



RESOURCE AND PATIENT MANAGEMENT SYSTEM

C32/CCD Clinical Summary

(BJMD)

Database Encryption SOP

Version 1.0 Patch 1
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Office of Information Technology (OIT)
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1.0 Introduction

This document contains the Standard Operation Procedures (SOP) for encrypting the C32 database.

The installation process for the C32/CCD Clinical Document (BJMD) package automatically creates a new Cache database for the C32 Ensemble production. The installation process does not currently encrypt the new database, therefore sites that have encryption enabled in Ensemble need to encrypt the new database after it has been created. Instructions for encrypting a database in Ensemble have been provided in a separate document.

This document provides instructions for how to prepare the C32 Ensemble production and Cache database before encrypting the database and how to return the database and the C32 Ensemble production back to a running state afterwards. By following these instructions, a site can encrypt its C32 database(s) without RPMS downtime.

Note: if you site has more than one RPMS database with an associated C32 database, make sure to follow the steps outlined in this document for each C32 database.

2.0 Standard Operating Procedures

Note: Mistakes during the encryption process may result in corruption of the Ensemble namespace. To prevent the loss of data, the database encryption must be performed in coordination with Area Office IT personnel.

2.1 Stop C Messaging

Sign onto the RPMS system as a user with %All privileges. Go to the C Messaging Menu by selecting the BJMD C MESSAGING option. From the C Messaging Menu, select the Manage C Messaging Transmissions option. At the Stop C Messaging prompt, type **Y** to stop C messaging.

```
Select OPTION NAME: BJMD
  1  BJMD BACKGROUND JOB      Background job for C Messaging
transmissions
  2  BJMD C MESS MGR          Manage C Messaging transmissions
  3  BJMD C MESSAGING          C Messaging Menu
  4  BJMD C32ALLGEN           Generate C32 documents for all patients in
RPMS
  5  BJMD C32GENONE            Generate C32 for a single patient
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 3  BJMD C MESSAGING      C Messaging Menu

EDIT  Edit C Messaging Site Parameters
ONE   Generate C32 for a single patient
ALL   Generate C32 documents for all patients in RPMS
MANG  Manage C Messaging transmissions

Select C Messaging Menu Option: MANG  Manage C Messaging transmissions
C Messaging status:
No configuration problems found

C Messaging processing task is running

Stop C Messaging? No// Y  (Yes)
Attempting to stop C Messaging....C Messaging stopped
```

Figure 2.1: Stop C Messaging

2.2 Unschedule the Nightly C32 Job

This step is required only if your site has the C32 nightly job scheduled. If your site does not have the C32 nightly job scheduled, then skip to section 2.3.

From the C Messaging Menu, select the Edit C Messaging Site Parameters option. Unschedule the nightly job by entering @ at the TIME TO RUN NIGHTLY TASK prompt, then entering Y at the SURE YOU WANT TO DELETE? prompt. Be sure to note the existing value as you will need to enter it after the database has been encrypted.

```
Select OPTION NAME: BJMD
  1 BJMD BACKGROUND JOB      Background job for C Messaging transmissions
  2 BJMD C MESS MGR          Manage C Messaging transmissions
  3 BJMD C MESSAGING          C Messaging Menu
  4 BJMD C32ALLGEN           Generate C32 documents for all patients in RPMS
  5 BJMD C32GENONE           Generate C32 for a single patient
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 3 BJMD C MESSAGING      C Messaging Menu

EDIT  Edit C Messaging Site Parameters
ONE   Generate C32 for a single patient
ALL   Generate C32 documents for all patients in RPMS
MANG  Manage C Messaging transmissions

Select C Messaging Menu Option: EDIT  Edit C Messaging Site Parameters
Now editing C Messaging parameters:

BACKGROUND JOB DELAY: 1//
RECORD GLOBAL REFERENCES: Do not capture global references
//
TIME TO RUN NIGHTLY TASK: 23:00// @
SURE YOU WANT TO DELETE? Y (Yes)

Now editing C32 (Patient Summary)-specific parameters:

DAYS KEEP TRANSMISSION ENTRIES: 30//
REPOSITORY LOCATION: http://sample.ihs.gov:19090/PatientRecordReceiv
erService/PatientRecordReceiverService Replace
Checking free space... OK
ENABLED?: YES//
```

Figure 2.2: Unschedule nightly C32 job

2.3 Stop the C32 Production

Enter the System Management Portal. Select the Ensemble Management Portal option in the System Administration column.

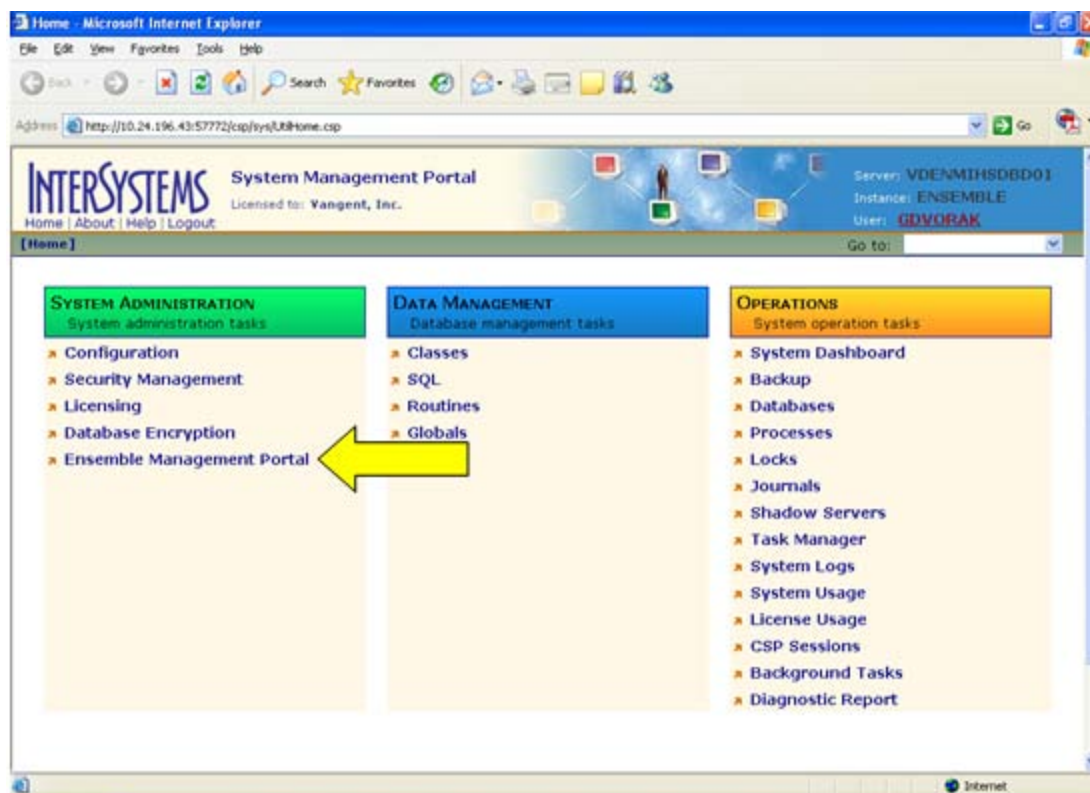


Figure 2.3: System Management Portal, Ensemble Management Portal option

In the Ensemble Management Portal, navigate to the C32 namespace by selecting the appropriate namespace from the Namespace select box in the upper right.

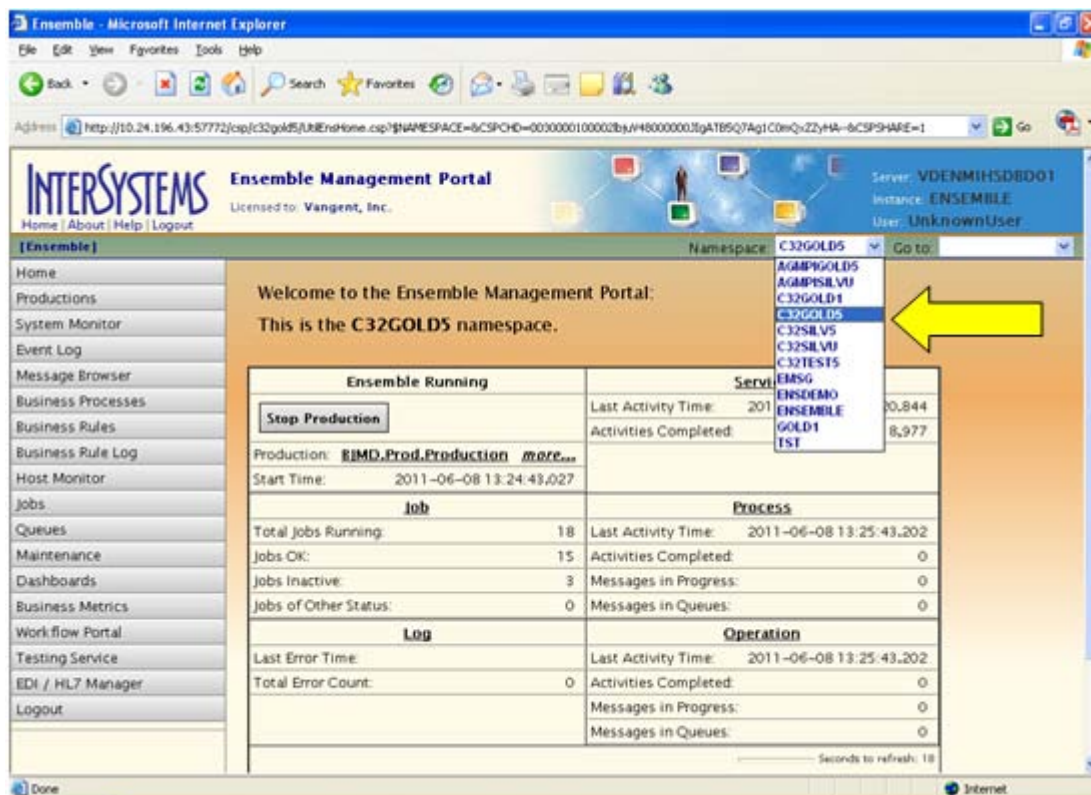


Figure 2.4: Ensemble Management Portal, namespace selection

In the C32 namespace, click the Stop Production button.

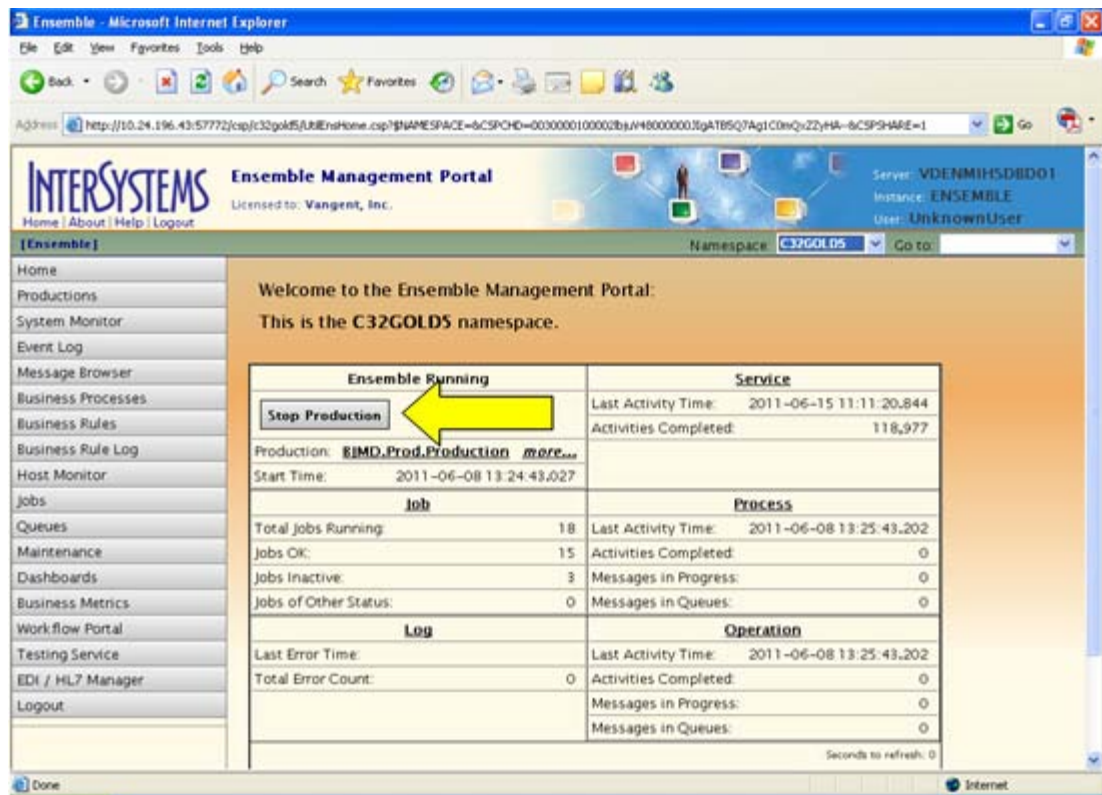


Figure 2.5: Ensemble Management Portal, Stop Production button

Click OK on the Ensemble Production Stop screen. If a dialog box asks if you are sure you want to stop the production, click the OK button.

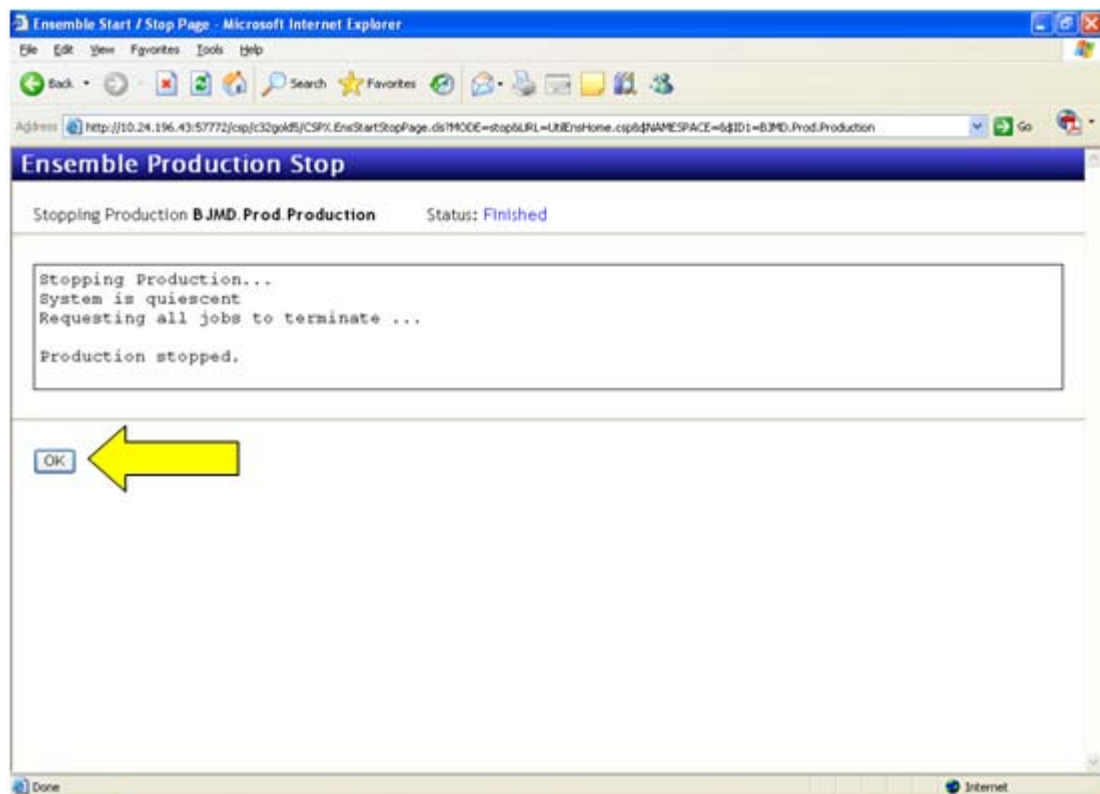


Figure 2.6: Ensemble Production Stop screen, OK button

2.4 Dismount the C32 Database

Return to the System Management Portal by clicking Home in the upper left of the Ensemble Management Portal.

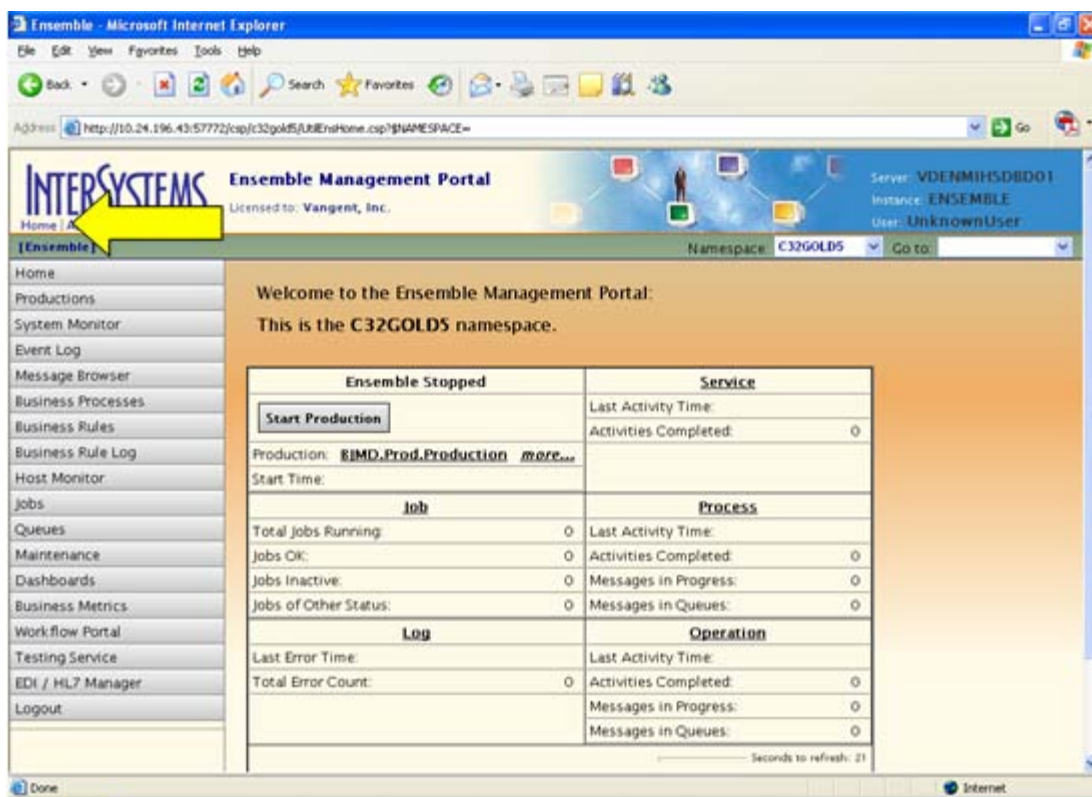


Figure 2.7: Ensemble Management Portal, Home option

Select Databases in the Operations column.

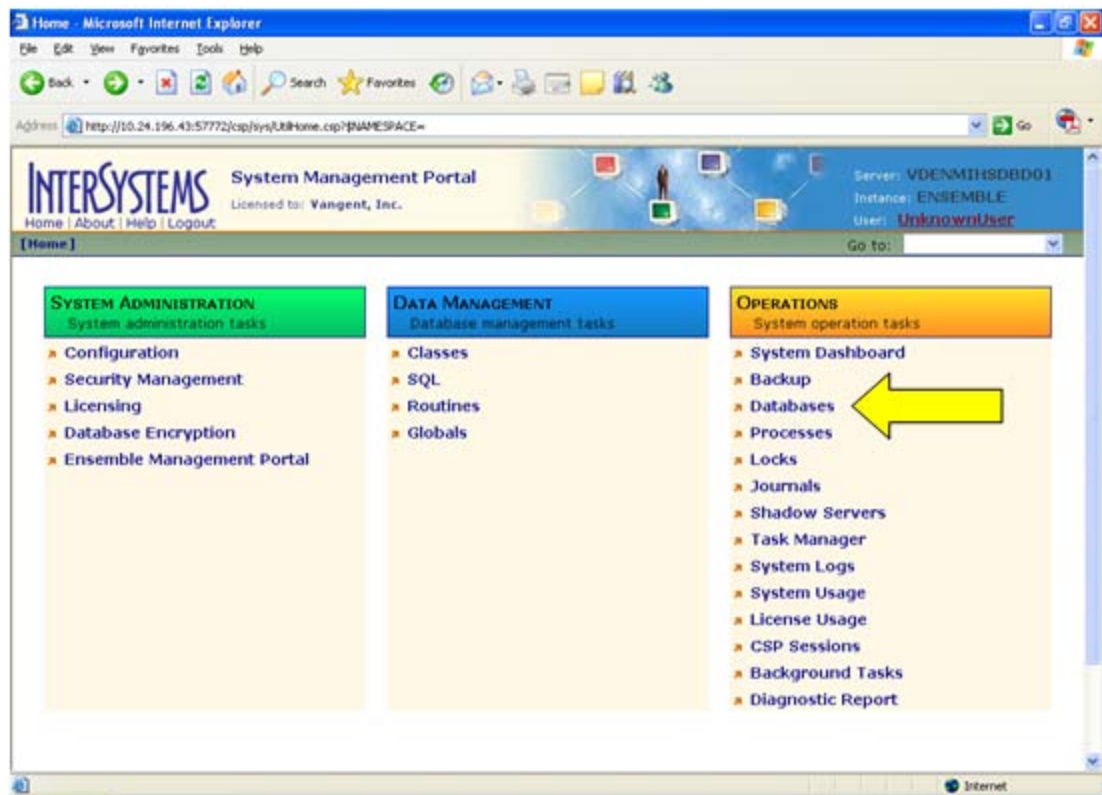


Figure 2.8: System Management Portal, Databases option

On the Databases screen, locate the C32 database and click Dismount for that database. Be sure to select the correct database.

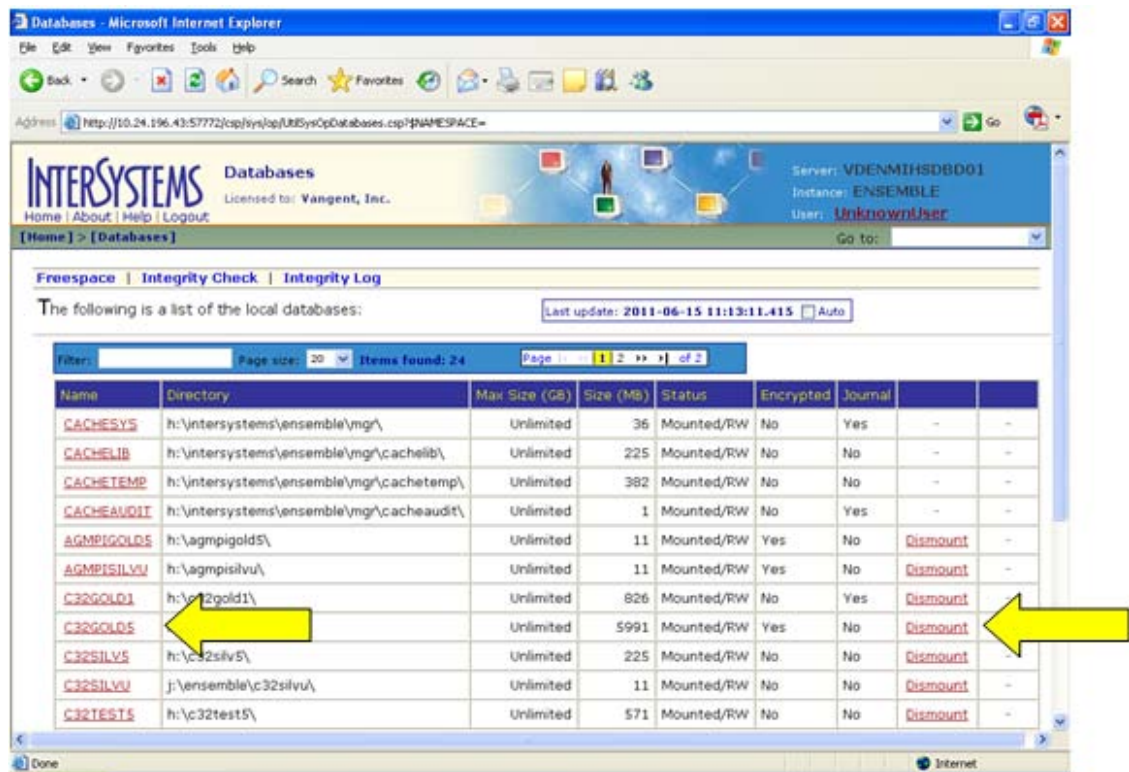


Figure 2.9: Database screen, Dismount option

On the Dismount Database screen, click the Perform Action Now button.

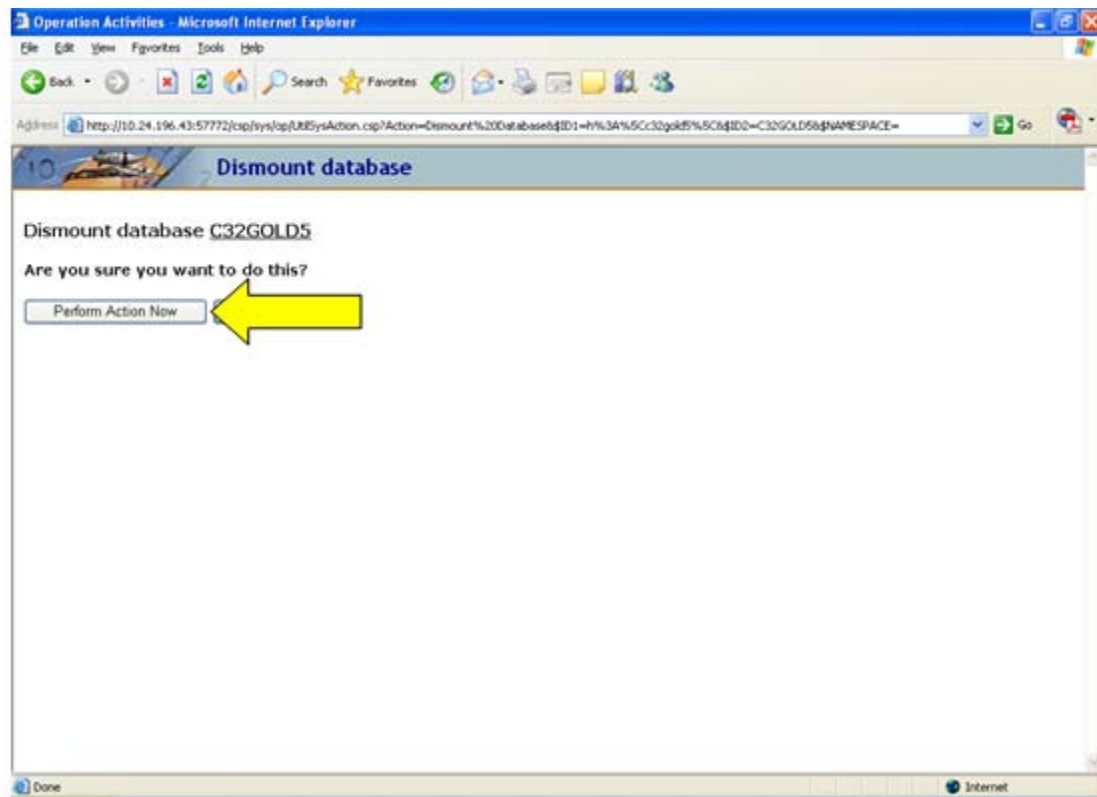


Figure 2.10: Dismount Database screen, Perform Action Now button

2.5 Perform Encryption

Encrypt the database following the instructions provided in the separate encryption document. If you need a copy of the document, contact OIT.

2.6 Re-mount the Database

In the System Management Portal, select the Databases option in the Operations column.

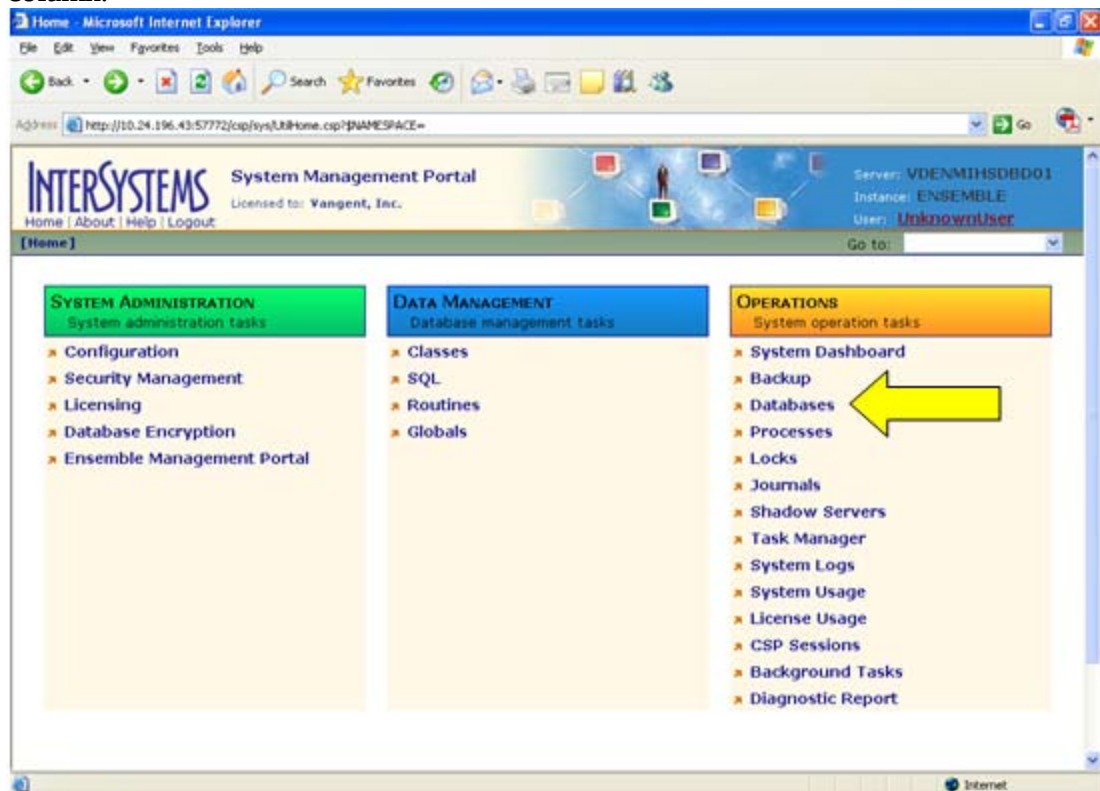


Figure 2.11: System Management Portal, Databases option

Locate the C32 database and click Mount for that database.

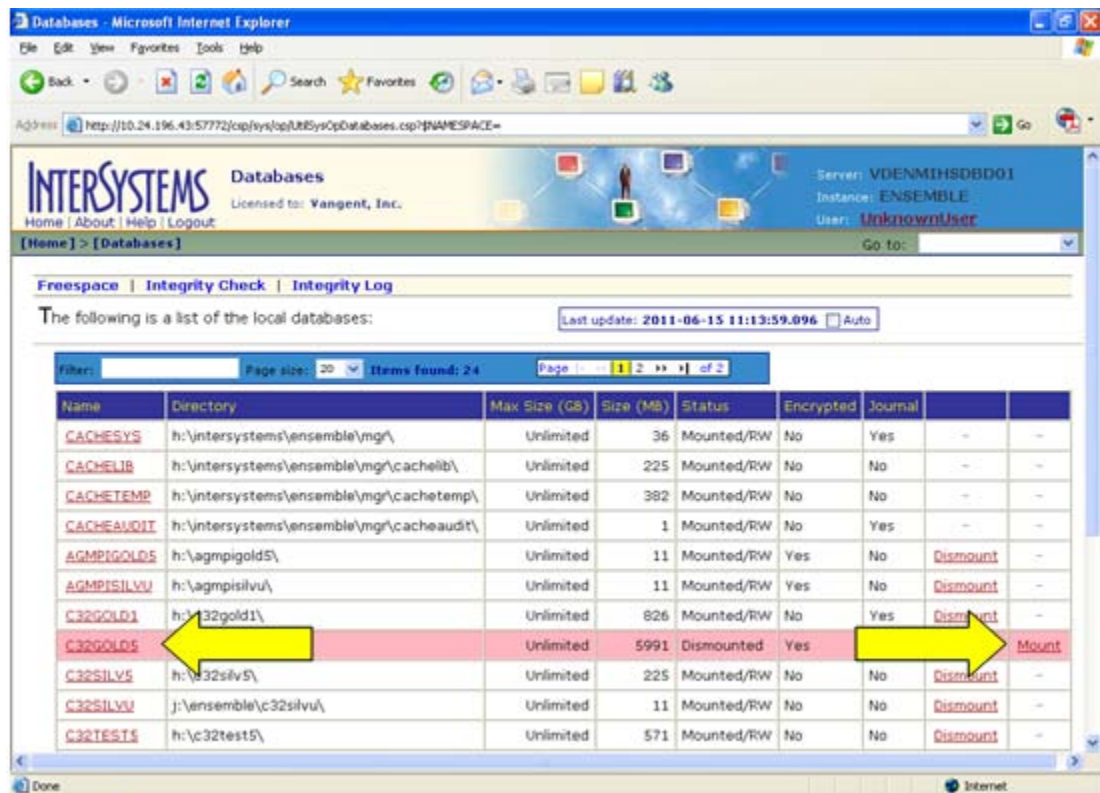


Figure 2.12: Databases screen, Mount option

On the Mount Database screen, ensure that the Read Only checkbox is unchecked and click the Perform Action Now button.

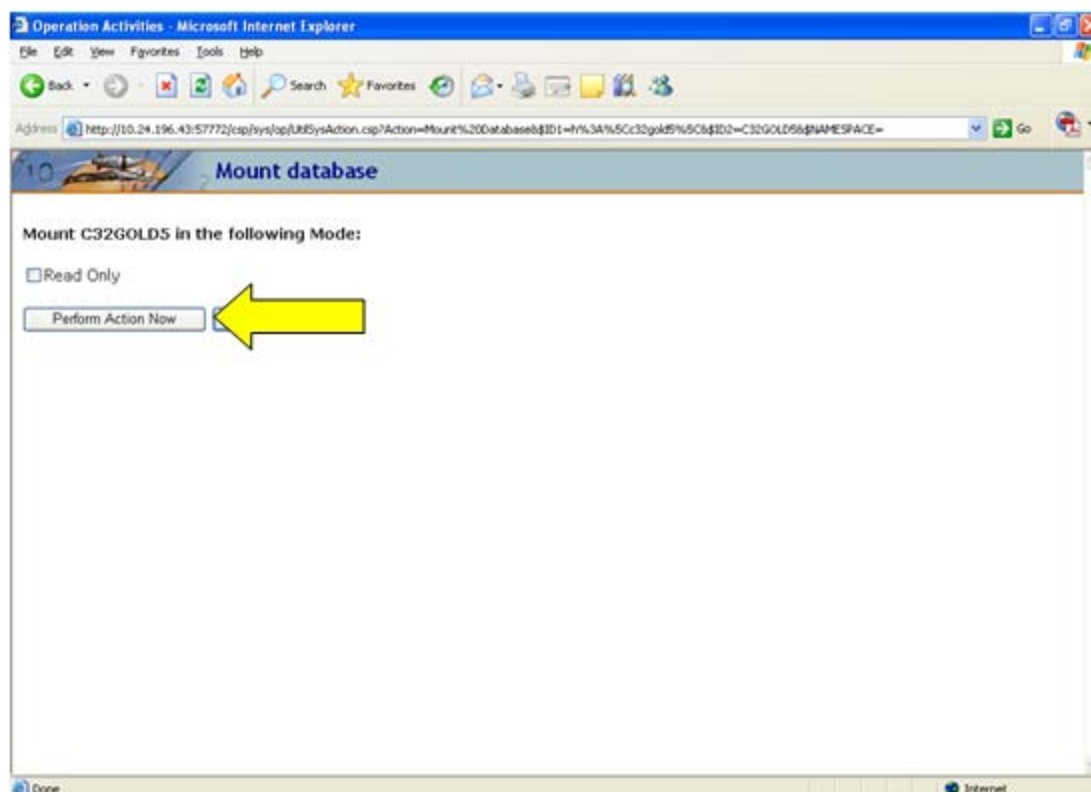


Figure 2.13: Mount Database screen, Perform Action Now option

2.7 Reschedule the Nightly C32 Job

This step is required only if you unscheduled the nightly C32 job in section 2.2. If you did not unschedule the nightly C32 job, then skip to section 2.8.

Go to the C Messaging Menu by selecting the BJMD C MESSAGING option in TaskMan. From the C Messaging Menu, select the EDIT option. Reschedule the nightly job by entering the time to run the job at the TIME TO RUN NIGHTLY TASK prompt.

```

Select OPTION NAME: BJMD
  1  BJMD BACKGROUND JOB      Background job for C Messaging
transmissions
  2  BJMD C MESS MGR          Manage C Messaging transmissions
  3  BJMD C MESSAGING          C Messaging Menu
  4  BJMD C32ALLGEN           Generate C32 documents for all patients in
RPMS
  5  BJMD C32GENONE           Generate C32 for a single patient
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 3  BJMD C MESSAGING      C Messaging Menu

  EDIT  Edit C Messaging Site Parameters
  ONE   Generate C32 for a single patient
  ALL   Generate C32 documents for all patients in RPMS
  MANG  Manage C Messaging transmissions

Select C Messaging Menu Option: EDIT  Edit C Messaging Site Parameters
Now editing C Messaging parameters:

BACKGROUND JOB DELAY: 1//
RECORD GLOBAL REFERENCES: Do not capture global references
//
TIME TO RUN NIGHTLY TASK: 2300

Now editing C32 (Patient Summary)-specific parameters:

DAYS KEEP TRANSMISSION ENTRIES: 30//
REPOSITORY LOCATION: REPOSITORY LOCATION:
http://sample.ihs.gov:19090/PatientRecordReceiverService/PatientRecordRece
iverService Replace
Checking free space...OK
ENABLED?: YES//

```

Figure 2.14: Reschedule Nightly Task

2.8 Restart C Messaging

From the C Messaging Menu, select the MANG option. Restart C Messaging by entering **Y** at the Start C Messaging? prompt. This option will also automatically restart the Ensemble production, so it is not necessary to start the production from the Ensemble Management Portal.

```
EDIT  Edit C Messaging Site Parameters
ONE   Generate C32 for a single patient
ALL   Generate C32 documents for all patients in RPMS
MANG  Manage C Messaging transmissions
```

```
Select C Messaging Menu Option: MANG  Manage C Messaging transmissions
C Messaging status:
```

```
No configuration problems found
```

```
C Messaging processing task is not running
```

```
Start C Messaging? No// Y  (Yes)
```

```
Attempting to start C Messaging  (JUN 15, 2011@10:38:11)..C Messaging
started
```

Figure 2.15: Restart C Messaging

3.0 Contact Information

If you have any questions or comments regarding this distribution, please contact the OIT Help Desk (IHS).

Phone: (505) 248-4371 or (888) 830-7280 (toll free)

Fax: (505) 248-4363

Web: <http://www.ihs.gov/GeneralWeb/HelpCenter/Helpdesk/index.cfm>

Email: support@ihs.gov