

# Clinical Case Registry Setup Checklist

Virgin Install

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Assign Menu option: ROR GUI			
2. Assign SECURITY KEYS:			
<ul style="list-style-type: none"> <li>A. ROR VA IRM for IRM individual</li> <li>B. ROR VA HIV ADMIN</li> <li>C. ROR VA HIV USER</li> <li>D. ROR VA HEPC USER</li> <li>E. ROR VA HEPC ADMIN</li> </ul>			<p>ROR VA HIV &amp; ROR VA HEPC keys must be "<b>activated</b>" before the users get the corresponding level of access. The keys are activated automatically by the nightly task (the Registry Update &amp; Data Extraction [ROR TASK] option), or you can activate the keys manually using the Re-index the ACL cross-reference [RORMNT ACL REINDEX] option of the Clinical Case Registries Maintenance [RORMNT MAIN] menu.</p>
3. Review the Registry parameters.			
<p>4. Clinical Case Registries Maintenance [RORMNT MAIN]            Select Clinical Case Registries Maintenance Option: ERP            Select ROR REGISTRY PARAMETERS REGISTRY NAME:</p>			<p>Review the registry parameters and define the list of users who should be</p>

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<p>VA HEPC            REGISTRY UPDATED UNTIL: JAN 1,1990// &lt;RET&gt;            DATA EXTRACTED UNTIL: JAN 1,1985// &lt;RET&gt;            EXTRACT PERIOD FOR NEW PATIENT: 7300// &lt;RET&gt;            ENABLE LOG: YES// &lt;RET&gt;            Select LOG EVENT: &lt;RET&gt;            REGISTRY STATUS: &lt;RET&gt;            Select NOTIFICATION: CCRUSER,ONE                Are you adding ' CCRUSER,ONE ' as a new                NOTIFICATION (the 1ST for this ROR REGISTRY                PARAMETERS)? No// Y            Select NOTIFICATION: &lt;RET&gt;            LAG DAYS: 7// &lt;RET&gt;            ALERT FREQUENCY: 2// &lt;RET&gt;            ENABLE PROTOCOLS: YES// &lt;RET&gt;            MAXIMUM MESSAGE SIZE: 5// &lt;RET&gt;</p>			<p>notified about problems with the CCR software. Please do not change the default registry parameters unless you are instructed otherwise.</p>
<p><b>5. Initialize database:</b>            A. Schedule the initial registry population task(s) for Hepatitis C and/or HIV registries</p> <p>Select OPTION NAME: <b>ROR SETUP</b>            Registry Setup            Select a Registry: VA HEPC            Maximum number of registry update subtasks: (0-10): 5// &lt;RET&gt;            Suspend the post-install during the peak hours? NO// ?</p> <p>-----</p> <p>B. If you answer YES to this question, registry update subtasks that populate the registry will be suspended during the peak weekday hours to conserve the CPU resources. The tasks will not be suspended on weekends and holidays. If the initial registry update runs in the single-task mode, it will never be suspended.</p>			<p>These tasks will search the patient data in the time frame from the date defined by the REGISTRY UPDATED UNTIL parameter until the day when the setup is performed. All patients that have registry-specific positive lab results and ICD-9 codes will be added to the registry in a pending state. Do ONE registry at a time.</p>

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<p>1) Two additional prompts will be displayed asking you to enter start and end time of the suspension. Enter either 'Y' or 'N'. Suspend the post-install during the peak hours? NO// YES Suspension start time: 7:00AM// ?</p> <p>-----</p> <p>C. Registry update subtasks will be suspended after this time every day except the weekends and holidays. However, they will be checking for a stop request every hour during the suspension.</p> <p>-----</p> <p>D. Enter time of the day (e.g. 8AM). Suspension start time: 7:00AM// &lt;RET&gt; Suspension end time: 6:00PM// &lt;RET&gt;</p> <p>=====</p> <p>Number of registry update (sub)tasks... 5 Suspend the tasks during peak hours.... Yes Suspend the tasks at..... 07:00 Resume the tasks at..... 18:00</p> <p>=====</p> <p>Requested Start Time: NOW// &lt;RET&gt;</p>			
<p><b>6. Start the HL7 logical link ROR SEND.</b></p>			
<p>7. TASKMAN Job: Select OPTION to schedule or reschedule: ROR TASK QUEUED TO RUN AT WHAT TIME: T+1@01:30 RESCHEDULING FREQUENCY: 1D TASK PARAMETERS: VA HEPC,VA HIV VARIABLE NAME: <b>RORSUSP</b> VALUE: "<b>07:00-19:00</b>"</p>			
<p>8. Confirm those pending registry patients who should be in the</p>		Registry	See the Clinical Case

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registry and delete those who should not.		Coordinator	Registries User Manual for details on confirming a pending patient.
<b>9.</b> When the registry validation is complete, perform the historical data extraction and upload the historical data files to the national database (optional).		Registry Coordinator	See the Clinical Case Registries Technical Manual/Security Guide for details.