

# *The Easy Steps*

TO EXPORT, CONVERT and SEND OUT

## CAFAS<sup>®</sup> DATA



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Please send your comments or suggestions to this material to [cristina.vlad@sickkids.ca](mailto:cristina.vlad@sickkids.ca)

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## A) INTRODUCTION

If you are reading this document, you are probably the so called designated “CAFAS Exporter” for your organization. If you are new to this job, please do not feel overwhelmed by all the documents, emails and links you have just received. For the experience exporter, the whole process takes a maximum 5 minutes, provided that the Export feature is installed on your computer and there are no technical problems.

There are three major actions requested of you:

1. Export CAFAS Data
2. Convert the files to a format that does not contain personal health information ( in order for your organization to be compliant with PHIPA)
3. Upload the files to the CAFAS Portal

Follow the steps below and you will become a Pro-CAFAS Exporter in just a few minutes.

## B) EXPORT CAFAS DATA

The **Standard Filter** was created to assist organizations in including those variables of interest to the analysis. The exported data exclude identifying information that are not part of the Ontario Common Data Set variables (such as names, addresses, race and ethnicity etc.). The filter also serves to eliminate over- and under-exporting of required data fields. Please note that the filter may contain different sample size configurations for each variable submitted depending on the needs of the analyses at the time (e.g. more variables are required before the annual report).

Presented below is the full set of instructions on how to export data using the pre-determined filter. You are just few clicks and two minutes away from having your CAFAS data exported. Before you start you want to make sure that you have:

- **The export filter file called *filter\_cafas\_export.cxp***<sup>1</sup>. You can find this file on the web at: <http://www.cafasinontario.ca/data.asp#materials> or on the CAFAS wiki at: [http://communi-cafas.socialtext.net/admin/index.cgi?exporting\\_cafas\\_data](http://communi-cafas.socialtext.net/admin/index.cgi?exporting_cafas_data)
- **A designated folder for export data purposes** where you will save/download your filter. This will also be the location where the three export files will be generated. If you have not exported data in the past or if you don't have a folder created for exporting purposes, then take a moment to create a new folder in, for example, My Documents. Name that folder something like “CafasEXPORT” and then save or download the file “*filter\_cafas\_export.cxp*” into this folder. See Fig 1.1 -1.3.

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<sup>1</sup> The name of the filter will vary each export (e.g. filter\_cafas\_export2012\_1.cxp)

Fig. 1: Downloading the filter from the website

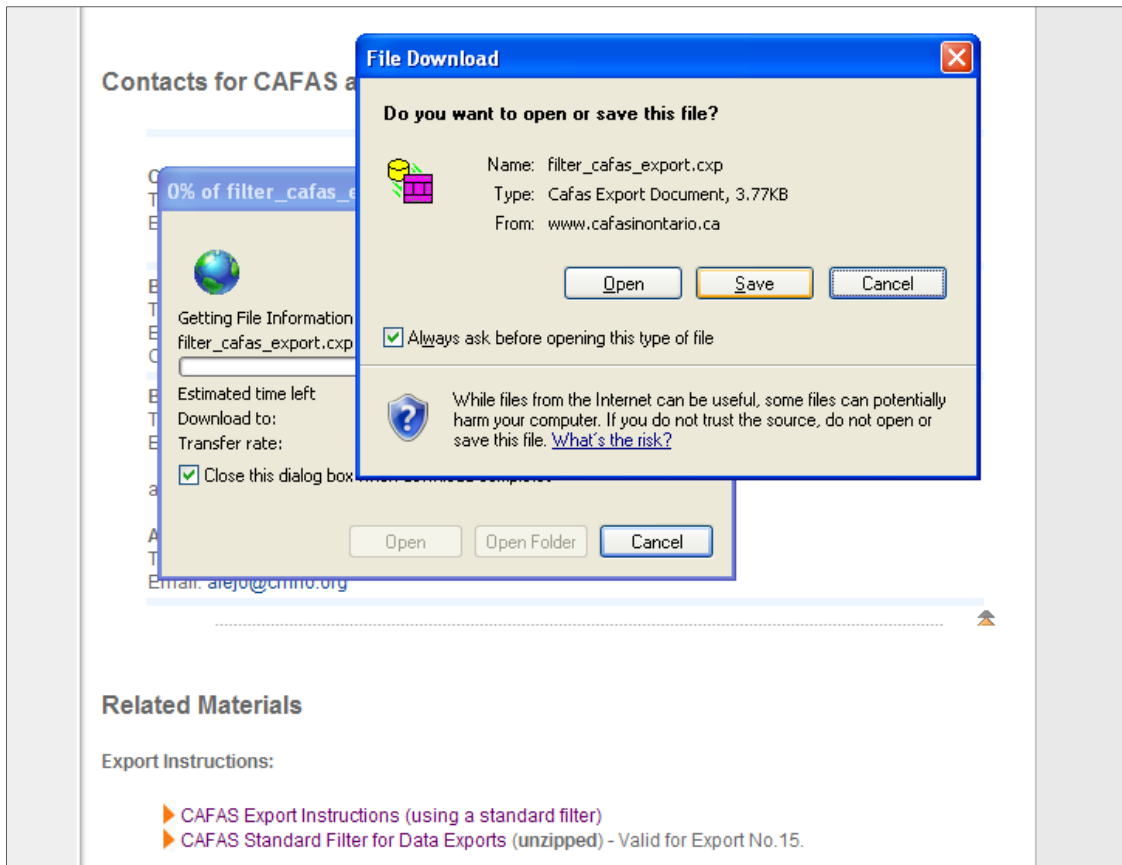


Fig. 2: Creating a new folder

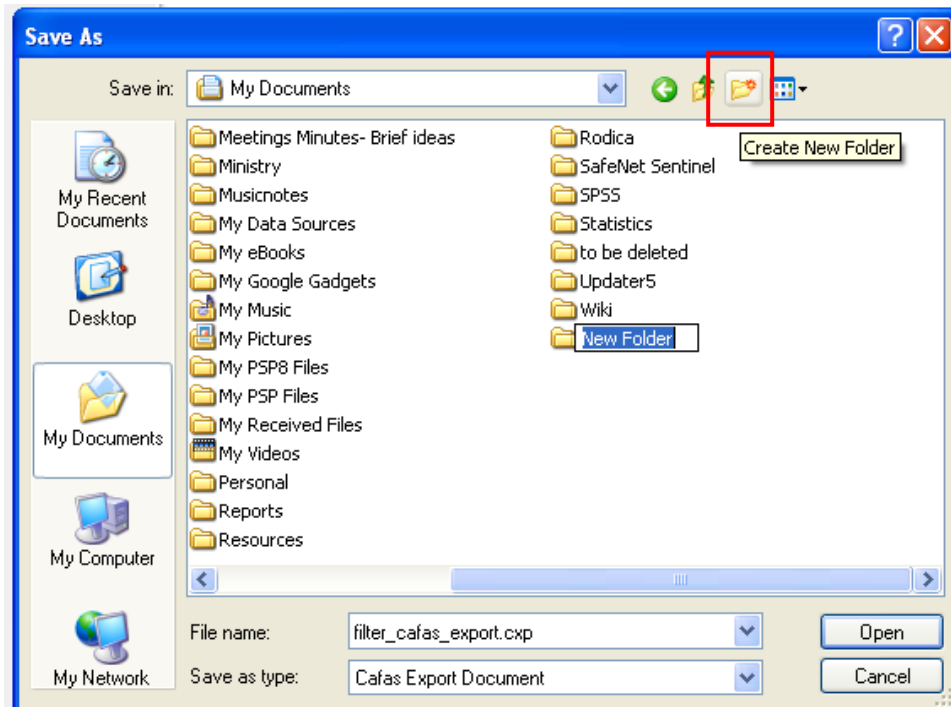
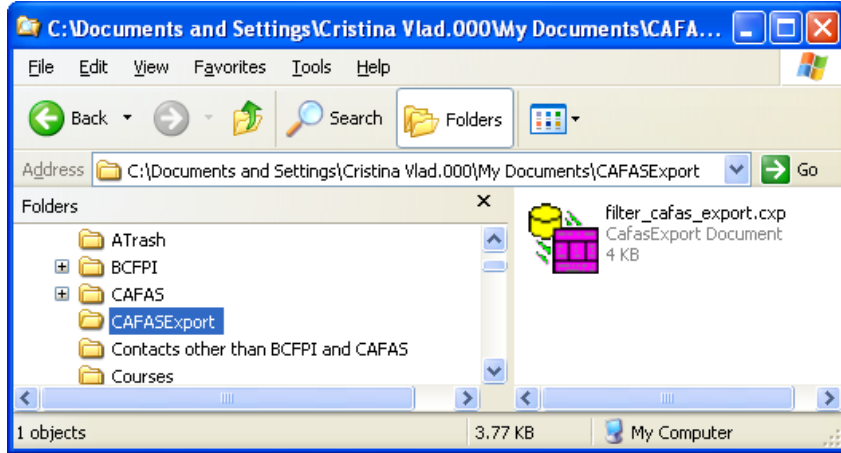


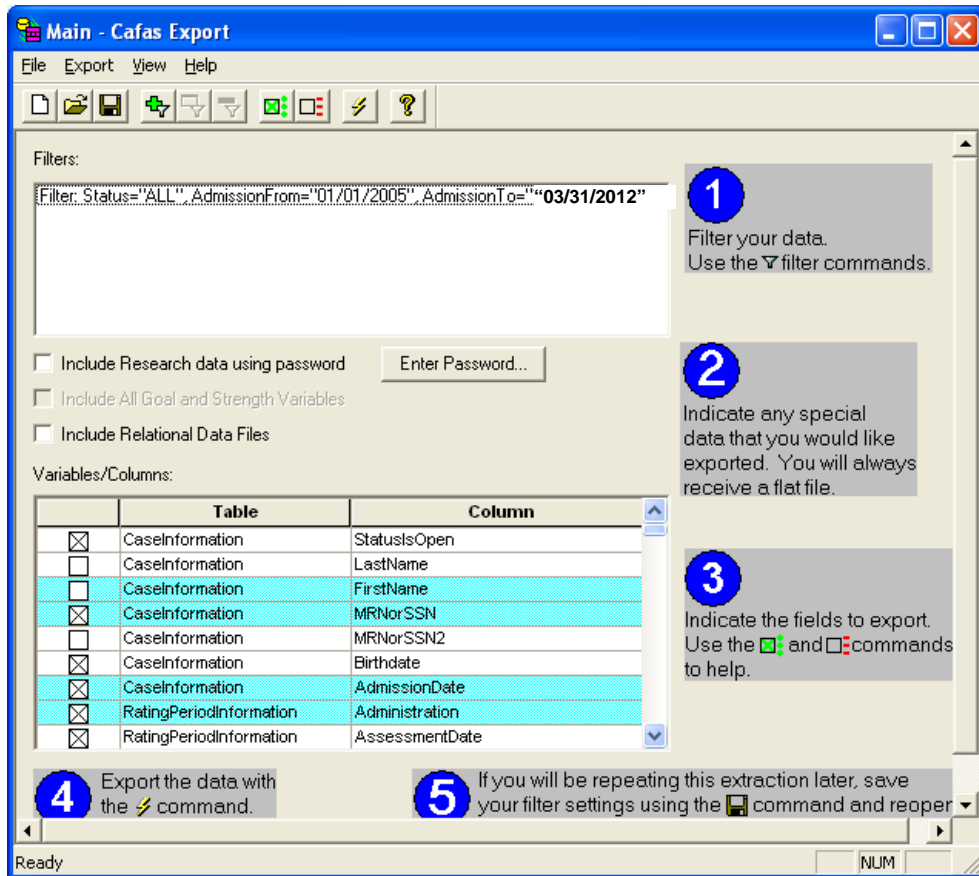
Fig 3: Saving the filter to the newly created folder (CAFASExport)



You are now ready. Here are the first 10 steps for data export.

1. Double click on the filter file (filter\_cafas\_export.cxp). The Main-CAFAS Export window will appear<sup>2</sup> (See Fig. 4)

Fig. 4: Main CAFAS Export Window



<sup>2</sup> If by double-clicking on the filter file, the Main CAFAS Export doesn't show up it means that the CAFAS Export program was not installed on your computer. In this situation contact your system administrator

! Double check if the admission dates shown in this window are appropriate for the current export (check the schedule at <http://www.cafasinontario.ca/data.asp#schedule> or on the wiki [http://communi-cafes.socialtext.net/admin/index.cgi?exporting\\_cafas\\_data#exportschedule](http://communi-cafes.socialtext.net/admin/index.cgi?exporting_cafas_data#exportschedule) ).

2. In the Filters box, double-click the line that reads 'Filter Status "ALL", AdmissionFrom=... etc' (see the line highlighted above). This will activate the *Select Agency/Site* window.

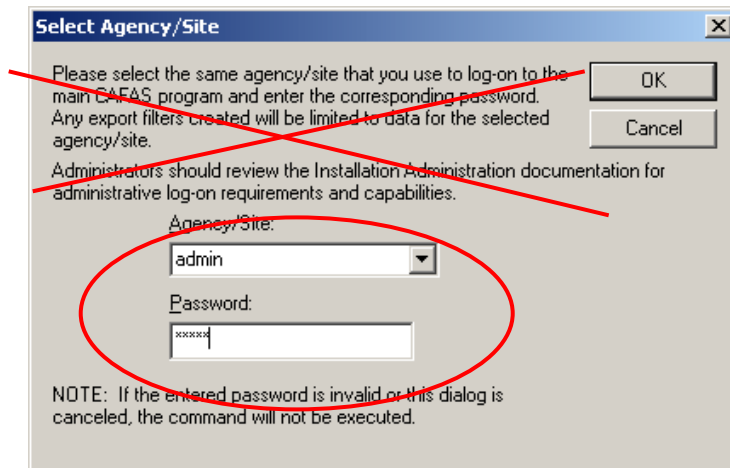
3. In the Agency/Site box, enter *admin* (See Fig. 5).

! **Do not select your agency/site form the drop down list menu.** Typing *admin* allows you to open all the sites (log-ons) that operate on the same CAFAS server at that moment.

4. Enter your CAFAS Installation/Administration password (the default one is also *admin*). (See Fig. 5). Click OK.

! In most of the cases, the CAFAS Installation/Administration password is not the same as the CAFAS log-on access password. To eliminate confusions, please ignore the text that appears on the Select Agency/Site Window.

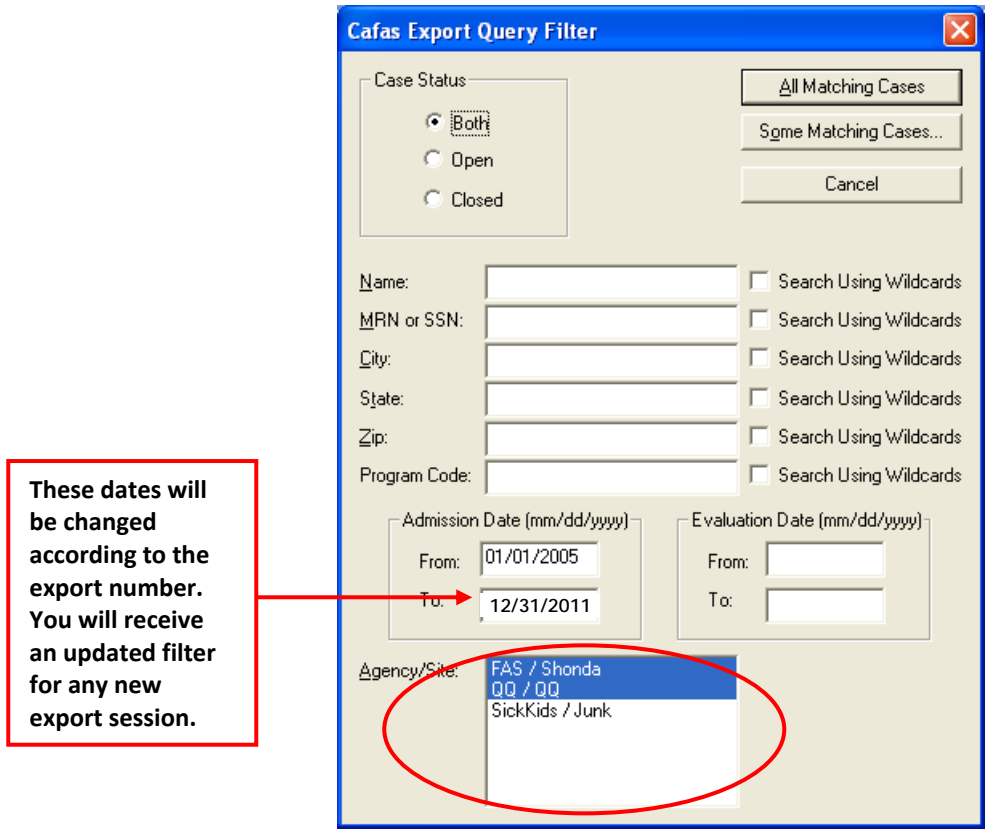
Fig. 5: Select Agency/Site Window



5. The CAFAS Export Query Filter window will appear (see Fig. 6). In the bottom Agency/Site box, click to select all sites containing client files (be sure you don't include your Junk and Training sites).

! You should select at least one Agency/Site in the list in order to continue the export procedure.

Fig. 6: CAFAS Export Query Filter Window

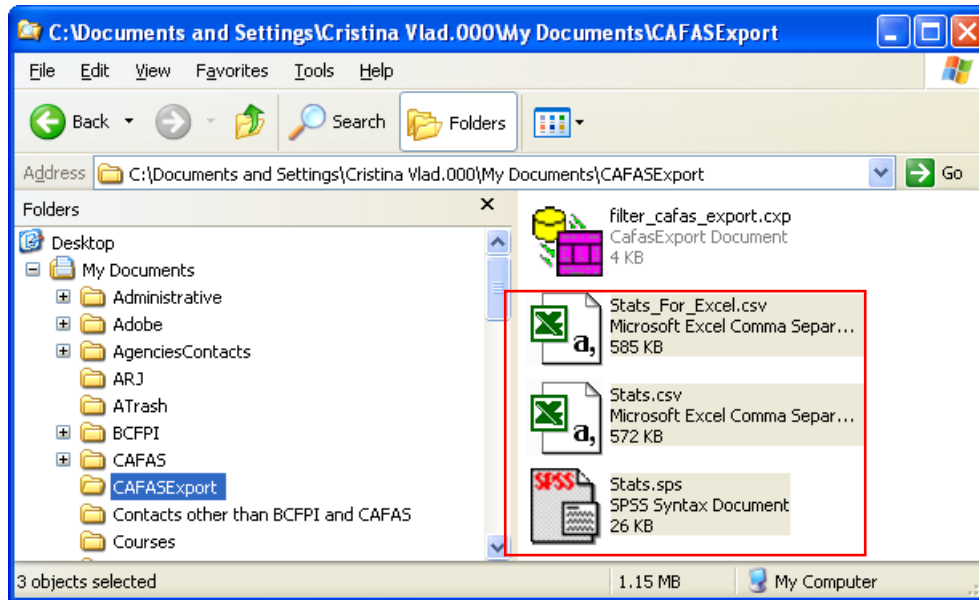


6. In the top right-hand corner, click on All Matching Cases.
7. The Export Query Filter window will close now and you will return to the CAFAS-Main Export Window.
8. Export your data by clicking on the thunder light icon on the taskbar (see right).
9. The Exported Files dialogue box will appear, stating that your files have been exported successfully to your designated location (the same folder as the one where you have saved your filter). Click OK.



The following three files have been created in your CAFASExport folder: Stats\_For\_Excel.csv, Stats.sps, Stats.csv.

Fig. 7: CAFAS Export folder after the 3 Stats.\* files were generated



10. You need to convert the export files using the new software (DSA.exe) in order to ensure that you are not sending us personal health information. Please follow the steps outlined below before sending your export data to the **CAFAS On-line Data Transfer**. Here is how:

### C) CONVERT THE EXPORT FILES !

This step was introduced to ensure that CAFAS data elements sent by you to the Hospital for Sick Children do not include personal health information (PHI) as defined in Ontario's Personal Health Information Protection Act (PHIPA). In our efforts to comply with PHIPA, we developed a software application (DSA.exe) to be downloaded and run from the exporter's computer and will de-identify the PHI data elements from your data in advance of your sending it to us. You are required to run the application prior to submitting your data to CAFAS in Ontario.

In consultation with the Hospital for Sick Children Privacy and Legal office, we have identified 3 variables as potential PHI because they are grouped together. Running the DSE.exe application will result in the following changes in your export files labeled Stats.csv and Stats\_for\_Excel.csv. The data changes will include:

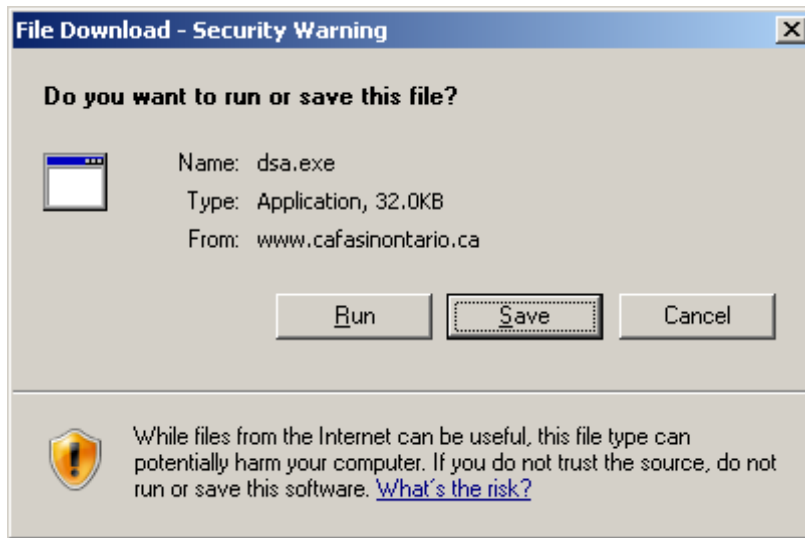
- The Date of Birth variable will be changed from the month/day/year format to 1/1/year
- The Admission Date variable will be changed from the month/day/year format to 1/month/year
- The Sex variable will be re-coded as male = 1 and female = 2

Note: The application will take only between 2-10 seconds to run and convert files

#### Instructions:

11. Download the DSA.exe file from the following location:  
<http://www.cafasinontario.ca/downloads/dsa.exe>.
12. Select to **Save** the file **INTO YOUR DESIGNATED EXPORT FOLDER** (the folder where you have generated the export files).

Fig. 8: File Download Security Warning



**Note:** If for whatever reason you cannot download the DSA.exe file, use <http://www.cafasinontario.ca/downloads/dsa.zip> to download archived version of it. Unzip the attached file DSA.zip and extract the file DSA.exe INTO **YOUR EXPORT FOLDER**

13. De-select the Checkbox “Always ask before opening this file”

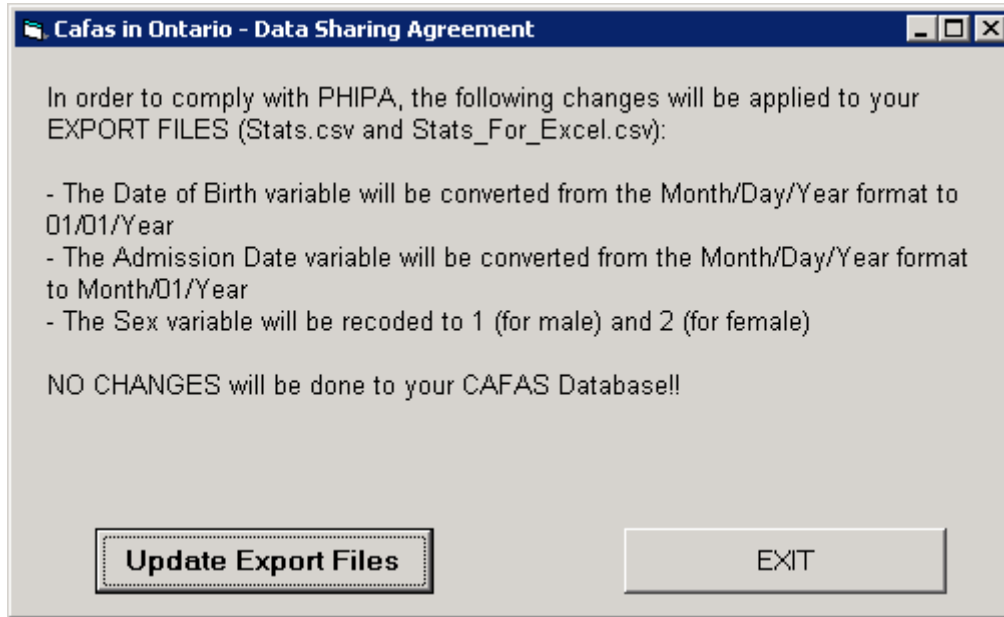
Please note that the file you are about to open is **100% virus free** and produced by a trusted publisher.

Fig. 9: Windows Application Run Security Warning



14. Run the application. The following window will appear:

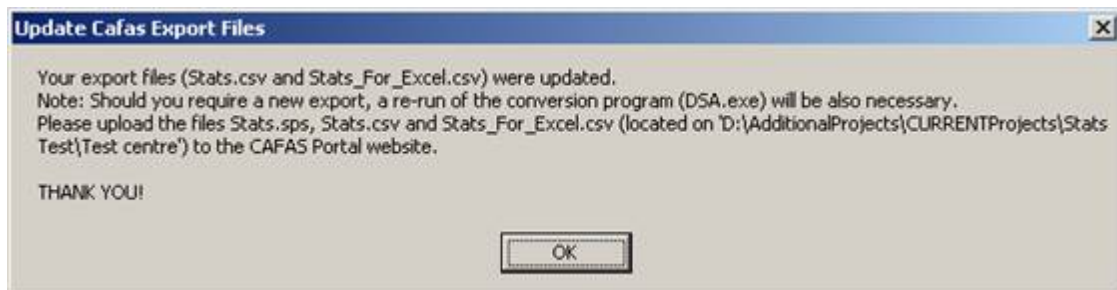
Fig.9: DSA Application- Information Window



Choose to *Update Export Files* now:

- The following confirmation window will appear:

Fig.10: DSA Application- Confirmation Window



- Press OK. The files are now converted.

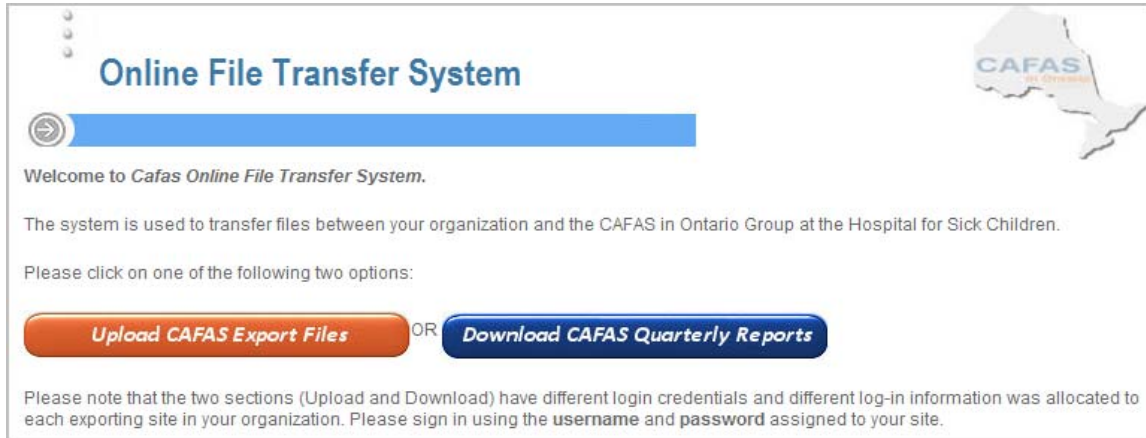
## D) SEND OUT CAFAS EXPORTS

You are now ready to submit your files.

- Go to (<http://www.cafasontarioportal.ca>)<sup>3</sup>
- Click on the “**Upload Export Files**” button

<sup>3</sup> You can also find this link at on the [www.cafasontario.ca](http://www.cafasontario.ca) >> Data Export>> Submitting Data >>Click on the Upload Export Files

Fig.10: Online File Transfer Application Home Page



19. Log-in using your site username and password<sup>4</sup>.
20. Click on the first Browse button and look for the folder where you have saved your CAFAS export files. Select the first one and click on the Open button.
21. Proceed similar with the next two files (in no particular order).
22. When the three files are attached, click on the Upload button once. Your confirmation message and the three files will be displayed at the bottom of the page.
23. Exit or log-off program.



For more information on how to use the On-line File Transfer Application please check <http://www.cafasinontario.ca/ftp.asp>

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<sup>4</sup> Please contact your local CAFAS coordinator or send a request using the "Forgot Username/Password" link in case you don't remember the log-in information.

Fig.11: Attaching the Export Files

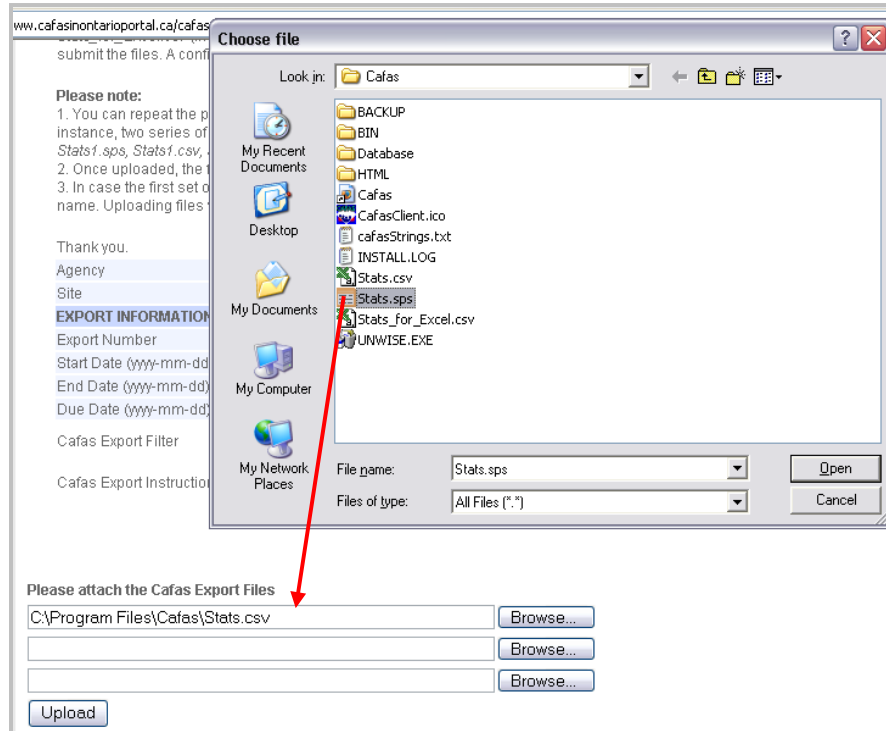
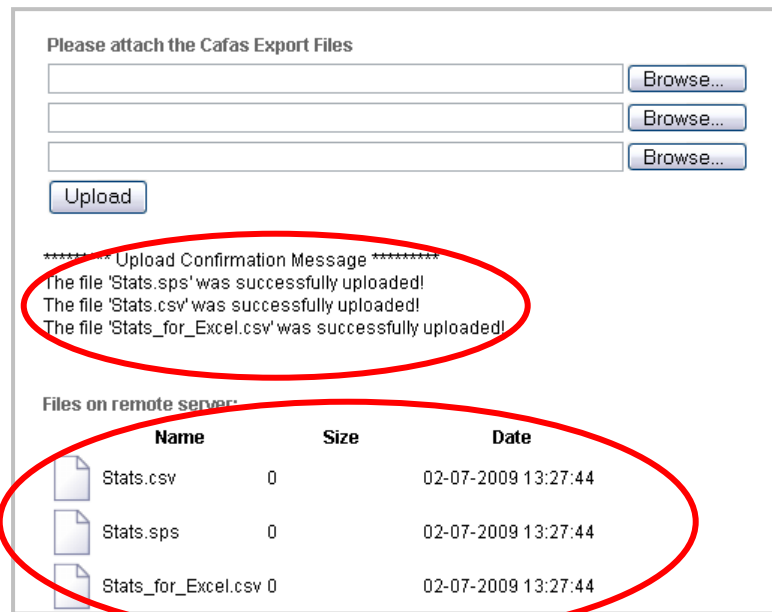


Fig. 12: Successful upload confirmation and files display



If you need assistance with either the export procedures or the file delivery process, please call Cristina Vlad at (416) 813-7654 ext. 2623 ([cristina.vlad@sickkids.ca](mailto:cristina.vlad@sickkids.ca)) and help will be provided over the phone.