

MMCB: NVSS Guidelines

NAPHSIS NCHS 2010

On August 1 2010, NCHS will begin implementation of MMCB modules of the National Vital Statistics System (NVSS.) These modules will improve quality and timeliness by automating much of the NCHS process, eliminating many formerly manual processes and providing more robust and timely validations, tracking and reporting functionality.

In order to gain the numerous benefits that the increase in automation will provide, an increase in standardization will be necessary. While, in the past, NCHS could accommodate a wider variety of filenames, shipments, formats, exceptions and special handling procedures, the elimination of many manual intervention stages and special processing the increased automation present in the new system will not support these. Failure to meet these guidelines may result in rejection of shipments by the automated systems or delay in the processing and coding due to manual interventions..

The documents included in the NAPHSIS NCHS Conference release will outline some of the more significant guidelines for Mortality Medical shipments. **Demographic shipments have their own guidelines and these MMCB guidelines should not be assumed to apply to demographic shipments.**

NCHS is aware that some of these guidelines will require some changes at the state level and is committed to doing what we can to provide assistance where needed to achieve these goals. On the next page we provide a guideline sign-off checklist so the state representative can acknowledge that the state can comply with the guidelines or not and if not, to provide information as to why so that we can assist them. We ask that you bring this form back to the NAPHSIS NCHS Conference and return it to us during the meetings with the states.

We appreciate your assistance and cooperation as we move together into the future with the implementation of the new NVSS modules.

	YES	NO
Sequential or Julian Shipment Convention	YES	NO
Included or AI Shipment Convention	YES	NO
Valid Shipment Number	YES	NO
Test Files	YES	NO
Backup to NCHS (SUP files)	YES	NO
Resends	YES	NO
VSCP Project Director Signature		
Date Signed		

MMCB: NVSS Shipment Requirements

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Guideline: Shipments containing new records must conform to either the Sequential or Julian shipment conventions defined below.

When the MMCB modules of the NVSS system are implemented, MMCB will reject shipments containing new records which do not adhere to one of the following two naming schemes: Sequential or Julian. This applies to shipments which consist of only new records or a combination of new records and update records. Shipments containing only updated records are considered AI shipments and have their own naming guidelines provided. States can transmit shipments out of order, as long as they adhere to the guideline.

In the following definitions, whenever "shipment number" is referenced, it is referring to both the shipment number in the data file (header info) and to the last three characters of the filename and these two must be the same.

Sequential Shipments

In this naming scheme, the shipment number proceeds from 001 for the first shipment of a year, incrementing by 1 for each subsequent shipment of new records. No alpha characters are permitted.

Examples: A state submitting 71 shipments of new records in a given data year would submit shipments 001-071. A state submitting a shipment number of S12 would have that shipment rejected automatically.

Julian Shipments

Julian shipments use the Julian date when the file is created as the shipment number. This limits the state to no more than one shipment in any given day. For shipments created after Dec 31 of the data year, add 400 to the Julian date.

Examples: A shipment of new records created on February 3 of the data year would have shipment number of 034. A shipment of new records created on February 3 of the next data year (such as a 2009 death being reported in Feb 2010) would have a shipment number of 434.

MMCB: NVSS Shipment Requirements

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Guideline: Shipments consisting completely of updates of previously submitted records must conform to either the Included or AI conventions defined below.

When the MMCB modules of the NVSS system are implemented, MMCB will reject shipments consisting solely of updated records which do not comply with either the Included or AI naming conventions. Whenever "shipment number" is referenced, it is referring to both the shipment number in the data file (header info) and to the last three characters of the filename and these two must be the same.

Included Update Shipments

In this naming scheme, the shipment number for a shipment consisting totally of updates is included within the same scheme the state uses for shipments of new records, whether that be Sequential or Julian. This scheme must be used if the state ever includes new records and updates in the same shipment.

Examples: A shipment of updated pending records created after shipment 075 would be assigned shipment number 076 for a state using the Sequential scheme. A shipment of amended records created on February 22 of the data year would be assigned a shipment number of 053 for a state using the Julian scheme.

AI Update Shipments

In this naming scheme, the shipment number for a shipment consisting totally of updates starts at A01 for the first such shipment of a data year and increments by 1 for each subsequent update shipment.

Examples: The third updates-only shipment of the data year should have shipment number A03. An "updates only" shipment with shipment number of 803 or 903 will be rejected since it lacks the A necessary for an AI shipment under the AI scheme.

MMCB: NVSS Shipment Requirements

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Guideline: Shipments (sent as SuperMICAR backup files or EDRS shipments of S10 import files) must contain a valid shipment number matching the state's chosen scheme (Sequential or Julian), and not a blank shipment number or a default/filler value such as 001.

When the MMCB modules of the NVSS system are implemented, NVSS will reject s SuperMICAR backup file shipment where the filename and the shipment number in the header information do not match each other or the state's scheme (Julian or Sequential.)

When the MMCB modules of the NVSS system are implemented, NVSS will reject EDRS shipments consisting of S10 files where the shipment number is not provided or which does not match the state's scheme (Sequential or Julian.) A blank shipment number or a default/filler shipment number such as 001 will be rejected.

If a state's EDRS will not allow the user to provide a shipment number when the S10 file is created, the state must import the S10 file into SuperMICAR, change the shipment number (using Edit Header information in SuperMICAR) and submit the SuperMICAR backup files and not the S10 file. Sending the shipment as an S10 file with the incorrect shipment number will cause the shipment to reject.

Example: A shipment of a file NC10012.SUP (or NC10012.S10) with a shipment number of 001 would be rejected.

MMCB: NVSS Shipment Requirements

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Guideline: Test files sent to NCHS should assign a shipment number beginning with T such as T01, T02 etc. The file extension should be SFB.

To submit a test file, either a SuperMICAR backup or an S10 EDRS extract, the shipment number should be T followed by two numbers such as T01, T02 and so on. The file extension should be SFB, either by using SuperMICAR Backup Special option or by manually renaming the S10 file.

These "T shipments" will bypass the normal processing and go straight to our testing and evaluation specialists.

MMCB: NVSS Shipment Requirements

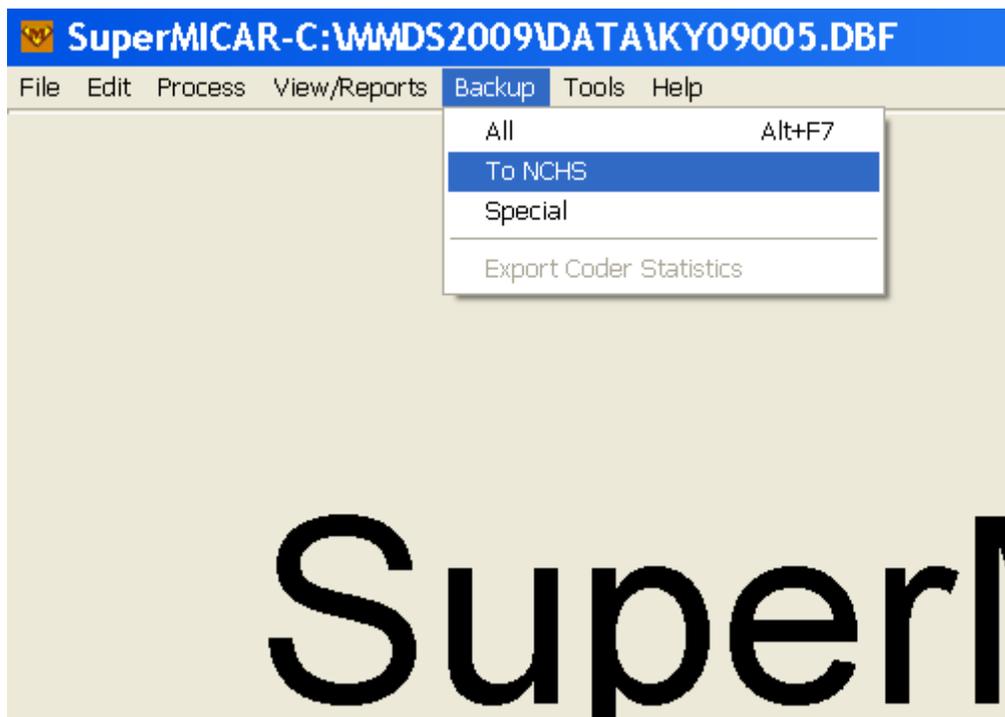
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Guideline: When sending shipments as SuperMICAR backup files, the state should use the BACKUP: To NCHS option and not the Backup: ALL option. They will then send the file with the SUP extension, not the SBK extension.

Backup: To NCHS makes sure the shipment number, state and year in the header information are matching the filename. So a shipment with Shipment number 017, Data year: 2009 and State Code: NC would produce a backup file named NC09017.SUP in the designated backup folder.

This is an added safety-net to make sure the filename and the information in the file are the same and to eliminate mismatches.

This does not apply to states with EDRS systems sending us S10 shipments.



MMCB: Shipment Resends

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Guideline: MMCB will no longer accept, and NVSS will automatically reject, resends of previously accepted MMCB shipments.

For this purpose, a resend is a shipment for MMCB which is identical with a previously accepted shipment in either of the following ways:

- The two share the same filename.
- The two share the same shipment number, state and data year in the header information (or the S10 file for EDRS shipments.)

Some cases where states previously have sent resends of shipments to MMCB (and recommendations on how to handle them in the future) include:

- The original shipment was inadvertently short a number of records, such as 750 records being sent when the state typically sends 1000 records in a shipment. Recommendation: Send the additional records as their own shipment with a unique shipment number.
- Some of the records in the original shipment have changed. Recommendation: Use the usual procedure for submitting updates/AI records.
- The original shipment contained the wrong records due to a naming error or other problem which sent the wrong certificate span: Recommendation: Contact MMCB staff to explain the specifics and work out how to resolve the issue.

In the event that MMCB encounters a problem with a shipment that requires a request for a state to resubmit a shipment, instructions will accompany the resubmission request.

MMCB: NVSS Immediate TRANSAX Returns

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NCHS Policy: MMCB will make the complete TRANSAX file available for download as soon as a shipment has been coded.

When the MMCB module of the NVSS goes online, complete TRX files will be made available on the SDN for download by a state immediately when coding on a shipment is completed. This may result in shipments being placed on the SDN out of order.

Example: The TRX file for shipment 017 may be placed on the SDN and be available for download while shipment 016 is still being coded by MMCB. The state can, of course, choose to wait to download shipment 017 from the SDN until after 016 is available.

MMCB: NVSS Preliminary TRANSAX Returns

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Policy: MMCB will make available for download automatically coded records without holding them for reject coding to complete. This should result in much faster return to the states of the large majority of coded records.

When the MMCB module of the NVSS goes online, MMCB will begin sending an additional file back to the states. This file will be the Preliminary TRANSAX File or TRP file.) This file will have the exact same format as the TRANSAX (TRX) file.

The TRP file will contain all the records in a shipment that had its underlying and multiple causes coded completely by the MMDS software with no manual coding required. This will in almost all cases not be a complete set of records for a shipment since some records reject in typical files. However, usually the TRP file will contain 80-90% of the records from the shipment.

Timeliness is the reason for the TRP file. In the past, the automatically coded records have been held by MMCB until the rejects were coded which means the 80-90% were delayed by the rejects. With the return of the TRP file, the states will now have access to these records and their codes much sooner than when they had to wait for reject coding.

The TRP files will be available for download by the state as soon as possible. In the early stages of MMCB NVSS implementation, this will be within one business day of receipt, two at the outside. As our systems continue to evolve and improve, this should be reduced to minutes or less.

When the rejects are coded, the normal complete TRANSAX file will become available. This will still contain the complete set of records for the shipment, not just the rejects.

It is up to the state to decide whether they will load the Preliminary TRANSAX file (to gain access to those coded records immediately) and later load the complete TRANSAX file when it is available or to just ignore the Preliminary TRANSAX file and wait for the complete TRANSAX file.

