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CLEFT REGISTRY & AUDIT NETWORK

CRANE Database – Imports of Outcome Data.

Prepared by the CRANE Database Project Team

The CRANE Database system 'Import' function allows you to upload outcomes information about the patients registered to your administrative unit. Adding outcome data in this way allows you to update several records at once rather than updating individual patient records one at a time, so it can save time if you have several records to update. However, you will need to spend some time to set up the import file and review the import log for errors.

To import outcomes data you need to submit a separate *.csv file for each type of outcome i.e. Growth at birth, Speech at 5 years, etc. Templates are provided for this. It is necessary to format the information according to the CRANE Database Data Dictionary as the system will only accept data that is correctly formatted.

You can import data by completing the following steps:
Log in to the system through the CRANE Website & Database page at www.crane-database.org.uk and click on the "**CRANE Data Entry System**" button at the top of the webpage.

1. Go to the "Import" area by selecting that option listed in the menu on the left – under "Patient Records" (see below-left in **red**).
2. Once in the "Import" area, you can download a template for your data upload. Templates are stored under the "Import Templates" button on the upper-right of the screen (shown below-right in **green**).

3. Once you select "Import Templates", a window will open showing the following 11 Template options (shown on the next page): Growth at birth, Psychology at birth, Growth at 1 year, Growth at 5 years,

Orthodontics at 5 years, Dentistry at 5 years, Dentistry at 10 years, Psychology at 5 years, Psychology at 5 years with SDQ assessment and TIM measurement, Speech at 5 years and Speech at 10 years.

Import CSV samples

Please download the correct template from those below. Then please attach the completed template (*.csv file) you want to import and click "Start import".

Note: The first column (form_id) in your import csv file must contain the correct outcome code for each row of data you wish to import.

This outcome code has been provided for you on the first row of all the templates. You can also find this outcome code at the beginning of the template filenames below (101 for growth at 1y, 305 for dentistry at 5y, and so on).

100_growth_at_birth_g0	100p_psychology at birth_p0	101_growth_at_1_year_g1
CSV ⬇	CSV ⬇	CSV ⬇
105_growth_at_5_years_g5	205_orthodontics_at_5_years_o5	305_dentistry_at_5_years_d5
CSV ⬇	CSV ⬇	CSV ⬇
310_dentistry_at_10_years_d10	405_psychology_at_5_years_p5	405p_psychology_at_5_years_SDQTIM
CSV ⬇	CSV ⬇	CSV ⬇
505_speech_at_5_years_s5	510_speech_at_10_years_s10	
CSV ⬇	CSV ⬇	

4. Download the correct Import Template.
5. Before completing any import we strongly recommend that you **conduct a data export first** to explore the records of the participants you are interested in. Export the data for the relevant years of interest, and conduct the following checks:
   - Check they have verified consent if you are adding outcome data, otherwise any data entered for non-consented cases will be rejected, for Information Governance purposes.
   - Check which participants have missing data. You can then copy this information over to your data import sheet and complete the data fields that are missing.
   - For further information on how to export your data please refer to the 'CRANE Database – Quick reference for exporting', found in the Resources section of the website.
6. Step 5 is necessary as when you import data, **if there is already information contained within these data fields the import will overwrite this**. This will occur even if you leave the data fields within your import sheet blank. The point of the import is to reflect the data in the import file into the patient record; therefore if a blank value is supplied in the import file this will be updated as a blank value on the patient record. Also, remember, if you try to import outcome data for non-consented cases, this data will be automatically rejected.
7. **It is strongly recommended that you have the 'CRANE Database – Data Dictionary' to hand when adding your data to the Import Template.** The Data Dictionary is found in the **Information for Cleft Teams** page of the website. This will provide you with more information on the data items/fields of the outcome sections of the database/patient records and the format of the data. It will also help you **avoid errors that will lead to an unsuccessful data import/upload**. Below are some examples of where incorrect data formatting can lead to unsuccessful data imports:

- When uploading 'Growth at birth' data, 'Weight at birth' (field name 'weight_g0') can only take numbers with up to 2 decimal places. If you add 3 decimal places to data, this will result in an error that will lead to an unsuccessful data import.

- When uploading 'Speech at 5 years' data, 'VP Surgery / Fistula repair before assessment' (field name 'vp_fist_s5') can only take numerical values of 1 or 2. The number 1 denotes 'No' and 2 denotes 'Yes'. If you add text data such as "Yes", this will result in an error that will lead to an unsuccessful data import.

- Dates in imports take the DD/MM/**YYYY** format. If you add dates in the DD/MM/YY format, this will result in an error that will lead to an unsuccessful data import.

8. Once your template contains the data you want to import, attach the completed Import Template (*csv file) by: (a) Selecting the correct "CSV File type" (e.g. Growth at Birth) from the drop-down menu shown below-left. Then (b) click on the "+" under 'Attachment' and a browser window will open for you to "Choose File to Upload" (shown below-right).
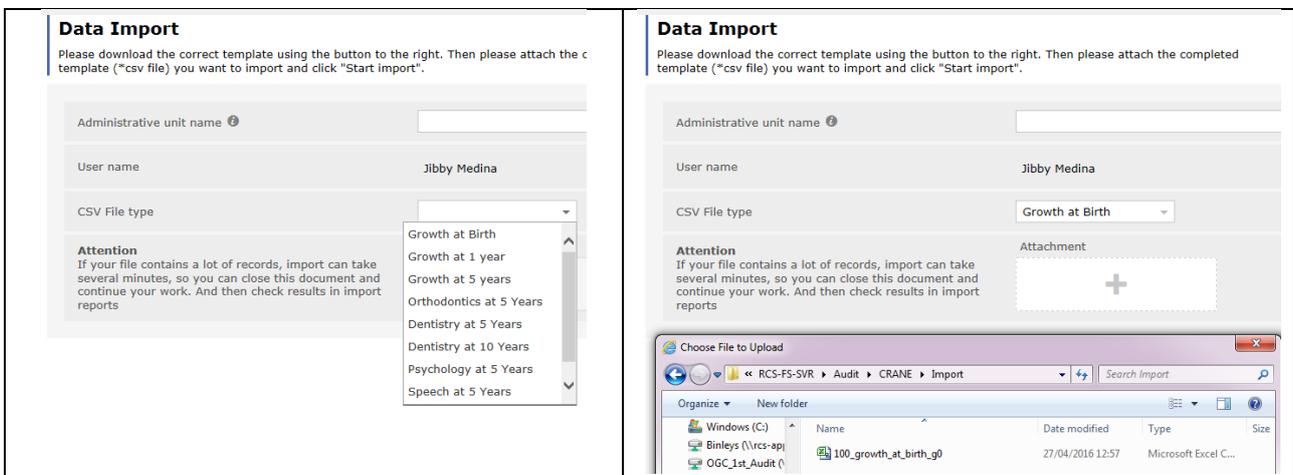
9. Once your file is attached you can "Start Import" (see blue button in screen-shot right)…

10. **Important checks: (a)** The complete Import File <u>MUST</u> be saved as a *.csv file. **(b)** The first column (form_id) in your Import *.csv File <u>MUST</u> contain the correct outcome code for each row of data you wish to import. This outcome code has been provided for you on the first row of all the templates. You can also find this outcome code at the beginning of the template filenames below (101 for growth at 1y, 305 for dentistry at 5y, and so on).

11. When the Import has started, a window will open to give you a report – as shown below – including a green bar (at the bottom) showing the progress of the Import. When the Import has been completed successfully, you will see that the number of 'Records processed' matches the 'Number of records in CSV file' and that there are zero 'Total validation errors'.

12. If the Import is completed unsuccessfully, the report will show you the number of 'Total validation errors' and an 'Errors log' listing and detailing the errors; and providing some guidance to improve the data – example shown below. This is so that you may amend your data and then successfully import your data.

13. The **'CRANE Database – Data Dictionary'**, found in the **Information for Cleft Teams** page of the website, will also help you amend your data.
14. Once you have amended your data, follow steps 7 onwards of the Import process outlined previously from page 2 to complete a successful import of your data.

Thank you very much for your work with the CRANE Database project.

If you have any questions about this User Guide, or wish to provide us with any feedback on this document, please contact us on 020 7869 6610 or crane@rcseng.ac.uk.