

## How to create the Contact Information Record

**Contact Information (CI):** CIHI has required facilities to submit Contact Information every year prior to submitting Quarter 1 assessments.

### 1.1 How to review and update Contact Information:

Go to: Settings > Facility > Organization > General Information > select the organization type on the right column.

- Update the Profile date to current date
- Review all contact information
- The Minimum requirement for a Facility's Contacts are Administrator, RAI 1 and Internal Data Submission Contact 1

The screenshot displays the 'General Information' page for a facility. The top navigation bar includes 'Home', 'e-ADT', 'e-Assessments', 'e-Plan', 'e-Notes', 'e-MAR', 'e-Financials', 'POC', 'Wound Tracker', 'e-Reports', 'Settings', 'My Account', and 'Admin'. The 'Settings' menu item is highlighted. Below the navigation bar, the 'Facility' section is active, showing a sidebar with 'Choose an Option' and 'Organization' selected. The main content area shows the 'General Information' for a 'Program of Care - Complex Care Facility'. The 'Date Profile Updated' field is highlighted with a red box and contains the date '2013-02-26'. The 'Province/Territory' is set to 'ON - Ontario'. The 'Master Number/Facility Type' is '9998 ALL PRIVATE RADIOLOGY FACILITIES'. The 'Site Name' is 'Mede-care test site'. On the right side, the 'Organization' dropdown menu is open, showing 'Complex Continuing Care' as the selected option, also highlighted with a red box.

- Assign 'AutoNotification' to at least one of the Database contacts

The screenshot shows the 'Internal Data Submission 1 Information' form. The form contains the following fields:

Database Contact	Jordan
Database Contact Phone Number	780-469-9606x275
Database Contact Fax Number	780-465-2073
Database Contact Email	jordan@mede-care.com
AutoNotification	Yes

- Once this information has been updated in the software you then need to create a new Contact Information Record to be sent to CIHI.

## 1.2 How to create the Contact Information submission file:

Go to: e-Assessment > Submission

Home e-ADT **e-Assessments** e-Plan e-Notes e-MAR e-Financials POC

Assessment Tools **Submission** Assessment Calculator

**Submission** Submission History IAR Submission IAR History

1 Select Submission Type: CCRS

- Scroll down and select 'Submit Facility Contact Information' from the Special Function drop down

3 Click 'Review' to review your choices

Review  This is a vendor test submission

OR Select a Special Function to Continue

--Select--

--Select--

Submit Facility Contact Information

- Click on 'Review', a text file will be generated

3 Click 'Review' to review your choices

Review  This is a vendor test submission

OR Select a Special Function to Continue

Submit Facility Contact Information [CCR20130259998002.txt](#)

- Click on 'Continue'

3 Click 'Continue' to submit the selected assessments, or click 'Edit' to edit your choices

Edit **Continue**  This is a vendor test submission

OR Select a Special Function to Continue

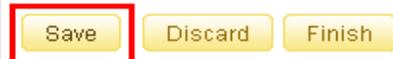
Submit Facility Contact Information [CCR20130259998002.txt](#)

- If there are no errors, click on 'Save'; a text file and zip file will be generated.

The following submission files will be created:

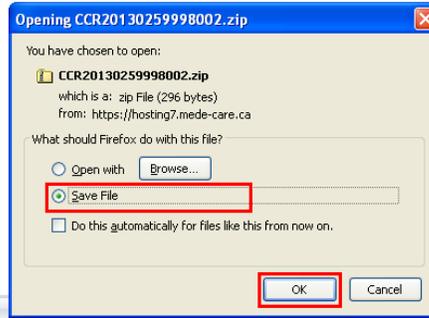
Period	Seq.	File Name	Total Records	Submitted	Errors	Preview
2013-Q2	1	CCR20130259998002	1	1	0	

Click 'Save' to create the submission files or 'Discard' to discard the files and cancel the submission process



- Click on 'Download ZIP' in order to save the file to your submission folder.
- Click on 'Finish'

Period	Seq.	File Name	Total Records	Submitted	Errors	Download File	Download ZIP
2013-Q2	1	CCR20130259998002	1	1	0	<a href="#">Download Text</a>	<a href="#">Download ZIP</a>



Click 'Finish' to return to the submission selection screen



- Now you can go to CIHI web site, browse and upload the zipped CI file saved in your submission folder.

**Note:** The Contact Information file is created and submitted under the quarter when the file was created; i.e. if the file was created in July 2013 it will show in Q2-2013.