

LeadCare® Blood Lead Reporting Software Application

v1.3.3 User's Guide

MASSACHUSETTS

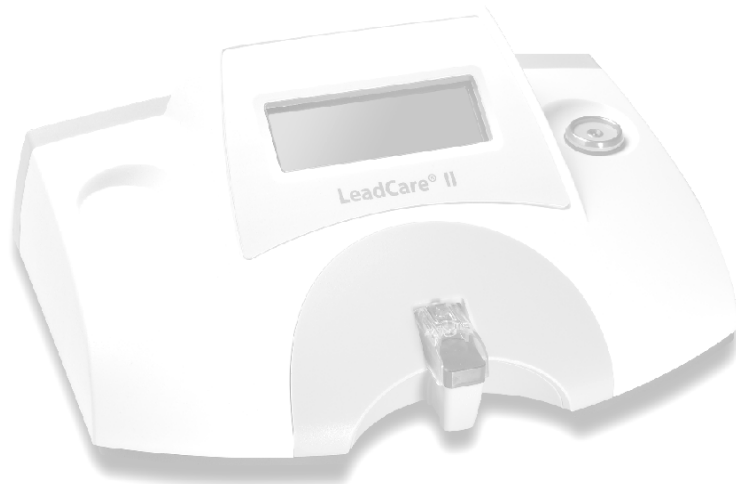


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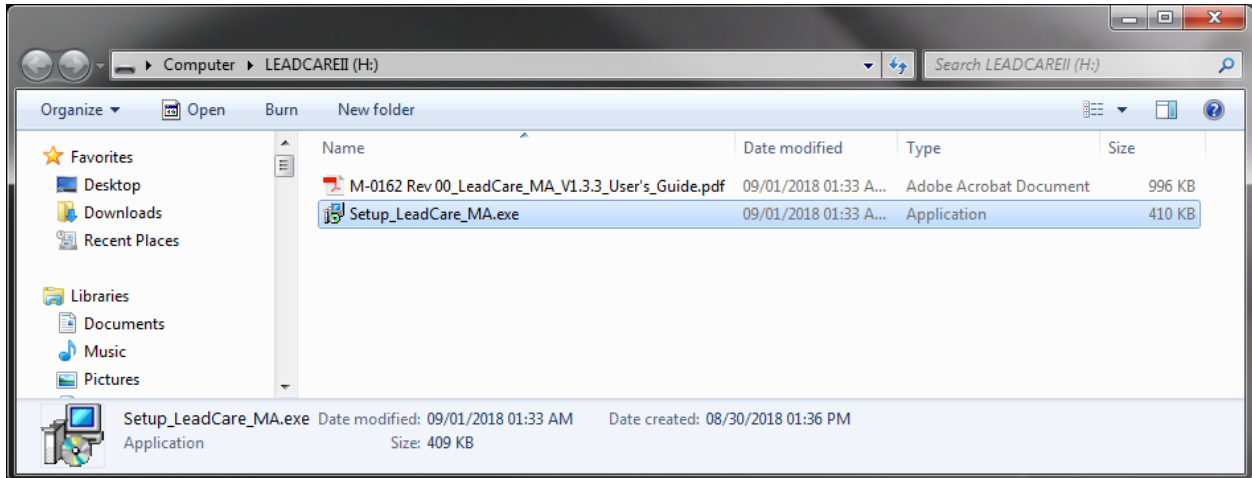
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Installing LeadCare Blood Lead Reporting Software

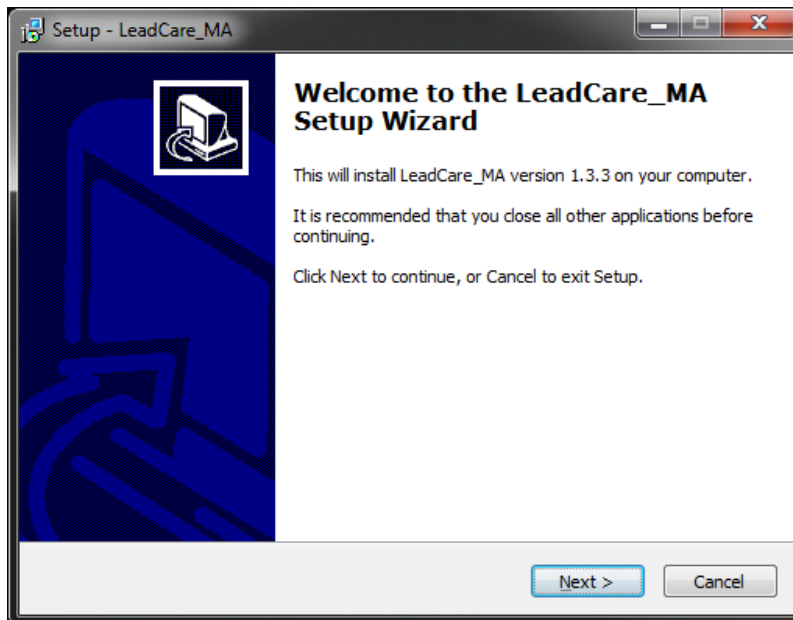
1. Using Windows/File explorer, navigate to the location where the “Setup_LeadCare_MA.exe” file was downloaded or copied.

Double click on the file to start the installation process.

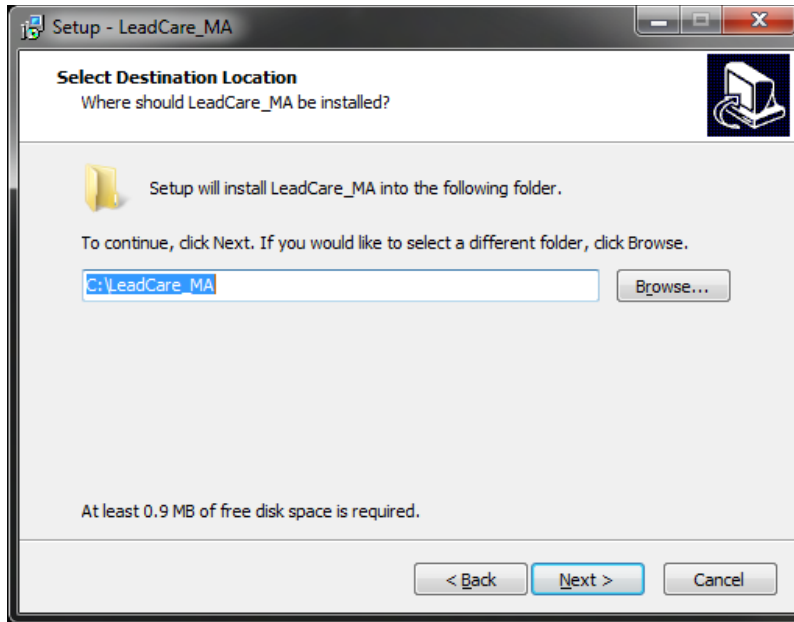
NOTE: This program requires local administrator privileges. Contact your local IT organization for assistance as necessary to install this program.



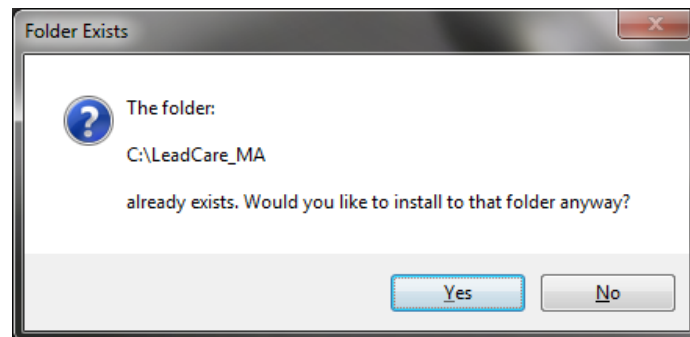
2. The first screen is a confirmation screen. Press the **Next >** button to proceed.



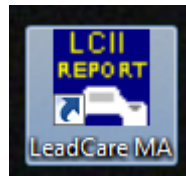
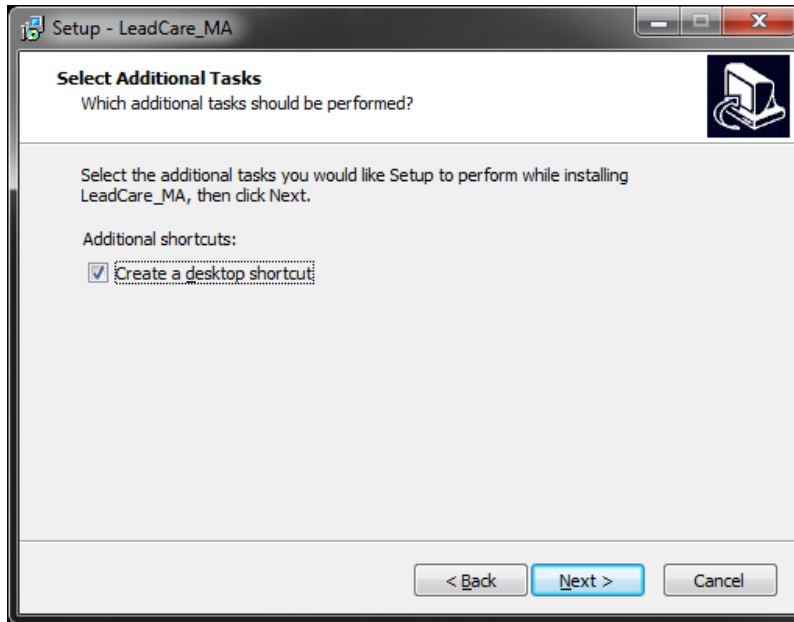
3. Optionally, you may change the default installation location when the “Select Destination Folder” dialog appears. If you change the default location, write it down so you will know where to locate the files for electronic submission to the State of MA. Press the **Next >** button to proceed.



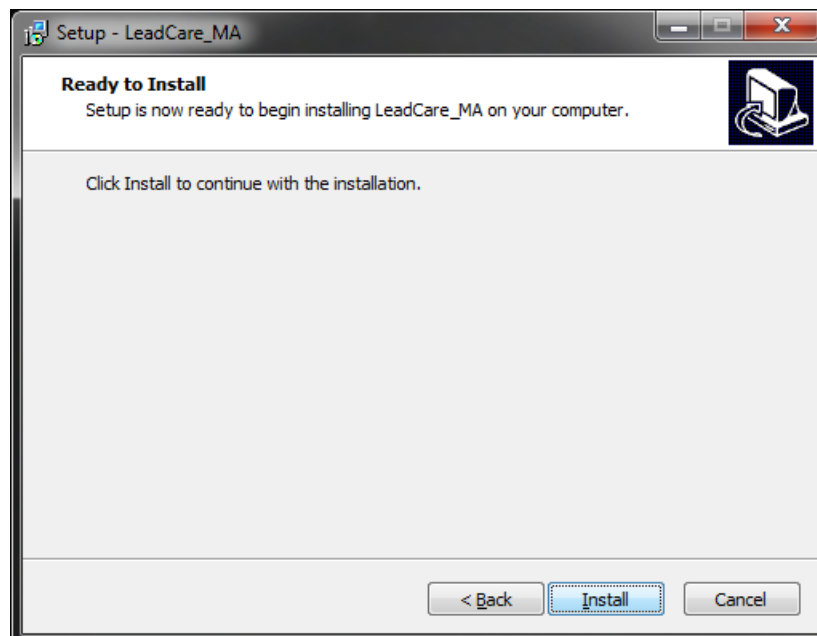
If the folder already exists, you may receive the following message. Press the **Yes** button to install using the existing folder.



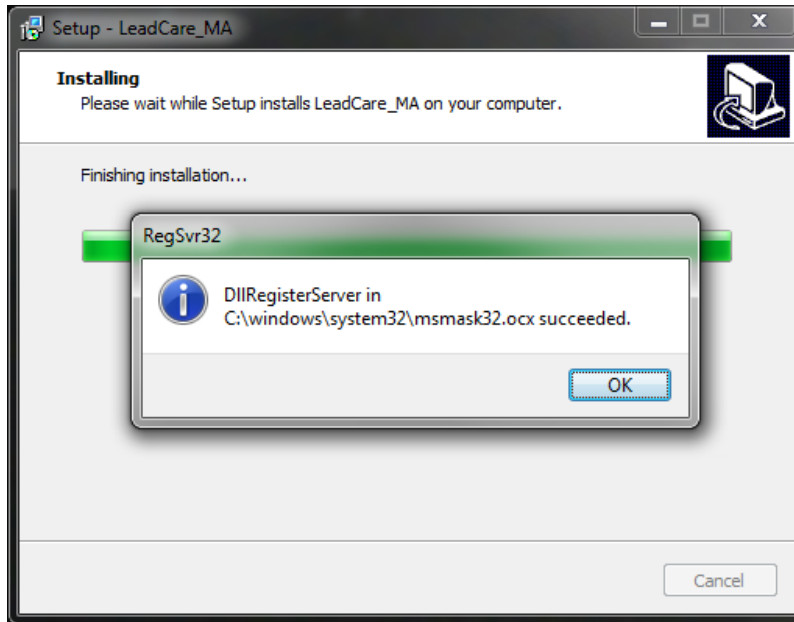
4. The setup application will create an icon on your desktop. Press the **Next >** button to proceed.



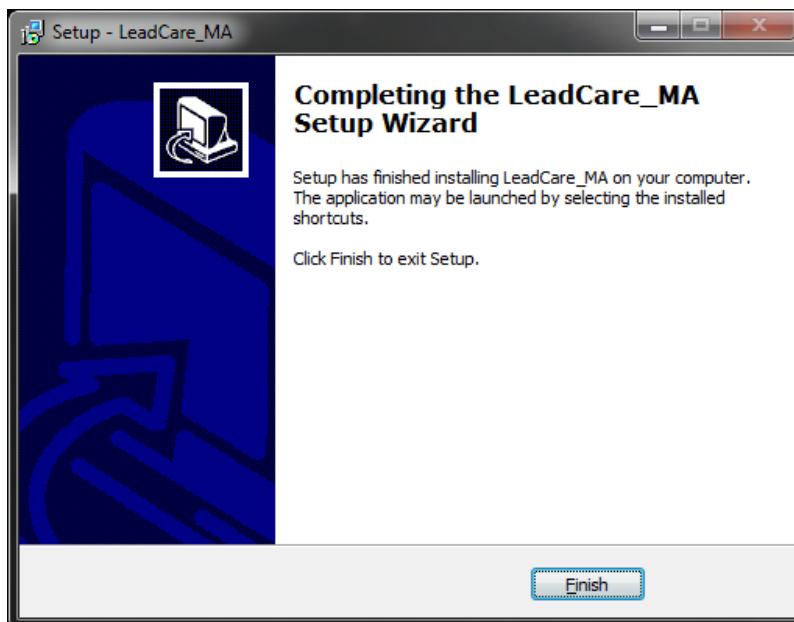
5. The "Ready to Install" dialog will now appear. This is your last chance to cancel the installation. Press the **Install** button to proceed.



6. A progress bar will appear and when complete will present the "RegSvr32 is complete" dialog. Press the **OK** button.



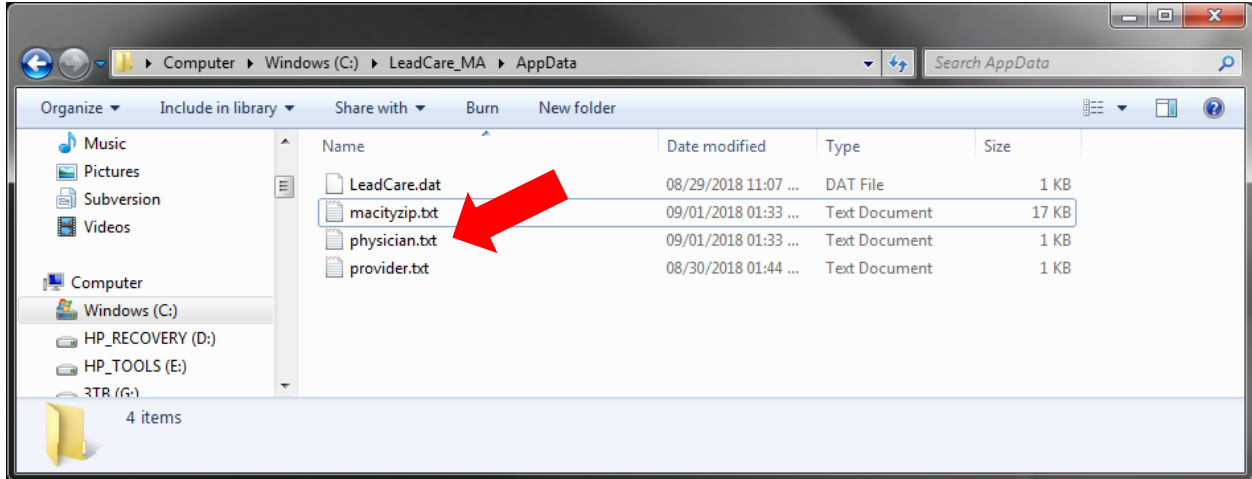
7. Setup is now complete. Press the **Finish** button to proceed.



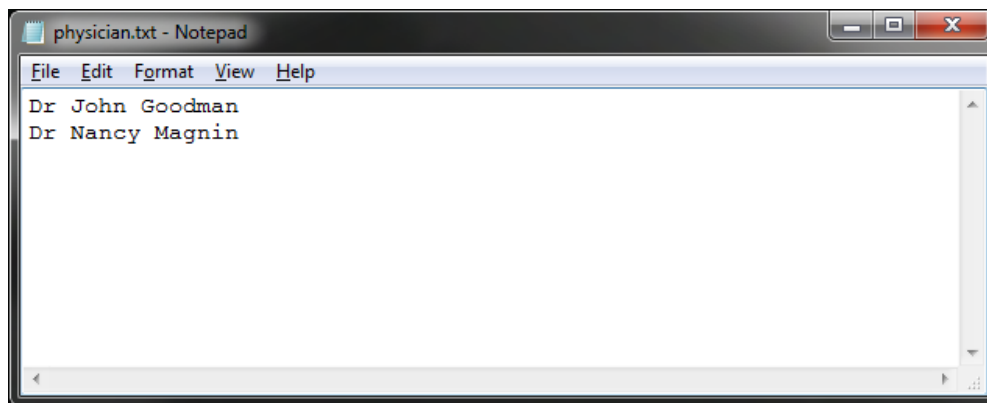
Updating the Physician Pull-Down List

The contents of the Physician pull-down list can be customized to your needs.

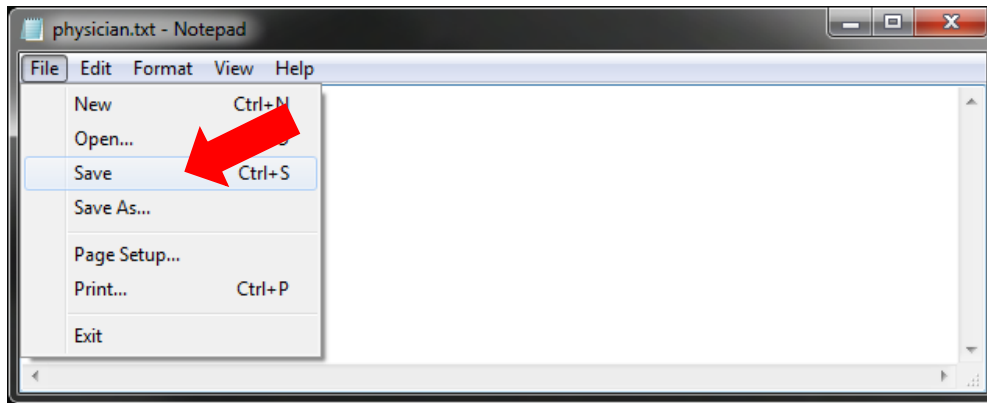
1. First, Exit the LeadCare_MA application.
2. Using Windows explorer, navigate to the installation folder (the default installation "C:\LeadCare_MA") and then **double click** on the "AppData" folder.



3. Locate the text file called "physician.txt". **Double click** on this filename to open the file in the Notepad editor. Replace the example name (Dr John Goodman) with each physician name in the practice using a separate line for each and not exceeding 20 characters per line.



4. Save the file and close Notepad



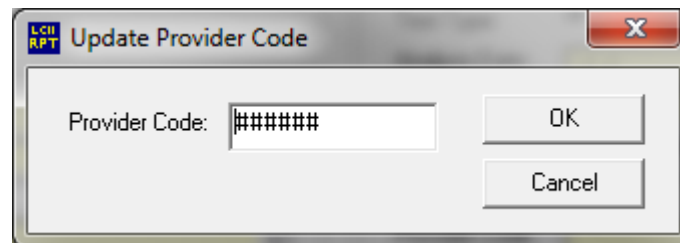
5. Restart the LeadCare_MA application.

Using LeadCare Blood Lead Reporting Software

1. **Double click** the "LeadCare MA" desktop icon to open the LeadCare Blood Lead Reporting Software Application.



2. If this is the first time the program has been run, you will be asked to set your assigned "Provider Code". Press the **OK** button when complete.



The Blood Lead Reporting Provider Number (aka Provider Code) is a 6-digit number issued to you by the State of Massachusetts. If for any reason you cannot locate your Provider Number, please contact the Childhood Lead Poisoning Prevention Program at 617-624-5757.

3. The main application window will appear.

Enter the requested information into the corresponding fields. You may navigate to the next field using the Tab Key, to the previous field using Shift-Tab, or use the mouse to directly select a field.

Fields with a light yellow background are “Required” fields to complete the record. You will be unable to create an electronic file if any “Required” fields in any record are incomplete. BUT you may come back at a later time to fill these fields in.

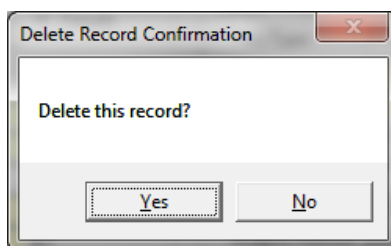
Hover the mouse cursor over any field and tooltips will appear with helpful text. Each tooltip will begin with Required or Optional, which indicates if the field content is required or optional.

When entering dates:

- Be sure to include zeros in the month/day (Ex. 03/04/1999)
- Use 4 digits for the year (Ex. 1999 or 2001)

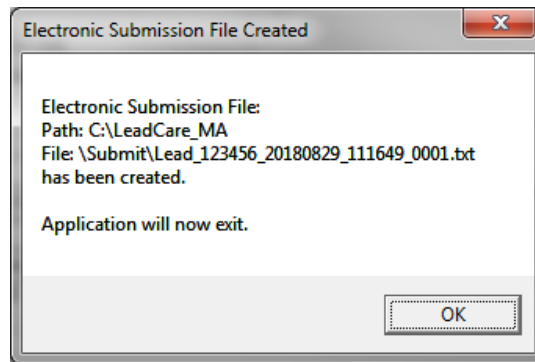
When entering lead results:

- Use up to one decimal place (e.g. 3.4 or 65.0)
 - Do not enter “<” or “>” sign
 - For all results that are “<3.3 µg/dL” or reported by the analyzer as Low, select “Low Result”. The Pb Result field will change to BLANK and cannot be edited until you select “Pb Result”. Typing any value less than the analyzer detection range will automatically select “Low Result” and update the field.
 - For all results that are “>65.0 µg/dL” or reported by the analyzer as High, select “High Result”. The Pb Result field will change to 66.0 and cannot be edited until you select “Pb Result”. Typing any value greater than the analyzer detection range will automatically select “High Result” and update the field.
4. At any time, press the **Update Record** button to save the current record (the displayed record) contents.
 5. You may navigate through the records using the < **Previous** and **Next** > buttons. No changes will be saved to the current record.
 6. To add a new record to the dataset, press the **New Record** button. A new blank record will be created (the record count will increase by one) and displayed.
 7. Press the **Delete Record** button to delete the current record (the displayed record). You will be asked to confirm.



8. Press the **Print Record** button to print the current record (the displayed record). The current record will print to your default printer.
9. Once you have completed entering all patient's information for the period, you may create a file that can be submitted electronically to the State of Massachusetts using directions provided to you by the State. This is done by pressing the **Create Electronic File** button.

The file will be created in the “Submit” subfolder. The name starts with “Lead_” and ends with an automatically incrementing number. Generally, the file you wish to submit will have the greatest number.



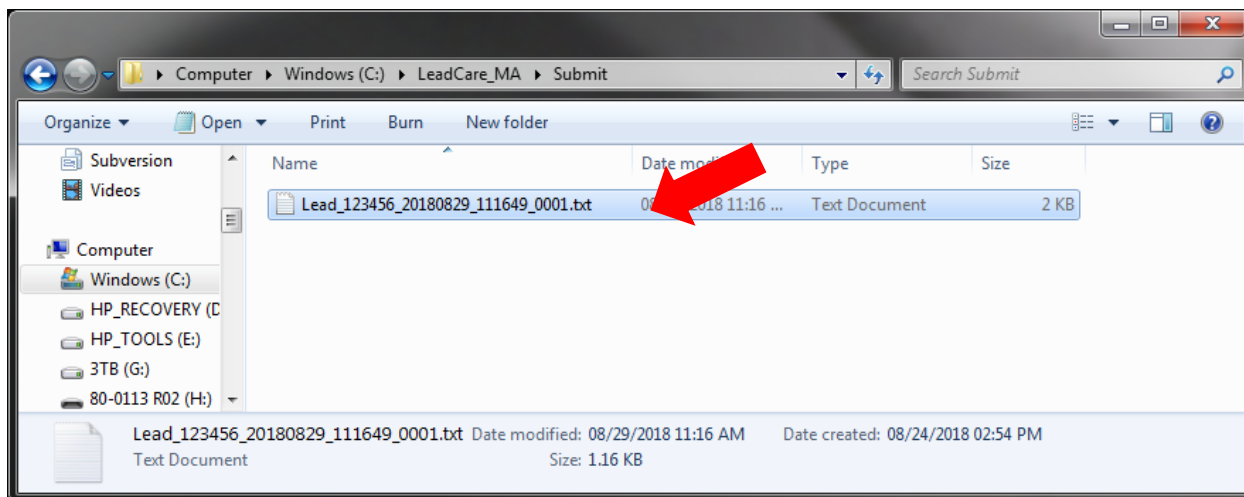
The file name also contains the date and time the file was created. In the example above 20180829_111649 means 08/29/2018 at 11:16:49 (24 hour time).

NOTE: You will NOT be able to finish the "Create Electronic File" until all required information is completed. Each record of the dataset will be checked and you will be requested to fill in the missing information.

10. The working dataset will be cleared and the next time you start the application you will have an empty dataset.

Sending Results to the State of Massachusetts

1. Using Windows/File Explorer, navigate to the "Submit" folder. In this case, "C:\LeadCare_MA\Submit". The "Submit" folder is a subfolder where the application was installed.



The converted data will be labeled as

Lead_ppppp_yyyymmdd_hhmmssxxx_####.txt

Note: The file with the highest ##### represents the most recent lead report and can be verified with the yyyymmdd_hhmmssxxx date and time stamp.

- Report ALL childhood blood lead test results to the MA Department of Public Health Childhood Lead Poisoning Prevention Program (CLPPP). Your lab must submit lead data files via the MA Hlway to meet state reporting requirements. To register for the Hlway, or for answers to technical questions, e-mail Masshway@state.ma.us or call (855) 624-4929. For questions regarding childhood blood lead test reporting or reporting requirements, contact the CLPPP b email at leadreporting@state.ma.us or by phone at (617) 624-5757.

Changing your Provider Code

1. At any time, you may correct your “Provider Code” from the default, or correct any mistake, by pressing the small button next to the “Provider Code” field.

LeadCare® Blood Lead Result Reporting - v1.3.3 - State of MA Universal Format (Record 1 of 1)

Patient Information

Date Taken: ###/##/#### ...

Last Name: _____

First Name: _____

Middle Initial: _____

Date of Birth: //

Sex: Male Female

Patient Address

Street Number: _____

Street Name: _____

Apt Number: _____

City: _____

Zip Code: _____

Demographic Info

Race: Unknown (7) Ancestry: Unknown (19)

Additional Information

Parents Last: _____

Parents First: _____

Phone: () - _____

Sample Analysis Information

Test Type: Capillary Venous

Analysis Date: // ...

Pb Result: _____

Low Result High Result

Physician: _____

Provider Code: 123456 ...

Analysis Method: HHLA

Buttons: New Record, Cancel, Update Record, < Previous, Next >, Print Record, Create Electronic File, Exit

2. You will see the “Update Provider Code” box. Enter a new value and press **OK**. Press the **Cancel** button to keep the original value.

Update Provider Code

Provider Code: 123456

Buttons: OK, Cancel