

MHCS-II Operations Documentation (Questionnaire Data Set Update and Correction Procedures)

Data Set Updates

MHCS-II questionnaire data sets are typically updated monthly, generally during the 3rd or 4th week. Out of cycle updates are performed if there's a pressing need for the most recent data to be available in a given questionnaire(s) data set(s).

Incremental update files are sent by Ms. Sylvia Cohn (RTI) to CSC staff (Mr. Chuck Prorok and Dr. Fran Yellin) as attachments to e-mails. There are FICS-based form update files and Web-based form update files. FICS is the acronym for "Fully Integrated Control System", which is an RTI developed data entry software product.

The FICS-based form (10, 26, 50, 50S, 53, 55, 60, 63, 66 and 70) update files are received as text file attachments while Web-based form (51, 52, 61, 62, 71 and 72) update files are received as SAS data set attachments.

FICS-based form update file attachments are detached to the directory s:\r1\mhcsii\data and filenames are assigned using the name of the attached file with the date received added as a suffix. In addition, the detached FICS-based form update files are uploaded to the partitioned data set (PDS) NT1SWY.MHCSII.FORMS.UPDATE.FILES and saved under the next sequentially numbered member name for each form. The program used to upload these text files is s:\r1\mhcsii\sas\upload_update_files.sas. This program is revised with the latest file information before execution.

Please note that while the form 55 update files are saved and uploaded each time, RTI has directed there need not be a SAS data set for this form.

Web-based form update file attachments are also detached to s:\r1\mhcsii\data and also saved under the attached file name with the date received from Ms. Cohn added as a suffix. These are not uploaded to the mainframe.

The directory s:\r1\mhcsii\forms contains the individual programs for updating each of the form data sets. These programs are also maintained in the PDS NT1SWY.MHCSII.FORMS.SAS. The individual form programs are saved under form names, e.g., F50.sas, F61.sas, etc. Each program is updated to reference the latest update file to be processed and re-saved to both s:\r1\mhcsii\forms and the mainframe.

Each update program outputs the revised master SAS data set to s:\r1\mhcsii\data. These are also uploaded to the mainframe SAS data library NT1SWY.MHCSII.FORMS.SASDS using the program s:\r1\mhcsii\sas\upload_datasets.sas.

Upon completion of the update process, notification e-mail is sent to Ms. Cohn, Ms. Susan Wilson, Ms. Liliana Preiss and Ms. Mary-Anne Ardini (all of RTI) and Drs. Fran Yellin and Michael Plankey (both

of CSC) containing summary information on the number of records added to each master data set and the new total number of records in each.

If either the form 53 or 63 master data sets are updated, the LABDATA data set is also updated using the program s:\r1\mhcsii\forms\labdata.sas. The revised LABDATA data set is output to s:\r1\mhcsii\data and is also uploaded to the mainframe data library where the individual form data sets are located. The upload_datasets.sas program referred to above is also used to upload LABDATA.

Data Set Corrections

Questionnaire data set corrections are processed as soon as possible after being received from RTI staff. This can be as frequent as multiple corrections to multiple forms per week.

FICS-based form data set corrections are received primarily from Ms. Patty Yost (RTI), while Web-based data set corrections are primarily received from Ms. Tracy Wills (RTI). In every case, the corrections are received are sent to Mr. Prorok and Dr. Yellin, usually as attachments (typically Excel spreadsheets, text files, or WordPerfect files) containing the form to be corrected, the relevant subject ID record, the variable(s) containing the value(s) to be corrected, and the old/new values. In some cases, corrections are listed in the body of the e-mail message from RTI. If the corrections are in an attachment, the attachment is detached to s:\r1\mhcsii\data and generally saved under a file name that lists the form number, the word "corrections", the name of the RTI person who sent the file, and the date it was received by CSC.

SAS programs are written to process each set of corrections and output the revised master data set to s:\r1\mhcsii\data. If the corrections are numerous or complex, the program is saved in s:\r1\mhcsii\forms under a file name which lists the form number, the word "corrections", the name of the person who sent CSC the corrections, and the date the corrections were received. If the corrections are few and simple, the program is generally not saved.

Upon completing the corrections, the revised data set is uploaded to the mainframe SAS data library NTT1SWY.MHCSII.FORMS.SASDS using the program mentioned above and e-mail notification of the completion is sent to the RTI person who sent CSC the corrections, RTI programming staff (Susan Wilson, Liliana Preiss, and Sylvia Cohn) and CSC programming staff.

Saved as s:\R1\mhcsII\Doc\MHCS-II_dataset_update_procedures.doc
June 21, 2004