

Preparing for your new MCMP Data Set

In the first year of the MCMP Demonstration Project, each clinic participating in the project received what are called “key files”. These key files are unique to each clinic and are a security measure that allows you to “unlock” the patient database that you receive each year. In other words, if the keys are not stored in the same folder as the database, you will not be able to open the data.

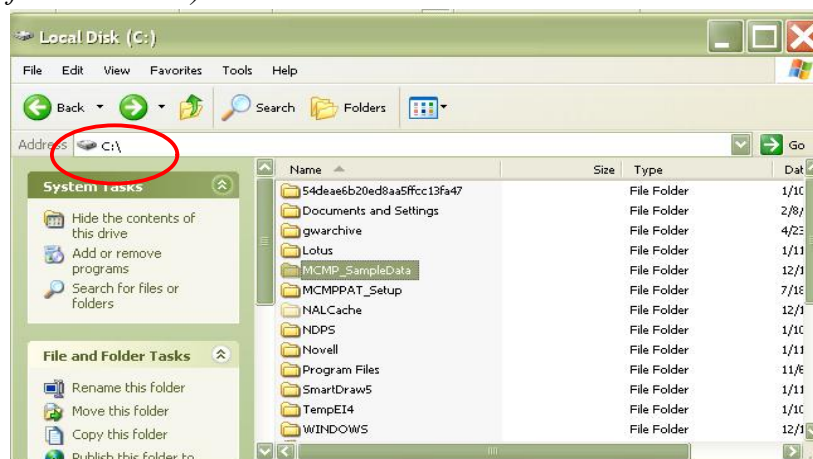
To prepare for this year’s abstraction period, we need you to create a new folder in which to store a copy of the keys and to save your current year’s database when it is posted.

Please follow the instructions below before your data is available:

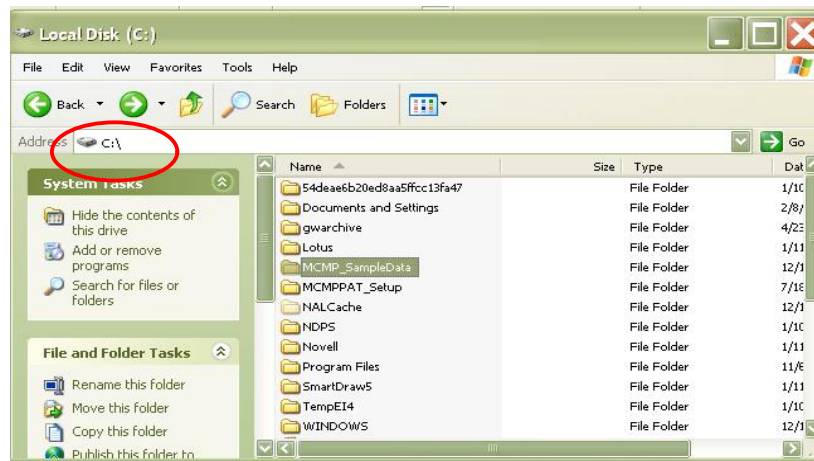
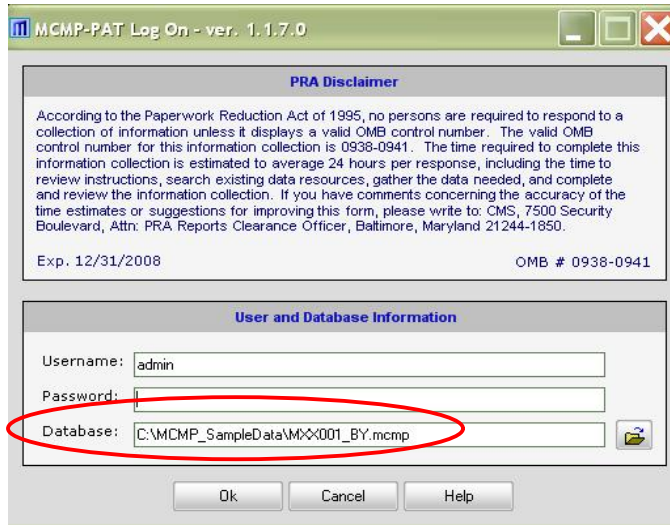
1. Locate your clinic’s MCMP Data Folder for the 2006-2007 baseline abstraction period.
Note: If you no longer have the MCMP-PAT tool installed on the computer that will be used to abstract the data or you cannot find last year’s MCMP data folder due to staff or computer system changes, please let us know ASAP. We will send you the software and/or your clinic’s key files for you to install.

Otherwise, here are some ways to help you find your database if you no longer remember where it is located:

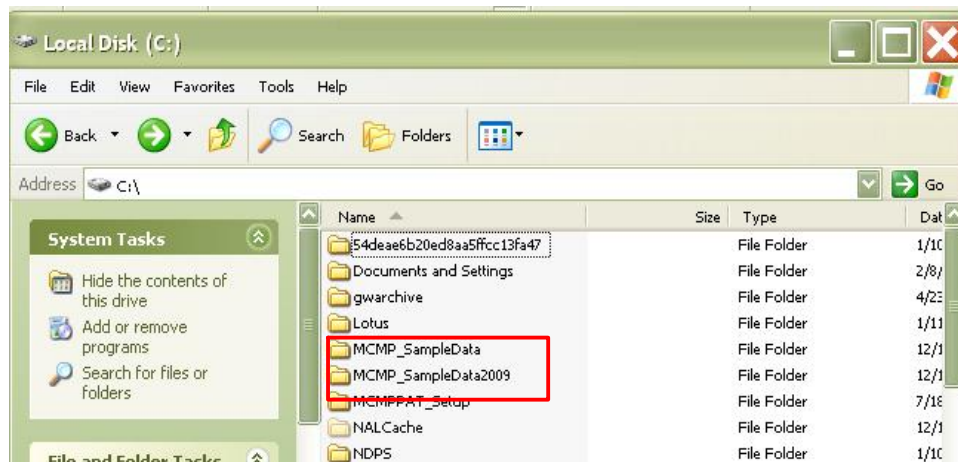
- a. **Check your “My Documents” files** for a folder with the letters “MCMP” and your clinic’s name somewhere in the title. Open it. *(The example below shows the sample data set – look for a similar folder with your clinic’s name in the title).*
- b. **Check your clinic’s network or shared drive** for a folder with the letters “MCMP” and your clinic’s name somewhere in the title. Open it. *(The example below shows the sample data set – look for a similar folder with your clinic’s name or some other identifier in the title).*



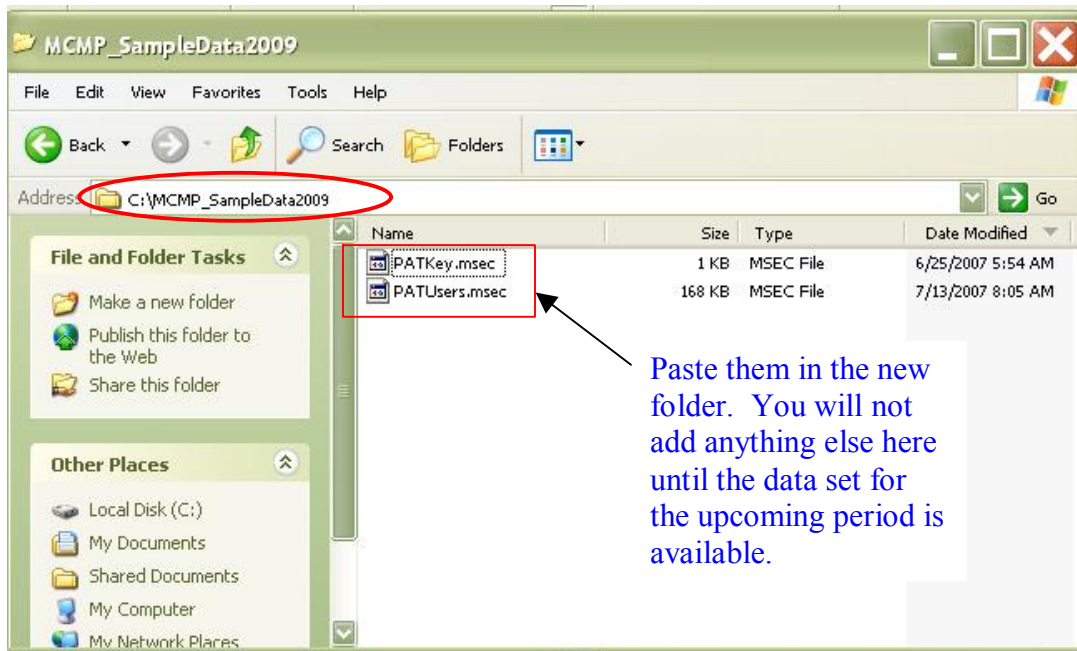
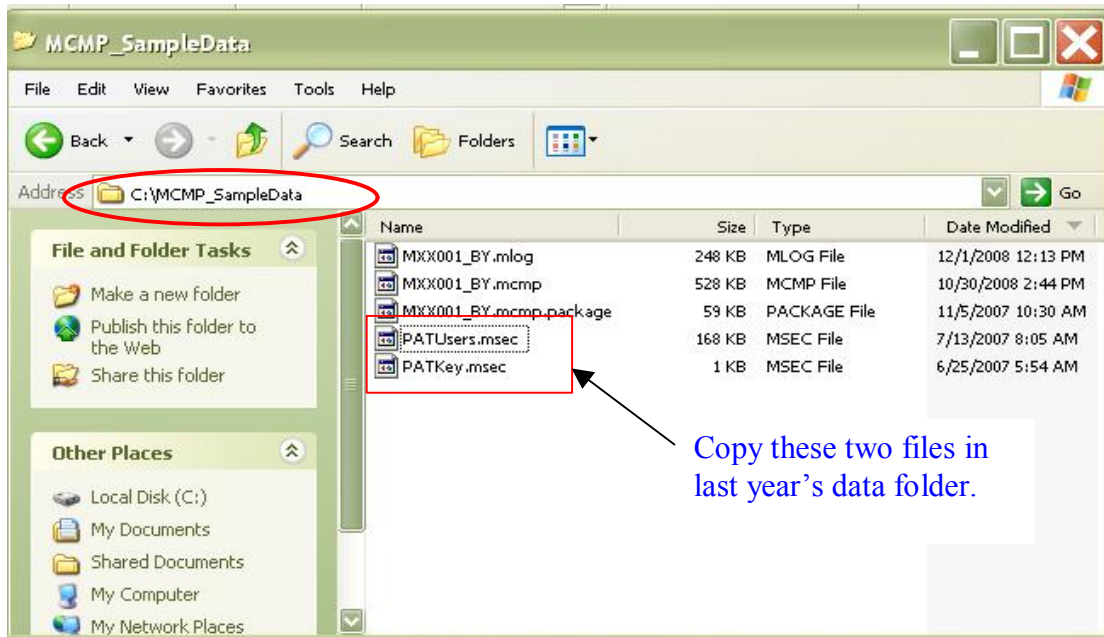
- c. **Open the login screen for the MCMP-PAT Tool** (see images on next page). The location of your database should appear in the bottom-most field called “database”. You can then open a file navigation window on your computer and go to the correct drive and file location on your computer.



- Once you have located the correct folder, create a new folder with a similar name and the year. For example, if your current folder says MCMPdataClinic, name the 2nd folder MCMPdataClinic2009. Basically, name it so you can identify each year's data easily.



- Now open the original MCMP data folder and copy the two files named PATKey.msec and PATUsers.msec. Paste them into the new folder you just created.

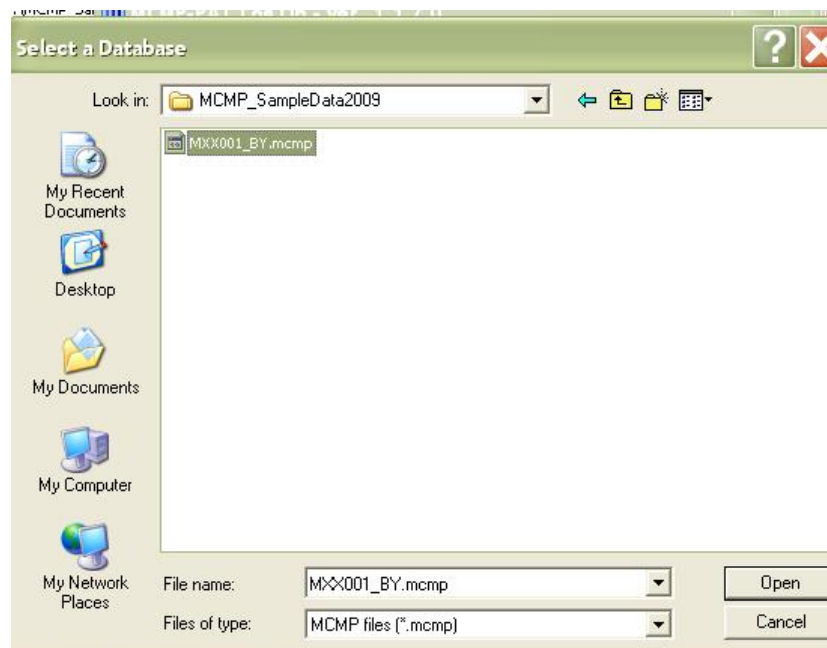
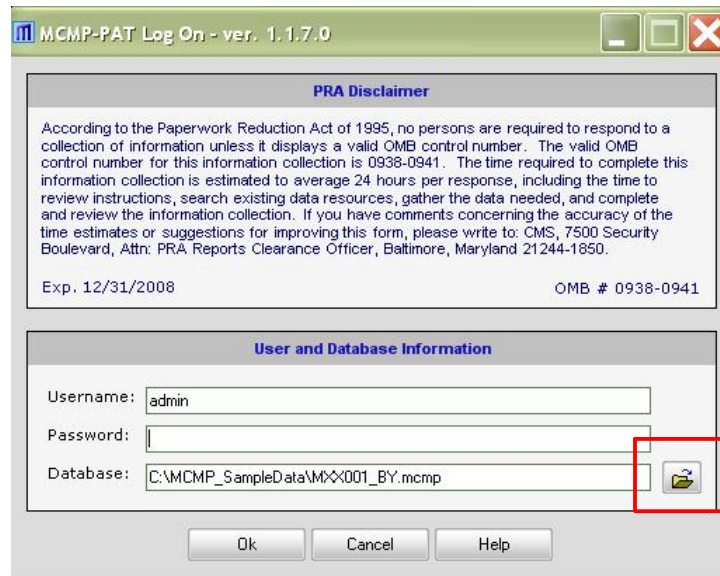


- When the current abstraction period data set is available through QualityNet.org, you will save the database file(s) to the new folder you created.

Note: please let us know if you clinic does not have a working QualityNet account or is not able to have an account due to system network issues. We will assist you in obtaining your data.

- You will then have to redirect the PAT Tool to your new folder by:

- Opening the login screen for the MCMP-PAT Tool
- Clicking on the folder icon next to the database field
- Navigating to and opening the new folder you created
- Selecting the file that ends in “.mcmp” (it should be the only file that is visible – see next page for example of what this looks like).
- Click the “Open” button and log in to the PAT Tool. You should not need to repeat this process until next year.



If you run into problems while creating this new folder and copying the key files over, please contact Wyatt Packer at 801-892-6627 or wpacker@healthinsight.org.