



# How to Monitor Your DAD and/or NACRS Data Submissions

In addition to using the *Discharge Abstract Database (DAD) Abstracting Manual* and the *National Ambulatory Care Reporting System (NACRS) Abstracting Manual*, it is recommended that you review the following products and services before the start of a new fiscal year to help you prepare for DAD and/or NACRS data submissions.

Product/service	Description
<b><i>DAD and NACRS Submission Manual</i></b>	Pay special attention to <ul style="list-style-type: none"> <li>• Data submission requirements</li> <li>• Facility testing requirements</li> </ul>
<b>DAD and NACRS error decoders</b>	The DAD and NACRS error decoders provide explanations of hard errors and warning messages listed in your operational reports. They are available in the DAD/NACRS Abstracting Manual application after logging in to your My Services account.
<b>Report decoders</b>	The report decoders provide a detailed description of each report. They are available in the Operational Reports application after logging in to your My Services account.
<b>Ministry reporting guidelines</b>	Inquire about jurisdiction-specific instructions such as <ul style="list-style-type: none"> <li>• Data collection in the DAD and NACRS</li> <li>• Submission deadlines</li> <li>• Clinical reporting changes</li> </ul>
<b>CIHI <a href="#">bulletins</a></b>	Review CIHI's bulletins on topics such as <ul style="list-style-type: none"> <li>• Availability of the <i>DAD and NACRS Submission Manual</i></li> <li>• Availability of the DAD and NACRS abstracting manuals</li> <li>• Facility testing procedures for the DAD and NACRS</li> <li>• Key dates for current and upcoming fiscal years</li> </ul>
<b>Clinical Administrative Databases (CAD) job aids</b>	Review other job aids such as <ul style="list-style-type: none"> <li>• <i>How to Prepare for a New Fiscal Year of DAD and NACRS Data Collection</i></li> <li>• <i>DAD and NACRS Facility Testing</i></li> </ul>
<b>CAD education courses</b>	<ul style="list-style-type: none"> <li>• Go to <a href="http://cihi.ca">cihi.ca</a></li> <li>• Log in to your My Services account</li> <li>• Select the Learning Centre application to view our course catalogues</li> <li>• Register for the courses that meet your needs</li> </ul>



# Steps to improve the quality, timeliness and availability of your data

Keep contact information in the DAD Institution File (IF) and the NACRS Facility Information File (FIF) up to date. CIHI uses this information to communicate with you, populate reports and verify data during processing.

## 1. Study the DAD and NACRS data submission flowcharts

To better understand the flow of your data, review the DAD and NACRS flowcharts below.

## 2. Submit your data file(s)

Use the electronic Data Submission Services (eDSS) application to submit

- DAD data (may include data on acute inpatient care, inpatient mental health, inpatient rehabilitation, inpatient chronic and complex continuing care, and day surgery); and/or
- NACRS data (may include levels 1 to 3 emergency department [ED] data, Level 3 day surgery data and Level 3 clinic data).

Access the eDSS secure application for file transmission by logging in to your My Services account. The *eDSS User Guide* is posted in the left navigation menu on the application page.

**Note:** Level 0 clinic records may be submitted using eDSS or the NACRS Clinic Lite Web-Entry Tool.

## 3. Resubmit rejected files after applying corrections

CIHI notifies you when a file has been rejected. Apply corrections and resubmit the file.

**Note:** Remember to change the sequence number for both the zip and text files before resubmitting a file to avoid generating a duplicate file name error.

## 4. Download/save your submission reports

CIHI generates DAD and NACRS submission reports during data processing. You can access these reports via the Operational Reports application by logging in to your My Services account.

Please download and save these reports for your facility's reference. It is recommended that all submissions, corrections and deletions, as well as file rejections, be tracked internally.

**Note:** There is a cost to have CIHI repost any reports that have expired, and CIHI is not always able to reproduce reports.



### 5. Evaluate error reports to ensure accurate reporting

Refer to the Operational Reports section in the *DAD and NACRS Submission Manual* for a comprehensive list of the DAD and NACRS operational reports and their descriptions.

For a detailed description of each report, refer to the report decoders posted on the left side of the DAD and NACRS Operational Reports page.

### 6. Correct hard errors and investigate data quality warnings (suspect data)

Look for record-level identifiers in specific submission reports to help you identify abstracts to correct.

Assess error message meanings and descriptions with the help of the DAD and NACRS error decoders. These are available in the DAD/NACRS Abstracting Manual application in your My Services account.

**Note:** When a DAD record doesn't pass a hard edit, it's accepted into the database and the invalid values are replaced with Zs. When a NACRS record doesn't pass a hard edit, the entire record is rejected and is not accepted into the database.

### 7. Review Open-Year Data Quality (OYDQ) reports and ad hoc reports

As part of CIHI's commitment to quality data, the DAD and NACRS databases are routinely analyzed for data quality issues. We communicate suspect findings back to you for investigation and correction while the databases are still open for submission.

We also disseminate ad hoc reports when our data analyses show that further investigation is required. These reports focus on clinical and linkage data that is highly used and strongly impacted by errors.

Investigate data submission issues reported to you and submit corrections in a prompt manner to ensure accuracy and completeness of the data.

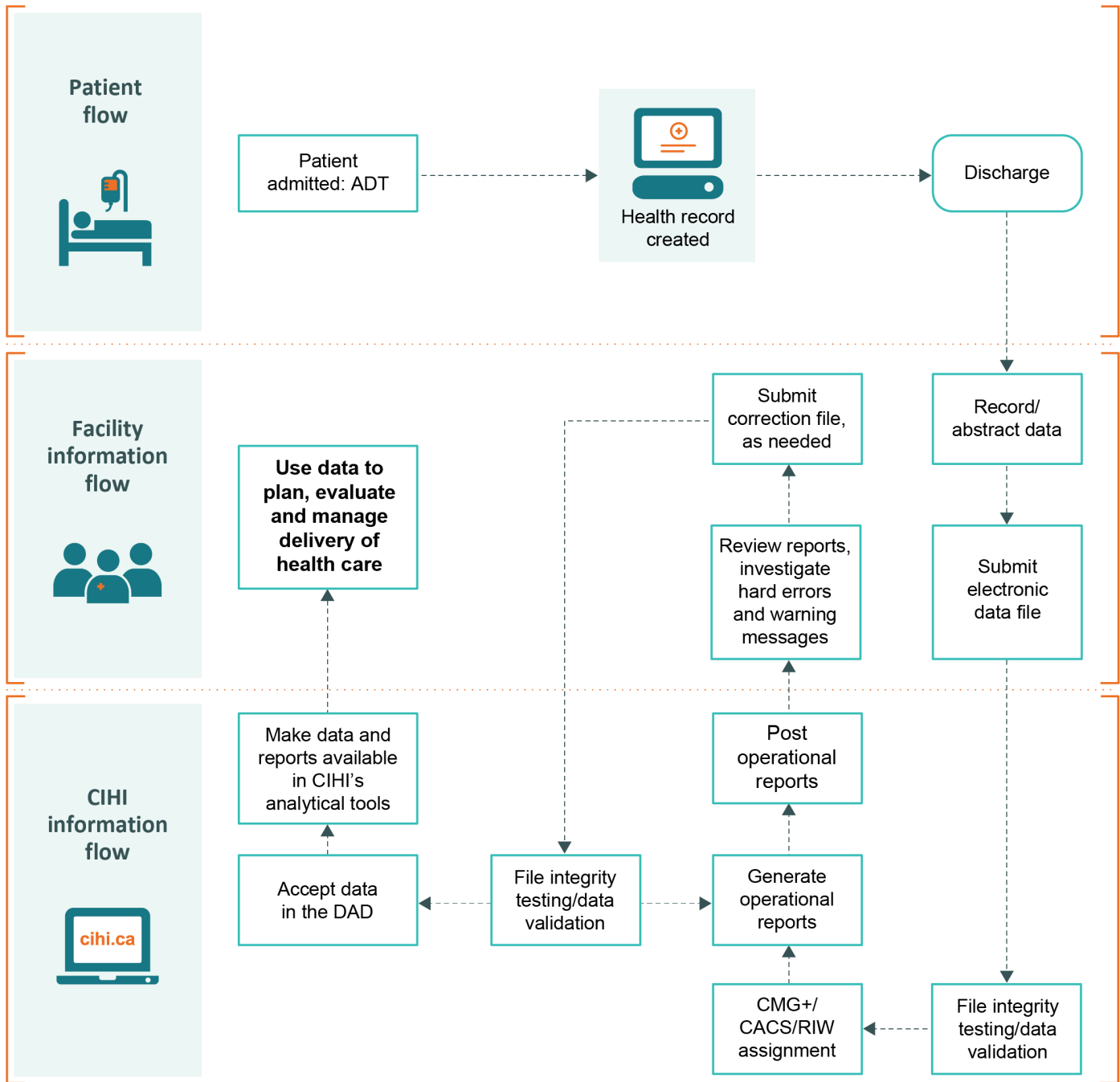
**Note:** CIHI provides monthly data cuts to your ministry of health and another final data cut once the databases are closed.

Submit your data collection questions via [eQuery](#). This tool allows you to consult questions and answers available in the knowledge database.

Contact the Clinical Administrative Databases (CAD) team if you encounter data submission issues or have questions specific to your facility.



# DAD information flow

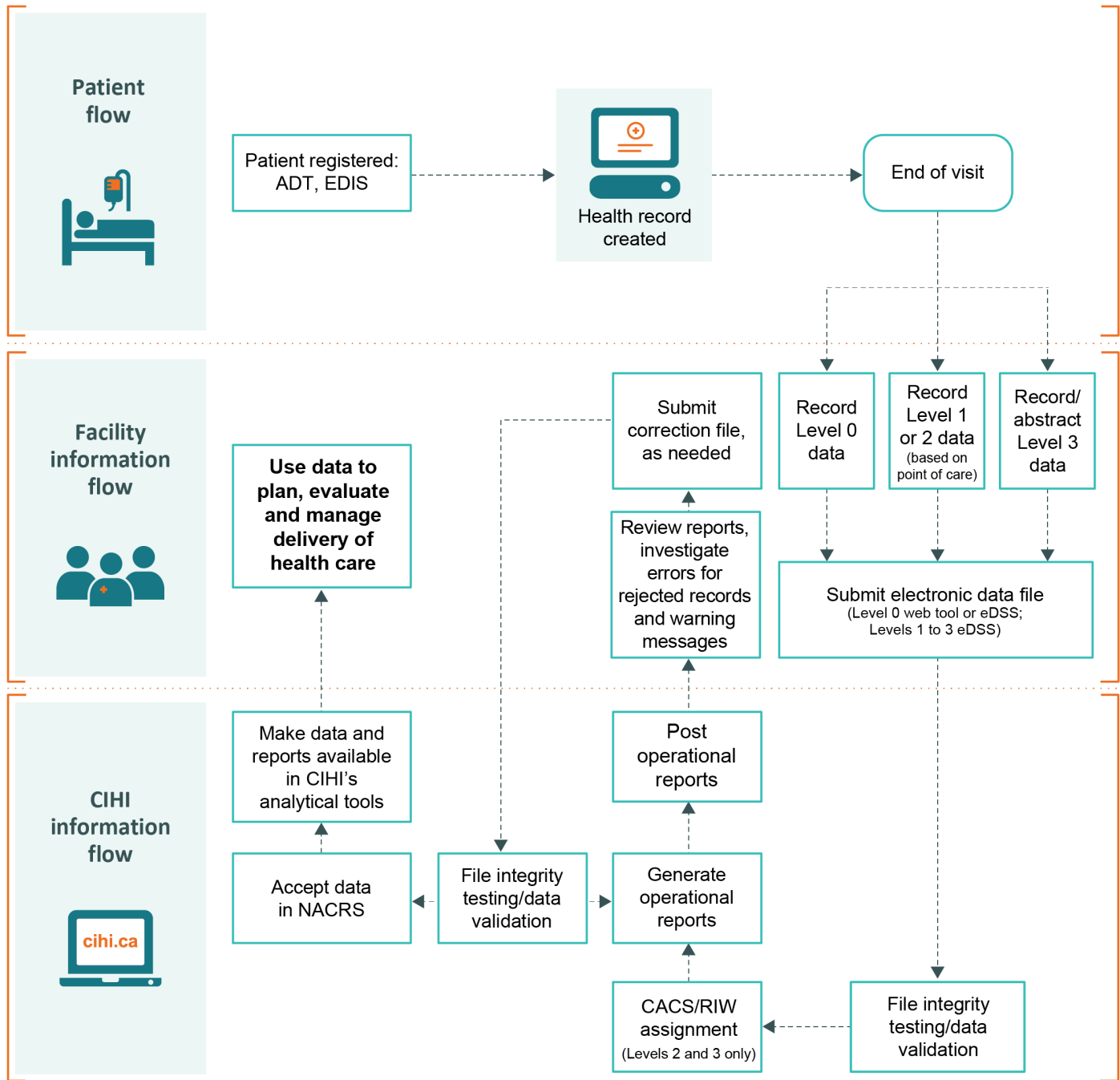


### Notes

- ADT: Admission/discharge/transfer.
- CACS: Comprehensive Ambulatory Classification System.
- CMG+: Case Mix Group+.
- DAD: Discharge Abstract Database.
- RIW: Resource Intensity Weight.



# NACRS information flow



**Notes**

- ADT: Admission/discharge/transfer.
- EDIS: Emergency department information system.
- eDSS: electronic Data Submission Services.
- NACRS: National Ambulatory Care Reporting System.
- CACS: Comprehensive Ambulatory Classification System.
- RIW: Resource Intensity Weight.

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# Appendix: Text alternative for DAD and NACRS information flow diagrams

### **DAD information flow**

First, the patient is admitted via the facility's admission/discharge/transfer system. Then the patient's health record is created.

When the patient is discharged, the facility records/abstracts data and then submits an electronic data file to CIHI. At that point, CIHI does file integrity testing and data validation. Next, CIHI assigns Case Mix Group+ groups, Comprehensive Ambulatory Classification System groups and Resource Intensity Weights to abstracts. CIHI then generates and posts operational reports for the submitting facilities.

Next, the facility reviews the reports and investigates hard errors as well as warning messages. It then submits a correction file, as needed. CIHI repeats the file integrity testing/data validation process and the operational reports process until the data is accepted into the DAD. CIHI then makes data and reports available in its analytical tools, and the facility can use the data to plan, evaluate and manage the delivery of health care.

### **NACRS information flow**

First, the patient is registered via the facility's admission/discharge/transfer system or the emergency department information system. Then the patient's health record is created.

At the end of the patient's visit, the facility records Level 0 data, records Level 1 or Level 2 data (based on the point of care), and/or records and abstracts Level 3 data (depending on the submission level). The facility then submits an electronic data file to CIHI (Level 0 submission is via a web tool or eDSS; Level 1 to Level 3 submission is via eDSS). CIHI then does file integrity testing and data validation. Next, CIHI assigns Comprehensive Ambulatory Classification System groups and Resource Intensity Weights to Levels 2 and 3 data only. CIHI then generates and posts operational reports for the submitting facilities.

Next, the facility reviews the reports and investigates errors for rejected records and warning messages. The facility then submits a correction file, as needed. CIHI repeats the file integrity testing/data validation process and the operational reports process until the data is accepted into NACRS. CIHI then makes data and reports available in its analytical tools, and the facility can use the data to plan, evaluate and manage the delivery of health care.