Using the ISCR FTP Program

(RMCDS Configuration)

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This document explains how to make a backup of cases in RMCDS (Rocky Mountain Cancer Data Systems) and send it to an FTP site on the internet belonging to the Indiana State Cancer Registry (ISCR). FTP stands for File Transfer Protocol, and it's a way of sending files across the internet. Most web sites have content that you can view in an internet browser, but an FTP site simply holds files that can be uploaded (sent from your computer to the FTP site) or downloaded (sent from the FTP site to your computer).

In order to send your backups through the internet, you must first install a special program to do this. The program is provided by ISCR, and there are separate instructions for installing it. Contact ISCR for more information. Contact data appears at the end of these instructions.

Brief Instructions

Making and sending a state backup is fairly straightforward. Just follow these simple instructions. You can refer to the detailed instructions if you need more information for any step.

First create the state backup.

1. Log on to RMCDS.

2. From the **Utilities** menu select **Backup & Restore**.

3. From the **Backup** menu select **State**.

4. Select the options you normally select when doing a state backup.

5. Click the **Run** button.

6. Since you're not going to put your data on a disk, click the **Cancel** button to close the *New Case Backup* window.

7. Click the **Exit** button in the *Backup and Restore* window.

Second run the FTP program to submit the data.

8. From the **Custom** menu select **Run the ISCR FTP program**.

9. Click the **Run** button in the *Custom Menu Options* window.

10. Click the **OK** button in the *Processing Options* dialog.

11. If your facility participates in the IU Health Physicians Outreach program, select which agencies to submit your data to.

12. Check the radio button for the type of submission you're making.

Detailed Instructions

Each step in the brief instructions has a corresponding step in this section giving more details about how to perform that step.

First create the state backup.

1. If RMCDS is not already open, start it and log on.

2. From the **Utilities** menu select **Backup & Restore**, as shown in Figure 1. This displays the *Backup and Restore* window.
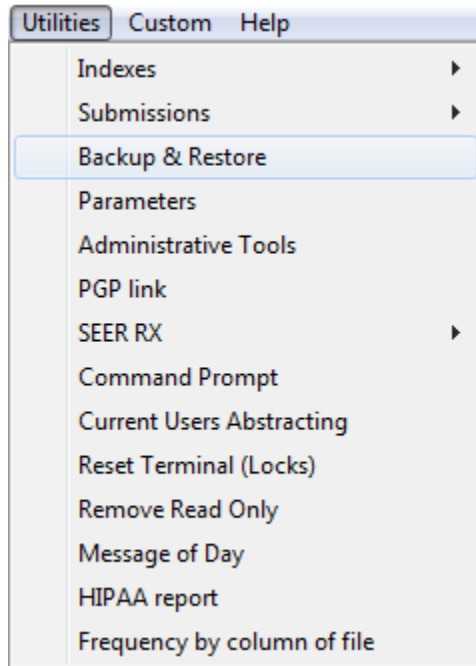

Figure 1: Utilities Menu

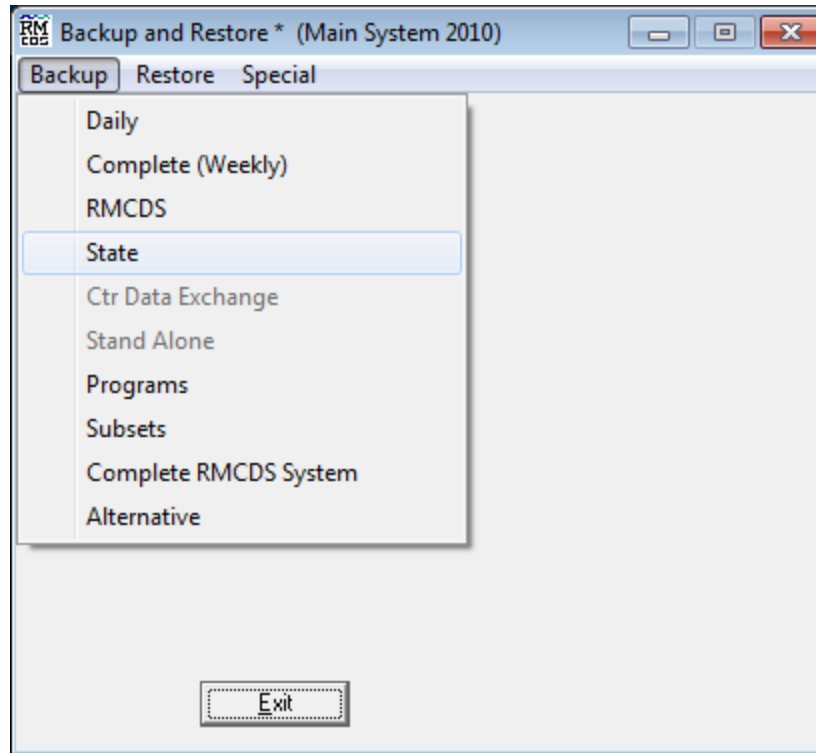3. From the **Backup** menu select **State**, as shown in Figure 2.

Figure 2: Backup Menu

4. The options for the state backup are displayed in the *Backup and Restore* window as shown in Figure 3. Normally you will select the following options. Most of these are the default, which means RMCDS automatically sets them to what you need.

a) In the **Format** dropdown list, select **Rocky Mountain**. (This should already be selected.)

b) The **Send Follow_up to State** checkbox must _not_ be checked. This is _not_ the default so you must click the checkbox to uncheck it.

c) The **Send Abstracts to the State** checkbox must be checked. (This should already be checked.)

d) Check the **Current** radio button. (This should already be checked.)

e) Be sure the **Month**, **Day** and **Year** of the **Previous Transfer** are correct. RMCDS automatically sets this to the last time you ran a state backup, so it probably is accurate. Still you should keep a log of state backups so you can verify that the date really is the date when you last ran a state backup.

f) If you want a printed list for your own records of the cases you are backing up, check the **Print Listing** checkbox. (This should already be checked.) Contact ISCR if you need assistance with printing the list.
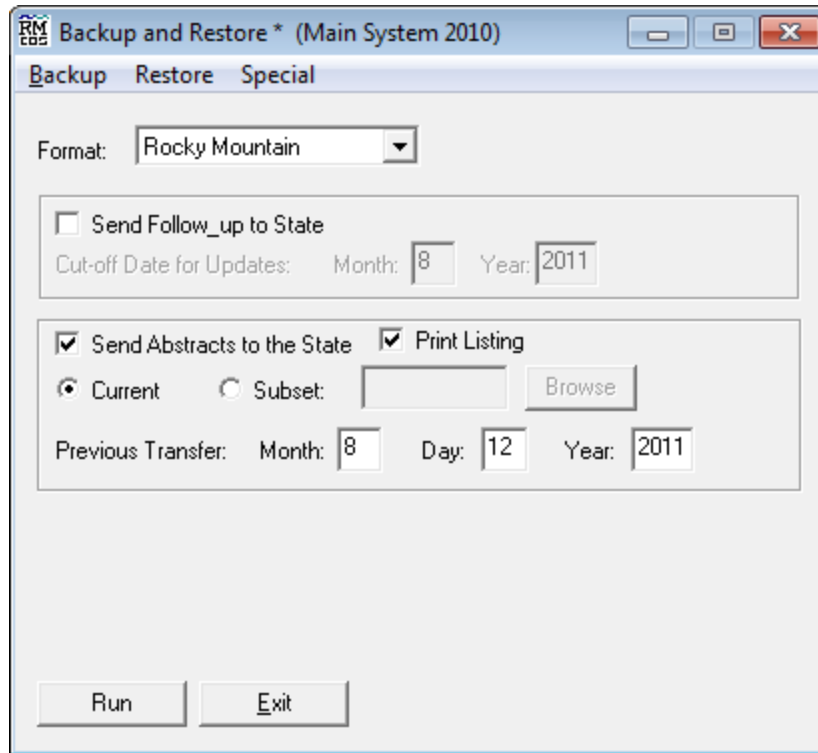
Figure 3: State Backup Options

5. Once you've selected the correct options, click the **Run** button. If the *HIPAA Requirements* dialog shown in Figure 4 is displayed, click the **OK** button to close it.
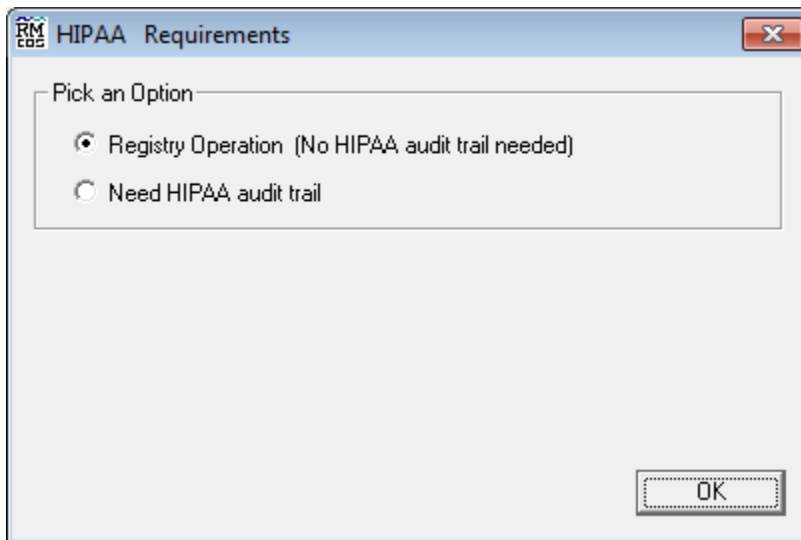

Figure 4: HIPAA Requirements Dialog

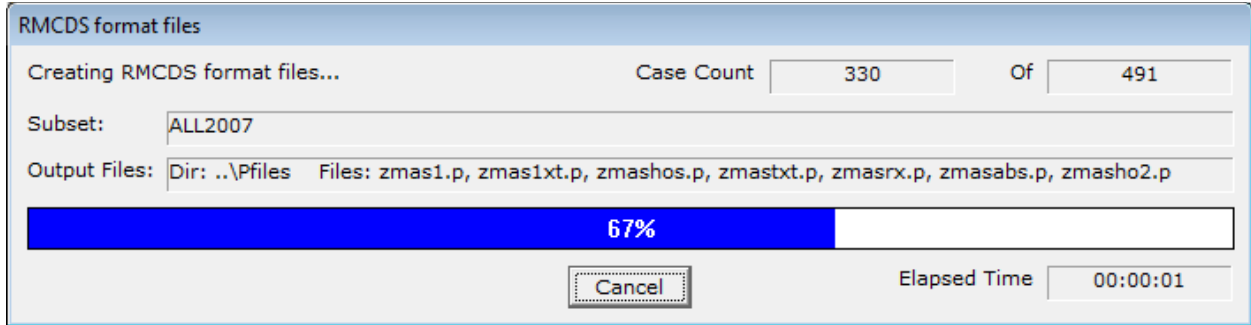A progress window is displayed while the backup files are created, as shown in Figure 5.

Figure 5: Writing Records

When all selected cases have been added, the window shown in Figure 6 is displayed to tell you how many records (that is, cases) are being backed up. You may want to write this number down for your own records.
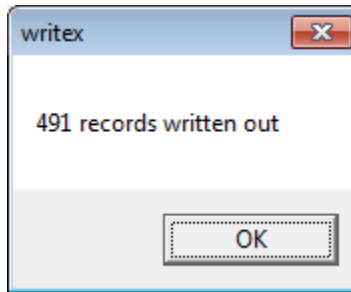

Figure 6: Number of Records Written

Click the **OK** button. The *New Case Backup* window is displayed as shown in Figure 7. This window allows you to copy the submission files to disk.
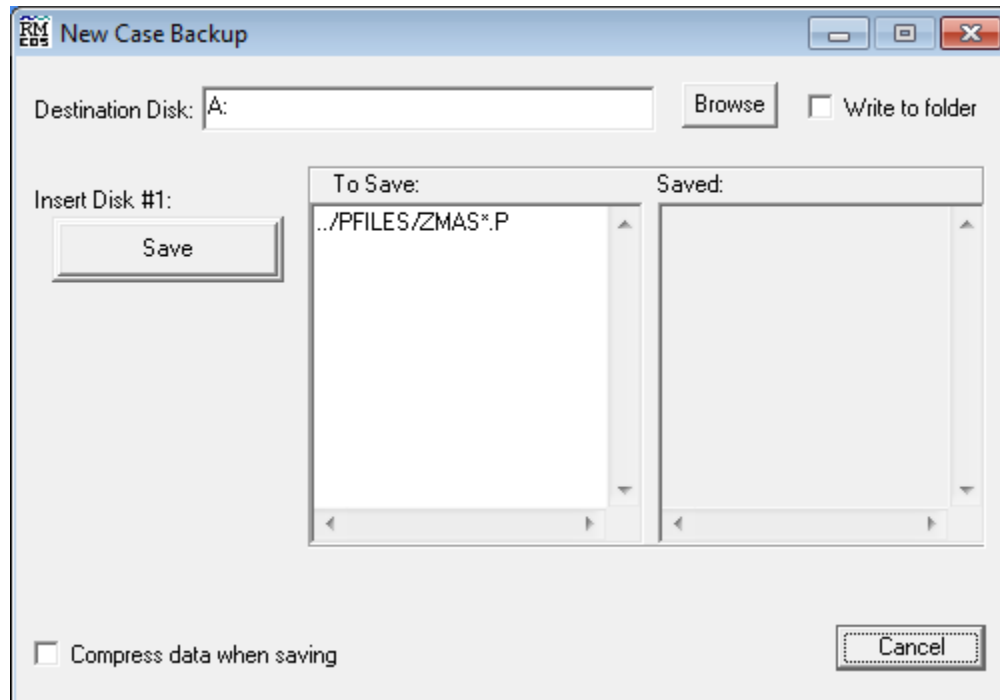

Figure 7: New Case Backup Window

6. Click the **Cancel** button to close the *New Case Backup* window, since you're not going to use a disk.

   If you left the **Print Listing** box checked in Step 4(f), then the *Print Options* window, shown in Figure 8, is displayed. In that case, click the **Examine & Print** button to open your word processor and view the listing of the cases that are in the backup. If you print the listing, then when you close your word processor, you no longer need the disk copy of the listing. In that case you can click the **Delete File** button in the *Print Options* window to delete the disk copy and close the window. Otherwise click the **Exit** button to close the window.
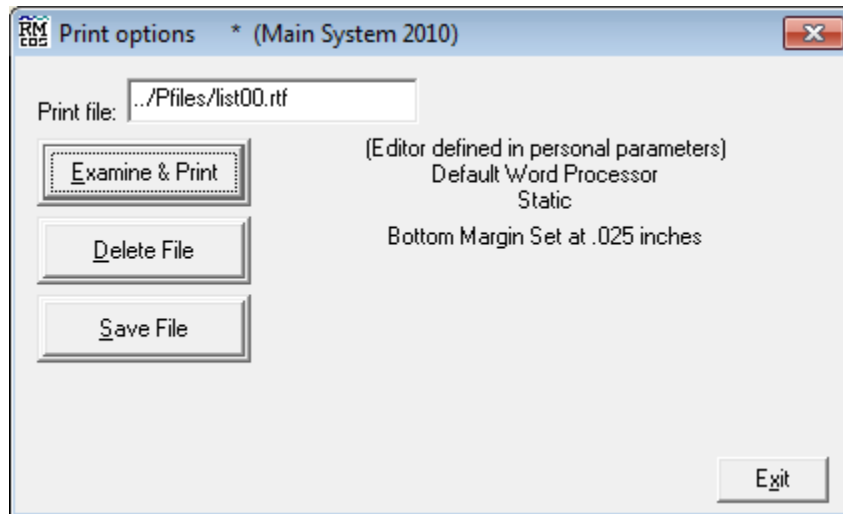

Figure 8: Print Options Dialog

7. Click the **Exit** button in the *Backup and Restore* window (shown in Figure 2 and Figure 3) to get back to the main RMCDS window.

Second run the FTP program to submit the data.

8. From the **Custom** menu, select **Run the ISCR FTP program**, as shown in Figure 9.
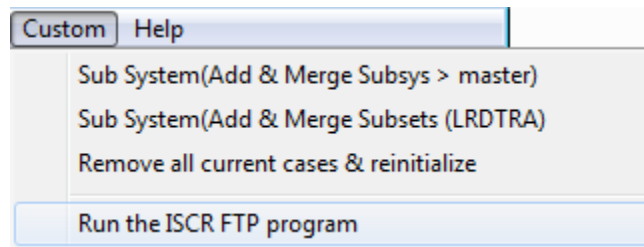

Figure 9: Custom Menu

9. Do not type anything in the **Arguments** textbox in the *Custom Menu Options* window shown in Figure 10. Just click the **Run** button
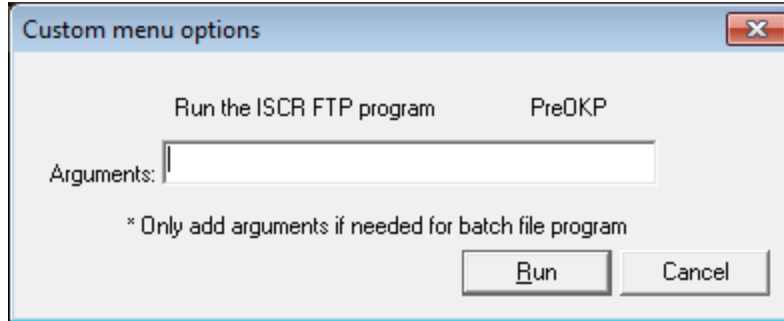
Figure 10: Custom Menu Options Window

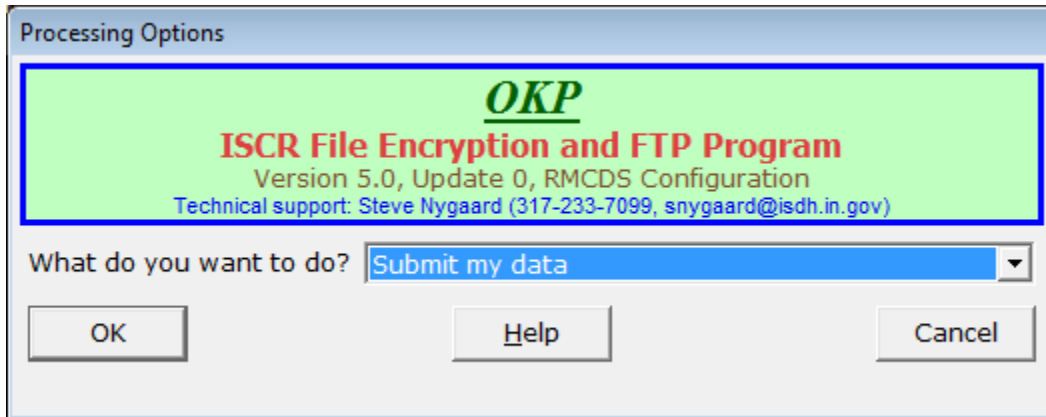10. Click the **OK** button in the *Processing Options* dialog shown in Figure 11.

Figure 11: Processing Options Dialog

11. If your facility participates in the IU Health Physicians Outreach program, the *Select Recipients* dialog shown in Figure 12 is displayed. If you don't want your submission to go to both agencies, click on the one you don't want it to go to in order to uncheck the box for that agency.
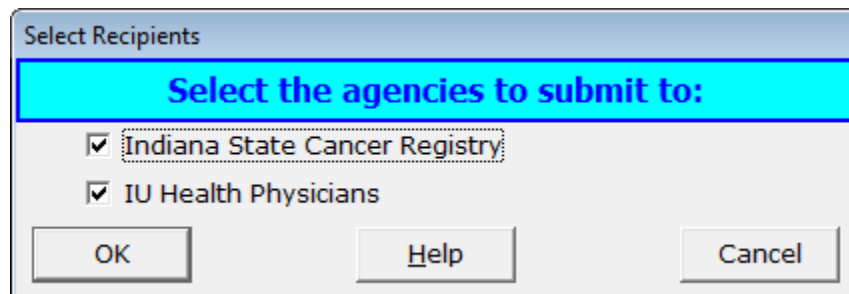

Figure 12: Select Recipients Dialog

If your facility does not participate in the IU Health Physicians Outreach program, the dialog is not displayed and this step is skipped. If you do participate in the program but you're submitting follow-up data, it goes only to IU Health Physicians, so there is no need to display this dialog. So in this case too this step is skipped.

12. Check the radio button for the type of submission you're making in the *Type of Submission* dialog shown in Figure 13 and click the **OK** button. In most cases, the default value **Regular submission** is appropriate.
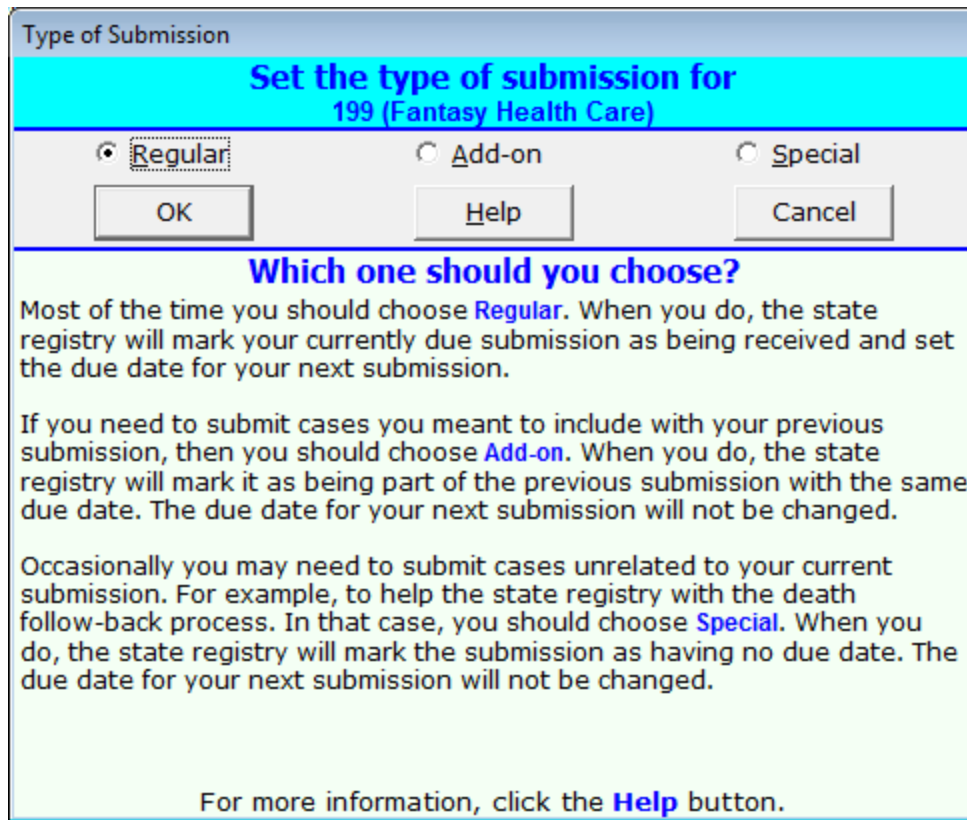
Figure 13: Type of Submission Dialog

If you're sending cases you meant to include in your previous submission, then check the **Add-on submission** button to indicate these cases should be considered part of your previous submission. Please note that doing this creates extra work at the central cancer registry, so if it's possible to hold these cases until your next submission, that would be preferable.

Occasionally you may be asked to send cases for some special purpose, such as assisting the central registry with death clearance. In that case, check the **Special submission** button.

After you click the **OK** button, a couple of windows with progress bars appear. The first shows your data files being encrypted, and the second shows the encrypted file being uploaded to the FTP site. After the file has been uploaded to the FTP site, a message is displayed, as shown in Figure 14, to let you know everything worked.

If you don't see the picture of the babies, it means there was a problem uploading your data to the central cancer registry's FTP server. In that case, contact ISCR for assistance.

Figure 14: Transfer Complete Message

Contact Information

If you have any problems or questions, please contact the following person at the Indiana State Cancer Registry (ISCR) for assistance.

Name	Phone	E-mail
Steve Nygaard	317-233-7099	snygaard@isdh.state.in.us