

TCM Encounter Download

Using MS Access

For Import From a Block Text File

What Today Is...

- **Step by Step Demonstration**
- **One Method Among Many**
- **Manual / With Instructions**
- **Enable Encounter Analysis**
- **Learning Opportunity**

What Today Is Not...

- **Microsoft Access Class**
- **The Only Method**
- **Guaranteed To Work In Your Environment**
- **Microsoft Excel Class**

TCM Encounter Download Process Overview

- **Download to Fixed Block Text File**
- **Import Records Into Access Table**
 - **Use Pre-set Import Specification**
- **Verify Import Record Count**
- **Other Options**
- **Reset for Next Download**

What You Will Need

- **Basic Skills Working With MS Access**
- **MS Access 2000 or Greater**
- **WinZip Compression Software (free)**
- **LGA Administrator Permissions to TCM System**
- **Patience**
- **Sense of Humor**



Targeted Case Management

Frequently Asked Questions

- LGA Administrator
 - Home
 - Encounters
 - Invoice
 - Report
 - User ID
 - LGA Profile
 - Data Transfer
 - Upload
 - Download
 - Log Off

Download Encounter Criteria

Provide either fiscal year or a date range.

LGA Code: 01

Program Type: BABC

Quarter:

Fiscal Year: 2004/2005

Date Range (MM/DD/CCYY): to

Download based on last download timestamp

Submit Reset



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Download Results Page

Step 1: To save the .ZIP file [click here](#)

Step 2: (IE Browser Users Only) When you finish saving the .ZIP file you must [click here](#) to resume use of the application.

If you are having problems with downloads see the FAQ's.

System Test
Targeted Case Management

Frequently Asked Questions

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Download Results Page

ZIP file you must [click](#)

Q's.

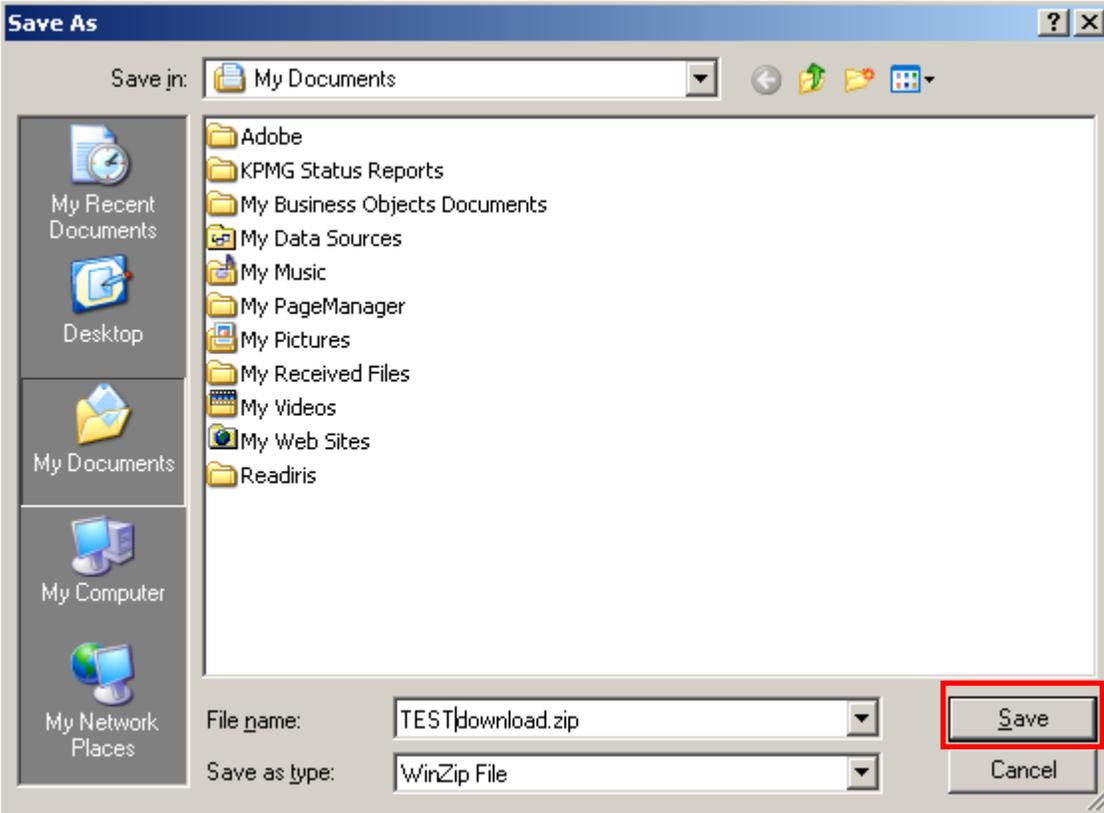
File Download

Do you want to open or save this file?

 Name: download.zip
Type: WinZip File
From: 158.96.234.56

Open **Save** Cancel

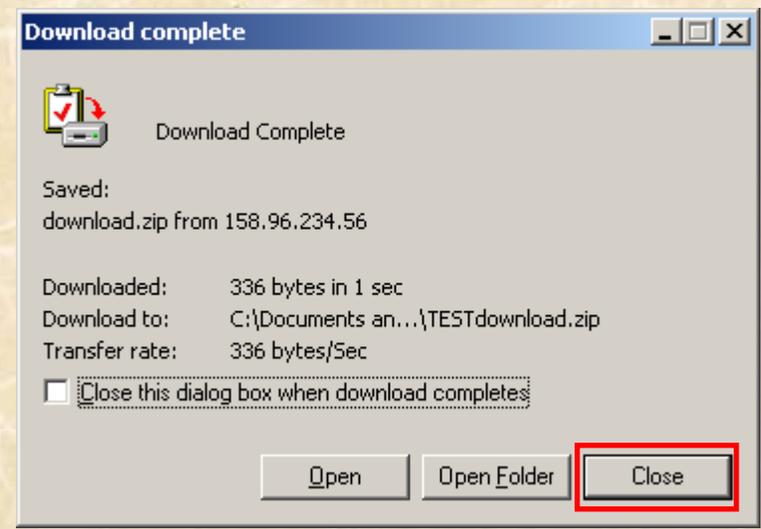
 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

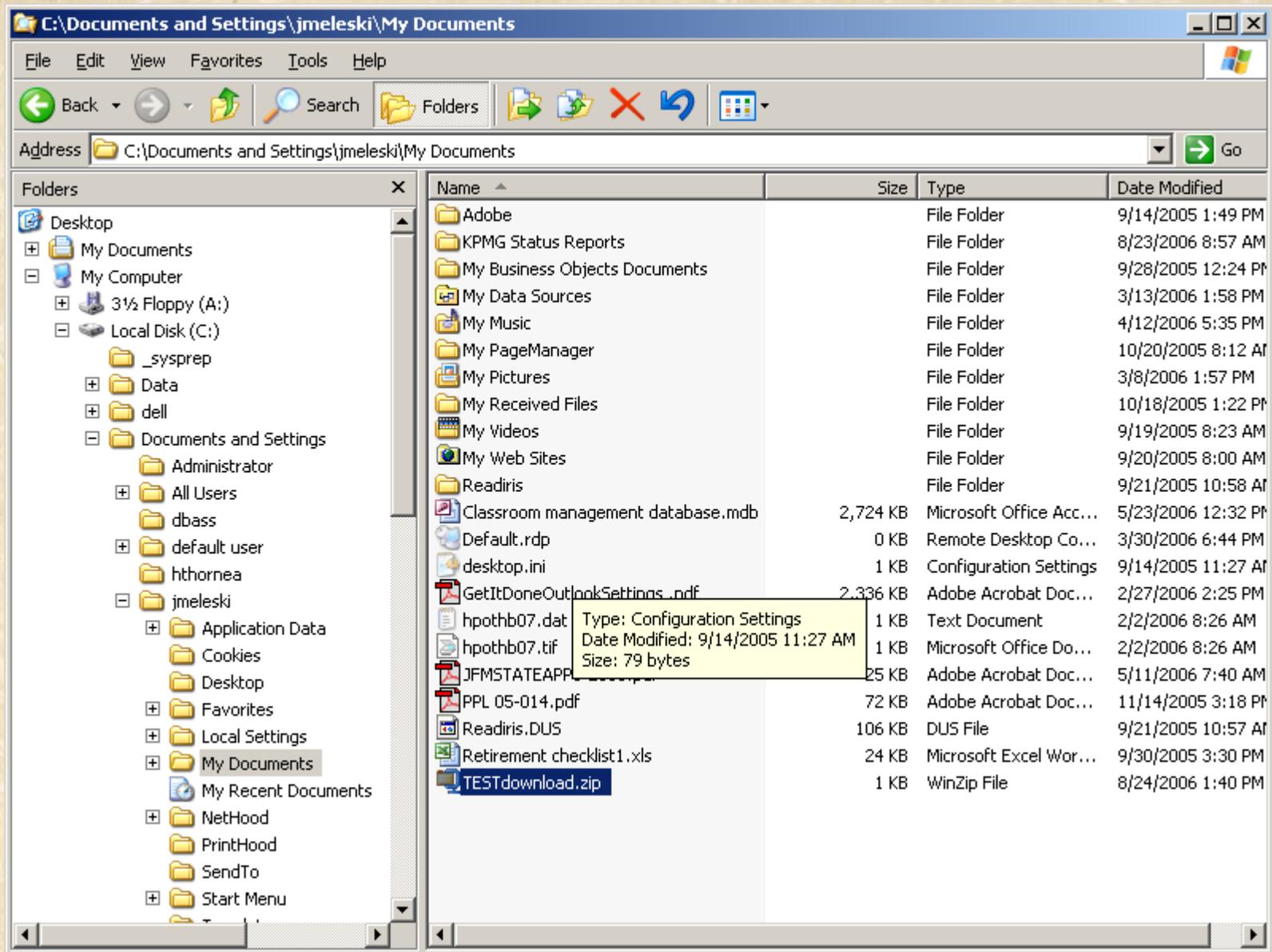


When prompted, save the .zip file to
A location you will remember

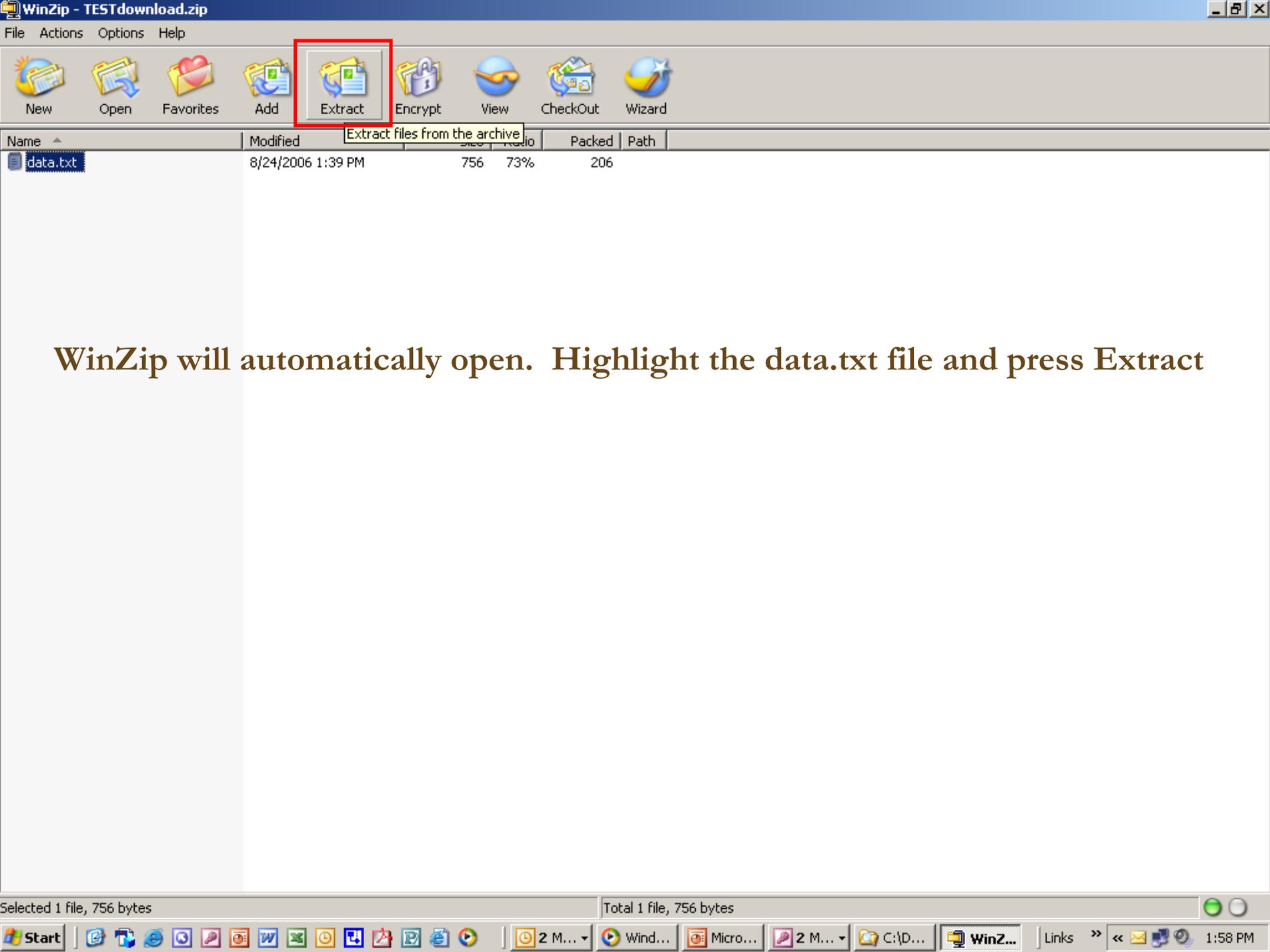
Next, you will see a Download
Complete dialogue box. You have
a choice to Close the box or Open
the .zip folder

For now, close the dialogue box. You
can experiment with opening it next
time. Log Out of the TCM System





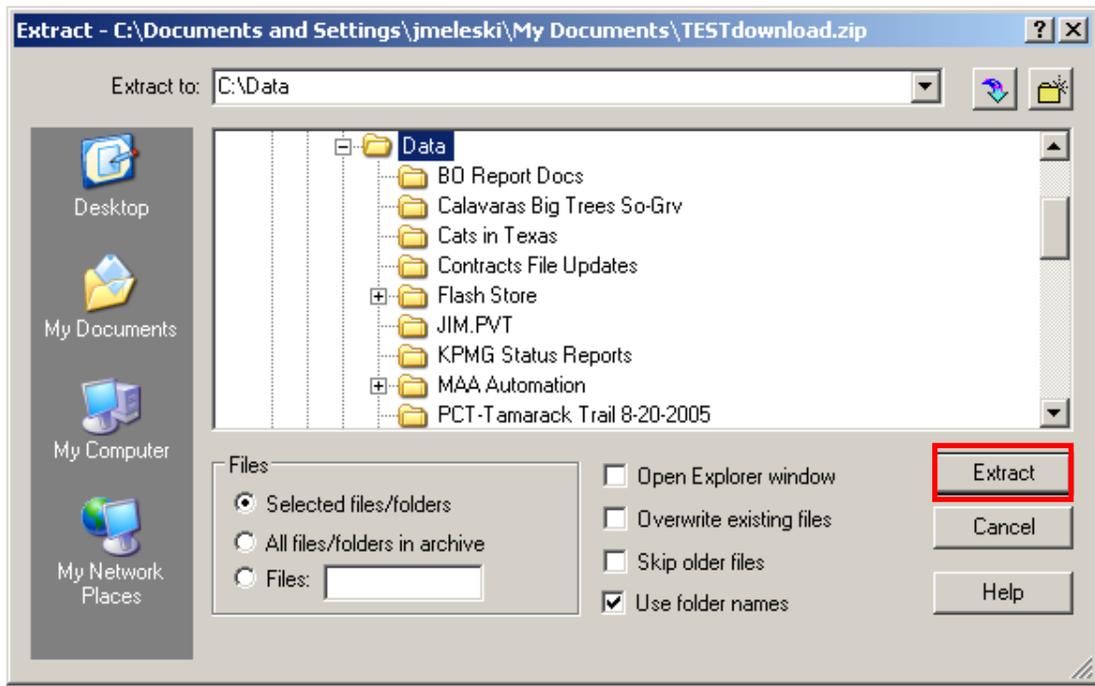
Navigate to the .zip file you created in the last step and Open the File



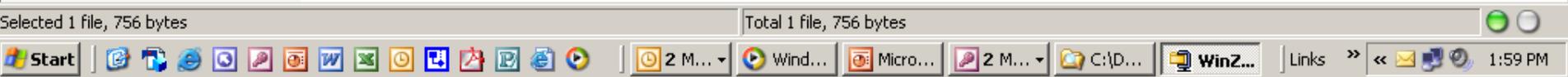
WinZip will automatically open. Highlight the data.txt file and press Extract



Name	Modified	Size	Ratio	Packed	Path
data.txt	8/24/2006 1:39 PM	756	73%	206	



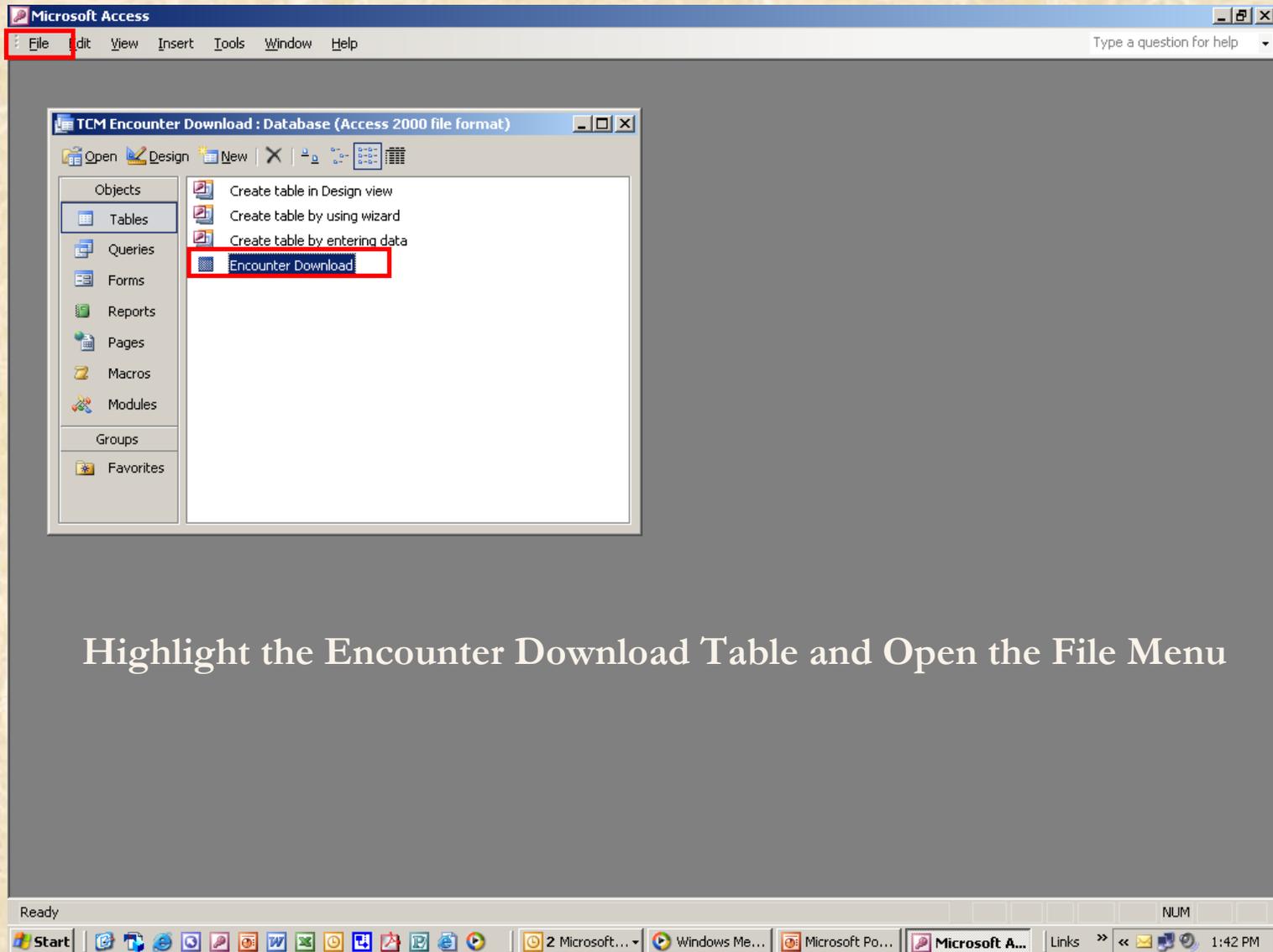
You will be asked to save the new data.txt file. Navigate to a place you will remember And press Extract.



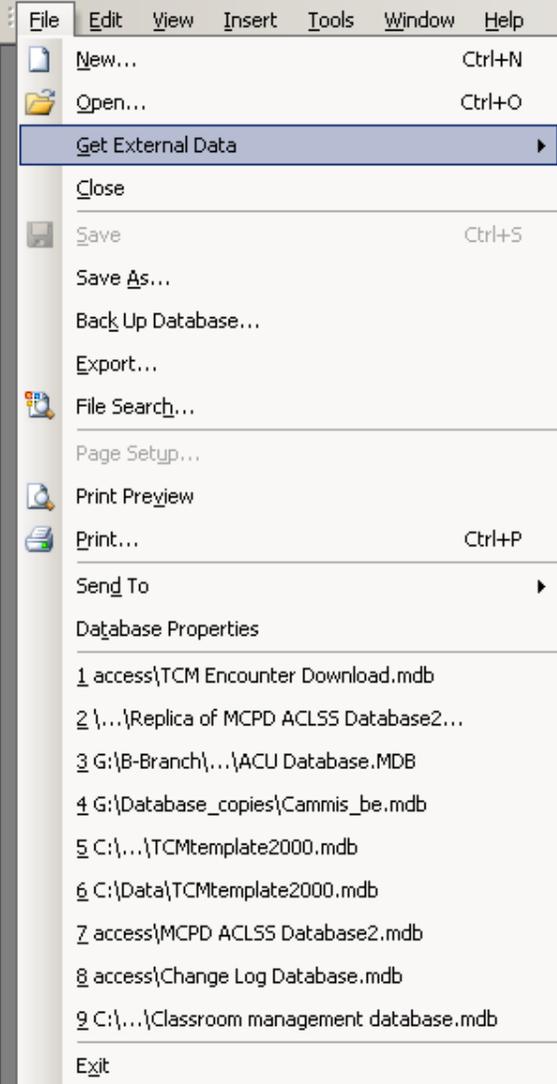
Prepare to Import .txt File

- **Open MS Access Download Database**
 - Prepared Download Table
 - Prepared Import Specification
- **Import Data from an External File (data.txt)**
- **Choose an Import Specification**
- **Run the Import**
- **Check for Errors**

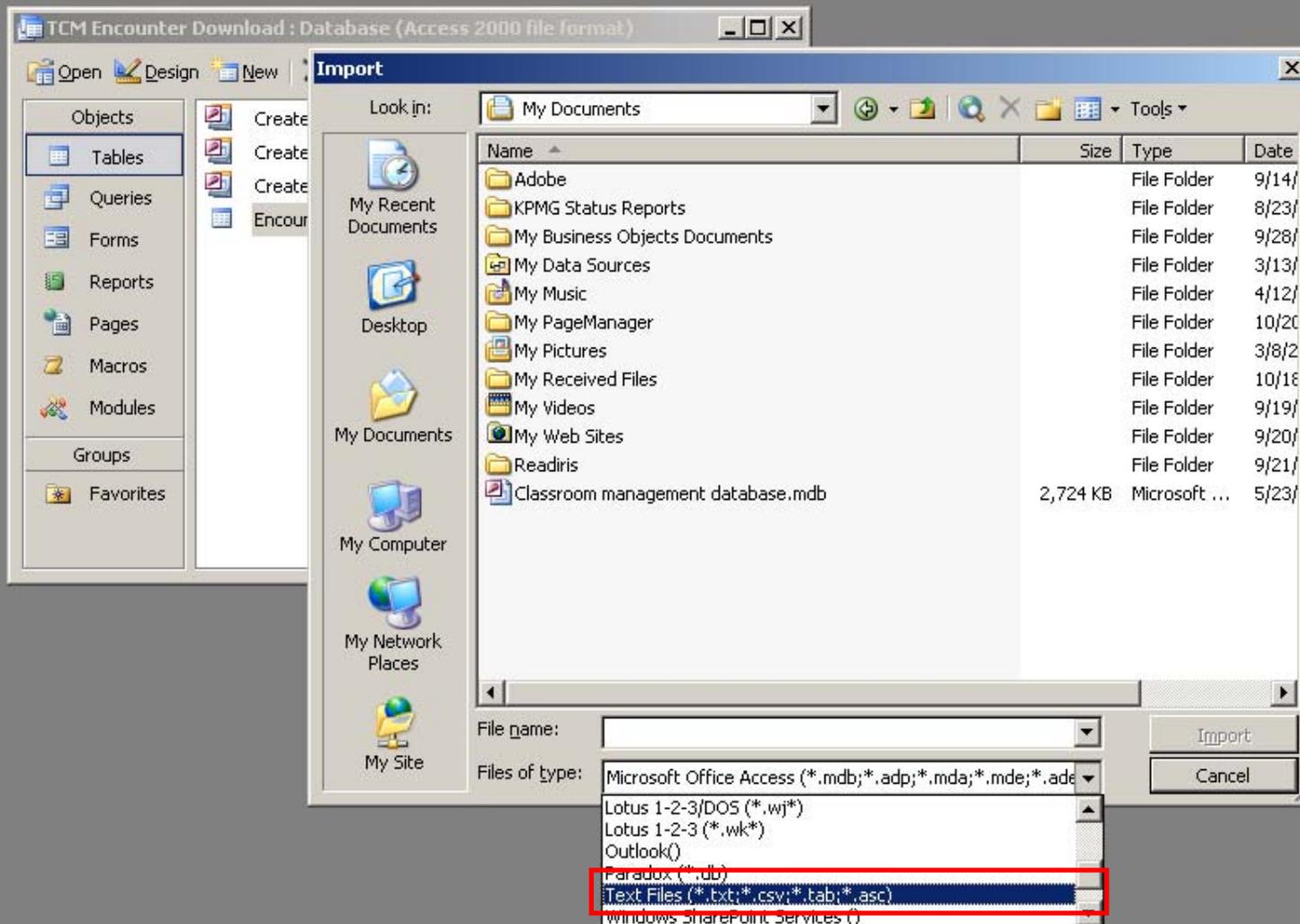
Import Text Data Into Access



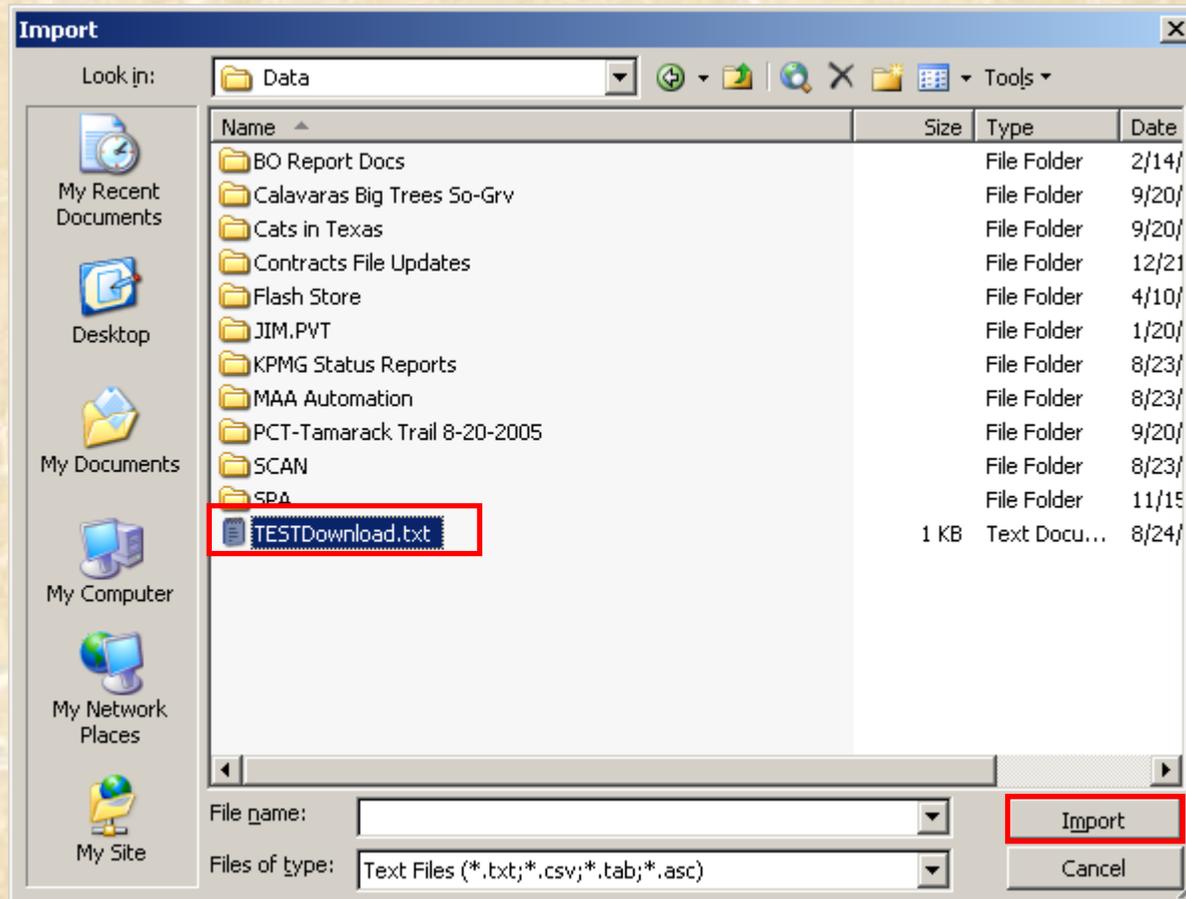
Highlight the Encounter Download Table and Open the File Menu



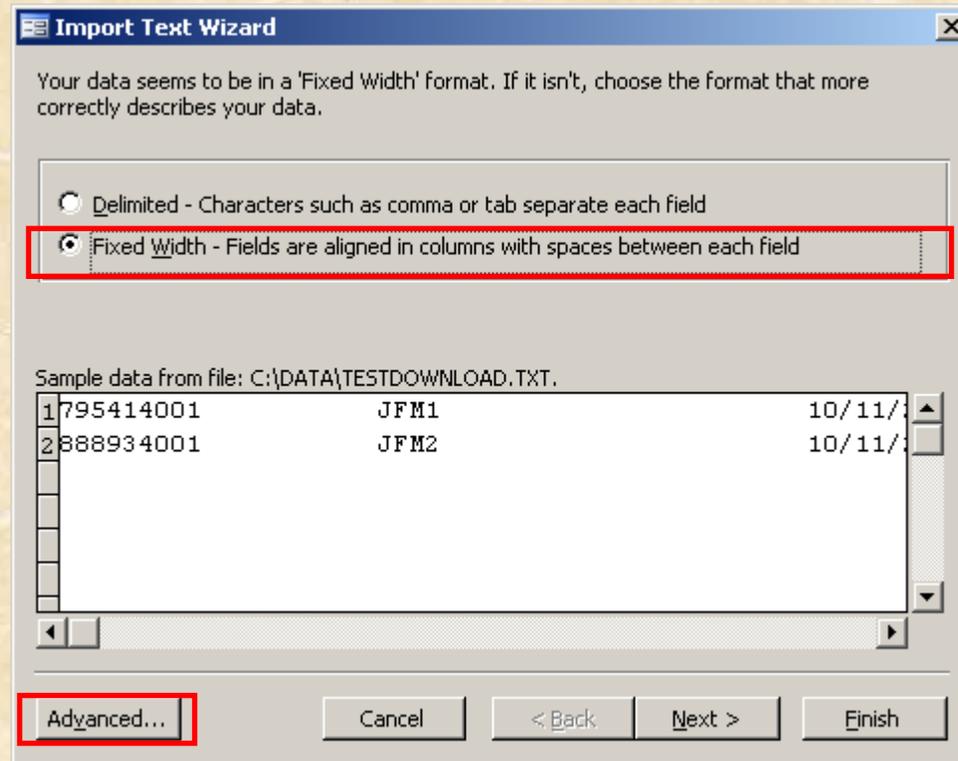
Choose “Import...” from the
Get External Data Menu



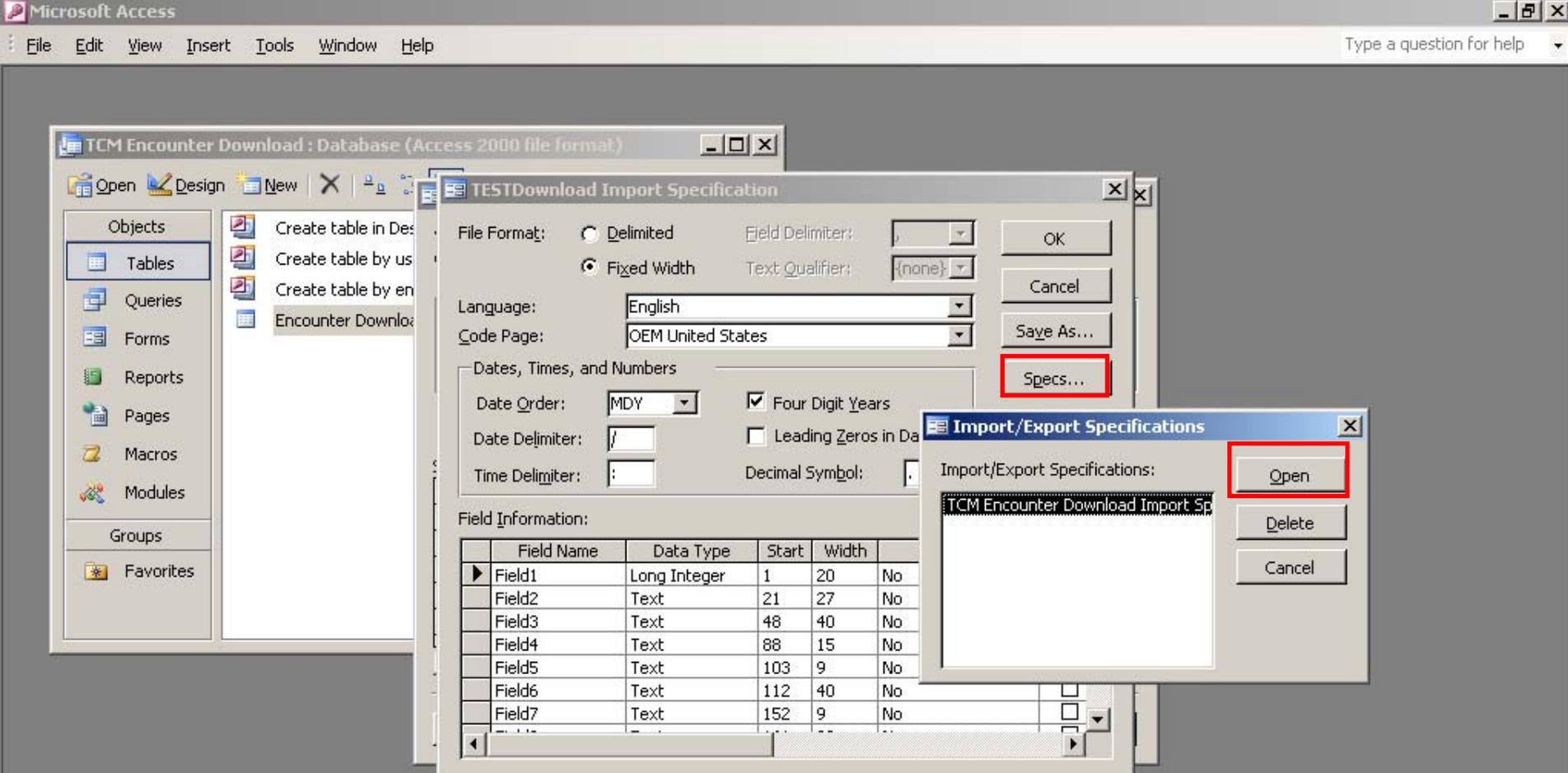
Change the “files of type” selection to Text files



Navigate to where you saved the downloaded .txt file and press Import



When the Import Wizard starts, choose Fixed Width and press the Advanced button.



Now you want to choose an Import Specification. Press the Specs... Button. I created one called TCM Encounter Download Import Specification. Highlight it and press Open.

Notice how there are now field names
Associated with your data. Press OK

TCM Encounter Download Import Specification

File Format: Delimited Field Delimiter: [,]
 Fixed Width Text Qualifier: [{none}]

Language: [English]
Code Page: [OEM United States]

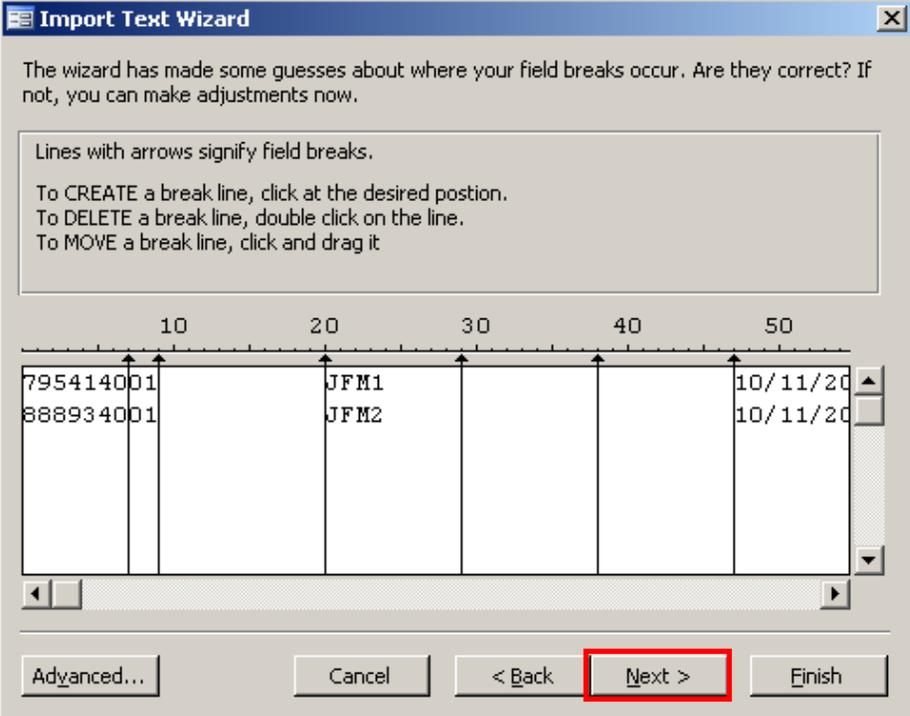
Dates, Times, and Numbers

Date Order: [MDY] Four Digit Years
Date Delimiter: [/] Leading Zeros in Dates
Time Delimiter: [:] Decimal Symbol: [.]

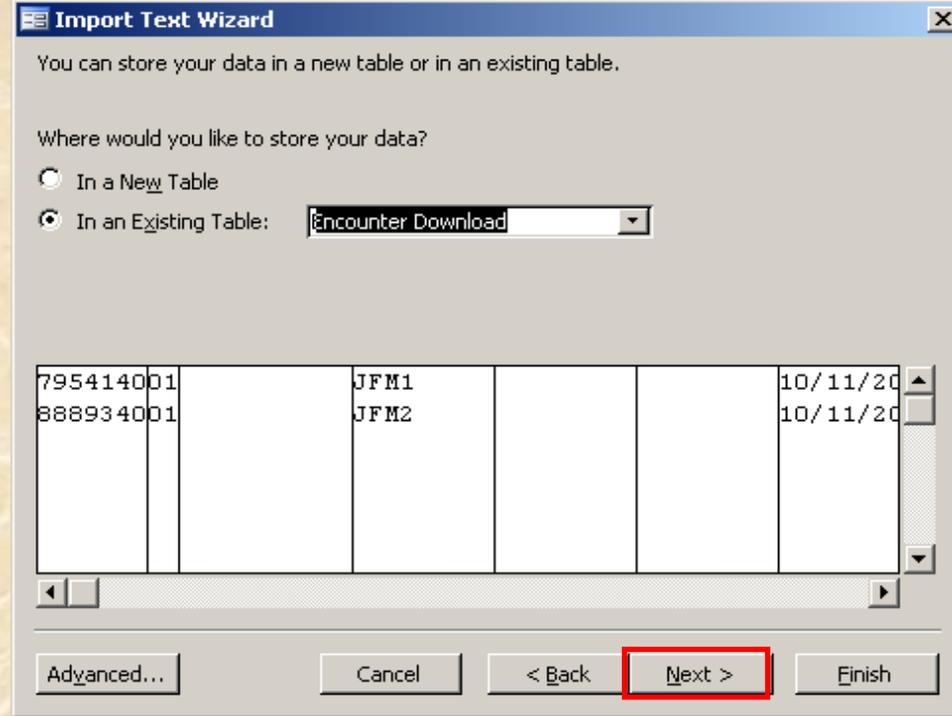
Field Information:

	Field Name	Data Type	Start	Width	Indexed	Skip
▶	EncID	Text	1	7	No	<input type="checkbox"/>
	LGACode	Text	8	2	No	<input type="checkbox"/>
	InvNumber	Text	10	11	No	<input type="checkbox"/>
	CMgrID	Text	21	9	No	<input type="checkbox"/>
	ClientID	Text	30	9	No	<input type="checkbox"/>
	Filler	Text	39	9	No	<input type="checkbox"/>
	DOS	Text	48	10	No	<input type="checkbox"/>
	<input type="checkbox"/>

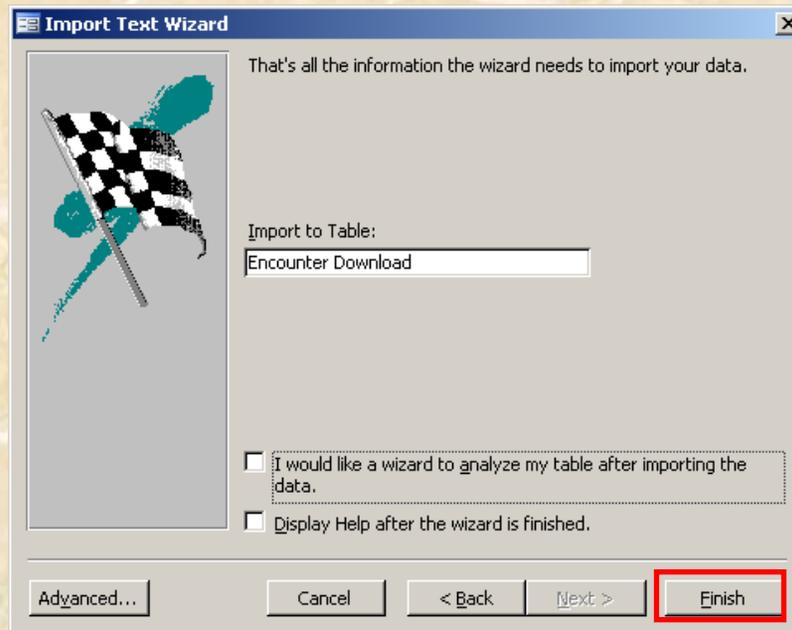
OK Cancel Save As... Specs...



The Specification parsed the data; choose next

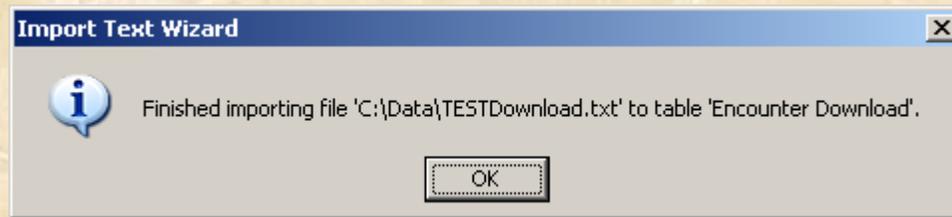


Choose In an Existing Table, press Next



Almost Done! Now all
 You have to do is press
 Finish

Congratulations!



- **When you see this message, you now have Data!**
- **If any errors occurred on import, a separate Table will be created called errors.**
- **Now You Can Open the Table and See It!**
 - **Create Queries to Verify Import**
 - **Run Reports on Downloaded Data**
 - **Or Any Other Thing Your Heart Desires**

Additional Resources

- **Encounter Download Format**
 - <http://www.dhcs.ca.gov/provgovpart/Pages/TCMSystemTraining.aspx>
- **WinZip** – <http://www.winzip.com>
- **Microsoft on the Web** – <http://www.support.microsoft.com/default.aspx>

ANY QUESTIONS?

