

## DSS<sup>1</sup>/Event Capture Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
<b>DSS</b>			
1. Establish a Station Creation Date where the new system will be the production system.			
2. Ensure that the Decision Support Systems (DSS) V3.0 software has been installed on the system and has been patched to date.			
3. Use Fileman enter your site information into the DSS Extracts File (#728).			
4. Ensure that the ECXMGR Menu and the ECXMGR Security Key has been given to the DSS Site Manager (and other as deemed appropriate by the DSS Site Manager) responsible for the operation of the DSS Extracts application.			
5. Ensure that all individuals identified above are members of the DSS related mail groups. These mail groups are prefixed by “DSS”, such as DSS-ADMS, DSS-DENT, and there is a mail group for each extract. Members of these mail groups will receive a message when an extract has been run and when data is transmitted to CFD (Corporate Franchise DataCenter, formally the AAC).			
6. Ensure that the DSS Site Manager has been enrolled in the DMS, DMV and the DMU mail groups.			
7. Set up DSS Clinic Information			
8. Set up DSS Lab Results Information			
9. Set up Inpatient Medications Information			
10. Define Medical Center Divisions, if applicable			

<sup>1</sup> DSS – Decision Support Service

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
11. Set up Inpatient Census Information			
12. Set up Quasar Information			
13. Set up Mental Health Information			
14. Set up Division Identifier			
15. Set up DSS Wards			
<b>EVENT CAPTURE</b>			
Ensure that the Event Capture V2.0 Software has been installed on the system and is patched to date.			
Ensure that the GUI software has been Configure EC GUI Interface with CPRS in accordance with patch EC*2*51.			
Assign the ECSPSH, ECALLS, ECALLU, ECCH and EC GUI CONTEXT security keys to the appropriate personnel.			
Assign PERSON CLASS to all providers entering in event capture procedures with an EFFECTIVE DATE prior to any procedure back-dating that may occur once new system is operational.			
Set up Event Capture Locations			
Set up DSS Units for each service that has been targeted to use Event Capture. Associate each DSS UNIT with the HOSPITAL LOCATION that is associated with the final INSTITUTION file entry.			
Assign access to each of the DSS Units established			
Set up Local Categories			
Enter Local Procedures			
Create Event Code Screens.			
Schedule ECDEAL2 tasked job to run once daily.			