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

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

- 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

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

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

- Click on '**Continue**'

- 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

[Save] [Discard] [Finish]
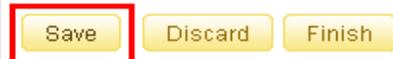
- Click on '**Download ZIP'** in order to save the file to your submission folder.
- Click on '**Finish**'

Period	Seq.	File Name	Total Records	Submitted	Errors	Download File	Download ZIP
2013-Q2	1	CCR20130259998002	1	1	0	Download Text	Download ZIP

Opening CCR20130259998002.zip

You have chosen to open:
CCR20130259998002.zip
which is a: zip File (296 bytes)
from: https://hosting7.mede-care.ca

What should Firefox do with this file?
○ Open with [Browse...]
● Save File
☐ Do this automatically for files like this from now on.

[OK] [Cancel]

Show 10 ▼ ← Page 1 ▼
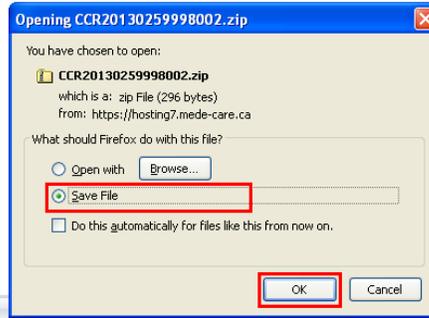
Click 'Finish' to return to the submission selection screen

[Save] [Discard] [Finish]

- 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.