Activate & Submit ADA DeIDC Survey via D4W

De-Identified Data Capture (DeIDC) is the system which allows the direct uploading of statistical information from member's Dental4Windows^{sql} (D4W) systems to the Australian Dental Association (ADA), eliminating the need for members to respond to the annual fees survey using paper forms manually.

- The paper survey can be inconvenient for members and time consuming for the ADA to process.

- It requires you to fill out a very detailed questionnaire manually, and then the ADA must data-enter it.

The security and privacy arrangements for DeIDC are identical to those for the paper survey. Names and personally identifying information are immediately stripped from the data on receipt.

- We collect names only for the purposes of 'ticking-off' members who have responded, and these are discarded and not imported into any database.

- The information we do collect is used only for aggregated statistical processing – ADA Article

Location Setup

A postcode must be entered for each location of the database.

1. Go to **Location Setup** > **Location** tab

2. Select the relevant **Location** if applicable

3. Enter the **Post Code**

Provider Setup

All providers involved in the ADA survey must be recognised as an ADA Member in D4W.

1. Go to **Location Management** > **Providers** tab

2. Place a tick in the **ADA member** box

3. Repeat for all providers to be included in the survey

Submit the Survey

1. Go to **Location Management** > **Reports** tab

2. Open **Upload ADA DeIDC data file**

a. **Submit New** sub-tab

b. **Location:** Select the location to base the survey on if applicable

c. **Location Type:** Select the type of practice

d. **Customer Ref #:** Enter your Centaur Software Customer ID

e. **Providers:** Select the Providers to include in the survey. Those marked as an ADA Member in the Providers tab will automatically select.

f.   Click **Submit**

g.   Click **OK** to consent or **Cancel** to exit

View Submitted Survey

1. Go to **Location Management** > **Reports** tab

2. Open **Upload ADA DeIDC data file**

   View Submitted sub-tab

   a) **Date:** The date of the survey

   b) **Receipt No**: The receipt of the survey submission

   c) **Status**

      I) **Successful:** The survey was successfully submitted

      II) **Error:** See error reasons below

         i)Error Code 100: Timeout error, suggest to retry submission

         ii)Error Code 200, 300 and 310: Contact Centaur

         iii)Error Code -9; Your data has been submitted successfully so ignore this error