Tips, Notes, and Recommendations for Using the Cancer Client Database (CDB)
December 2012

	Feature	Recommended Action/Information
	Security/Confidentiality	
1	Confidentiality of client records in CDB	**All client information in the CDB is confidential medical information** and is protected to the full extent of Maryland and Federal law (HIPAA, Health Insurance Portability and Accountability Act). Follow your Health Department/Program guidelines for handling confidential medical information. Use information resources (including data, records, documentation, and database) only for intended purposes according to State policies, laws, and regulations.
2	Access by you and other users and termination of access	Notify DHMH in writing to request authorization for system access. Notify DHMH in writing within one day when an employee or contract personnel with system access is terminated or will no longer require access to the system. Note: system will automatically terminate a user after a period of 60 days of inactivity. Maintain accurate and up-to-date role assignments in the system for staff so that the system access granted by user roles is appropriate for each user. Once a user has been granted access to the CDB with an assigned user role that has certain rights, the user ID, password, and access to the CDB are for that user only and are not to be shared to allow any other person to gain access. **Do not share your CDB login user name/ID, password, access, or proprietary information with anyone else.** If someone else needs access to the CDB, call 410-767-0791 or contact CDBHelp@dhmh.state.md.us.
3	Screensaver on your computer	**Set screensaver with passcode** to activate in 10 minutes if you make no keystroke; this is done from Control Panel/Display. Set "On resume, password protect" so that the user will have to enter the password to gain access after 10 minutes. Protect system access by logging out of the CDB when leaving the computer for more than a brief period of time.
4	Password	**Never tell anyone your password.** Keep your password secure and do not display it in a place where someone could easily find it. Password must contain three of the following: capital letter, lower case letter, number, or special character.
5	Password	Your Internet Browser may ask if you wish it to remember your password for this application. **Say "NO." You should enter your password each time you enter the CDB application.**
6	Back/Forward Button on Web browser	**DO NOT** use the browser's Back and Forward Buttons; rather, use the Previous and Next buttons and Go To function. While the browser buttons may work in some instances, they are not designed for use with the application. Information entered in the database is not saved if the browser buttons are used so the user may lose work.
7	Temporary Files	Temporary files are created that may contain sensitive information. To delete these files, follow these instructions: 1. Open your Internet Explorer Browser 2. Click on Tools from the main menu (top of the screen) 3. Click on Internet Options and then click on Advanced tab 4. Scroll down to the bottom of the list of features and put a check mark in *Empty Temporary Internet Files Folder when Browser is Closed (if not already checked)* 5. Click Apply
	Saving and Deleting	
1	Save/Exit Button	Save file early and often to avoid losing data! Each time you go off a page with "Next," "Previous," and "Go To," the data are automatically saved as well. Information not saved will be lost after 30 minutes of inactivity (not saving) on the same page.

	Tips, Notes, and Recommendations for Using the Cancer Client Database (CDB) December 2012	
	Feature	**Recommended Action/Information**
2	Delete Button	You may only delete a client if core information is entered and no module has been selected in Core for a client. Once the client is enrolled in a module, you will not be able to delete a client (and this Delete button will no longer appear). Contact DHMH for help in deleting a client who has been enrolled in a module.
3	Delete Procedure	Once you check that a procedure is recommended on page 2 of CRC screening form, it opens a row in a procedure table to capture information about that procedure. If the procedure is not done or client eligibility changes as captured on the form, it unchecks the recommendation box. You can then go to Additional Procedure page, view, delete, or edit procedures from this page.
4	Dual Entry	If two persons are entering data in the same client record at the same time, information about the person that was **last saved** will be kept and can overwrite changes not saved by the other enterer. Save your work frequently to avoid this.
	Operations	
1	Additional Module	To enroll client in a module that you did not enter them in originally (from the Core), go to the Client Information page and enroll them in the module from the Client Information page.
2	Adding Multiple Procedures	If you have to add 3 or more screening procedures in CDB (such as pre-screen visit, full physical and colonoscopy), you need to check that all of them were recommended on page 2 of the screening form. You will need to add other procedures (such as surgery, hospitalization) from the Additional Procedure page (from the Go To drop down box in upper right of the screen).
3	BCCP ID	BCCP ID is the system-generated ID created *by the CDB system* using the same format that the BCCP database uses at DHMH. It does *not* mean that the person is in the BCCP. This ID was created so that the two databases would have a common ID for an individual if needed.
4	Billing Information; Copy into Excel	The billing info generates a listing of procedures and payments per client. You can create your own report in Excel. To do so: 1. From the Client Information page, click on Billing Info button. 2. On Client Billing Screen, highlight and copy everything below Expenses. 3. Open Microsoft Excel and in a new blank sheet, click on paste to paste in all of the billing information. 4. If you need to sort information in Excel, please make sure you select all data on the screen. If you sort without selecting all data, it will sort just one column and give wrong information, which is sometimes hard to detect.
5	Nurses' Notes	To print information from this page, go to Cycle Report and "Nurses Notes" are part of the report. Or, highlight and cut the text that you wish to print and paste it into a word processing document.
6	Integers	Use integers (whole numbers) when entering household income; commas and decimals are not allowed.
7	Prohibited Characters > < # "	The database does not allow the following characters in any field: **> < # "** You will need to type these in words (greater than, less than, number) or use single quote marks (') if you need to use them.
8	Radio Button	Once you click on a radio button you can <u>change</u> the response to another selection, but you cannot reset the field to have no selection unless there is a clear button available on the field.