

## NEW DATA SYSTEM ROLLS OUT

LADDS went into full service on July 1, 2003 after a two week State wide pilot in which users were to enter only the data for new intakes. There were over 10,000 open cases imported from the mainframe, but about 2000 of these need to be closed. If you haven't got around to doing that in a few months, LADDS will remind you. Meantime some people may have two open cases now at the same facility. This is because someone misunderstood and entered a case already in MISADA into LADDS during the two week pilot phase in June. Don't worry about this. These cases will be merged into one during the coming weeks and the data will gradually get straightened out. Data migrating of this magnitude seldom happen without some problems and so far we are having fewer than is usual, believe it or not.

## WHAT HAPPENED TO MY DATA?

Don't expect to see in LADDS the data you entered into MISADA during the last two weeks of June. That data will appear in LADDS within the next week or two. So if you know you entered a service for a patient on June 19 for instance who was admitted in March, but you don't see the service in LADDS, that is because those services entered into the mainframe in late June aren't yet imported. Please be patient and don't re-enter the service yourself or there will be two of them when the import is done.

## NEW FEATURES

Some of you have noticed that when you put a person on a group list or a 24 hour facility census list, that the checkbox in front of the name is not enabled. That happens because the case record LADDS found for the client SSN you entered was not open at the facility associated with the group. LADDS may, for instance, have found an old closed case before if found the open case you intended it to find. To solve this problem the Add/Edit pages for groups and census have been revised. Now when you type in an SSN or several SSN's and click the SAVE button, LADDS will first list all the cases it has for the SSN's you entered. There is a box in front of each entry you can check to delete or remove that entry from the list. Leave unchecked only the one entry per SSN that you want to appear in the group list. When you are done checking boxes, click SAVE again and LADDS will put the correct record in your group list.

Another new feature: Soon you will not be able to do an Initial Interview unless you have completed the Client Registry screen. LADDS will check to be sure the Registry is complete and will send you back to it if you attempt to enter an Initial Interview on an incomplete Registry record. We will review other new features in future issues of this Bulletin.

## KEEPING THE CLIENT REGISTRY ACCURATE AND COMPLETE

The Client Registry is the heart of LADDS. If it's messed up so is everything else; and if it's OK most everything else is either OK or can be fixed quickly. So we need to work together to keep the registry accurate and complete. One of the problems has been duplicate and incomplete registry records.

Duplicate and incomplete registry records have been happening because LADDS creates an incomplete record immediately from the information you enter every time you click the Add New button. Many people have been using the Add New button as a search engine to find clients they know are already in the system. They may search with several spellings of the name, for instance, not realizing LADDS is creating a new registry record for each one. **Relax. It's now OK to do this.** Every morning a routine will automatically run that will delete all these incomplete records.

Remember the Initial Interview record belongs to YOUR facility, but the registry record belongs to ALL facilities. There should only be ONE registry record per client in the system. Every facility has the right and responsibility to check that record for accuracy and to click the EDIT button and change anything they see wrong.

But what if you notice that John Doe has TWO completed registry records with slightly different spellings of his name and both have an Initial Interview. Well soon there will be a way to merge these records into one. But that is a topic for another bulletin.

## DON'T PANIC!

The system is new and has some bugs that resulted from switching it from the test platform to the OAD Sql Server platform. We're gradually getting those fixed. We will be doing updates to fix these bugs only once a week though in order to eliminate some of our present chaos. Just before the weekly update to the application, you will be getting this bulletin so you will know what is about to happen.

Many of you have been very helpful in the process of discovering bugs and things that need to work in a better way. That is most appreciated and we need you to continue such support since the aim is for this system to serve YOU, not vice versa.

Meantime rest assured your data is safe. There are many things to learn about LADDS. It's quite powerful and will let you do most anything if you just know how to do it. And you will be surprised at how quickly you will become an expert and how useful a tool it will become for you when you are familiar with it.