

**HDIS**

Health Department Information System

*Helping You...Help Others*

## Web Download Utility

## User Manual



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### Overview

The Web Download is a utility created to provide a manner in which to update details in HDIS without requirement of running a full HDIS upgrade. The files are downloaded from the [hdis.org](http://hdis.org) web site.

The details to be updated will most often be for secondary reference data or data driven configuration details.

Data details for which the Web Download utility is currently available include:

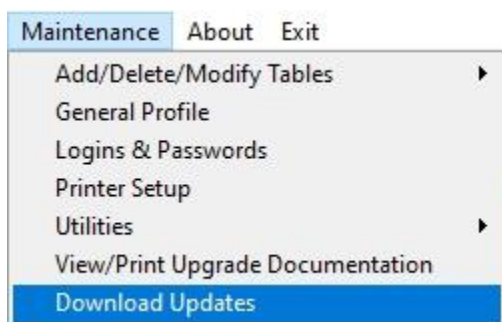
- Updating Food Inspection Details (per Nov 2019 Rule Changes)
- Updating Remote HDIS Synchronization Details
- Updating Tracking Population / Occupation Specification for Immunizations and Health Services
- Updating CPT / CVX codes and Drug Manufacturer details for Immunizations and Health Services

Future Implementations

- *Updating ICD Codes per annual updates effective October of each year.*

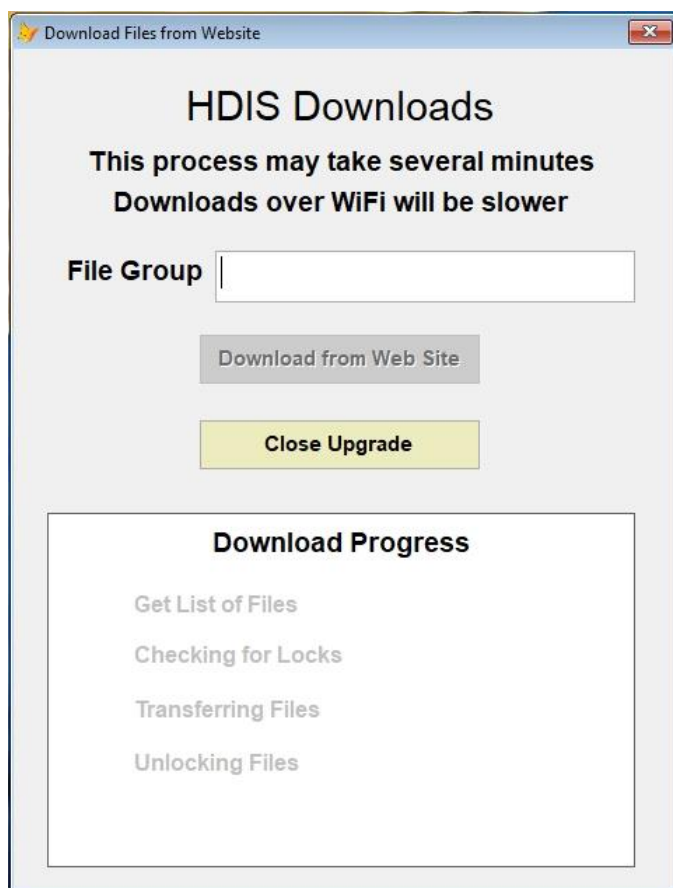
### Downloading File Details

The Web Download utility is accessed from the Maintenance menu of the main HDIS menu, **not** from the menus within the modules of HDIS. The menu option to select is **Download Updates**, as shown below.



Web Download Menu Item

Upon selecting the **Download Updates** menu option, the download screen will be displayed, as shown below.



Download Updates screen

The updating of data will often consist of multiple data sources. These data sources have been organized into separate groups of files.

As specification of a file group is required, the button to execute the download will be disabled until a file group has been specified.

The following file group names are currently supported:

File Group Name	Data Details downloaded
Sync	Configuration details for synchronization of data for modules <u>used in Remote HDIS</u>
FoodNov19	Update of data details for modifications to entering details for Food Inspections, effective for update in November 2019
Covid_Hs Covid_Imms	Definition of Track Population / Occupation specification for Covid vaccinations in Health Services and Immunizations.
CptCvx_Hs CptCvx_Imms	Definition of CPT Codes, CVX Codes and Drug Manufacturer definitions for selection in Vaccine, Vaccine Lot, and vaccination detail data in Health Services and Immunizations. Definition of custom CPT Codes required in submitting details to Insurance Carriers.
Vaxelis_Hs Vaxelis_Imms <a href="#">File Group specifications</a>	Details for loading new Disease / Vaccine definitions in Health Services and Immunizations for the Vaxelis vaccine.

Entering the desired **File Group Name** and clicking the **Download from Web Site** button will initiate the process for downloading the pertinent files for the specified file group.

Per the Covid, CptCvx, and Vaxelis File Groups,

Specify the group of files appropriate for which module is currently used on your system. For Health Services, specify with '\_HS'. For Immunizations, specify with '\_Imms'.

The process for updating Covid Track Population / Occupation specification details, CPT / CVX Details, and Loading Disease / Vaccine details are the same, with similar File Group specification and menu options for processing.

This document will discuss the process using the Track Population / Occupation specification.

### File Download Progress / Status

Upon clicking the **Download from Web Site** button, the process of the download will begin.

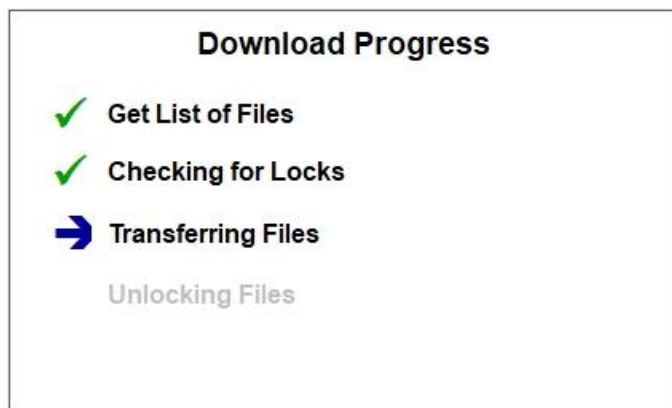
There are four steps to the download process:

Get List of Files	Obtain list of one or more files to be obtained in the download
Checking for Locks	Check if exclusive use of files is necessary and lock such files
Transferring Files	Download the files, saving to pre-determined location specified in the Get List step
Unlocking Files	Release the lock on any files locked in the Checking for Locks step.

As the steps are executed, the following icons will be displayed to show the status of that step. Those icons are:

Blue Arrow	Step is currently in progress of execution
Green Checkmark	Step has completed successfully
Red 'X'	Step failed, was not able to complete entire step with success.

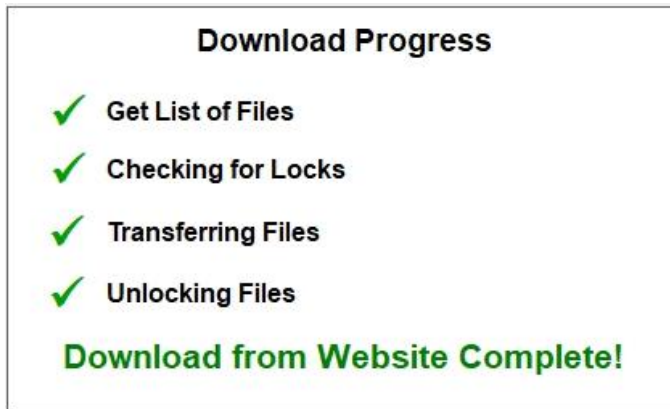
A snapshot showing **Get List of Files** and **Checking for Locks** as completed successfully and the download at the step of **Transferring Files** is shown below.



Download Progress Display

When the download of all pertinent files is completed with success, the progress status display will appear as shown on next page.





Successful Download Display

When an issue is encountered with the download process, it may be the result of one of following issues:

Incorrect / Invalid File Group  
specification

Verify File Group specification entered correctly

Unable to access Web Download page

In the web browser application, enter the URL for the web  
server which the Web Download resides. The URL is [hdis.org](http://hdis.org)

If a message that the "site can't be reached", verify the URL  
was entered correctly. If so, contact system administrator to  
make sure they have not blocked access to the [hdis.org](http://hdis.org) web  
page

Unable to access Web Download data  
details

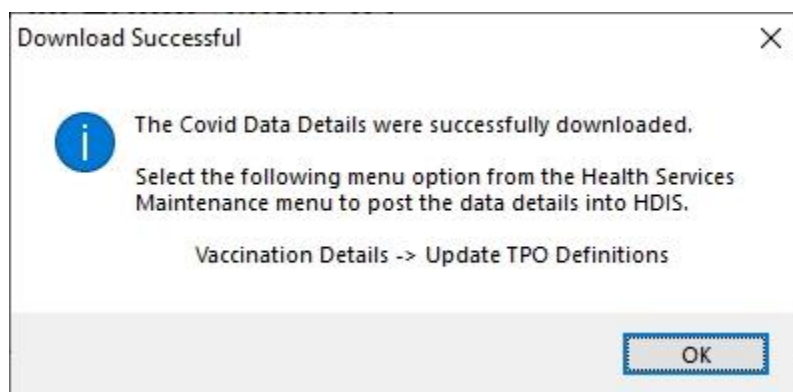
Contact HDIS Support.

### Message for Processing Downloaded Files

Upon completion of the download process, an appropriate message will be displayed to the user as to the success / failure of the file download.

When completed with success, the message displayed will specify the next step to take in processing the downloaded files.

Below is the message displayed upon successful downloading of the files provided to update the Tracking Population / Occupation specifications in Health Services.

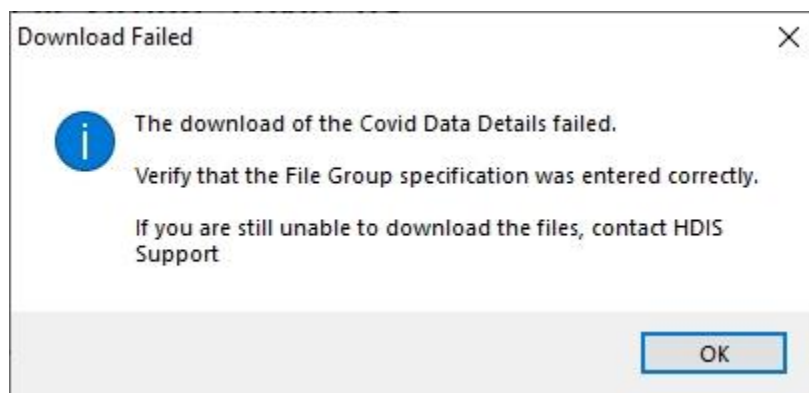


Successful Download Display

Menu option for processing CPT / CVX details is **Update CPT / CVX Details**

Processing of files successfully downloaded is discussed in the next section.

When the download fails, a message similar to the following is displayed.



Download Failure Display

### Applying Update of Data Details

As previously mentioned, each File Group will have a process to be performed subsequent to the successful download of files. Such process can be one of the following:

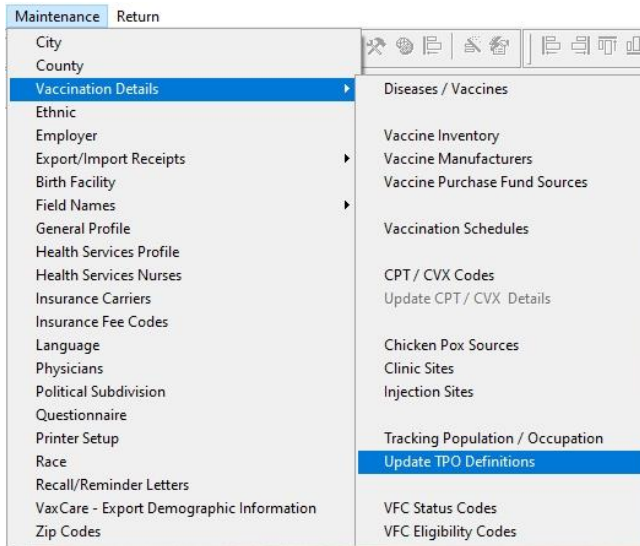
- Exit and Reenter HDIS to effectively have HDIS use newly downloaded / installed data details
- Navigate to Maintenance Menu in pertinent module to select menu item to process downloaded data details into HDIS.

This applies in Health Services and Immunizations per the posting of data details downloaded for updating the **Track Population / Occupation** specification, **Updating Cpt / Cvx Details**, **Loading Disease / Vaccine** definitions, and future **Updating ICD Codes**.

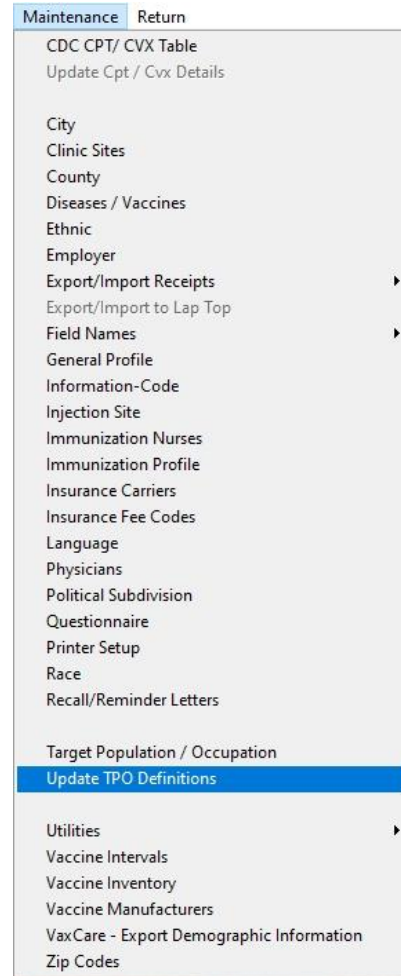
The posting of Track Population / Occupation details is provided as an example.

#### Updating Track Population / Occupation details

The utility for processing details from downloaded data into the Health Services or Immunizations data details is located in the Maintenance Menu, menu option **Update TPO Definitions**. The menu definitions are displayed on next page.



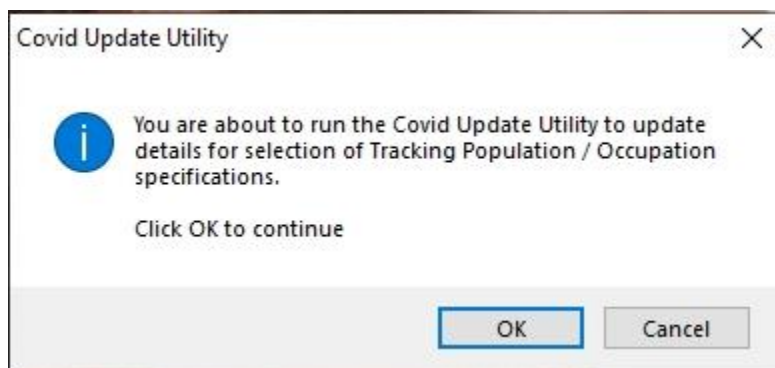
Health Services menu



Immunizations menu

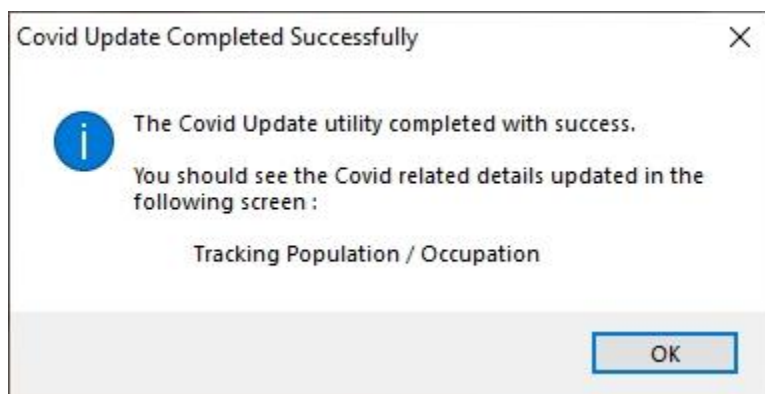
If any of the data detail files or the utility application do not exist in the expected location on the system, the menu item will be disabled, similar to how the **Update Cpt / Cvx Details** is shown in the menu, or removed altogether.

When enabled, select the **Update TPO Definitions** menu item to run the process. Upon selection, the user will receive the following message of verification to run the process.



Update TPO Verification

Upon clicking OK, the utility to update the TPO data details will be run. Upon completion, another message will be displayed specifying the success/failure of the process. Below is the message displayed upon successful completion of posting the TPO data details.



Update TPO Successful

Upon successful completion of updating data details into Health Services / Immunizations, you can see the updated data details in the maintenance screens and the data details will be available for selection in the appropriate detail screens throughout the Health Services / Immunization module.

Other possible messages include message of the update utility failing to update data, and successful run but no data details updated.