

Text File Import Specifications for Comprehensive Clinical Assessment Software Application (CoCASA)

Introduction:

The process of importing a text file in Comprehensive CASA (CoCASA) will basically be the same as it was for WinCASA. The user will create an import template, and use that template to import data that has been extracted from an immunization registry, billing system, patient management system etc. The extracted data must be in the form of an ASCII or CSV text file. The ability to import from any format other than an ASCII or CSV text file is not available. The following specifications describe the format required for extract files from an immunization registry, a patient information system, etc for use in CoCASA. Information regarding the import process in CoCASA is also included.

Extract File Type:

The following types of ASCII files can be imported into CoCASA:

- 1) Fixed width text file
In fixed length format, each record is broken up into fields of a specified length. Fields that contain less data than the field size must have trailing blanks added to make the field the required length.
- 2) Delimited text file using the following delimiters: semicolon, comma, tab, other (user specified). In a delimited format, fields are separated with a semicolon, comma, tab, or other user specified delimiter. Data in the fields can be less the specified length or even empty, and it is optimal not to add trailing blanks to make a field a specified length. If data is not being sent in a particular field its delimiter will still need to be present. Field lengths are as follows:
 - Text fields are truncated to 255 characters
 - Phone numbers will accept 10 or 11 numerical characters (If 11 characters, the first number is dropped)
 - Zip codes are truncated to 5 characters
- 3) CSV file. **CSV** stands for Comma Separated Values, sometimes also called Comma Delimited. A CSV file is a specially formatted plain text file which stores spreadsheet or basic database-style information in a very simple format, with one record on each line, and each field within that record separated by a comma. It's important that the individual "records" within a CSV file NOT contain commas, as this may break the simple formatting when using the file in another application.

A required field that is blank or invalid will cause the record to be rejected. Records that contain optional fields with invalid data will still be imported, but the optional fields that had invalid data will be imported as blank.

Filler values such as "Unknown" and "Unreadable" should not be sent. If valid data is not available for a field, the field should be left blank.

The export file must be placed on a drive accessible to where CoCASA resides in order to be imported.

Extract File Format:

The text file must be in the format of one record per immunization as opposed to one record per patient. Each line within the file represents a different shot type and shot date with repeating demographic information for the same patient.

Importing the Extract File:

Before you can import data into CoCASA you must first create an import template in CoCASA. The import template specifies to CoCASA the order of the data fields, the format of your file, and the lengths of the fields within your file. You are also able to share your import template with other CoCASA users*.

Required Fields:

The following are required fields:

- An identifier (either first/last name, chart number, unique ID #1, or unique ID#2)
- Date of Birth

The user will be able to specify an age range (a 'from' date and 'to' date, in months or years, and an As Of date) to limit data entry during the Import process. The user will also be required to select an existing provider, and type in a new assessment name to store the imported data.

Implementation:

Once an import template has been created, subsequent access to the import template is available by choosing File on the main menu, then "Import", "Using a Template" and then "Choose a Template." The user then needs to locate the export file. The user will be required to select an existing provider and type in a new assessment name to store the imported data. An age range of interest may be specified if the user wishes. If no age range is specified, all records are imported. Any records outside the specified age range of interest are discarded. CoCASA will then process and import the data within the file into an immunization history record for each patient found in your file.

Data Values to use when Importing Data into CoCASA

The following tables list the values that can be used to import data into CoCASA (version 2.0) from a text file through the use of an import template.

Any records with invalid values for required fields will throw an exception and will be logged in the error log (ImportErrorLog.txt) in folder where CoCASA is installed. Any records with invalid values for optional fields will import, but the optional field with an invalid value will be blank. The tables in the following section list the IDs and the descriptions that can be used when importing data. Data can be imported through the use of an ID or a description. If a description is used, either the full description or a portion of the full description that represents a unique value (starting from the first character of the description) must be used. The values are not case sensitive.

For example, in the case of Race, the full description for Asian would be “Asian.” Alternatively, a portion of the full description that provided a unique value could be used. For “Asian” that would be “As” at a minimum. If only “A” is used, then the data might be imported as “Asian” or as “American Indian or Alaska Native” since both start with “A.”

The tables below list the IDs and Descriptions that can be used to import data into CoCASA when using a template to import from a text file.

Demographic Fields

Ethnicity	
ID	Description
0	
1	Not Hispanic or Latino
2	Hispanic or Latino
98	Unknown

Race	
ID	Description
0	
1	White
2	Asian
3	Black or African-American
4	American Indian or Alaska Native
5	Native Hawaiian or Other Pacific Islander
98	Unknown
99	Other Race

Gender	
ID	Description
0	
1	Male
2	Female
98	Unknown

Date of Birth

Date fields can take one of 3 different formats:

1. Valid date format, such as 12/31/1999, 12-31-1999, 12/31-1999, dec 31 1999, dec. 31 1999, or December 31 1999. If the year portion has only 2 characters and it is more than 1 month after today's date, it will convert the year to 19XX (e.g. if the today's date is Sep 4, 2006, then Dec 31 06 would convert to 12/31/1906). If the year portion has only 2 characters and it is before 1 month after today's date, it will convert the year to 20XX (e.g. if today's date is Sep 4, 2006, then Sep 12 06 would convert to Sep 12, 2006).
2. 8 digit number beginning with year, such as 19991231 for 12/31/1999.
3. 8 digit number ending with year, such as 12311999 for 12/31/1999.

However, all date fields should be in same format. You cannot have a mix of different date formats.

Insurance Type	
ID	Description
0	
1	Medicaid
2	Medicare
3	Medicare Advantage
4	Uninsured
5	Private
98	Unknown

For the State field, the following abbreviations will be imported. The full description (e.g. “Georgia”) is not accepted.

State		
Abbreviation	Abbreviation	Abbreviation
AK	KY	OH
AL	LA	OK
AR	MA	OR
AS	MD	PA
AZ	ME	PR
CA	MH	PW
CO	MI	RI
CT	MN	SC
DC	MO	SD
DE	MP	TN
FL	MS	TX
FM	MT	UT
GA	NC	VA
GU	ND	VI
HI	NE	VT
IA	NH	WA
ID	NJ	WI
IL	NM	WV
IN	NV	WY
KS	NY	

Patient Status Fields

VFC Eligibility Categories	
ID	Description
0	
1	Medicaid
2	American Indian or Alaska Native
3	Not VFC-Eligible
4	Underinsured
5	Uninsured

The following fields can have values of yes, no, unknown, or be left blank.

Head Start Participant
Receive Medicaid
Receive TANF (AFDC)
Receive WIC
Selected by HEDIS
Moved Or Gone Elsewhere (MOGE)
Adult on catch up schedule
Child on catch up schedule
No immunization history

ID	Description
0	
1	“yes”, “y”, “true”, or “t”
2	“no”, “n”, “false”, or “f”
98	“unknown” or “u”

A date for MOGE can also be imported. The format for the MOGE date can be any of the formats as listed for the Date of Birth. However, all date fields in the same file must be in the same format. If a valid MOGE date is imported, then the MOGE field is automatically set to “Yes.”

Risk Factor Fields

The following fields can have values of yes, no, unknown, or be left blank.

Alcoholism
Asplenia
Asthma
Cancer drugs
Clotting factor concentrate recipient
Developmentally disabled person
Diabetes mellitus
Heart disease
Hemodialysis
HIV Infection
Hodgkins disease
Leukemia
Liver disease - chronic or cirrhosis
Lung disease - chronic, not asthma
Lymphoma
Metabolic Disorders
Organ transplant
Radiation therapy
Renal disease/nephrotic syndrome
Sickle cell disease
Stem cell transplant recipient
Steroids, Long term
Terminal complement component deficiency

ID	Description
0	
1	“yes”, “y”, “true”, or “t”
2	“no”, “n”, “false”, or “f”
98	“unknown” or “u”

Diagnostic Screening and Testing Events

The following fields can have values of yes, no, unknown, or be left blank.

Anemia Testing
Blood Sugar Testing
Cholesterol Screening
Colonoscopy
Hepatitis C Testing
HIV Testing
Lead Screening
Lipid Testing
Mammography
Pap Smear
PSA Testing
STD Testing
TB Screening

ID	Description
0	
1	“yes”, “y”, “true”, or “t”
2	“no”, “n”, “false”, or “f”
98	“unknown” or “u”

Each Diagnostic Screening and Testing Event has a corresponding date field that can be imported. The format for these dates can be any of the formats as listed for the Date of Birth. However, all date fields in the same file must be in the same format. If a valid date is imported, then the corresponding Diagnostic Screening and Testing Event is automatically set to “Yes.”

Counseling Events

The following fields can have values of yes, no, unknown, or be left blank.

Alcohol Cessation Counseling
Anemia Counseling
Dietary Counseling
HIV Counseling
Lead Counseling
STD Counseling
Tobacco Cessation Counseling

ID	Description
0	
1	“yes”, “y”, “true”, or “t”
2	“no”, “n”, “false”, or “f”
98	“unknown” or “u”

Other Risk Factor

The following fields can have values of yes, no, unknown, or be left blank.

Aspirin therapy, long term
Blood or body fluid exposure - lab
Chronic Illness
College student in dormitory
Community service worker
Contacts (household) of high-risk person
Contacts in Meningococcal outbreak
Contacts of HBV person - household or sexual
Day care worker
Geographic risk - resides in risk area
Health care worker (HCW)
Injection drug use
Inmate, long-term correctional facility
Lab exposure to HepB
Lab exposure to meningococcal
Lab exposure to polio
Men who have sex with men, MSM
Military recruits of the U.S.
Multiple sex partners
Newborn of HBV positive mother
Non-injection drug use
Pregnant or planning to become pregnant
Rubella non-immune woman, non-pregnant
Travel (internationally) to risk area
Worker, developmentally disabled
Worker with (non-human) HAV+primates
Worker/resident, any long term care facility

ID	Description
0	
1	“yes”, “y”, “true”, or “t”
2	“no”, “n”, “false”, or “f”
98	“unknown” or “u”

Reasons Not Given

History of Varicella (chicken pox)	
ID	Description
0	
1	“yes”, “y”, “true”, or “t”

Using "yes", "true", "y", "t", "1" will import one record to Reason Not Given for Varicella, with “History of Varicella (chicken pox)” as the reason not given and the patient’s first birthday as the date. All other values will be ignored.

Antigens

Shot Type

Literal strings, CPT codes, and CVX codes are all valid formats for Shot Type. However, all shot types must be in the same format (either literal strings, CPT codes, or CVX codes). You may not use a mix of literal strings, CPT codes, or CVX codes. For specific literal strings, CPT codes, and CVX codes that are accepted, please see the section below entitled “CPT code / CVX code for text file import” and “Literal strings for CoCASA text file import.”

Shot Date

The format for the Shot Date can be any of the formats as listed for the Date of Birth. However, all date fields in the same file must be in the same format. You cannot have a mix of different formats.

Manufacturer

The ID, the Abbreviation, the full Description (or a unique portion thereof starting at the beginning) can be used to import data.

Manufacturer		
ID	Abbr.	Description
0		
1	BAH	Baxter HC Corp.
2	BPC	Berna Products Corp.
3	NOV	Novartis
4	MBL	Massachusetts Biological Labs
5	MIP	Bioport Corp.
6	MSD	Merck & Co.
7	OTC	Organon Teknika Corp.
8	PD	Parkedale Pharmaceuticals
9	PMC	sanofi pasteur
10	SKB	GlaxoSmithKline
11	WAL	Wyeth/Lederle
12	MED	MedImmune
13	INTC	Intercell AG

Lot Number

Any text string can be imported into Lot Number.

* This option eliminates the need for individual users within one grantee area to recreate the same import template. One template can be created and shared among all users.

Import templates will be accepted from outside agencies. These import templates can be sent to the CoCASA help desk at CDC/NCIRD for inclusion in the next update to CoCASA. Once the software is updated and released, the import templates received will be available in the downloaded version of CoCASA.