CORR Web-Entry Data Form User Manual

Standards and Data Submission

Canadian Institute
for Health Information

Institut canadien
d'information sur la santé

Our Vision
Better data. Better decisions.
Healthier Canadians.

Our Mandate
To lead the development and
maintenance of comprehensive
and integrated health information
that enables sound policy and
effective health system management
that improve health and health care.

Our Values
Respect, Integrity, Collaboration,
Excellence, Innovation

Table of Contents

Introduction

CORR Background

The Canadian Organ Replacement Register (CORR) is a national information system that records and analyzes the level of activity and outcomes of vital organ transplantation and renal dialysis activities.

CORR's objectives are to

- Provide a national view on end-stage organ failure statistics, for comparative analyses and research studies;
- Increase the availability of comparative material to facilitate better treatment decisions;
- Provide statistics on long-term trends that can be used for planning and optimizing programs;
- Provide a feedback mechanism to centres, a quality assurance function for treatment and a national standard for comparison; and
- Provide statistics to the health care industry to enhance business decisions.

CORR achieves its goals by

- Publishing reports annually on dialysis, organ donation and transplantation;
- Providing centre-specific reports to participating hospitals;
- Responding to ad hoc requests for data and information; and
- Continually updating technology and responding to changing user needs.

Web Form Overview

The CORR Web-Entry Data Form is an online tool that allows data providers to securely submit data over the internet.

The web form is a new electronic submission method (replacing paper submissions) and adds to the current electronic submission options:

- e-File, which is designed for larger-volume facilities that already have an electronic system for record-keeping (available for dialysis records only); and
- Spreadsheets in Excel for all record types that match the content of the CORR forms.

The CORR web form allows data providers to submit individual records securely over the web at their own pace; all types of dialysis, transplant and donor forms are available. Users of the CORR web form can save and review partially completed records, and submit and print completed records. CORR staff will review submitted records for completeness and, if necessary, set records back to saved status and add comments regarding corrections to be made by the user. Once records have been corrected, users can resubmit them to CORR.

Privacy and Confidentiality

As the custodian of many registries and databases, the Canadian Institute for Health Information (CIHI) has stringent policies to ensure that the privacy, confidentiality and security of its data holdings are protected. Information on CIHI's privacy and confidentiality policies and procedures, as well as CORR's privacy impact assessment, is available on its website at www.cihi.ca/privacy.

Before using the web form, all users of the tool must agree to the terms and conditions of use that appear on the Terms and Conditions of Use page. To ensure that partially saved records with personal health information are accessible to authorized users only, each user must have his or her own username and password.

System Configuration and Registration Requirements

System Requirements to Access the Web Form

The CORR web form has been tested in the following web browsers:

- Internet Explorer 8, 9 and 10
- Firefox 34
- Google Chrome 39

CORR does not guarantee or support web browsers or versions that are not listed above.

Registration Requirements to Access the CORR Web Form

These steps must be followed before organizations can start submitting by web form:

1. Users (individuals in the organization who will be submitting data) must set up a CIHI profile (username and password) on CIHI's Applications page, if they don't already have one.

2. Users will need to request access to the CORR Web-Entry Data Form by clicking **Request Access: New/Revoke** in the left-hand column.

For more information on gaining access, please contact Central Client Services at help@cihi.ca.

Setting Up Your CIHI Profile

Follow the steps in the *Guide to Accessing CIHI Services* to set up your profile for any CIHI application.

System Availability

The CORR web form is available 24 hours a day, 7 days a week, with the exception of regularly scheduled maintenance and update periods.
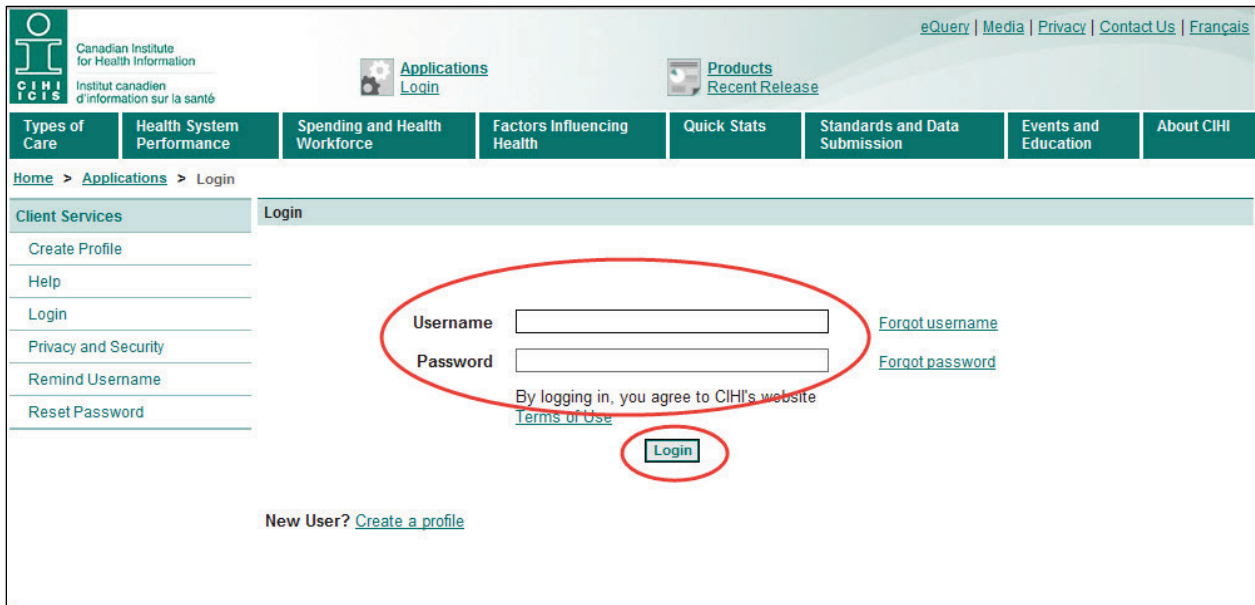
Entering Data Using the CORR Web Form

Logging in to the System

Follow these steps to access the web form on CIHI's Applications page.

1. Go to www.cihi.ca.

2. Click **Login** (underneath the Applications link) at the top centre of the screen.

3. Type your username and password and click **Login**.

4. Select **CORR Web-Entry Data Form**.

5. The Terms and Conditions of Use page will appear. Review it and agree or disagree to these terms and conditions; you may also print this page. Please note that you *must* agree to the terms and conditions of use to use the CORR web form.

6. Identify any incomplete forms or forms that were returned by CORR staff by clicking **Forms in Progress**. For more information on accessing Forms in Progress, refer to the section Retrieving Saved Records.

Entering a New Record

Follow these steps to select forms and enter new data.

Note: An individual record must be created, filled out and submitted by one user only. The ability to view saved records is restricted to the user who created the record.

The CORR web form application includes 16 different forms under 3 categories—Dialysis, Transplant and Donor—as found in the left-hand column.

1. Click on the applicable form under 1 of the 3 categories in the left-hand column.

For the purpose of this demonstration, the Initial Registration Dialysis form will be used.

2. Click the drop-down list in the Hospital field at the top of the form to view and select the specific hospital for this record.

Reminder: The drop-down menu displays only the hospitals you have access to.

3. Enter data into the form. Each form is divided into sections; by clicking the section titles (in the teal ribbon), each section can be expanded or collapsed.

For more information on completing the forms for chronic renal failure patients on renal replacement therapy, transplant recipients and organ donors, refer to the current versions of the instruction manuals at www.cihi.ca/corr.

Completing Date and Time Fields

Follow these steps to enter dates and times in the proper format.

Date Fields

1. Click on a date field to bring up a calendar.

2. Use the drop-down arrow to select the month first.

3. Use the scroll arrow to select the year.

4. Select the day of the month from the calendar.

The selected date will appear in the corresponding field in the format YYYY/MM/DD.

Note: You can also type dates directly into the field instead of using the calendar. Dates entered in this way must use the format YYYY/MM/DD. You may also copy and paste dates between fields, which can save time when entering dates that are repeated (e.g., clinical test dates).

Time Fields

1. Use the 24-hour format (HH/MM) for time fields.

Saving and Deleting Partial Records

Follow these steps to save and delete records.

1. After entering data, click **Save** to save the record. It will remain open on the data-entry page.

2. Click **Save and Close** to save a form and return to the Welcome page.

3. Click **Delete** to delete a saved record. You may delete a record only after it has been saved.

CORR recommends that you save records often so you don't lose data if the system logs out. Once you save a record, a Record ID number will be generated and appear at the top of the page. You can access saved records through the Forms in Progress page so you can edit and complete them before submission.

Submitting Completed Records

Follow these steps to submit completed records and print a copy of the record's Summary page.

Note: Once you have submitted a form, it will no longer be accessible to you (unless CORR staff change the record back to saved status so you may make corrections).

1. Click **Submit** to send a completed record to CORR.

Note: A record may fail to submit if mandatory fields are incomplete or if fields contain invalid values. These will both result in error messages.

2. Once these errors have been corrected, click **Submit** again.

Summary Page

Once you have submitted a record, the Summary page will appear, listing all fields and values entered. A Record ID will be generated when a form is saved or submitted. This identification number can be used to locate records without the use of personal health information.

At the bottom of the Summary page is a Print button. CORR staff recommend that you print a copy of the Summary page to maintain your own log of all records that have been submitted.

Retrieving Saved Records

Follow these steps to access forms that are in progress. These include records that have been saved but not yet submitted and records that CORR staff have returned to you for corrections.

1. Click **Forms in Progress** in the left-hand column to view a listing of all saved forms.
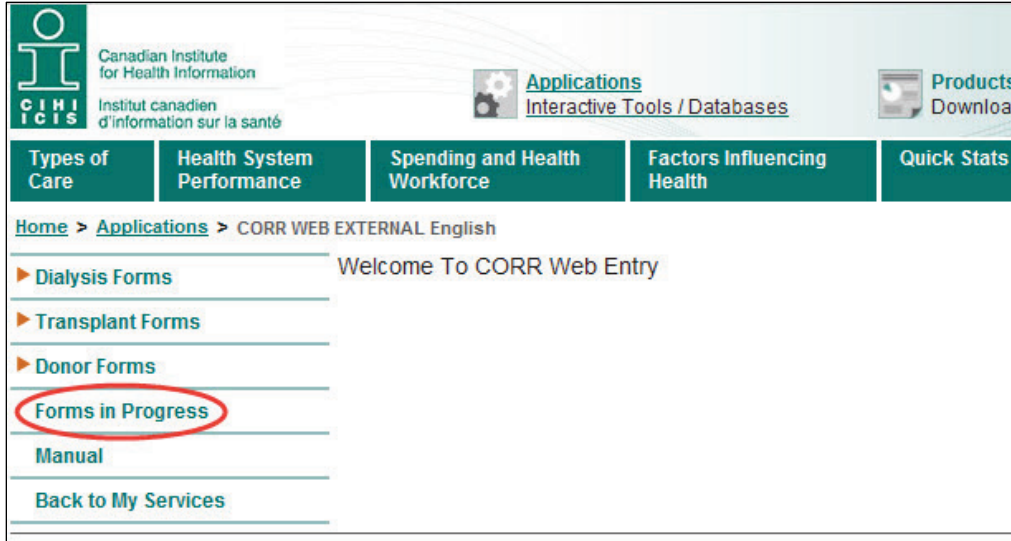
You can click on column headings to sort the records alphabetically or numerically, depending on the data in the column. Columns headings include Record ID, Facility, Form Type, Patient Name, Saved Date and Last Updated By.

2. Complete previously saved and returned records and then re-save and submit them. You can also delete records.

Correcting Submitted Records

After a record has been successfully submitted, CORR staff will review it for adherence to CORR submission standards.

For records that do not meet CORR submission standards, CORR staff will list the corrections needed in the Comments field that will appear at the top of the record. The status of this record will also be changed to saved. You will then be able to edit the record on the Forms in Progress page.

Returned records can be distinguished from partially completed ones on the Forms in Progress page by the username in the Last Updated By field. Note that all returned forms should appear at the top of the list, as these forms are sorted by saved date. Once you have made the corrections, you can resubmit the record.

If you would like to make changes to records that have been submitted, contact CORR staff at corr@cihi.ca to request the change. Depending on the status of the record, CORR staff will either send the record back to you to make the change or make the change directly.

Entering Data for Bowel Transplants

Because of the very low number of bowel transplants performed each year, there is no specific form for this type of transplant in the CORR Web-Entry Data Form. To register a bowel transplant, use the Transplant Liver Registration form and complete all applicable sections.

Note the following when using the Transplant Liver Registration form to register a bowel transplant:

- In Section B: Medical Status and Transplant Information, select **3 Bowel transplant only** in the field *Liver transplant only or combination transplant*.

- In Section B: Medical Status and Transplant Information, select **99 Other (specify)** and manually enter the appropriate diagnosis in the field *Specify other primary diagnosis*. Repeat as necessary for multiple diagnoses.
- Leave fields that are not specific to a bowel transplant blank, with the following 2 exceptions:
  - In Section E: Diagnostic Criteria, Reduction Technique and Liver Tumour, select **unknown** for the fields *Liver reduction (1 recipient)* and *Split liver (2 recipients)*, as these fields are mandatory.

Use the Transplant Liver Registration form for a single bowel transplant. For information about combination transplants, or if you have questions about using the form for single bowel transplants, contact CORR staff at corr@cihi.ca.

Logging Out

Follow these steps to log out of the CORR web form and all CIHI applications.

Note: You will be automatically logged out of the system after an extended period of inactivity.

1. Select **Back to My Services** in the left-hand column.
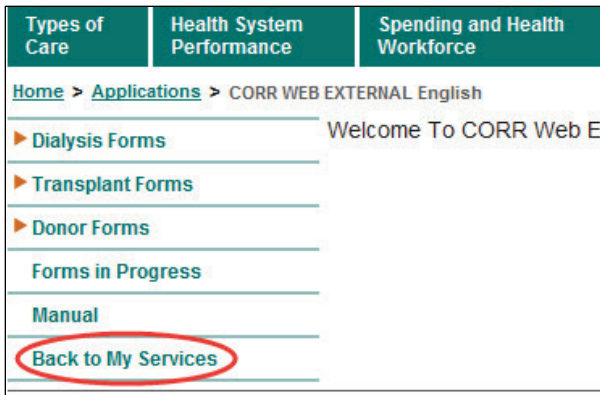
2. Click **Logout** at the bottom of the left-hand column.

Tips and Reminders

- Periodically save records; if you are automatically logged out of the system, unsaved data will be lost.
  - After an extended period of inactivity, the system will log you out automatically.
- Before entering data on the web form, first go to the Forms in Progress section to finish any incomplete or returned records.
- Print the Summary page of submitted data for your own records.
- Note that the web forms are not case sensitive.
- To speed up data entry, use the Tab key to navigate from one field to the next. Use Shift/Tab to move back.

Support

For registration and access inquiries, such as login and password information, please contact CIHI's Central Client Services at ccs@cihi.ca.

If you have any questions or comments about the CORR Web-Entry Data Form, please contact CORR staff by sending an email to corr@cihi.ca.

If you would like to learn more about CORR, please visit the CORR web page at www.cihi.ca/corr.

Reference Material

Canadian Institute for Health Information. *Canadian Organ Replacement Register Instruction Manual, 2015—Chronic Renal Failure Patients on Renal Replacement Therapy*. Ottawa, ON: CIHI; 2015.

Canadian Institute for Health Information. *Canadian Organ Replacement Register Instruction Manual, 2015—Transplant Recipient and Organ Donor Information*. Ottawa, ON: CIHI; 2015.

Cette publication est aussi disponible en français sous le titre *Manuel d'utilisation de l'application de formulaires Web du RCITO*.

Talk to Us

www.cihi.ca
At the heart of data

Canadian Institute
for Health Information

Institut canadien
d'information sur la santé

CIHI ICIS

9713-0215