CREATIVE DATA TECHNOLOGIES, INC.

DATAVAULT

USER'S MANUAL

Texas THCIC Reporting Edition

I. TABLE OF CONTENTS:

II. OVERVIEW OF THE DATAVAULT SYSTEM

The DataVault System is a web site that helps customers manage the process of reporting required information to various jurisdictions (both state and federal level). The website currently has modules for reporting Florida THCIC quarterly reports as well as Texas THCIC quarterly reports.

Future modules planned include cardiology reporting to the American College of Cardiology, as well as cancer reporting to the Florida Cancer Data System. If you have other new modules that you would like to see added, or if you are interested in using either the Cardiology or Cancer reporting module above, please contact us at smckennasr@gmail.com and let us know.

The DataVault System is a web based solution. Since the web site contains confidential sensitive medical information, it is protected by 256-bit SSL (Secure Sockets Layer) encryption. What this means to you is that even though you are accessing the information over the Internet, your web browser session is protected so that no one else can view or intercept the information. This 256-bit encryption is required by HIPAA. At the time you set up your user account(s), you will be required to sign a HIPAA Security Agreement with us.

Here is a list of the features of the new DataVault System:
- *No installation required:* All you need is a web browser, which already comes installed with your computer.
- *Location independence:* You can use the system from any computer in the office, or even from home.
- *Multiple simultaneous users:* Up to five user accounts can use the system simultaneously entering data for your facility.
- *No downloading updates:* All of the program updates are centrally applied overnight to the web site, as needed.
- *Nimble and responsive to change:* Fast to react to rule changes and bug fixes, as there is only one computer to update – the web site!
- *Data Security:* Each facility's data records are kept separately so that one facility can not look at another facility's data.
- *Import capability:* The DataVault System allows you to import your existing visit records directly using several supported file formats (fixed records, tab delimited, or XML).
- *Complete backup capability:* The system allows and in fact encourages you to back up your own data on a regular basis. The backup data file is downloaded to your computer, and can be easily imported back into the DataVault system in the event of any data loss or corruption of the system. We also maintain backups of the complete system as well.
- *THCIC 2023 XML schema readiness:* Our DataVault System is fully compliant with the latest XML schema requirements from ACHA.

III. GETTING STARTED

System Requirements:
The DataVault is a web-based solution, so the requirements on the hardware are minimal. You will need at least an Intel Core i5 class computer (or higher) running at 500 Mhz or faster, with at least 4GB of RAM. It will also work with Mac computers running ARM processors. The computer must be running Windows 10 or higher (or MAC OS-X or higher), and you must use Microsoft Edge, Google Chrome, or Apple Safari). We have heard that FireFox works, but it is not officially supported.

The DataVault web site is a 256-bit SSL encrypted web site. This is to ensure the privacy of the information that is being managed. However, the SSL encryption adds some overhead to the amount of actual information that must travel back and forth between your web browser and our web server. Therefore, it is recommended that you get a reliable, fast Internet connection to use the DataVault system. Examples of good Internet connections are DSL, Cable Modem, or ISDN. If you are still using a phone modem to dial up to connect to the Internet, we would strongly recommend you to upgrade to a newer Internet connection method (DSL, Cable, etc.) at this time. You can use the DataVault System with a dial-up modem, but the screens update slowly so it is not as pleasant of an experience as it should be.

**Obtaining a UserID and Password to access the DataVault system:**
There is a user agreement form that includes HIPAA Security Agreement that must be filled out, signed, and faxed or mailed back to us in order to set up your account. Only one signed agreement per facility is required. Separate user accounts are set up for each person using the system. Per HIPAA security guidelines, passwords cannot be shared among users. Up to five user accounts can be created for each facility at no extra charge.

Logging into the DataVault system:
Direct your web browser to the following address (notice that it starts with https instead of http):
    https://www.creativedatatech.com/datavaultnew/
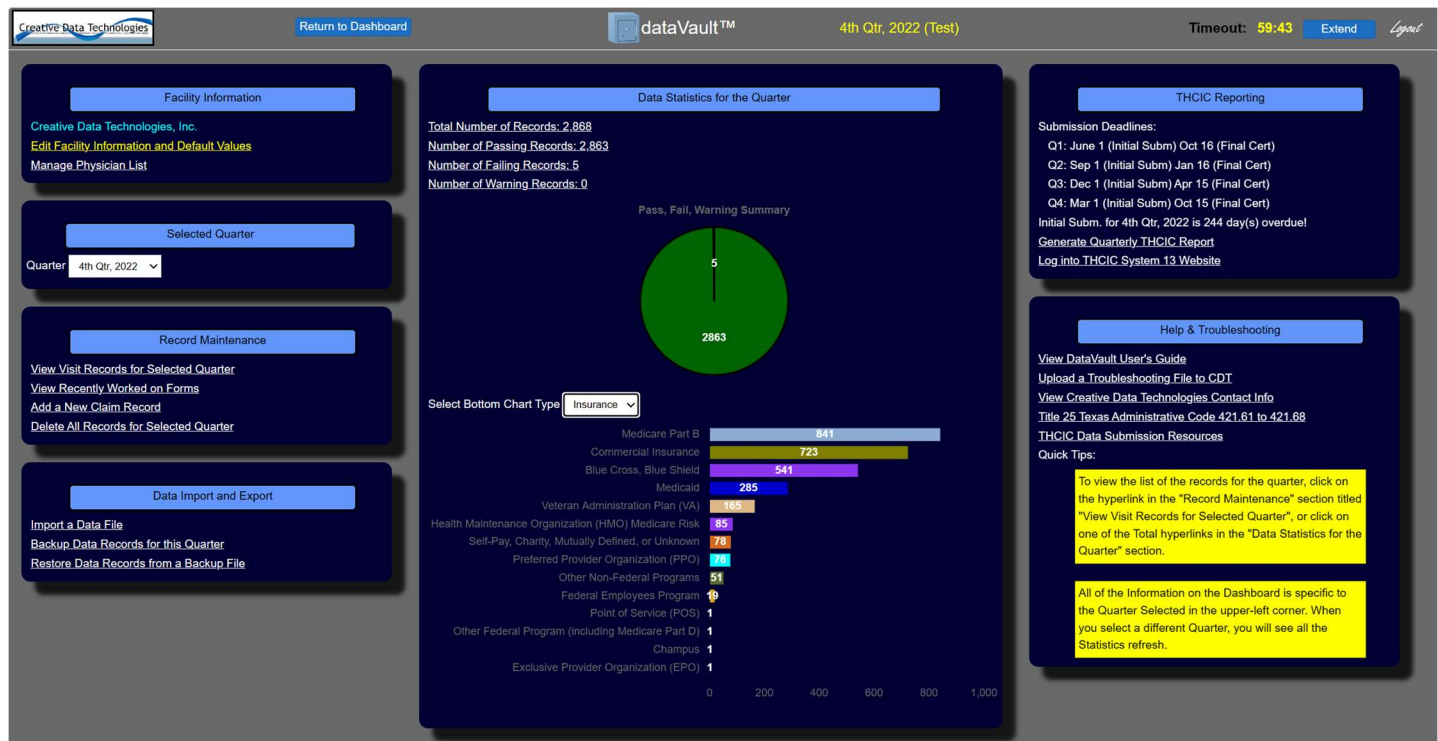You should see the following screen:
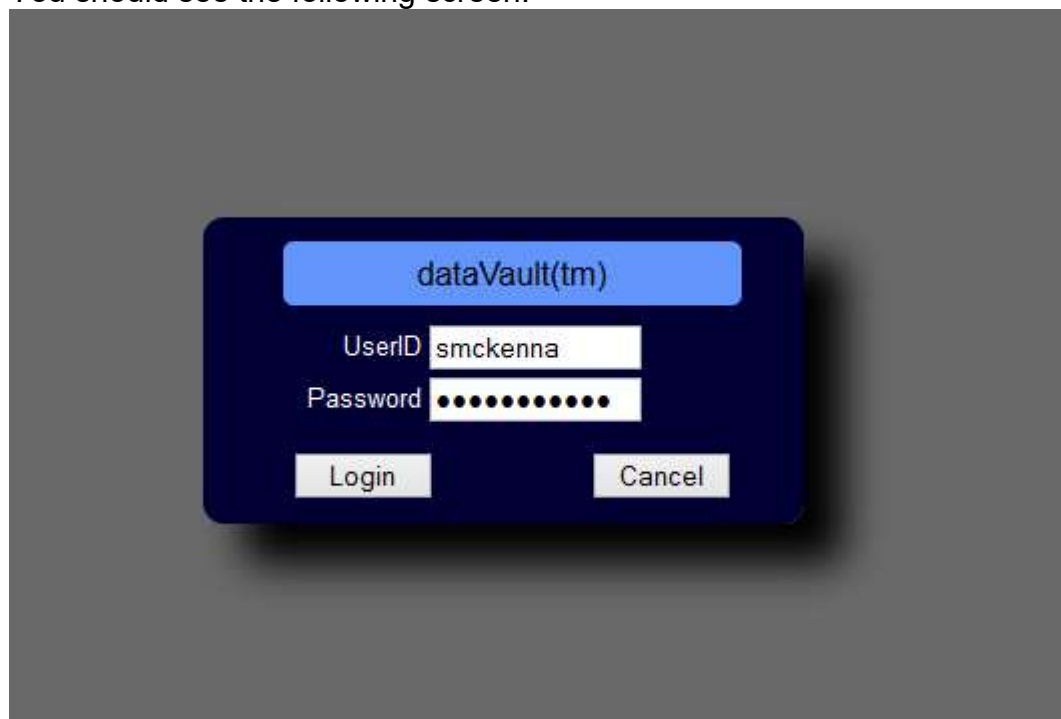
Enter your UserID and Password in the fields provided, and click the "Login" button.
Note: The password is case sensitive.

If login is successful, you should see the THCIC Dashboard shown at the top of the next page:

IV. DATAVAULT DASHBOARD

Top Toolbar:
The toolbar across the top of the page is something that will remain at the top for every screen throughout the system. It contains the following features:
- Return to Dashboard (button) – No matter what page you are on in the system, this button returns you to the Dashboard page.
- 1st Qtr, 2023 – Shows the currently selected quarter that you're working on. This is always visible no matter what page you are currently working on in the DataVault™ website.
- Timeout – Counts down from 1 hour, and will automatically log your session off after 1 hour of inactivity.
- Extend (button) – If you are running low on your session timeout time, you can click this button to reset it to 60 minutes. Note, this timer automatically resets every time you do anything on the DataVault™ website. It is only an idle countdown timer, so there's no need for you to have to keep clicking this button as long as you are actively using the website.
- 𝓛𝓸𝓰𝓸𝓾𝓽 – Link to quickly log out of the system.

Facility Information:
The Facility information section contains the following:
- Facility Name – Displays the name of your facility. This is helpful for those users who have multiple THCIC Facilities that they are responsible for reporting on.
- Edit Facility Information and Default Values – Allows you to modify your facility address, Medicare Number, and the default values that apply when you are creating new records.
- Manage Physician List – Use this screen to enter and maintain your list of physicians.

Selected Quarter:

The Selected Quarter contains a drop-down to let you select the current Calendar Quarter that you would like to work on. When you change the quarter, all of the statistics and graphs on the screen immediately refresh with the newly selected quarter's information.

Record Maintenance:

The Record Maintenance section contains the following:

- View Visit Records for Selected Quarter – Displays a window that lists all of the records for the selected quarter so that you can work on them.
- View Recently Worked on Forms – Displays a window showing you the most recent 100 forms (visit records) that you have worked on. This can be a nice time-saving feature if you want to quickly go back to a record you have recently worked.
- Add a New Claim Record – Lets you create a brand new Claim Record, populating the default values selected on the Facility Edit Window.
- Delete all Records for Selected Quarter – This option allows you to delete all the records for the selected quarter with a single button press. A confirmation window will be displayed first. This is only used if you are importing records, and need to delete the records before importing the records once again.

Data Import and Export:

The Data Import and Export section contains the following items:

- Import a Data File – Lets you import a data file. This includes standard tab-delimited files and also custom-written import bridges created for your facility.
- Backup Data Records for this Quarter – Makes a backup file (compressed .ZIP file) containing a backup copy of all of your records for the selected quarter.
- Restore Data Records from a Backup File – Restores the records for the selected quarter from a backup file created previously using the Backup option above. This would normally never need to be used unless you are recovering your data in the event of data loss.

Data Statistics for the Quarter:

- Total Number of Records – Displays a link containing the total number of records in the Quarter. Click on the link to display the records in another window.
- Number of Passing Records – Displays a link containing the number of passing records for the quarter. Click on the link to display the passing records in another window.
- Number of Failing Records – Displays a link containing the number of failing records for the quarter. Click on the link to display the failing records in another window.
- Number of Warning Records – Displays a link containing the number of warning records for the quarter. Click on the link to display the warning records in another window.
- Pass/Fail Summary Graph – Displays a pie chart showing the number of passing, failing, and warning records for the selected quarter.
- Race Demographics Graph – Displays a bar chart showing the spread of the Race values among the patients for the quarter.
- Bottom Graph Selector (drop-down box) – Select which graph you would like to see displayed on the bottom graph. There are several graphs available, including Race, Ethnicity, Insurance, Sex, Hour of Arrival, and Doctors.

THCIC Reporting:

The THCIC Reporting section contains the following features that you will use when generating your quarterly THCIC Report:

- Submission Deadlines – Contains a quick list of the deadline dates for each quarter's report.

- Selected Quarter Status – Displays where you currently are with respect to the due date for the currently selected quarter.
- Generate Quarterly THCIC Report – Displays a window that lets you perform final record validations and generate your THCIC report for the selected quarter.
- Log into THCIC Data Submission Website – Takes you directly to the THCIC Submission website so that you can submit your data file to them.
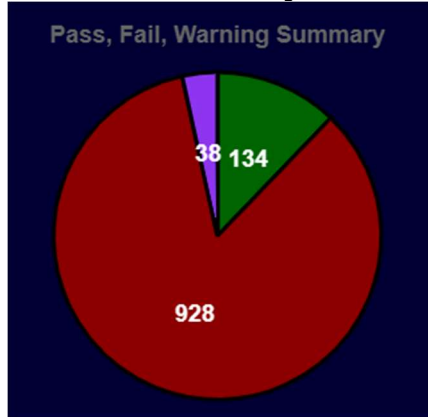
Help & Troubleshooting:
- View DataVault User's Guide – Displays this DataVault User's Manual (PDF document).
- Upload a Troubleshooting File to CDT – Allows you to upload a file to us for troubleshooting purposes. This may be used, for example, if you have a custom-written import bridge that is giving you an error when you try to import your data file.
- View Creative Data Technologies Contact Info – Displays a window with our address, email, and phone number.
- Title 25 Texas Administrative Code 421.61 to 421.68 – Displays the Texas State laws concerning THCIC quarterly submissions.
- THCIC Data Submission Resources – Displays the THCIC Resources Website concerning the Ambulatory Data Submission.
- Quick Tips – Displays yellow boxes with helpful information. These tips will change from time to time to offer additional helpful information.
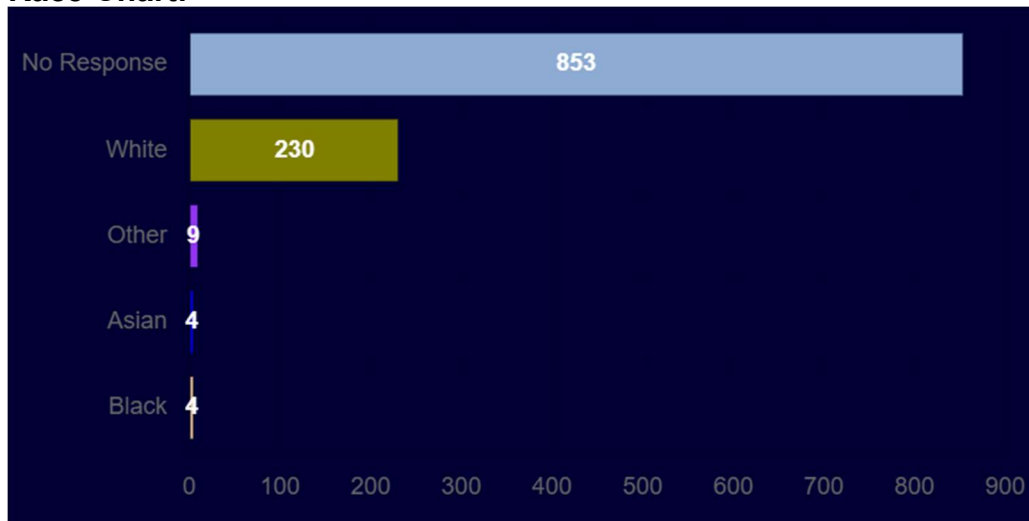
V. DATA VISUALIZATION (GRAPHS)

The following graphs are available for viewing on the Dashboard.
Note that you can click on any pie slice (pie charts) or bar (bar charts) and it will automatically take you to the Record Search page showing only those records represented by the item you clicked on.
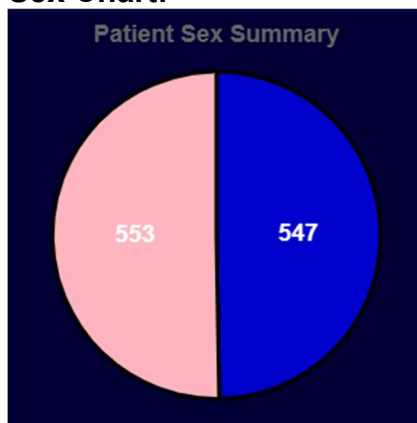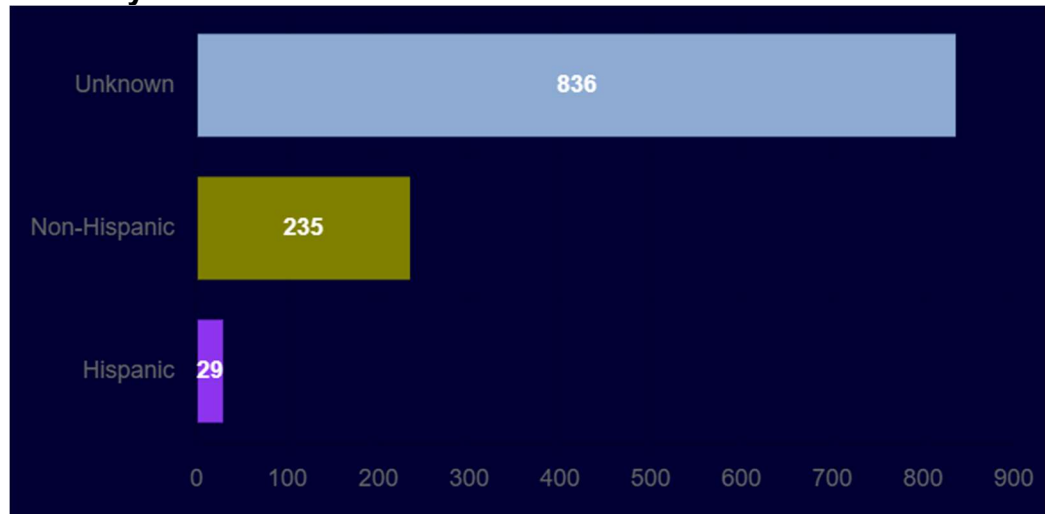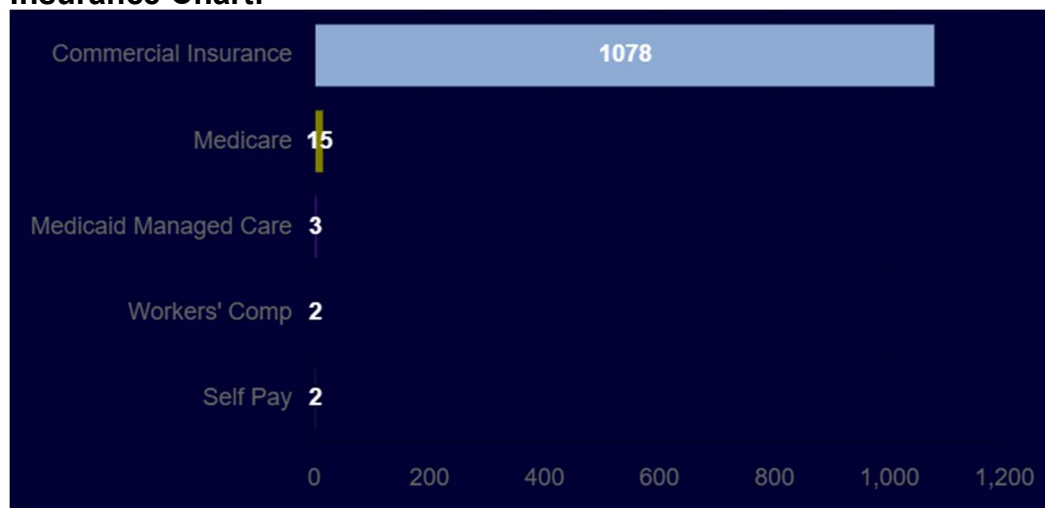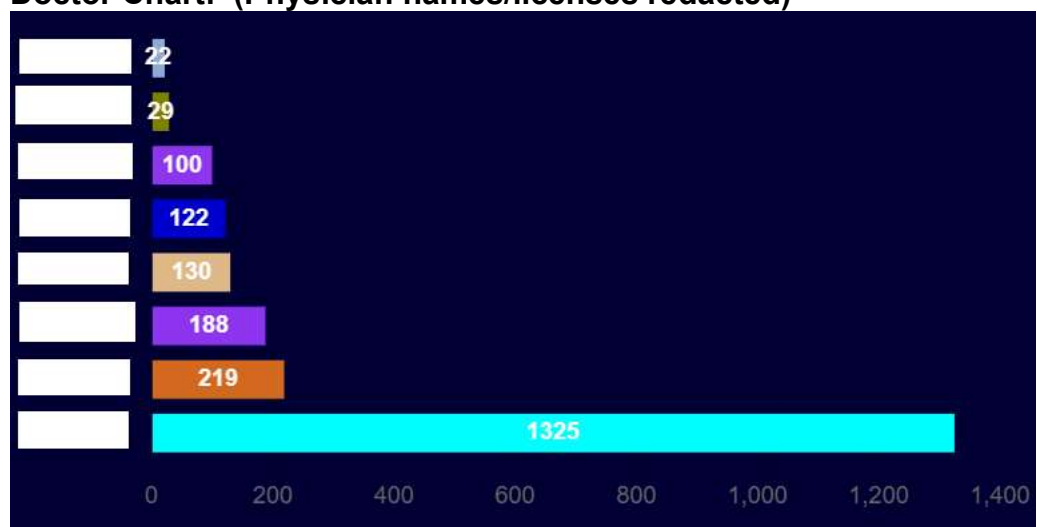
A. Pass/Fail Summary Chart:

B. Race Chart:

C. Sex Chart:

D. Ethnicity Chart:

Ethnicity	Count
Unknown	836
Non-Hispanic	235
Hispanic	29

E. Insurance Chart:

Insurance	Count
Commercial Insurance	1078
Medicare	15
Medicaid Managed Care	3
Workers' Comp	2
Self Pay	2

F. Doctor Chart: (Physician names/licenses redacted)

Physician	Count
[redacted]	22
[redacted]	29
[redacted]	100
[redacted]	122
[redacted]	130
[redacted]	188
[redacted]	219
[redacted]	1325

VI. EDIT FACILITY INFORMATION AND DEFAULT VALUES

Your THCIC Facility # should already be filled out for you. If it is not, please contact us immediately with your THCIC Facility ID so that we can correct it in our system (this is a read-only field).

Throughout the DataVault System, read-only fields are colored in a light gray background. This is letting you know that you cannot change the value in those fields.

There are 4 "Default value" fields for setting the default Rendering Physician ID, default Ethnicity, default Race, and Default Insurance type. These default values will be automatically populated into a record when you create new records using this system.

Once you are finished entering your facility info, remember to click the "Save" button or else your changes will be lost.

VII. MANAGE PHYSICIAN LIST

The next screen you will want to fill out is the Physician List. Access this screen by clicking on the "Manage Physician List" link on the Dashboard. You will see a screen similar to the following, without any physician records yet listed: (Note: Data below is fictitious)

Row #	Tx. License	First Name	M.I.	Last Name	Suffix	NPI #	Import ID	
1	M60_. .	John				098		Delete
2	K0	Pete				123		Delete
3	J1	Mike				123 ˙ ˉ ˉ ˉ 2		Delete
4	H2	Mikes	R	;		123		Delete
5	H2:	Frank			MD	3944( )	93948	Delete
6	L8	Igor			Esq.	1234		Delete
7	H2	Bill		'		123 '		Delete

Save   Validate   Validation Results **PASS**   Add New Physician   Close

Use the "Add Physician" button to add new physicians to the list. The License numbers must not be zero padded. A "Delete" button is provided if you need to remove a doctor from your list.

You can use the "Validate" button to ensure that all the doctor records on the page are valid.

Once you are finished entering your list of physicians, don't forget to click the "Save" button or else your changes will be lost.

VIII. CHANGING THE CURRENTLY SELECTED QUARTER
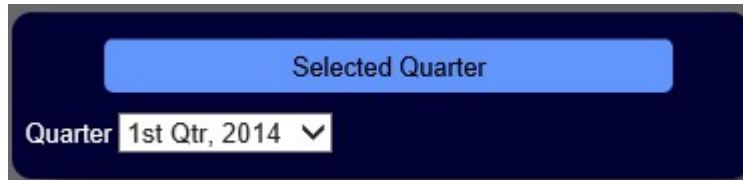
Use the Quarter drop-down on the Dashboard to change the quarter that you want to work on.

This will immediately refresh all the statistics and graphs on the Dashboard to reflect the newly selected Quarter.

IX. VIEW VISIT RECORDS FOR SELECTED QUARTER

For privacy sake, the SSN and Patient Names have been redacted for purposes of this user's manual. The SSN's will appear for you as you enter your records into the system.

Note that the header of the website reminds you again that you are working on "1st Qtr, 2023" (not shown in screen shot above).

This Visit Record List Window shows the Record ID, Visit Date, SSN, Primary Diagnosis Code, CPT (first code listed), Total Charges, whether the record is valid (PASS, WARN or FAIL), Race, Ethnicity, Sex, Insurance, Doctor's name or license number, and the DataVault™ Record Number.

The default behavior for the system is to sort the records by Record ID. You can also sort the displayed list by any one of the displayed columns by clicking on that column heading. In addition, if you click the column heading a second time, it will sort the list in reverse order by that column. Upon sorting, you will see a tiny up or down arrow icon next to the column name to visually indicate which column the list is currently sorted by and in which direction (ascending or descending).

Note that all of your records are displayed in the grid. A vertical scroll bar is provided on the right side so that you can scroll down to view the rest of the records.

Notice the checkboxes in the very first column of the list. This is your way to "select" records for subsequent action. This action is only needed if you are selecting records to be deleted ("Delete Selected" button), validating records ("Validate Selected" button), or changing patient status for the selected records ("Change Patient Status for Selected" button).

Normally, the system validates each record as you are editing it. However, if you import data, depending upon your method of importing, you will need to come to this window and use the "Select All" button to select (check) all the records, then click on the "Validate Selected" button so that the system will inspect every one of the imported records to judge whether each will be labeled as PASS, WARN or FAIL.

Notice that there are several ways to search (filter) the displayed list by using the search fields at the top of the window (Record ID, SSN, and Record Status).

To edit an existing record, you simply need to click on the row for a record, and then click on the "Edit Record" button. Alternatively, you can just double-click on the row. This will take you to the Visit Record Edit Window.

To create a new record from scratch (manual input), click on the "Add Record" button. This will auto-populate all the default values you specified on the Edit Facility Information window.

You can delete one or more records at once by selecting (checking) them and then clicking on the "Delete Selected" button.

Finally, notice at the bottom of the window that there is a button provided to "Export to Excel". This will generate an Excel Spreadsheet with the currently displayed list of records and allow you to download the spreadsheet file to your computer.

X. VIEW RECENTLY WORKED ON FORMS

View Recently Worked on Claims

Recently Worked on Claims:

Date of Service: 10/03/2022, Patient Name: Be   egos, MRN: BERGAL000, Claim ID: 126225
Date of Service: 10/04/2022, Patient Name: G   rillo, MRN: GRAMUR000, Claim ID: 126217
Date of Service: 10/03/2022, Patient Name: Be   talvo, MRN: BEAROB000, Claim ID: 126202
Date of Service: 10/05/2022, Patient Name: El   as, MRN: ELVCUE000, Claim ID: 126184
Date of Service: 10/04/2022, Patient Name: Te   , MRN: TERALL000, Claim ID: 126083
Date of Service: 10/03/2022, Patient Name: Cr   , MRN: CRUYAN000, Claim ID: 126059

Close

This window displays the most recent 100 forms (records) that you have worked on, sorted by the most recent forms at the top. This is a great time-saving feature, and can be a life-saver if you accidentally edit the wrong visit record and can't remember which one it was that you changed.

To access one of the records, simply click on the hyperlink for the record.

XI. VISIT RECORD EDIT WINDOW

Claim Record Edit

FORM PROCESSING INFORMATION: Record #277285

Date/Time Created 10/31/2023 9:35 AM   by Car   Last Updated 10/31/2023 10:03 AM   by Ste

Reporting Quarter 20224   Transaction Set 10136

Next Desired Action [Original Submission of Claim to THCIC ▼]

PATIENT INFORMATION:

Note: If the SSN below cannot be obtained, enter 999999999.

MRN/Chart ID TOMMAR001   SSN 452   (no dashes) DOB 19621011   (Format YYYYMMDD) Enter 19010101 if DOB is unknown.

Race [White ▼]   Ethnicity [Hispanic or Latino ▼] Sex [Male ▼]

First Name Tom   M.I. W   Last Ma

Address, Line 1 2602 S/   (40 characters max)

Address, Line 2   (25 characters max)

City MISSION   State WA   Zip 78572   (no dash, exactly 5 or 9 digits long)

Country Code [ ] (only required if not in U.S.A.)   Relationship to Insured [Self ▼]

PAYER/INSURANCE INFORMATION:

Primary Payer Name Blue Cross Blue Shield Of Texas   (60 characters max)

Primary Payer Type [Blue Cross, Blue Shield ▼]

Secondary Payer Name   (60 characters max)

Secondary Payer Type [▼]

CLAIM INFORMATION:

Claim ID # `126065`

Facility Type [Ambulatory Surgical Center ▼]

Related Cause 1 [▼]   Related Cause 2 [▼] (leave both blank if not an accident)

Diagnosis Codes (no periods) K219 (primary) [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

UB-04 Condition Codes [ ] [ ] [ ] [ ] [ ] [ ] [ ]   Click here for UB-04 codes

Rendering Provider [Rav ▼]   Total Charges 10003.00   Last Service Date 10/03/2022

SERVICE LINE ITEMS: Note: Enter all dates below as YYYYMMDD

Row	Date	CPT/HCPCS	Mod1	Mod2	Mod3	Mod4	Qty	Meas.	Charges	Diag Ptr.	Provider Lic.	
1	20221003	`90165`					1	UN	4500.00	1		Delete
2	20221003	`96534`					1	UN	5503.00	1		Delete

Add New Line Item

[Save]   [Validate]   Validation Results `FAIL`   [Delete Record]   [Print Record]   [Close]

Note: Hover over Failing (red) or Warning (yellow) Fields to see additional information about the error/warning.

The Visit Record Edit Window is divided into 3 sections: Visit Information & Patient Demographics, ICD-10 Diagnosis Codes & Procedure Codes, and Charges.

Notice that the SSN and Patient Name fields are redacted. This information is important to include in any screen shots or emails that you send us for troubleshooting. Please be careful to redact any patient sensitive data (SSN's, etc.).

Notice on the screen shot above that one of the fields is painted with red background. This is indicating that the system has found a problem with these particular fields, and you need to correct the data. If you cannot tell what the problem is, you can locate your mouse over the top of a red field (without clicking on it), and a yellow help message will be displayed explaining why that particular field is failing validation.

Sometimes fields highlighted in yellow. This indicates that there is a situation where the system has detected that the data MAY be in error, but it is not sure. You can hover your mouse over the field to see exactly what it thinks the problem is, and then decide for yourself whether it needs to be corrected or not. For example, if the Visit Date is on a Saturday or Sunday, the system will warn you that this may not be right.

Normally, as you are entering a new data record, the system does not apply the validation rules until you get done and either click "Save" or "Validate". Users usually like to use the "Validate" button to see if the record is Passing or Failing before Saving & Closing. The "Validation Results" (PASS/FAIL/WARN) box at the bottom will let you know whether the record passes, fails, or has warnings. The results of the validation check are across all three sections of information.

Keep in mind that only the Principal Diagnosis is required (Other Diagnosis codes are optional), and only the first Procedure is required. (all the Other Procedure codes are optional).

Please remember to use the "Save" button to save your changes after you finish working with a record, or else you will lose your changes for that record.
It is best practice to click on the Validate button to make sure the record is passing all validations before Saving & Closing the record.

XII. DELETE ALL RECORDS FOR SELECTED QUARTER
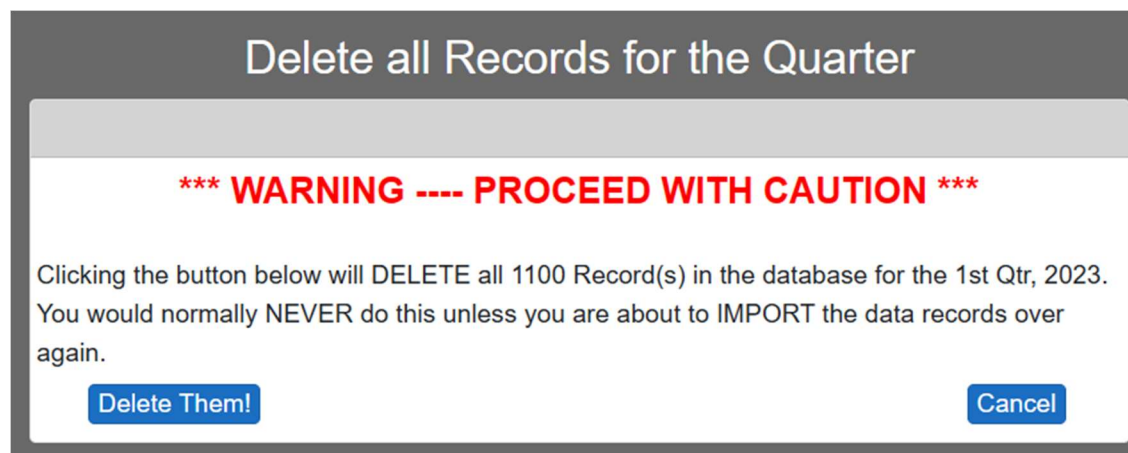
This window lets you delete all the records for the selected quarter with one button press. You would never normally be having to do this unless you are importing your data, and are needing to import your data for a second time for the same quarter and need to delete the records.
Please note that most import bridges automatically delete the records for the quarter before importing, so this step may not be necessary for you.

XIII. IMPORT A DATA FILE

Using this screen, you can import visit records from a data file. The data file MUST be in one of the following three different formats:

- Tab delimited text file containing header and detail records (File layout available upon request)
- Quarter Backup Data File previously created using this website (DataVault)

Note: You may see an additional import bridge type listed if your facility had a custom import bridge created by us to accommodate your needs.

First, you will need to use the "Browse" button to navigate to the data file from which you would like to import records. When you are done, you should see the complete filename and path shown in the box to the left of the Browse button.
Please Note: The data file can either be a .ZIP or .TXT file.

Next, select which Import Bridge you would like to use with the drop-down box.

Optionally, if you are importing data from multiple sources for the quarter that you are working on, you may need to use the checkbox "Do not DELETE the current records, just add the new records being imported". Otherwise, if you do not check this checkbox, any current records that currently exist in the DataVault™ for the quarter under your account will be deleted before the file is imported.

Finally, to begin the Import process, click on the "Start Import" button.

XIV. BACKUP DATA RECORDS FOR THE QUARTER

This window will make a backup of all the visit records for the currently selected quarter and package them up into a .ZIP file for you to download. It is good practice to make a backup copy of your data in case of disaster recovery. The backup ZIP file can be used to restore your data records into the system, if needed.

You are responsible for backing up your data. We are not responsible, per the user agreement, for any lost or corrupted data records. We will be performing nightly backups of the system, and we will restore the system to the best of our ability. However, we want our customers to take responsibility for managing their own backups, in the event of a system failure. You can back up your data as often as you like or deem necessary.

In the event of a system failure, we will be restoring the system using our backups IF POSSIBLE. However, in the unlikely event that we are unable to restore the records from our backups, you may be called upon to restore your own records from YOUR backups (we will let you know).

Also, please be advised that the DataVault™ system automatically deletes records over 18 months old (based on Visit Date). This is another reason for you to create backups of your data, as this will be permanent storage of your records under your control long after your data has been removed after 18 months.

XV. RESTORE DATA RECORDS FROM A BACKUP FILE

Import / Restore Records for the Quarter from a File

You are about to Import (or Restore) Data Records for the 4th Qtr, 2022.

CAUTION: This will automatically DELETE all the records for the Quarter above before importing unless you use the checkbox below!!
☐ Do not DELETE the current records, just add the new records being imported

Choose File	No file chosen

Select the Import Bridge to use:

Quarter Backup Data File previously created using the DataVault(tm) website (Zipped up) ⌄

NOTE: The import process will only import records from the data file that fall within the date range for the quarter selected.

Start Import Note: Depending on the number of Claims, this may take a few minutes. Cancel

Using this screen, you can import visit records from a backup data file previously created using the backup option.

First, you need to use the "Browse" button to navigate to the data file from which you would like to import records. When you are done, you should see the complete filename and path shown in the box to the left of the Browse button.
Please Note: Restoring your records from the backup data file will automatically delete any records that are currently in the DataVault Database for the selected quarter.

Notice that the Import Bridge type is automatically set to "Quarter Backup Data File previously created using this website (DataVault)". Leave this Bridge Type selected.

XVI. GENERATE QUARTERLY THCIC REPORT

When you are finished entering and correcting all your visit records for the quarter, you will need to click on the hyperlink called "Generate Quarterly THCIC Report" to perform the final QA of the records and generate the actual THCIC Report data file. When you click the button, you will see the following screen:

Generate Quarterly THCIC Report

You have chosen to generate a THCIC ANSI 837 (5010) Report for the 4th Qtr, 2022.
There are currently 2,867 Claims for this Quarter present in the Database.

Select the Claim Transaction Types you want to include | Original Submission Claims, regardless of whether they have been previously Submitted ⌄ | 2,867 Claim(s) found

Quarter Level Edit Check Errors Found: (click on each hyperlink below to get details about each error)

2 Record(s) with duplicate Claim Control Numbers were found - click here for list

216 Record(s) indicating same SSN & Date of Service were found - click here for list

There are 4 Record(s) that are either failing or have never been validated - click here for list

2 Conflicts of Race, Ethnicity, Sex, or DOB information were found - click here for list

☐ Override the Errors listed above and let me generate an AHCA Report anyway

Choose which type of File to Generate:
◯ Create a small 25 claim Test File for THCIC in order to qualify to become an approved submitter
◉ Submit a Production Data File for THCIC

[Generate & Download THCIC Report]   [Close]

Since there are validation errors present, the Generate button is disabled. If you would like to override and generate the THCIC 837 file anyway, use the Override checkbox above.

After Generating and downloading the THCIC 837 Report File, don't forget to log into THCIC's Web Submission website and upload the data file to them.

FIRST AND MOST IMPORTANT: Make sure the top sentence agrees with what you think you are doing. We have had customers accidentally send THCIC data for the wrong quarter. In the above screen shot, the system is confirming my intent by stating "You have chosen to generate an THCIC Report for the 1st Qtr, 2023".

Next, see if there are any "Quarter Level Edit Check Errors Found". There are three levels of failures possible with the reported data:

Field Level Validation Errors: When the problem is with a single field on one record (invalid CPT, etc).

Record Level Validation Errors: When one field is in conflict with another field within the same record (Date of Visit is before Date of Birth, etc.).

Quarter Level Validation Errors: When information on one record is in conflict or duplication with another record. For example, two records with the same SSN are reporting different Gender.

This window's QA tests are concerned with the 3rd type of validation errors (Quarter Level). If you see any problems listed, you can get detailed information about each problem by clicking on the

hyperlink for the error. This will download stream a text file to your web browser to display details about the error.

Until all of the errors are resolved, the "Generate & Download Report" button will be disabled (as in the screen shot above).

If you are working on corrections from a previously submitted <u>AND ACCEPTED</u> THCIC Report, don't forget to check the box called "Check this box if this is a Resubmittal of corrected data for THCIC". For normal resubmissions of files that were rejected by THCIC upon a subsequent audit failure, please do not use this checkbox.

If you have an error(s) listed, but you KNOW FOR SURE that it is not a real problem and wish to generate the THCIC file anyway, use the checkbox called "Override the Errors listed above and let me generate an THCIC Report anyway".

Finally, when you are ready to generate the report data file, click on the "Generate & Download Report" button. A dialog box will pop up from your browser and allow you to download and save the file to your hard drive on your computer. Please take special note of where you are saving it on your hard drive, as you will need to find the XML file for the next step below. By default, your browser will store the file in your "Downloads" folder.

In order to complete your file submission to THCIC, use the hyperlink shown below that reads "Log into THCIC Data Submission Website" on the dashboard.
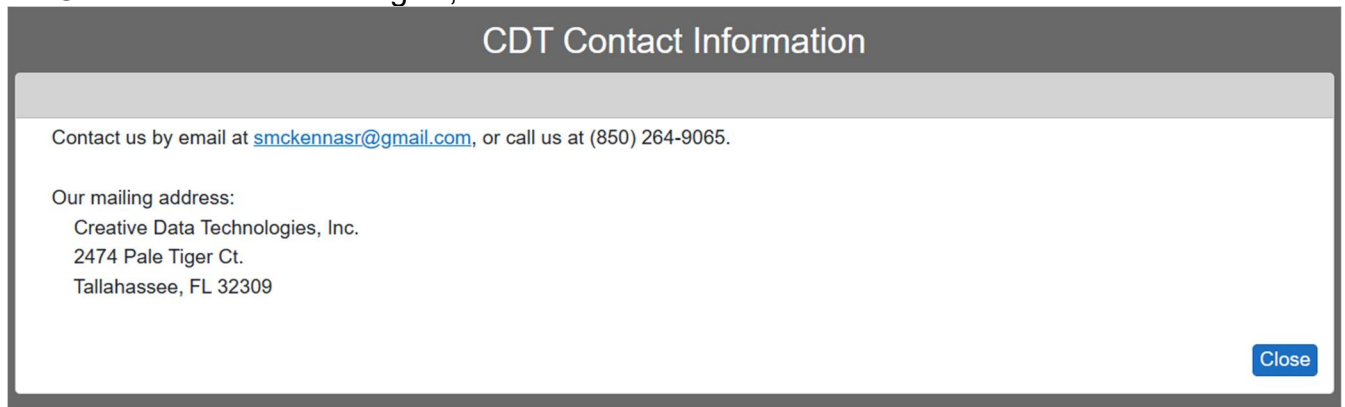
XVII. HELP AND TROUBLESHOOTING
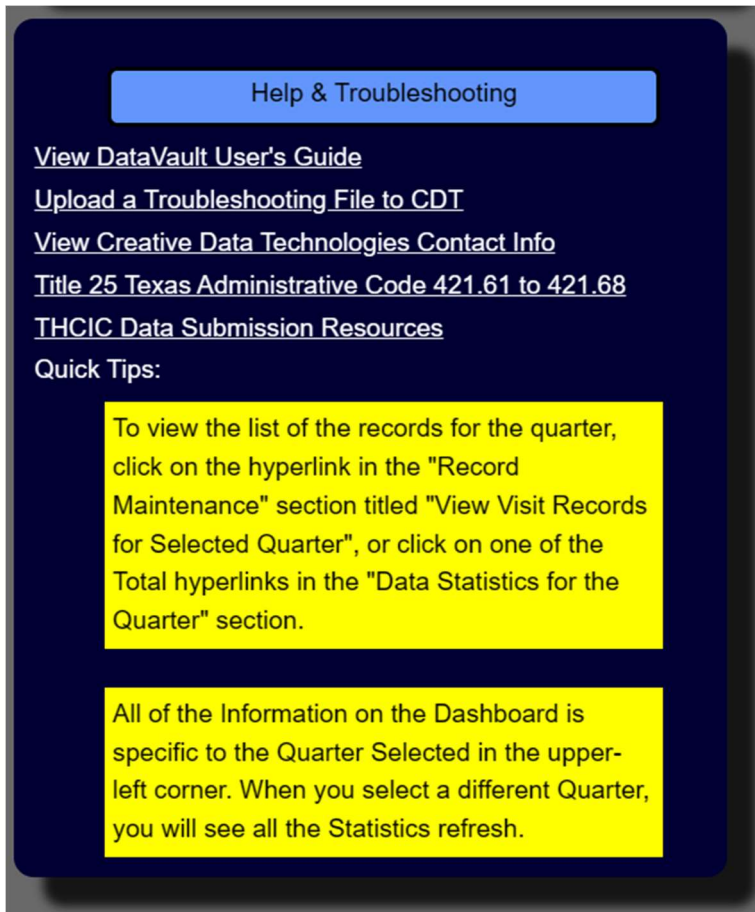
This section of the dashboard has very useful features, including the following:

- View DataVault User's Guide – Lets you view the PDF User's Guide for the DataVault System.
- Upload a Troubleshooting File to CDT – Allows you to upload a data file to us for troubleshooting purposes. The screen looks like this:
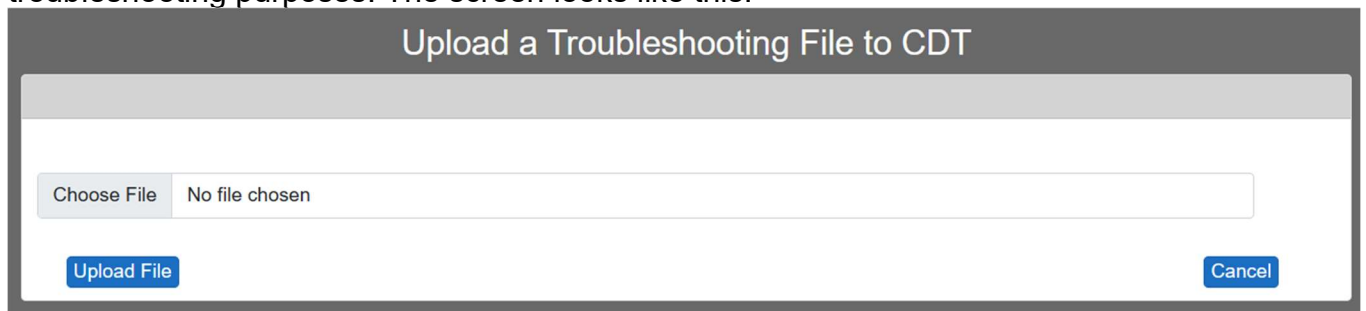
- View Creative Data Contact Info – Displays the following screen with full contact information for Creative Data Technologies, Inc.:

CDT Contact Information

Contact us by email at smckennasr@gmail.com, or call us at (850) 264-9065.

Our mailing address:
Creative Data Technologies, Inc.
2474 Pale Tiger Ct.
Tallahassee, FL 32309

Close

- Florida Statutes, Chapter 59B-9 – Displays the State of Florida website containing the laws pertinent to quarterly submissions to THCIC.
- THCIC Data Submission Resources – Displays the THCIC Website with helpful information and guidance with regard to quarterly submissions.
- Yellow boxes containing Quick Tips – These will change from time to time, and contain helpful tips on using the DataVault system.

End of User's Manual.