

## **Instructions for Asthma State Grantees:**

“How to Use CDC NACP Document Sharing application to Submit 2014 Hospital Discharge (HD) and Emergency Department (ED) Data to CDC”

**February 5, 2015**

### **Logistics:**

- I. Only conduct the HD and ED visit data submission process using the CDC NACP Document Sharing application starting with 2014 HD and ED visit data.
- II. Please do not send any data through email unless it is for a previous year (prior to 2014) that was missing or corrected, or if you have any specific issues/questions.

### ***How to access HD and ED visit spreadsheet templates and upload final data***

- Access the CDC NACP Document Sharing application by going to the link: <https://partner.cdc.gov/Sites/NCEH/NCEH/DEEHS/NACP/>. Log on as an External Partner with your CDCJoin Username and Password.
- Navigating to the appropriate folder to access template spreadsheets for data uploads
  - a. Navigate to the “Hospital and Emergency Department” Library where every asthma state grantee has a folder with its respective HD and ED visit data for the years 2014 and forward.

The screenshot shows the CDC National Asthma Control Program Document Sharing interface. The navigation menu on the left includes 'Libraries', 'NACP Resource Documents', 'Grantee Documents', 'Hospital And Emergency Department' (highlighted with a red circle and a red arrow), 'Meetings And Webinars', 'Calendar', and 'NACP Calendar Of Events'. The main content area displays a table of documents organized by state. The table has columns for Type, Name, Created, Created By, Modified, and Modified By. The 'Created By' and 'Modified By' columns show 'Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)' for all entries.

Type	Name	Created	Created By	Modified	Modified By
Folder	California	8/21/2015 10:11 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:11 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Connecticut	8/21/2015 10:12 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:12 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Florida	8/21/2015 10:11 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:11 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Georgia	8/21/2015 10:12 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:12 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Hawaii	8/21/2015 10:12 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:12 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Illinois	8/21/2015 10:13 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:13 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Indiana	8/21/2015 10:13 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:13 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Maine	8/21/2015 10:13 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:13 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Massachusetts	8/21/2015 10:14 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:14 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Michigan	8/21/2015 10:14 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:14 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Minnesota	8/21/2015 10:15 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:15 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Missouri	8/21/2015 10:15 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:15 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Montana	8/21/2015 10:15 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:15 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	New Hampshire	8/21/2015 10:16 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:16 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	New Mexico	8/21/2015 10:16 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:16 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	New York	8/21/2015 10:17 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:17 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Ohio	8/21/2015 10:17 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:17 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Oregon	8/21/2015 10:19 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:19 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Pennsylvania	8/21/2015 10:27 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:27 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Rhode Island	8/21/2015 10:27 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	10/1/2015 10:32 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Utah	8/21/2015 10:32 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:32 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Vermont	8/21/2015 10:32 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:32 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Wisconsin	8/21/2015 10:32 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	8/21/2015 10:32 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)

**Note:** you should only see one folder- your own state Folder

b. In your state's folder, go to the appropriate subfolder for either HD or ED data. California is used as an example.

Attachment 3d2. AIRS Instructions for HD ED HowtoDocSharing

CDC NATIONAL ASTHMA CONTROL PROGRAM DOCUMENT SHARING > Hospital And Emergency Department > California > All Documents -

Type	Name	Created	Created By	Modified	Modified By
Folder	Emergency Department Data_CA	8/21/2015 10:35 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	9/29/2015 8:16 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	Hospital Discharge Data_CA	8/21/2015 10:34 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)	9/29/2015 8:16 AM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)

c. The following example will address ED visit data. Please follow the process similarly for submitting HD data. To access the data spreadsheet templates, go to the folder with the year of data submission. In this case, the 2014 data spreadsheets are located in "2014 ED Data\_CA".

CDC NATIONAL ASTHMA CONTROL PROGRAM DOCUMENT SHARING > Hospital And Emergency Department > ... Emergency Department Data\_CA > All Documents -

Type	Name	Created	Created By	Modified	Modified By
Folder	2014 ED Data_CA	9/25/2015 12:22 PM	Pate, Cynthia Agnieszka (CDC/ONDIEH/NCEH) (CTR)	11/2/2015 2:31 PM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)
Folder	2015 ED Data_CA	9/25/2015 12:43 PM	Pate, Cynthia Agnieszka (CDC/ONDIEH/NCEH) (CTR)	11/2/2015 2:31 PM	Kamgang, Sidoine Lafleur M. (CDC/ONDIEH/NCEH) (CTR)

- d. Hover your mouse over the file named "CA\_EDvisits\_2014", and click the arrow that appears at the right of the cell. Select and click on "Edit in Microsoft Excel". Then the Excel spreadsheet template will appear in a separate window.



- e. Complete data entry following instructions in the word document, "Instructions\_2014\_HD\_ED\_Data\_Submission.doc".
- f. Save the spreadsheet in the same drive. Click on the file to open it one more time to confirm that all the data has been entered properly into the spreadsheet.

**Note:** After completing the HD and ED data spreadsheets, CDC will receive automatic alerts through the application. Therefore, there is no need to contact us unless you have any specific questions or issues to address.