D. Gugel
    C. Lewis /S. Hokenmaier
    K.L. Tai