

## DATA REPORT NAMING CONVENTION

<b>IMPORTANT POINTS:</b>	
•	<b>Crystal Reports</b> will be saved in X: Drive: DATA REPORTS >CRYSTAL REPORTS 2018
•	<b>Cognos Reports</b> will be saved in PUBLIC FOLDERS> EPR_ADT_DM>CUSTOM REPORTS>SRHA>DATA REPORTS (REQUESTS) folder within Cognos.
•	<b>Portal Reports</b> will be saved in DISCHARGE ABSTRACT DATABASE (DAD)>SHARED REPORTS>OUR REPORTS>MB>Southern Health – Santé Sud.
•	<b>Provincial Medical and Hospital Reports</b> are available on the Provincial SharePoint.
•	<b>Statistical Repository</b> is available on the Collaborative Worksite.
•	The published reports will be exported in PDF, XLS or RTF format and saved in the appropriate folder linkage found in the Statistical Data Tracking Log.
•	Naming conventions are crucial to locate the report and understand the parameters.
<b>CRYSTAL REPORTS:</b>	
•	Check ‘Select Expert’ for confirmation of all report parameters.
•	All Crystal Reports shall have parameter fields for the data, institution and any other element that can assist the report user.
•	All Crystal Reports shall have a formula to print date parameters in the header.
<b><u>PROCEDURE:</u></b>	
<b><u>Naming Convention of Report:</u></b>	
•	<b>Follow</b> the standard scheme for the naming convention.

**Report Naming Convention**

**EXAMPLE: 01-18 ADT ED Discharge Disposition RegCtrs 2017-18**

**File #(from data tracking log spreadsheet) ADT(Application)-ED(Type of Client)-  
DischargeDisposition(Data)-RegCtrs(Site)-2017-18 (Timeframe)**

<b>Application:</b>	<ul style="list-style-type: none"> <li>➤ ADT</li> <li>➤ EDIS</li> <li>➤ WR3</li> <li>➤ CIHI Portal</li> </ul>
<b>Type of Client</b>	<p>Two alpha characters for the type of client.</p> <ul style="list-style-type: none"> <li>➤ IP – Inpatient,</li> <li>➤ OP – Outpatient,</li> <li>➤ DC – Daycare,</li> <li>➤ ED – Emergency Department.</li> </ul>
<b>Data</b>	<ul style="list-style-type: none"> <li>➤ Indicate the data in the report. For crystal reports -use the hierarchy established. Refer to: x drive-Data Reports Folder/Crystal Reports Folder/Acute Care Folder eg: a report including all intervention and a particular diagnosis-DIAGNOSIS INTERVENTION</li> </ul>
<b>Site</b>	<p>Three alpha characters for sites:</p> <ul style="list-style-type: none"> <li>➤ Regional Centres - BTC, BEH, PDH</li> <li>➤ Single site – 3 alpha character</li> <li>➤ Non-EDIS –NonEDIS</li> <li>➤ Acute - Acute</li> <li>➤ Transitional – Trans</li> <li>➤ Surgical centres – Surg</li> <li>➤ Obstetrical centres – ObsSC</li> <li>➤ All sites – SH-SS</li> </ul>
<b>Timeframe</b>	<p>Identify:</p> <ul style="list-style-type: none"> <li>➤ Fiscal year – 2017-18</li> <li>➤ Calendar year – Jan – Dec 2017</li> <li>➤ Specified months – April2017 – Dec2018</li> </ul>

**Content of Report Header:**

	<b>Extend</b> the width of the Header and include the following:
	<ul style="list-style-type: none"> <li>○ Line 1: TITLE: Diagnosis/Intervention</li> <li>○ Line 2: Site(s) (if applicable)</li> <li>○ Line 3: Date parameters</li> </ul>

**Content of Data Parameters:**

	<ul style="list-style-type: none"> <li>○ Line 1: DATA PARAMETERS:</li> <li>○ Line 2: ICD10 and/or CCI and/or DAD and/or EPR criterion.</li> <li>○ Line 3: Key – any explanation of the parameters using text and borders.</li> </ul>
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	<p>Examples only:</p> <ul style="list-style-type: none"> <li>➤ Data is based on discharge date NOT date of intervention.</li> <li>➤ Totals reflect the total interventions NOT number of clients treated.</li> </ul>
	<b>Insert</b> SH-SS logo in the top left hand corner (Optional).
<b><u>Report Footnote Citation:</u></b>	
	<b>Insert</b> the following information, left to right from the 'Field Explorer', 'Special Fields':
	<ul style="list-style-type: none"> <li>○ File Author</li> <li>○ File Creation Date</li> <li>○ File Path and Name</li> </ul>
	<b>Highlight</b> the information in the footer, select font size '8' and italicize.
<b><u>Export Report:</u></b>	
	<b>Export</b> report in pdf, xls or rtf.
	<b>Save</b> in appropriate filename i.e. 001-18, where 001 is the first request of the year 2018 and 030-19 is the 30 <sup>th</sup> request of 2019
<b><u>Record Request:</u></b>	
	<b>Open</b> <i>Data Tracking Log</i> excel workbook located in X: drive/Data Reports
	<b>Select</b> the applicable file # and <b>enter</b> the remaining fields.
<b><u>Reports Retention:</u></b>	
	To be determined