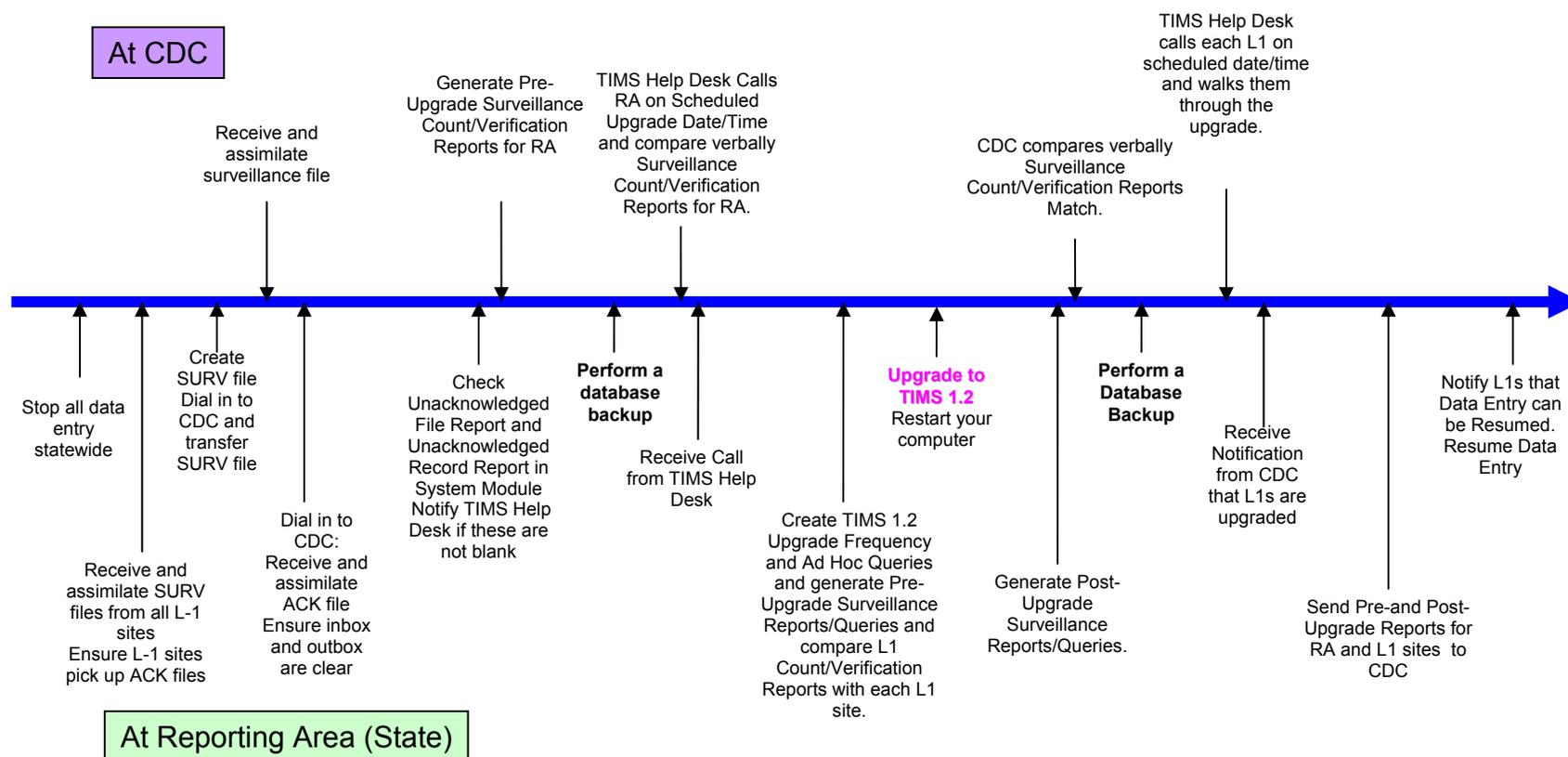


TIMS 1.2 Upgrade Process Timeline -- Reporting Areas with Level-One Sites



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**Checklist of TIMS 1.2 Upgrade Procedures  
For Reporting Areas with Level One Sites**

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*Before you begin:*

- \_\_\_\_\_ 1. Make sure you and each of your Level One sites has a scheduled appointment with the TIMS Help Desk (404-639-8155).
- \_\_\_\_\_ 2. Make sure your local technical support staff is available for assistance.
  - a. If you are upgrading TIMS in a LAN configuration, make sure you or your network administrator know the network location where the Sybase and TIMS application components will be placed  
  
**Sybase location** \_\_\_\_\_  
**TIMS application location** \_\_\_\_\_
  - b. Also, ensure all workstations are mapped to those directories and you have proper read/write authority to them (see installation guide for details).
- \_\_\_\_\_ 3. Stop all TIMS data entry statewide.
- \_\_\_\_\_ 4. Clear Inboxes and Outboxes:
  - a. Have all level-one sites prepare a final transfer file and send to the RA.
  - b. All level-one sites should dial in to RA to pick up and assimilate ACK file
  - c. Level-one sites should attempt to prepare another transfer file (make sure there is no data to transfer)
  - d. Level-one sites should check inboxes and outboxes again to make sure they are empty
  - e. Check Unacknowledged Transfer File Report and Unacknowledged Transfer Record Report in System Module.
  - f. Notify TIMS Help Desk if these are not blank
  - g. RA prepares final transfer file and sends to CDC.
  - h. RA dials in to CDC to pick up and assimilate ACK file.
  - i. RA should attempt to prepare another transfer file (make sure there is no data to transfer)
  - j. RA should check inbox and outbox again to make sure they are empty.
  - k. Check Unacknowledged Transfer File Report and Unacknowledged Transfer Record Report in System Module.
  - l. Notify TIMS Help Desk if these are not blank

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**Checklist of TIMS 1.2 Upgrade Procedures  
For Reporting Areas with Level One Sites**

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**5. Perform a Database Backup***Reporting Area Upgrade:*

- \_\_\_\_\_ 6. The TIMS Help Desk will call you on your scheduled appointment date/time and verbally compare the Surveillance Count/Verification Reports for the RA. They will walk you through the upgrade to TIMS 1.2
- \_\_\_\_\_ 7. Generate Pre-Upgrade Surveillance Reports/Queries for RA and all Level one sites and compare. These reports will each be run twice at each site, once before and once after the upgrade. This means that if you have RA-owned records, a set of reports should be run for those, in addition to the reports on the statewide records
  - a. Case Verification Report (by month/year reported, no dates specified)
  - b. Counted Cases Report (by month/year counted, no dates specified)
  - c. Unknown Race Query – Before Ad Hoc Query
  - d. Race Ethnicity Frequency Report – Before
  - e. Data Mismatch Queries (3)
- \_\_\_\_\_ 8. Upgrade your TIMS. Click “Yes” when asked by the installation program if you want to restart your computer.

*After the Reporting Area Upgrade:*

- \_\_\_\_\_ 9. Generate Post-Upgrade Surveillance Reports and CDC verbally compares with those run prior to upgrade.
  - a. Case Verification Report (by month/year reported, no dates specified)
  - b. Counted Cases Report (by month/year counted, no dates specified)
  - c. Demographics Report (no dates specified)
  - d. Unknown Race Query – Before Ad Hoc Query

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**10. Perform a Database Backup**

**Checklist of TIMS 1.2 Upgrade Procedures  
For Reporting Areas with Level One Sites**

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*Upgrade of Level-One Sites:*

- \_\_\_\_\_ 11. The TIMS Help Desk will contact each of your level-one sites and walk them through the upgrade to TIMS 1.2
- \_\_\_\_\_ 12. Receive notification that all level one sites have been upgraded
- \_\_\_\_\_ 13. Refer to Post Installation Data Management section of TIMS 1.20 Data Management document.
- \_\_\_\_\_ 14. Notify L1 sites that Data entry can be resumed
- \_\_\_\_\_ 15. Resume data entry!