Canton City's LeadCare Reporting Software User's Guide:

1. ENTER DATA: Enter data into the LeadCare reporting software:

   a. Open the program by double clicking the desktop short cut. These may differ slightly in appearance depending on the computer. On this computer it is labeled as LC LeadCareReport.exe.

   b. Select Run in the pop up box.

   c. Click on Active Record to open the data entry fields.

Note if any records are present double click on the names and then select delete.

   d. Enter the patient's information into the corresponding fields by using either the Tab key or the mouse.

   Note:

   When entering an address:

   1. Choose between a PO Box or street address. If both are indicated, enter the street address followed by the PO# (Ex. Main ST PO 123)
   2. Numbered streets should be numerical. Examples:
   3. First Street enter as 1ST ST
   4. Fourth Street enter as 4TH ST
   5. Use standard postal service abbreviations. Examples:
      - Road – RD
      - Street – ST
      - Avenue – AVE
      - Place – PL
      - Lane – LN South – S
      - North – N

- State Route - STATE RTE
- Township Road - TOWNSHIP RD
- County Road - COUNTY RD
- U.S. Route - US RTE
- Do NOT use punctuation. Examples: Rt. 4, Box 456 enter as RTE 4 PO 456
  - 789 Elm St., N.E. enter as 789 ELM ST NE
  - Rt. 4, Box 456 enter as RTE 4 PO 456

When entering a city:
- Spell out the city name, including direction (if applicable). Example:
  - N. Canton enter as NORTH CANTON
  - W. Portsmouth enter as WEST PORTSMOUTH

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 whole numbers or one decimal place (Ex. 2 or 2.0). Additionally ensure all drop down boxes are completed.

Referring Physician Information:
- Select the current physician from the drop down box. Note if there is a new ordering physician, their information will need to be added in the Physicians/Facilities tab.

e.   When data entry is complete select the Save Lab Record. A dialog box may appear, if so select Ok/Continue.

f. The data can be reviewed either on the current "Active Record" view or by selecting "All Records" tab. On the All Records tab you will have to use the slide bar to view the whole record. This view allows you to verify that the NPI is accurate for the current physician and other calculated fields.
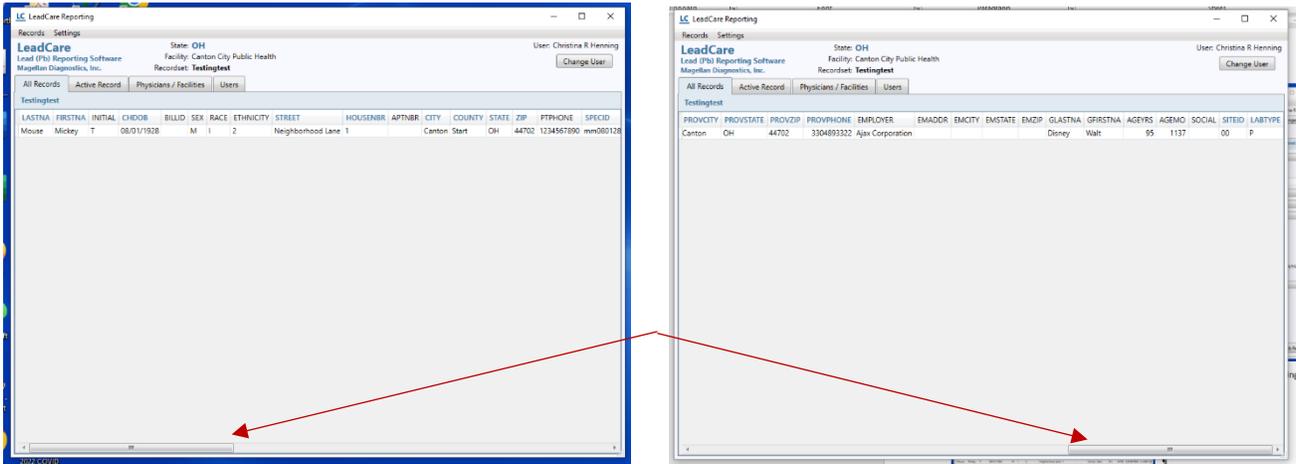

2. **EXPORT, RENAME, and MOVE THE FILE:**
    a. After reviewing the record, go to and select Records, Export Current RecordSet.
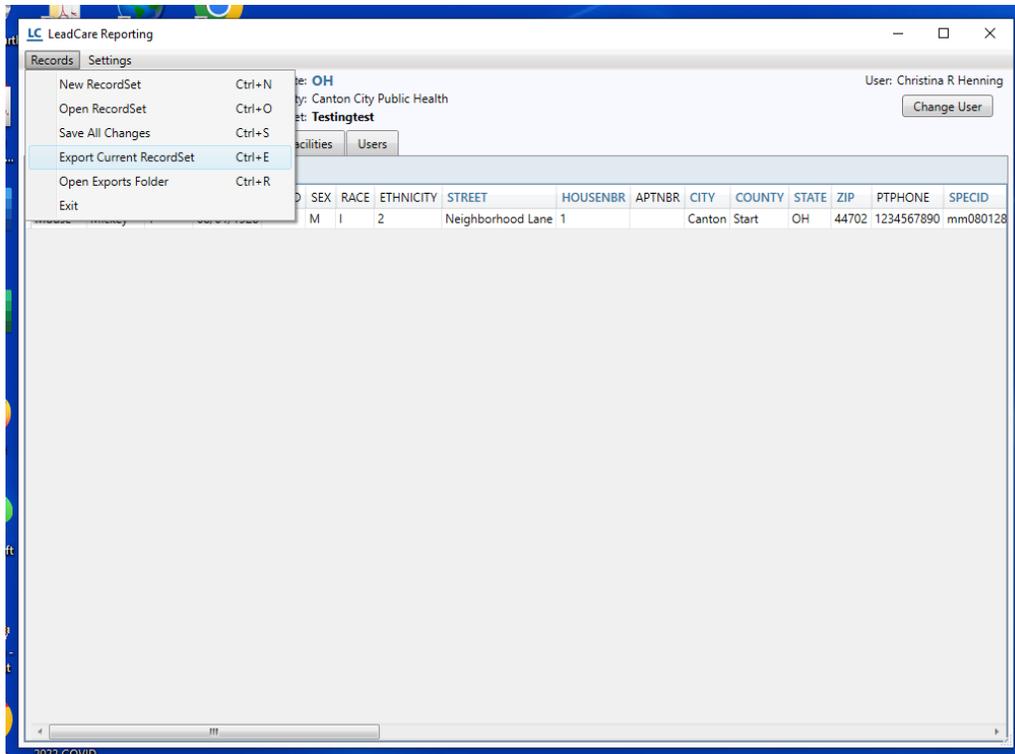
b. Rename the file in the following format YYMMDDp00. Example below is 230519p00. Make sure to leave the .txt extension on the name and add a 0 if it is a single digit month or day. (note in the name p00 is p, zero, zero and is assigned by ODH). Once the file is renamed, select the Export Records To File in the same dialog box.
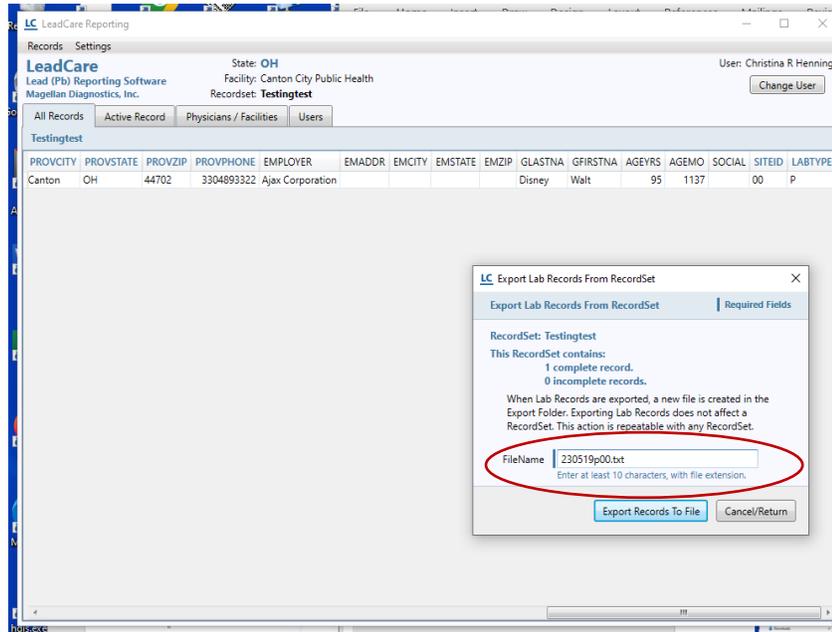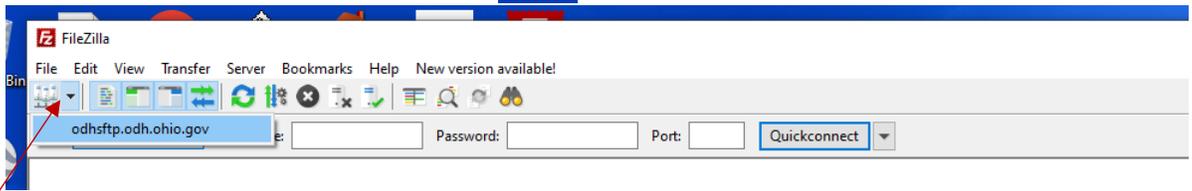

c. Move file to sent folder in the secured drive. The file will be located in the LeadCare Report folder. Drag and click method can be used to move the file: left click on the file to highlight it, while keeping the left click button held down on mouse, drag it to the sent file.
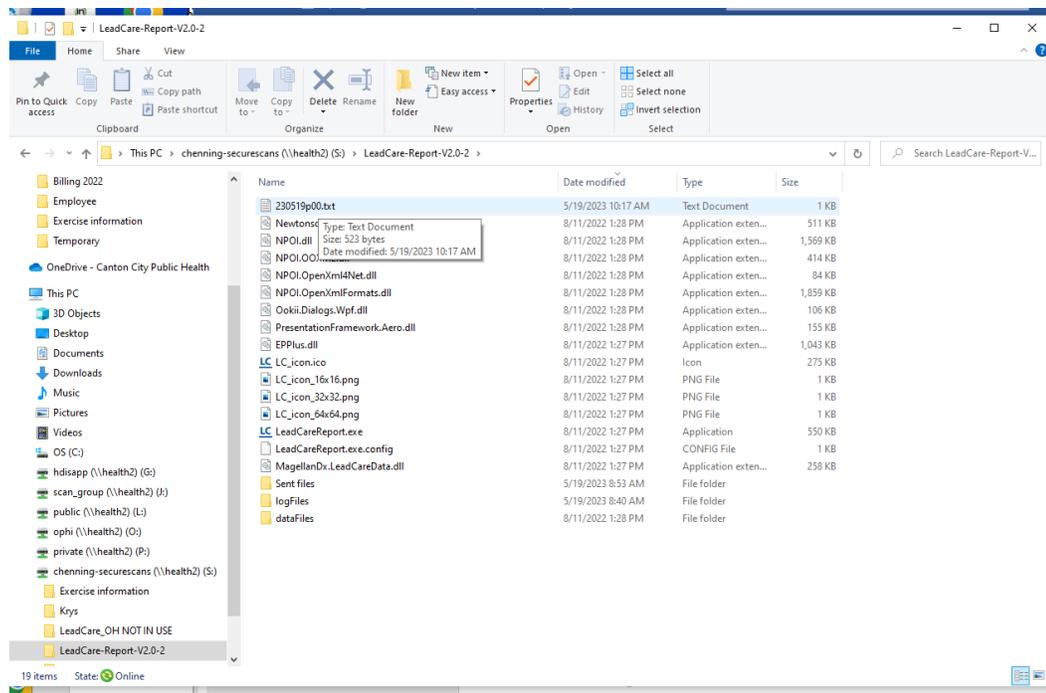
3. Open Filezilla from the desktop shortcut.

   A large dialog box will appear.

In the upper section there is a bar with a drop down menu, note hovering over the area will indicate that this is for selecting the site manager. Select odhsftp.odh.ohio.gov. This will electronically connect to the Ohio Department of Health secure transmission portal. The "Status" should currently show the last entry as "Directory listing of "/" successful".
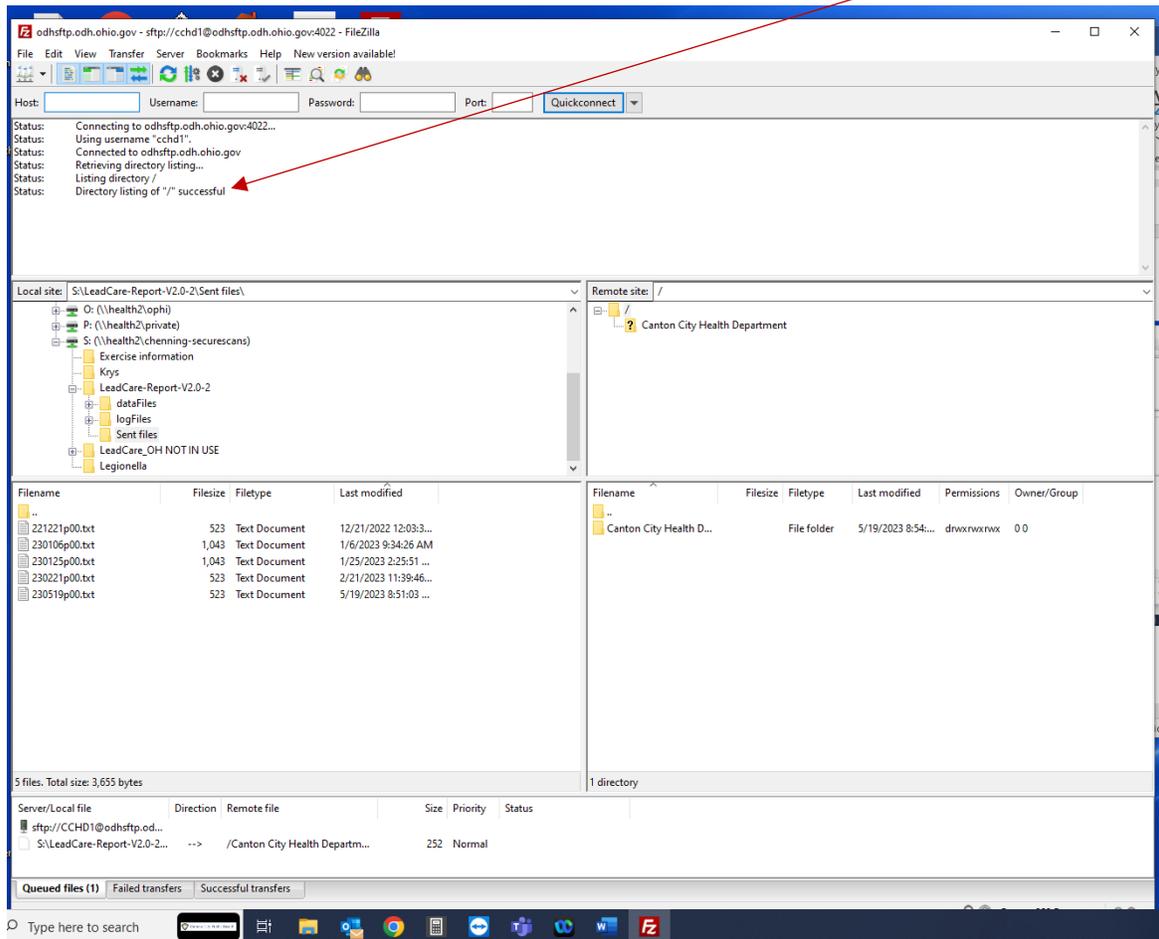
Click on "? Canton City Health Department" in the center right section. The status in the upper left area should now have Directory listing of "/Canton City Health Department" successful as the final line.
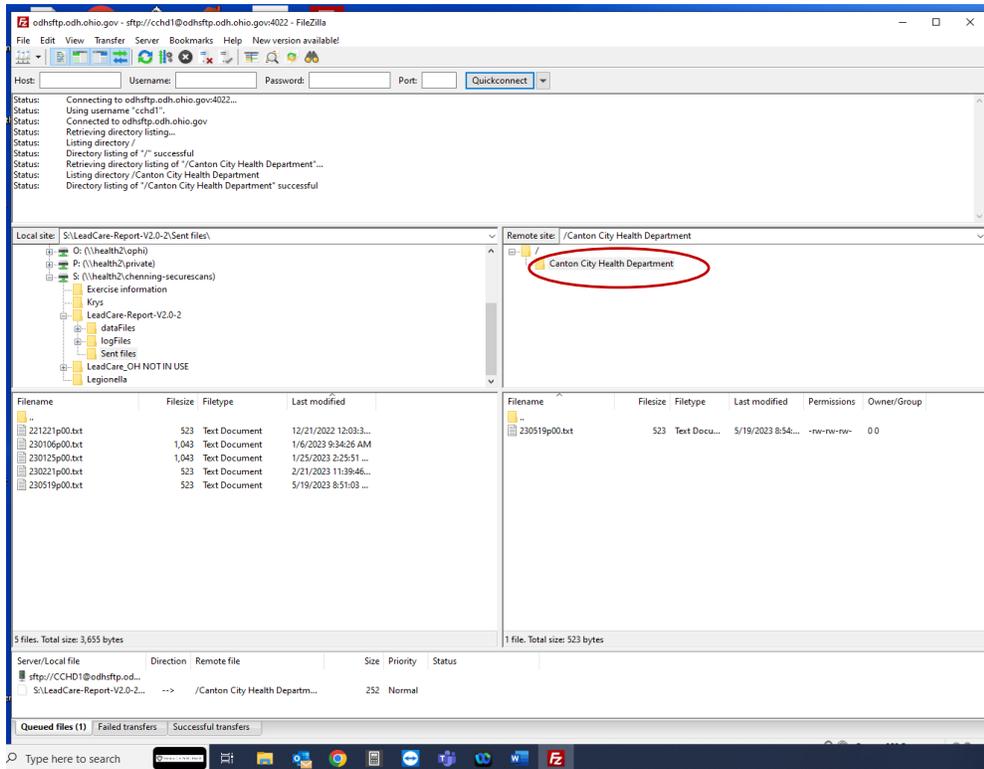

Observe that the folder moved to the sent files is available in the lower left boxed area.
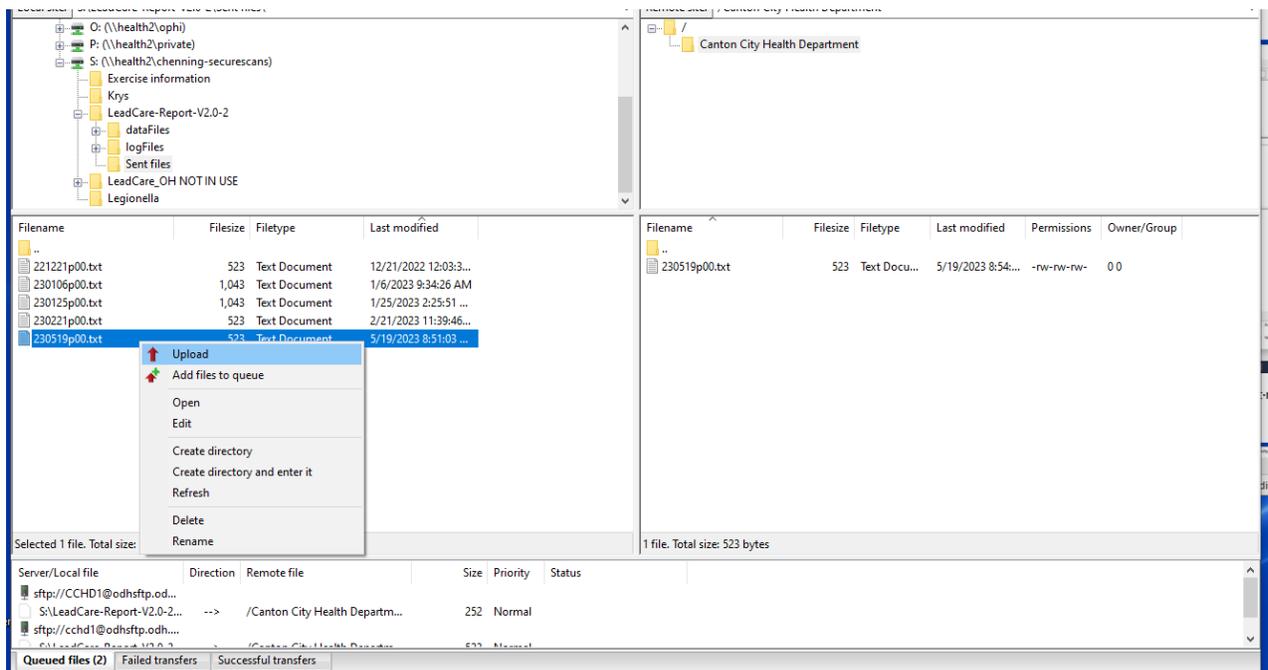
Left click to highlight the current file that needs to be sent to ODH and then Right click on the folder and select Upload.

Reading through the Status' listed in the upper boxed area will show that the file was uploaded successfully. Additionally, a pop up may appear on your screen, as seen in the lower right corner of the screen, showing the file was uploaded successfully.
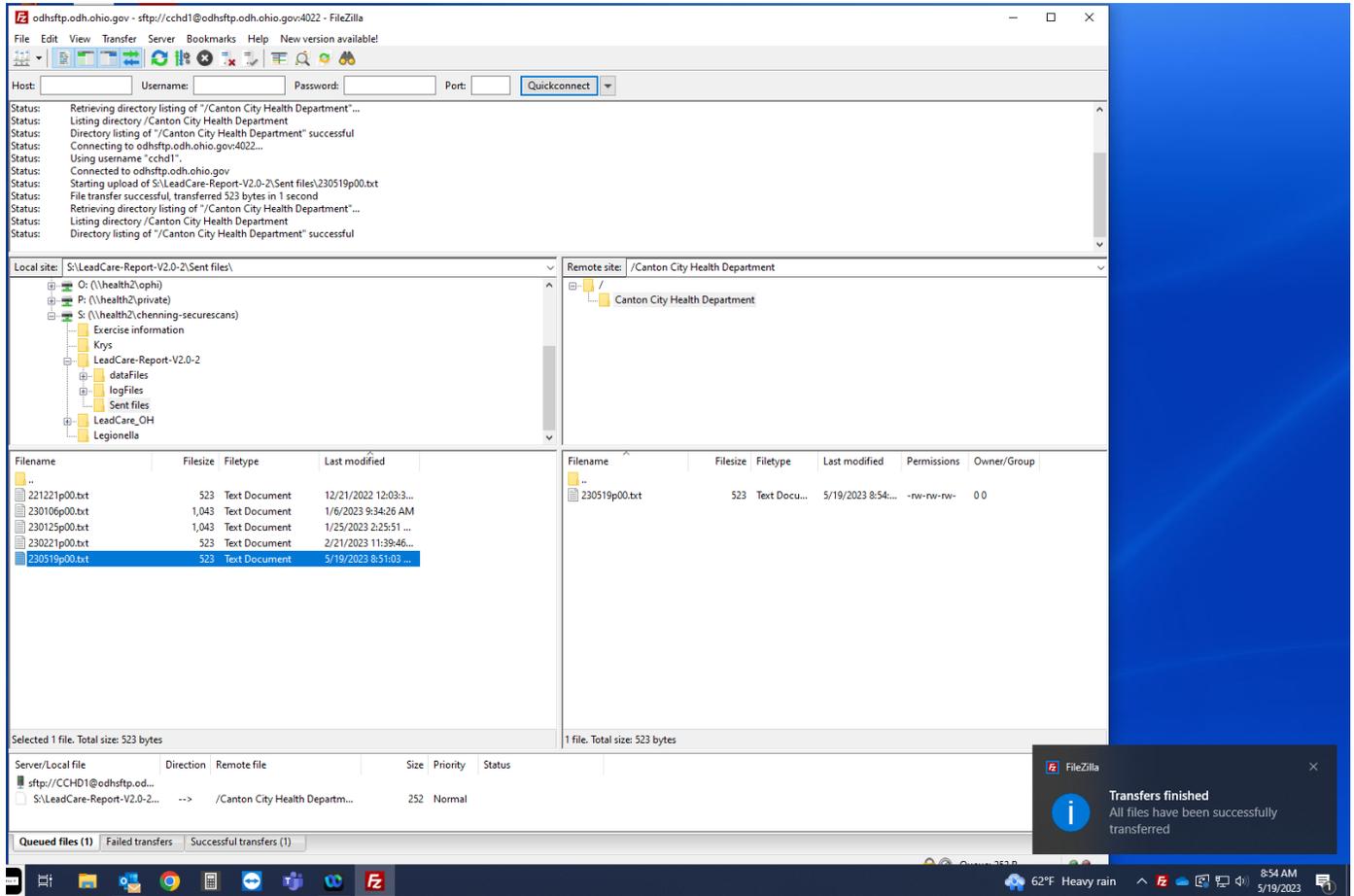
Close all files and locations, initial and indicate on the lab record when the file was transmitted to ODH and return the completed lab record to the appropriate nurse.