



Data Submission Portal (DSP): Key Notes and Common Errors

This document outlines key information and some of the common errors users may experience resulting from the change in technology from Data Book to DSP. Please review the document below when testing your submissions in the DSP.

If you have any questions or concerns please contact us at OH-CCO_Informatics@ontariohealth.ca

Each submission must only contain data for one month

Submissions are only accepted in the DSP in monthly packages. If you are submitting data that is for more than one month, the files must be zipped into separate packages (by month) prior to submission.

This will apply to re-submissions as well, where all re-submission packages are to be separated into separate monthly packages prior to submission via the DSP.

When re-submitting a package due to an error in a file, not all files need to be submitted

After reviewing your QA reports following your submission, you may have to correct some record-level errors within a file. If these errors exist in only one or two of the files in your package, then those files are the only ones that need to be re-submitted in the new package (i.e. if you only need to fix Systemic, that's the only file that needs to be submitted).

Any previously submitted files (that have been accepted, and contain no errors) will *not* be deleted when submitting a new package containing the newly corrected files.

Alternatively, there are no issues with re-submitting the entire package containing *all* files (if desired). All files will be overwritten in this scenario with the new files in the package.

Important to note, that all *data* for the month needs to be included in whatever files are being submitted (i.e. even if you just need to fix or add one Systemic record, *all* Systemic data for the month needs to be included).

Whitespace error

A whitespace is any character or series of characters that represent a space (most commonly entered through the use of a Spacebar).

Unlike the Data Book application, the DSP application does *not* automatically remove any whitespace within the data fields of your submission. If a whitespace exists, the user will receive an error message.

Please ensure that all whitespace is removed prior to submission.

The DSP feature of removing whitespace from submissions will be addressed in a future maintenance release.

File Naming Convention when submitting a package

All submitted packages must follow the new format below:

ALR_NNNN_YYYYMMDD.zip

Facility (NNNN) is the three-digit Facility Number as per the Ministry of Health Numbering System (please add a leading zero). The Submission Date (YYYYMMDD) is the calendar year, month and day of your submission.

All submitted packages must follow the naming convention above, however, a user may enter additional characters *after* the YYYYMMDD submission date (if they would like to differentiate between the multiple packages).

Important to note, that each submission will have a unique Load ID found in the Submission Summary report (so there are no issues when re-submitting a package with the exact same filename multiple times).