



DAD and NACRS Facility Testing

Facility testing is a process that allows facilities to verify that updates to their Discharge Abstract Database (DAD) and National Ambulatory Care Reporting System (NACRS) abstracting and data submission software meet the requirements of the Canadian Institute for Health Information (CIHI). Facility testing consists of submitting a DAD Institution File (IF) or a NACRS Facility Information File (FIF) along with a period data file into CIHI's Test environment via the electronic Data Submission Services (eDSS).

The facility testing procedure is outlined below, step by step. It includes an explanation of client responsibilities and addresses frequently asked questions. By following these testing instructions, clients can prevent delays in the facility testing process, which will allow for more timely data submissions to CIHI's Live environment.

NACRS multi-level facilities must meet additional criteria to complete facility testing. For example, multi-level facilities must complete testing for each applicable data submission level. For more information on NACRS testing for multi-level facilities and additional DAD/NACRS testing details, please refer to the [DAD and NACRS Submission Manual](#) for the fiscal year. You can also visit CIHI's Learning Centre for any available submission-related courses.

1. Inform the Clinical Administrative Databases (CAD) team of changes to your DAD/NACRS abstracting vendor or to your NACRS reporting level code from the last fiscal year.

Although the name of the facility vendor and the reporting level code (NACRS) are included in your IF/FIF, CAD requires confirmation of changes to either one before data is transmitted. If your abstracting vendor or reporting level code (NACRS) has changed, please send the updated information via email to cad@cihi.ca.

New clients must confirm their DAD/NACRS abstracting vendor and data reporting level (NACRS) with the CAD team **before sending data**. This step will help us direct files to the Test environment and prevent unnecessary delays in processing. Send these details by email to cad@cihi.ca.

2. Confirm the test status of your DAD/NACRS abstracting vendor.

DAD/NACRS vendor testing occurs annually and precedes facility testing. To confirm your vendor's test status for DAD/NACRS software, contact your vendor directly or check [CIHI's website](#) (select DAD or NACRS Vendor Testing). CIHI will delete any DAD/NACRS data submission made by a facility prior to successful testing of the abstracting vendor, including the IF/FIF.



3. Complete your IF/FIF.

Once your DAD/NACRS abstracting vendor has successfully completed testing, complete your IF/FIF. An IF/FIF is required from each reporting facility for every level of care (DAD) for each fiscal year. CIHI cannot process DAD/NACRS data if your IF/FIF is missing or if it failed processing. Any facility data that is sent prior to acceptance of your IF/FIF will not be processed; it will be deleted.

Clients should take care when entering the NACRS FIF Reporting Level Code, as this data field cannot be changed once data has been processed. This data field can only be changed prior to the commencement of data submission for the fiscal year.

Refer to the [DAD and NACRS Submission Manual](#) to learn more about the IF/FIF. Questions about IF/FIF data elements can be directed to cad@cihi.ca. Contact your abstracting vendor for assistance in locating or editing your IF/FIF.

4. Submit your IF/FIF to the Test environment.

Submit your IF/FIF using electronic Data Submission Services (eDSS). During facility testing, select the option “Facility/Organization Test Data Submission.” For more information on eDSS, refer to the user guide located in the eDSS application or send an email to help@cihi.ca.

5. Wait for notification of IF/FIF processing.

Once your IF/FIF has been successfully processed, an email notification will be sent to the contacts listed on the IF/FIF. In the event an IF/FIF cannot be processed, the CAD team will contact the facility.

If the DAD IF contains errors, a DAD Institution File Rejection Report will be generated and the DAD contacts listed on the DAD IF will receive an email notification.

If the contacts listed on the IF/FIF do not receive an email notification within 3 business days following IF/FIF submission, please send us an email to let us know (cad@cihi.ca).

6. Evaluate your DAD Institution File Report/NACRS Submission Status Report and FIF.

Once a DAD Institution File has been successfully processed, a DAD Institution File Report will be generated and posted to [CIHI's website](#). Each reporting facility must evaluate its DAD Institution File Report to verify that it is correct.



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Once a NACRS FIF has been successfully processed, a Submission Status Report and FIF will be generated and posted to [CIHI's website](#). Each NACRS reporting facility must evaluate its Submission Status Report to verify that it is correct. A successful FIF test will read as follows:

- Total Records Received: 1
- Total Records Accepted: 1
- Total Records Rejected: 0

When the IF/FIF has been successfully processed, the facility can proceed with abstract submission testing (step 7). **Do not submit your IF/FIF to the Live environment at this time.** Any IF/FIF sent prior to completion of facility testing will not be processed; it will be deleted.

Contact CIHI's Central Client Services at help@cihi.ca if you require access to DAD and/or NACRS Operational Reports.

7. Submit test data to CIHI's Test environment.

Facility test data can be submitted once your IF/FIF has been successfully processed in the Test environment. Use eDSS to submit test data to CIHI. During facility testing, select the option "Facility/Organization Test Data Submission." We recommend that test abstracts be actual data from the facility's live abstracting software.

NACRS facilities should submit the following number of abstracts:

- Level 0: 5 records.
- Level 1 and Level 2: 7 days of emergency department data is recommended.
- Level 3: A full period of data is recommended. The file must contain all of the applicable ambulatory care services for the facility, such as emergency department, day surgery, clinic and other ambulatory care.

DAD test abstracts should be period 01 data from the facility's live abstracting system. A full period of data is recommended, regardless of the level of care.

The number of abstracts submitted will vary by facility.

8. Wait for notification of test file processing.

Once the NACRS test file has been processed, an email notification will be sent to the facility's contacts listed on the FIF, indicating that the Submission Status Report and Rejection/Warning File (if applicable) are ready to be downloaded.

Once the DAD test file has been processed, an email notification will be sent to the **primary** contact listed on the facility's DAD Institution File Report indicating that the Submission Summary Report and Submission Detailed Error File (if applicable) are ready to be downloaded.



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Operational Reports are available through [CIHI's website](#). If you require access to these reports, contact CIHI's Central Client Services by email (help@cihi.ca).

Incorrectly named or duplicate files cannot be processed and will be rejected automatically by the system. The contacts listed on the DAD Institution File Report will receive an email notification if files are rejected. The CAD team will notify the NACRS facility's contacts listed on the FIF of such errors.

Correct the error(s) and return to step 7.

When renaming files for resubmission, both the .zip and .txt files must be renamed using a unique sequence number with each submission. Please note that a file sequence number must be unique within a period regardless of the processing status of the file.

If the **primary** contact listed on the DAD Institution File Report or the contacts listed on the NACRS FIF do not receive an email notification within 3 business days of submitting the test data file, contact us at cad@cihi.ca.

9. Evaluate your NACRS Submission Status Report and Rejection Warning File/DAD Submission Summary Report and Submission Detailed Error File.

The NACRS Submission Status Report provides a high-level summary of test file processing, while the Rejection/Warning File indicates all hard errors and/or suspect data based on NACRS edits.

- If the test data file results in 0 rejections, proceed to step 10.
- If 1 or more rejections are generated, the facility must correct and **resubmit these records as part of the testing process**. Clients may send any additional new records as part of this submission. The facility can submit up to 2 additional test data files at no charge. Repeat steps 7 to 9.

The DAD Submission Summary Report provides a high-level summary of test file processing, while the Submission Detailed Error File indicates all hard errors and/or warnings based on DAD edits.

- If the test data file results in 0 hard errors, proceed to step 10.
- If 1 or more hard errors are generated, the facility must correct and **resubmit these erroneous abstracts as corrections**. The correction file must then be submitted via eDSS. During facility testing, select the option "Facility/Organization Test Data Submission." The facility can submit up to 2 additional test data files at no charge. Repeat steps 7 to 9.



10. Wait for notification of successful testing from the CAD team.

Successful testing is determined by the CAD team. Facilities that have 0 rejections (NACRS) or 0 errors (DAD) should not assume an automatic pass. The CAD team will inform the facility's contacts listed on the IF/FIF of successful testing by email. Any files directed to the Live environment prior to passing the testing process will be deleted.

11. Submit data to CIHI's Live environment.

Once the CAD team has notified the contacts listed on the IF/FIF of successful testing, data can be transmitted to the Live environment. CIHI does not move facility test files to the Live environment. Continue to use eDSS to submit data, but select the option "Facility/Organization Live Data Submission."

The IF/FIF must be the first file submitted to the Live environment. Once the IF/FIF has been successfully processed in the Live environment, facility data can be submitted.

DAD and NACRS will accept data until CIHI's DAD and NACRS closing deadline. Provincial/territorial submission deadlines may be earlier. Please ensure that your data submission complies with your jurisdictional directive.

If you have any questions about the IF/FIF and/or facility testing, please send an email to cad@cihi.ca.