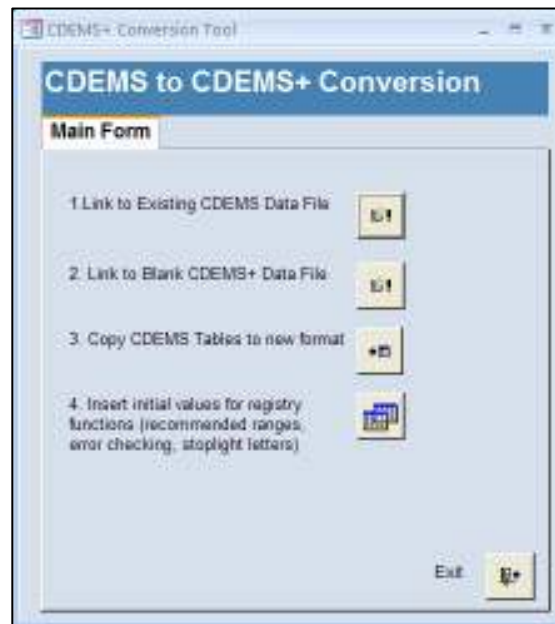**CDEMS+ Conversion Guide**

Last Updated: April 29, 2009

Section 1 – Using the CDEMS+ Conversion Tool

If your organization is using an older version of CDEMS (pre-dating May, 2009) and wishes to upgrade to the enhanced versions of CDEMS, as released by the West Virginia Office of Health Services Research (WVU OHSR), you will need to convert your organization's CDEMS data file. This is an easy process. Instructions are below, and you can also contact the WVU OHSR at the contact information provided at the end of this document for technical support.

Prior to taking any steps towards updating your CDEMS data file, we urge that you make a copy of your data file and work with this copy rather than the original data file. We also suggest archiving the original data file, on a secure external drive, for safe keeping.

There are 4 steps to take to complete the conversion, as outlined by the series of buttons within the form.

✓ **Step 1 – Link to the Existing CDEMS Data File**
Click this button, then browse to the copy of the CDEMS data file you created earlier. This is the data file that you plan on converting into the updated form of CDEMS.

✓ **Step 2 – Link to the Blank CDEMS+ Data File**
Click this button, then browse to the blank CDEMS+ data file included within this packet of information. This is the destination file for your registry data.

✓ **Step 3 – Copy CDEMS Tables to the new format**
Click this button to transfer your existing CDEMS data into the destination data file.

✓ **Step 4 – Insert initial values for registry functions**
Click this button to insert initial values for registry functions (recommended ranges, error checking, stoplight letters)

Section 2 – Technical Support

For technical support in using the CDEMS+ Conversion Tool, please contact Adam Baus or Mary Swim at the contact information below.

Please feel free to contact the West Virginia University Office of Health Services Research for clinical information systems support, registry implementation, requests for special reporting, and registry customizations. We're also available to help with provider, medical staff, and patient self-management education. We appreciate having the opportunity to work with you.

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Remote support is available via our Help Desk at: http://support.wvuohsr.org