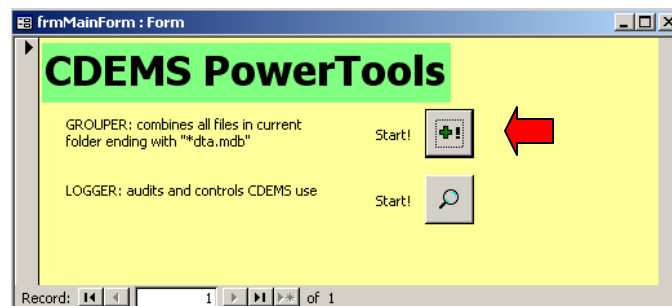


## CDEMS PowerTools: Grouper

Grouper is the first of a series of CDEMS PowerTools designed to perform advanced functions in CDEMS. The Grouper program aggregates all data files ending with \*dta.mdb in the PowerTools folder into a single file. The aggregated file enables analysis and combined reporting for multiple clinic sites.

### Grouper Instructions

1. Create a "PowerTools" folder within your CDEMS folder
2. Download a copy of the PowerTools program into the PowerTools folder. PowerTools is available on the "Download Files" page at [www.cdems.com](http://www.cdems.com).
3. Next copy the individual cdem\_dta.mdb files to be aggregated into the PowerTools folder. Each data file must have a unique name ending with "\_dta.mdb" (e.g., site1\_dta.mdb, site2\_dta.mdb, site3\_dta.mdb).



4. Double-click on PowerTools program in the PowerTools folder. Click on the Grouper Start! button to begin file aggregation.
5. Before starting the aggregation, the existing data tables in the current PowerTools program are cleared (tblDemo, tblMed, tblServices, tblLabs...). The program then steps through each file in the PowerTools folder ending with "\_dta.mdb" and appends the data tables in each file to the tables in PowerTools.mdb. During the append process, each tlkpCrosswalk is also appended to the master aggregated file. So, the master file holds an aggregated tlkpCrosswalk across all clinics [note: unexpected reporting may result if raw codes are inconsistent between data files].
6. When aggregation is complete, the reports program must be linked to the PowerTools.mdb file to run reports on the aggregated data file. Follow instructions below to link the CDEMS Reports program to the PowerTools data file. When a new aggregated file is created in the PowerTools folder, the reports program automatically links to the aggregated data file.
  - a) Open the copy of the Reports program in the PowerTools folder > follow instructions that match the version of Microsoft Access you're using to reach Linked Table Manager:

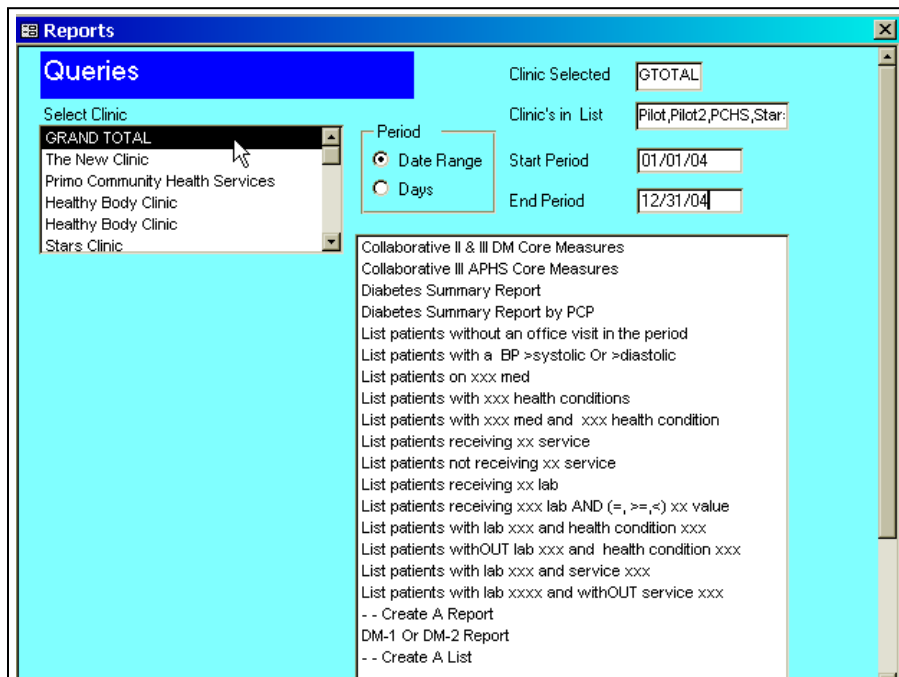
Access 2000/02/03: Click Tools > Database Utilities > Linked Table Manager

Access 2007/2010: Click Database Tools > Linked Table Manager

- b) To re-link the tables to the aggregated data file, click the "Always prompt for new location" box (lower left corner) > click Select All > OK
  - c) Navigate to the location of the desired data file:
    - CDEMS
    - PowerTools
    - PowerTools\_4-23-05.mdb
  - d) Double-click on the PowerTools\_4-23-05.mdb file. You'll see a message "All selected linked tables were successfully refreshed", indicating the tables are now linked to the data file in the new location.
  - e) Close the Reports program; then re-open to begin running reports with the aggregated data file.
7. Finally, create a Grand Total virtual clinic in tlkpClinic in the PowerTools.mdb file. Add a Grand Total clinic at the bottom of the clinic list. In the comment field for the Grand Total clinic, enter the clinic\_codes for all clinics to be included in the total (separate clinic\_codes with commas, no spaces). Close tlkpClinic.

Clinic	Clinic_code	Type_Form	Type_Flowshe	Type_Ov	Clin	Comments
Healthy Body Clinic	Pilot_2	2	2	1		
Healthy Body Clinic	Pilot	2a	2	1		
Primo Community Health Ser	PCHS	3	1	1		
Stars Clinic	Stars	1	1	1		
The New Clinic	New Cl	2	2	1		
Total	TOTAL	3	1	1		New Cl,Pilot,Stars
GRAND TOTAL	GTOTAL	2	2	1		Pilot,Pilot2,PCHS,Stars,New Cl

8. Select the GRAND TOTAL clinic on the opening Reports screen to run reports for the total aggregated clinic.



## Grouper Q&A

### **#1 *Where is the aggregated data stored?***

Aggregated data is stored in the tables within PowerTools.mdb (press F11 > Tables for the familiar display of CDEMS tables in database view). Each time Grouper is run, the data tables in the PowerTools file are cleared before appending data from the data files of multiple sites. During aggregation, individual data files are unchanged, but PowerTools.mdb grows as files are appended to the PowerTools data tables.

### **#2 *Can the aggregated file be saved?***

Yes, make a copy of PowerTools\_4-23-05.mdb, then rename the copied file with a descriptive name such as... "Aggregated CDEMS\_12-31-05". To run reports on this file at a later time, the Reports program would need to be linked to the Aggregated CDEMS file of interest.

### **#3 *How do I ensure the aggregated file is correctly linked to the reports program? Will this require re-linking the reports program to the aggregated PowerTools file each time Grouper is run?***

Place a copy of the CDEMS Reports program in the PowerTools folder and re-link to the current PowerTools\_xx-xx-05.mdb file once. Follow instructions below to re-link the Reports program to PowerTools data file. The Reports program will then automatically link to the most recent aggregated data file held in PowerTools.

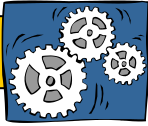
1. Open the copy of the Reports program in the PowerTools folder > follow instructions that match the version of Microsoft Access you're using to reach Linked Table Manager:

Access 2000/02/03: Click Tools > Database Utilities > Linked Table Manager

Access 2007/010: Click Database Tools > Linked Table Manager

2. To re-link the tables to the aggregated data file, click the "Always prompt for new location" box (lower left corner) > click Select All > OK
3. Navigate to the location of the desired data file:  
CDEMS  
PowerTools  
PowerTools\_4-23-05.mdb
4. Double-click on the PowerTools\_4-23-05.mdb file. You'll see a message "All selected linked tables were successfully refreshed", indicating the tables are now linked to the data file in the new location.
5. Close the Reports program and re-open to begin running reports with the aggregated data file.

Note: To run reports on a previously saved aggregated file, the CDEMS Reports program would need to be temporarily linked to the aggregated file of interest. Link back to the original PowerTools file when finished.



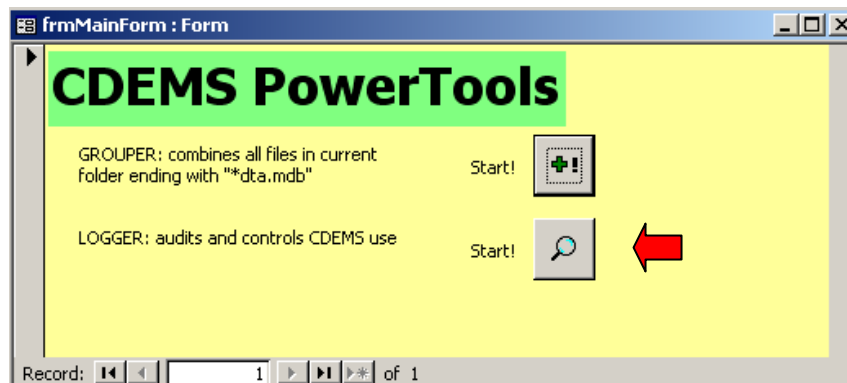
## CDEMS PowerTools: Logger

Logger is a very simple PowerTool designed to investigate who is logged into the CDEMS program. This program displays a list of the current users in the selected ".mdb" file. The file to monitor is the cdems\_dta.mdb master data file because the data entry and reports program links to this data file. As the searcher, you will always show up in the user list because a link to the file is created when you check in to monitor file use.

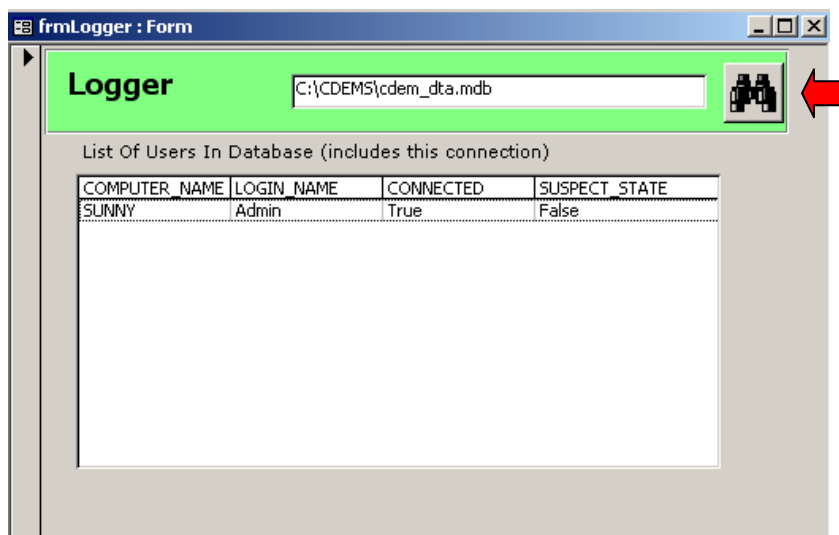
Logger is useful for security and maintenance of the CDEMS data file. It might help with some HIPAA security requirements by allowing you to monitor use of the data file. The Logger program is also useful for ensuring all users are logged off before back up of the data file and in preparation for compact and repair of the database.

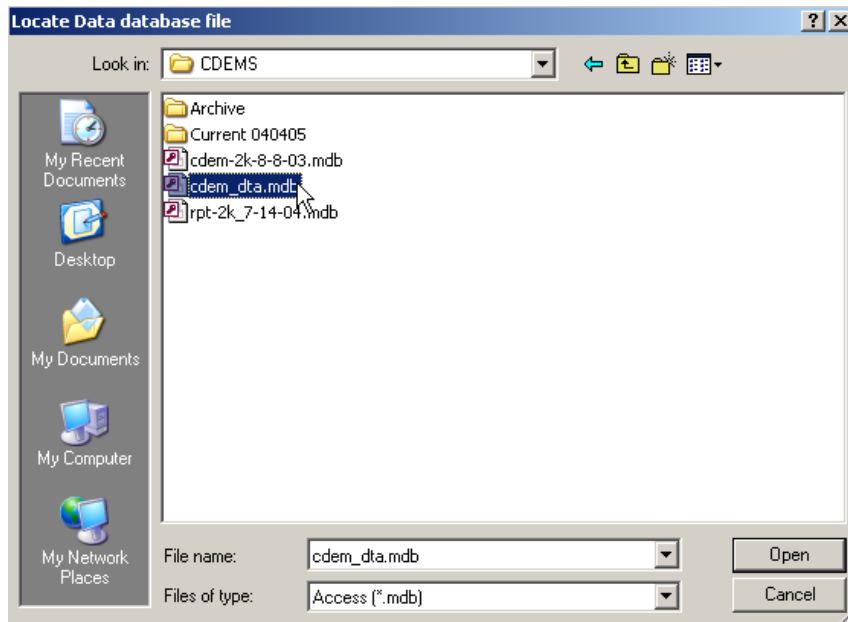
### Logger Instructions

1. Double-click on the PowerTools\_4-23-05.mdb file in the PowerTools folder to open the PowerTools program.
2. Click the Logger Start! Button



3. Click on the binoculars button on the Logger form to navigate to the location of the data file to be monitored.





4. Logger displays the computer name and list of users currently logged into the data file. Remember that the searcher's name appears in the user list because a link is created to the file to enable the search.

