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.



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LC Lead are Reporting X	LeadCare Reporting
Records Settings	Records Settings
LeadCare State: OH User: Christina & Henning	LeadCare State UH User Chinada K Hennir Lead (P) Reporting Software Facility: Carton City Public Health
Laad (Pb) Reporting Software Facility: Canton City Public Health Change User Manetlan Diagontris, Inc. Recordset Exclanated Lister	Magellan Diagnostics, Inc. Recordset: Testingtest
All Records Active Record Physicians (Facilities Users	All Records Active Record Physicians / Facilities Users
Testingtest	Lab Record: Mickey Mouse Required Fields
LASTNA HRSTNA INITIAL CHOOB BILLID SEX RACE ETHNICITY STREET HOUSENBR APTNBR CITY COUNTY STATE ZIP PTPHONE SPECID COLL	Last Name Mouse House # 1 Referring Jon Elias +
	First Name Mickey Street Name Neighborhood Lane Specimen \$112/2023
	Middle Initial T Apt# Collection Date (311)
	Date of Birth 19 of page 19
	Date of Bridin (a/1/1928 135) City Canton Matrix Blood •
	e SSN County Start Analyte Lead •
	Medicaid # State Chio * Sample Type Capillary *
	Sex Male • Zip Code 44702 • Analysis Date 5/17/2023
	Race Black/White Employer Ajax Corporation Test Result Result Revue Result R
	Ethnicity Non-Hispanic Employer Address (mage 16 or closer)
	Guardian Last Disney Employer City
	Name Result above Upper Limit/High
	Name 66
	Phone 1234567890 Employee Lp Vints ug/dL Code Units
	Report Date 5/19/2023
	Save Lab Record Reset Fields Delete New Lab Record
e 2022 COVD	

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.

LC LeadCare Report	ing					- 🗆 ×
Records Settings						
LeadCare		State: OH				User: Christina R Henning
Lead (Pb) Reporting	g Software	Facility: Can	on City Public Health			Change User
Magellan Diagnostic	s, inc.	Recordset: lest	Ingtest			
All Records Ac	tive Record	Physicians / Facilities	Users			
Lab Record: Micke	ey Mouse					Required Fields
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First Name	Mickey		Street Name	Neighborhood Jane	Physician	
	whickey			Neighborhood Lane	Collection Date	5/17/2023 15
Middle Initial	Т		Apt#		Specimen ID	mm080128
Date of Birth	8/1/1928	15	City	Canton 🔻	Matrix	Blood
SSN			County	Start 💌	Analyte	Lead
Medicaid #			State	Ohio 🔹	Sample Type	Capillary 🔻
Sex	Male	•	Zip Code	44702 🔹	Analysis Date	5/17/2023
Race	Black/White	•	Employer	Ajax Corporation	Test Result	Result Below Detection
Ethnicity	Non-Hispani	c •	Employer Address			<a>3.3 Reported Value
Guardian Last Name	Disney		Employer City	•		
Guardian First Name	Walt		Employer State	Please Select		66
Phone	1234567890		Employer Zip Code	•	Units	µg/dL ▼
				hanges Saved X	Report Date	5/19/2023
			You	r Changes Were Saved		
				-		
				Ok / Continue		
				Save Lab Record	Reset Fields	Delete New Lab Record

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.

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Exercise information	Newtonsd Tune: Text Document	8/11/2022 1:28 PM	Application exten	511 KB		
Temporary	NPOI.dll Size: 523 bytes	8/11/2022 1:28 PM	Application exten	1,569 KB		
	NPOI.OO, Date modified: 5/19/2023 10:17 AM	8/11/2022 1:28 PM	Application exten	414 KB		
OneDrive - Canton City Public Health	NPOI.OpenXml4Net.dll	8/11/2022 1:28 PM	Application exten	84 KB		
This PC	NPOI.OpenXmlFormats.dll	8/11/2022 1:28 PM	Application exten	1,859 KB		
3D Objects	Ookii.Dialogs.Wpf.dll	8/11/2022 1:28 PM	Application exten	106 KB		
Desktop	PresentationFramework.Aero.dll	8/11/2022 1:28 PM	Application exten	155 KB		
Documents	EPPlus.dll	8/11/2022 1:27 PM	Application exten	1,043 KB		
- Downloads	LC_icon.ico	8/11/2022 1:27 PM	lcon	275 KB		
Music	LC_icon_10x10.png	8/11/2022 1:27 PM	PNG File	1 KB		
Pictures	LC_icon_52x52.png	0/11/2022 1:27 PM	PNG File	1 // P		
Videos	LC LeadCareBenort exe	8/11/2022 1-27 PM	Application	550 KB		
VIGE05	LeadCareReport.exe.config	8/11/2022 1:27 PM	CONFIG File	1 KB		
	MagellanDx.LeadCareData.dll	8/11/2022 1:27 PM	Application exten	258 KB		
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public (\\health2) (L:)	dataFiles	8/11/2022 1:28 PM	File folder			
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Exercise information						
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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".

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P: (\health2,priva Sr: (\health2,priva Sr: (\health2,priva Sr: Sr: Sr: Sr: Sr: Sr: Sr: Sr: Sr:	te) ning-securescans) astion not-V2.0-2 NOT IN USE	v	Canton City Health Department	
Filename	Filesize Filetype Last modified		Filename Filesize Filetype Last modified Permissions Owner/Group	
221221p00.txt 230106p00.txt 23025p00.txt 230221p00.txt 230221p00.txt	523 Text Document 12/21/2022 12:03:3 1,043 Text Document 1/6/2023 9:34:26 AM 1,043 Text Document 1/25/2023 2:25:51 523 Text Document 2/21/2023 11:39:46 523 Text Document 5/19/2023 8:51:03		Canton City Health D File folder 5/19/2023 8:54 drwxnvxrwx 0 0	
5 files. Total size: 3,655 bytes			1 directory	
Server/Local file	Direction Remote file Size Priori	rity Status		
sftp://CCHD1@odhsftp.od S:\LeadCare-Report-V2.0-2	> /Canton City Health Departm 252 Norm	mal		
Queued files (1) Failed transf	fers Successful transfers			
O Type here to search		🚽 🥡 🖸		

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.

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Observe that the folder moved to the sent files is available in the lower left boxed area.

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230125p00.txt	1,043 Text Document	1/25/2023 2:25:51								
230221p00.txt	523 Text Document	2/21/2023 11:39:46								
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Left click to highlight the current file that needs to be sent to ODH and then Right click on the folder and select Upload.

400-001-08-03-P Canton City LeadCare Reporting Software Users Guide.pdf Updated 11/16/2023

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.