



# How to Prepare for a New Fiscal Year of DAD and NACRS Data Collection

To prepare for data collection before the start of a new fiscal year, review any changes in the products and services listed below.

Product/service	Description
<b>DAD and NACRS abstracting manuals</b>	<p>Pay special attention to</p> <ul style="list-style-type: none"> <li>• Table of Changes, which highlights new data elements and revised information</li> <li>• Definitions</li> <li>• Field Status/Specifications tables</li> <li>• Collection Instructions and Provincial/Territorial Variations sections</li> <li>• DAD and NACRS error decoders, available in the DAD/NACRS Abstracting Manual application on CIHI’s website, which provide explanations of hard errors and warning messages listed in your Operational Reports</li> </ul>
<b><i>DAD and NACRS Submission Manual</i></b>	<p>Pay special attention to</p> <ul style="list-style-type: none"> <li>• Data submission requirements</li> <li>• Facility testing requirements</li> </ul>
<b>Ministry reporting guidelines</b>	<p>Inquire about jurisdiction-specific instructions such as</p> <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><i>Canadian Coding Standards for ICD-10-CA and CCI</i></b>	<p>Review</p> <ul style="list-style-type: none"> <li>• <i>Canadian Coding Standards for ICD-10-CA and CCI</i> applicable to the fiscal year (updated on a 3-year schedule)</li> </ul> <p>Applicable to</p> <ul style="list-style-type: none"> <li>• DAD</li> <li>• NACRS Level 3</li> <li>• NACRS Level 1 or Level 2, for facilities that have opted to capture Main Problem (data element 44)</li> </ul>



## Job Aid

Product/service	Description
CIHI <a href="#">bulletins</a>	Review CIHI's bulletins on topics such as <ul style="list-style-type: none"><li>• Availability of the DAD and NACRS abstracting manuals</li><li>• DAD and NACRS changes</li><li>• NACRS pick-lists</li><li>• Key dates for current and upcoming fiscal years</li></ul>
CAD job aids	Review other job aids such as <ul style="list-style-type: none"><li>• <i>How to Monitor Your DAD and/or NACRS Data Submissions</i></li><li>• <i>DAD and NACRS Facility Testing</i></li></ul>
CAD education courses	<ul style="list-style-type: none"><li>• Go to <a href="http://cihi.ca">cihi.ca</a></li><li>• Log in to your Client Services account</li><li>• Select the Learning Centre link to view our course catalogues</li><li>• Register for the courses that meet your needs</li></ul>

Submit your data collection questions using [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.



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