



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 informatics@cancercare.on.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). This also applies to sites that submit multiple files for a single entity (ie. Systemic files for site A, B and C). If only systemic data from site B needs to be re-submitted, all Systemic files from site A, B and C 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).

For example, on quarterly re-submissions when multiple months of data are submitted in separate zip packages, on the same submission date (containing some or all entity files):

- ALR_0123_20190107_Apr2018_SYS_only.zip
- ALR_0123_20190107_May2018_RAD_only.zip
- ALR_0123_20190107_Jun2018.zip

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).

Submission Period or “data month” (in zip package) error

DSP will automatically overwrite previous/existing data when a “.csv” file for a particular entity/activity is re-submitted in a zip package.

It is important to review the QA reports from each submission (ie. Load ID) for rejection errors, and in particular error #305 - Invalid Visit Date- Must be within current data submission months.

Error #305 will be raised if the “Submission Period” selected on the Submissions screen does not match the “data month” in the zip package.

For example, if “January, 2019” is selected under “Submission Period”, but the entity/activity files in the zip package are for data “July 2018”.

If the zip package passes the file format checks, and is accepted and processed, but the activity/entity files have error #305, the accepted submission will overwrite (existing) January 2019 data (as selected) with “July 2018” data that was rejected, essentially resulting in null January 2019 data.

To correct, a re-submission of “January 2019” data (for all affected activity/entity files), with “January, 2019” selected under “Submission Period” needs to be done.

Use of 2019/20 OPIS scripts

Submissions to DSP during conformance testing needs to follow the ALR FY 2019/20 file format specifications. The 2019/20 OPIS scripts will be provided to OPIS users to perform conformance testing to DSP prior to go-live (May 13, 2019). However, please note that the current ALR submissions (to the Data Book submission portal) for the remainder of FY 2018/19 must continue to use the 2018/19 OPIS scripts.