



WISEWOMAN™

Well-Integrated Screening and Evaluation
for WOMen Across the Nation

WISEWOMAN DMS 3.0

WISEWOMAN QUICK REFERENCE MANUAL


CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)
OFFICE OF NONCOMMUNICABLE DISEASES INJURY AND ENVIRONMENTAL HEALTH (ONDIEH)
NATIONAL CENTER FOR CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION (NCCDPHP)
DIVISION OF HEART DISEASE AND STROKE PREVENTION (DHDSP)

Table of Contents

Accessing WISEWOMAN DMS 3.0	2
Logging In.....	3
Using the MDE Files page	4
Uploading a New MDE File	5
Validating a MDE File.....	6
Viewing the Validation Summary	7
File Summary and Number of Errors	7
Error Details by Record Type	8
Viewing the Validation Insight Report.....	9
Accessing the Miscellaneous Forms	10
Miscellaneous Forms: Participant ID Change Form.....	11
Miscellaneous Forms: Validation of Data Form	12
Miscellaneous Forms: Correction to Previous MDE Form.....	13
Miscellaneous Forms: Supplemental Form Uploads	14
Submitting Final Data	15


Accessing WISEWOMAN DMS 3.0

Start by opening **Google Chrome** (recommended browser). Enter the site address (<https://www.cdc.gov/WISEWOMAN/>). You will be presented with the home page of the system (shown below).

 WISEWOMAN DMS 3.0 Log in

The WISEWOMAN Data Management System (DMS) was designed specifically for grantees to enter, submit and validate data for the WISEWOMAN program.

The WISEWOMAN program is administered through CDC's Division for Heart Disease and Stroke Prevention (DHDSP). The WISEWOMAN program provides low-income, under-insured or uninsured women with chronic disease risk factor screening, lifestyle programs, and referral services in an effort to prevent cardiovascular disease. The priority age group is women aged 40–64 years.



About

The WISEWOMAN (Well-Integrated Screening and Evaluation for WOMen Across the Nation) program is located at the Centers for Disease Control and Prevention (CDC) in Atlanta, Georgia, within the Division for Heart Disease and Stroke Prevention (DHDSP). WISEWOMAN provides screening for heart disease and stroke risk factors and lifestyle programs for many low-income, uninsured, or under-insured women aged 40–64 years.

[Learn More](#)

Contact Us

Division for Heart Disease and Stroke Prevention
4770 Buford Hwy, NE Mail Stop F-75 Atlanta, GA 30341-3717
Fax: 770-488-8151


Centers for Disease Control and Prevention
1600 Clifton Road Atlanta, GA 30329-4027 USA
800-CDC-INFO (800-232-4636)

Prior to login, only the following pages (Home, About, Contact) will be available to you.

- Home – the page shown above.
- About – a page that provides some historical background information about the project, why it is important, and some accomplishments.
- Contact – a page that provides CDC contact information.

Logging In

To log in to the site, click the link in the upper right hand corner of the menu bar, which will take you to the Log In page of the site (shown below). Enter your user credentials and click the “Log in” button.

 WISEWOMAN DMS 3.0 Log in

Log in

Email

Password

Remember me?

[Log in](#)


[Forgot password?](#)

Conditions of Use and Logon

This is a U.S. Federal Government system and shall be used only by authorized persons for authorized purposes. Users do not have a right to privacy in their use of this government system. System access, activity, and information stored or transmitted may be monitored for adherence to acceptable use policy. Users of this system hereby consent to such monitoring. Improper or illegal use detected may result in further investigation for possible disciplinary action, civil penalties, or referral to law enforcement for criminal prosecution. This system contains non-public information that must be protected from unauthorized access, disclosure, sharing, and transmission violation of which can result in disciplinary action, fines, and/or criminal prosecution. By logging into this application, I understand and agree to use the application in the manner in which it is intended. I agree to keep my user ID or password secured, not allowing others access. Unauthorized access to information or information systems is prohibited. Failure to comply with these rules will result in loss of access.


Once logged in you will be redirected to the Home page of the site (shown below). You can always tell if you are logged in by visual indicators on the menu bar:

1. The top right link in menu bar will display “Log off” instead of “Log in” when you are logged in to the site.
2. The menu bar will display “Hello [email@address.com]!” when you are logged in. Clicking on this link will allow you to change your password.

 WISEWOMAN DMS 3.0 MDE Docs Misc Hello tademo@cdc.gov! Log off

The WISEWOMAN Data Management System (DMS) was designed specifically for grantees to enter, submit and validate data for the WISEWOMAN program.

The WISEWOMAN program is administered through CDC's Division for Heart Disease and Stroke Prevention (DHDSP). The WISEWOMAN program provides low-income, under-insured or uninsured women with chronic disease risk factor screening, lifestyle programs, and referral services in an effort to prevent cardiovascular disease. The priority age group is women aged 40–64 years.



WISEWOMAN™
Well-Integrated Screening and Evaluation
for WOMen Across the Nation

Using the MDE Files page

All MDE files that your program has uploaded will be found on the MDE Files page. The MDE files can be sorted by file name, date added, status, or percent error rate by clicking on the column headers. The files can also be filtered by typing in the Search text box.

The screenshot shows the MDE Files page interface. At the top, there is a navigation bar with the CDC logo, 'WISEWOMAN DMS 3.0', and links for 'MDE', 'Docs', and 'Misc'. The user is logged in as 'Hello tademo@cdc.gov!' with a 'Log off' link. The main heading is 'MDE Files' with a search box and an 'Upload a New MDE File' button. Below the heading, it says 'Show 25 entries'. A table lists two files:

FileName	Added	Status	Error %	Actions
TA2006.txt	2019-03-10T15:17:48.07	UPLOADED	Validate	Edit Delete
TA1912.txt	2019-03-10T15:16:56.457	VALIDATED	0.06%	Edit Delete Summary Insight

The Actions section at the end of each MDE file record includes the following options:

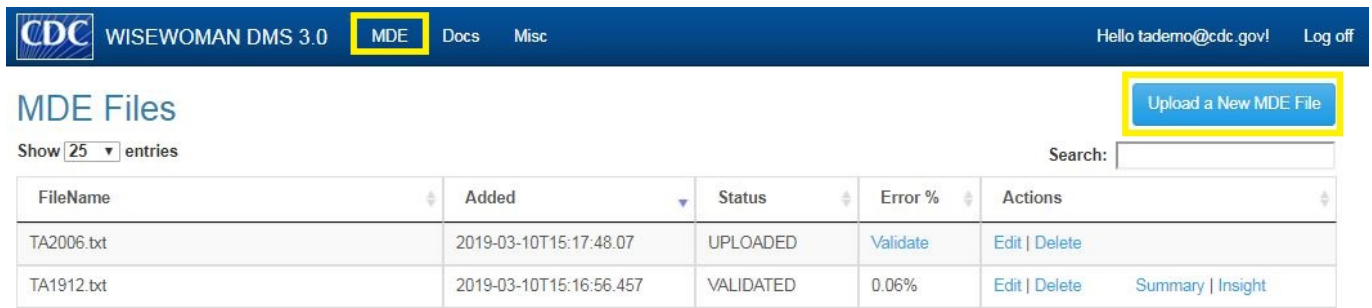
1. Edit – Provides the ability to change the File Name.
2. Delete – Provides the ability to delete a MDE file from the site.

After validating the file (see below), two additional actions appear:

3. Summary – Provides validation summary output in both HTML and XLSX formats.
4. Insight – Provides a dashboard summary of file information, error rates, record types, and the top 10 errors by count.

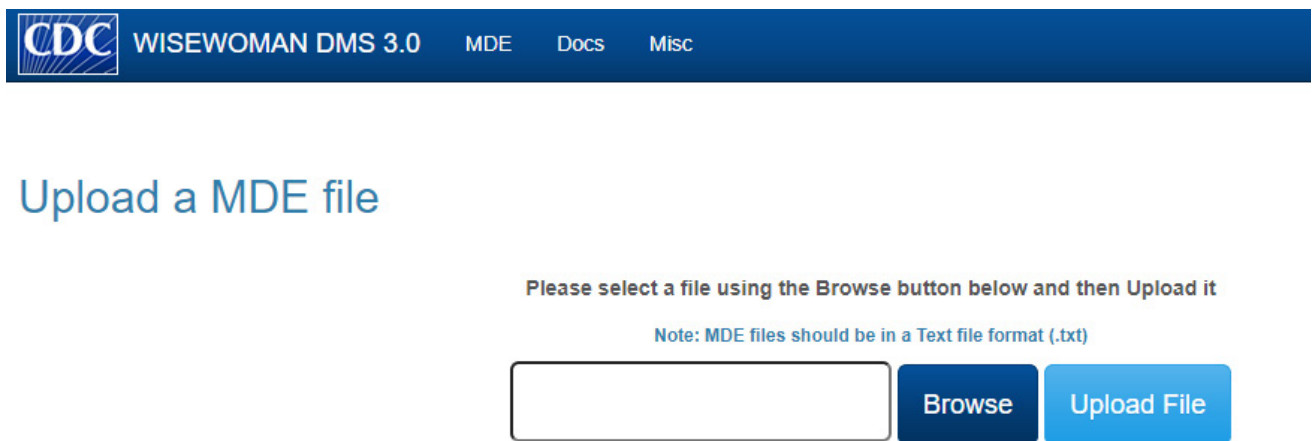
Uploading a New MDE File

1. From the MDE Files page click the “Upload a New MDE File” button.



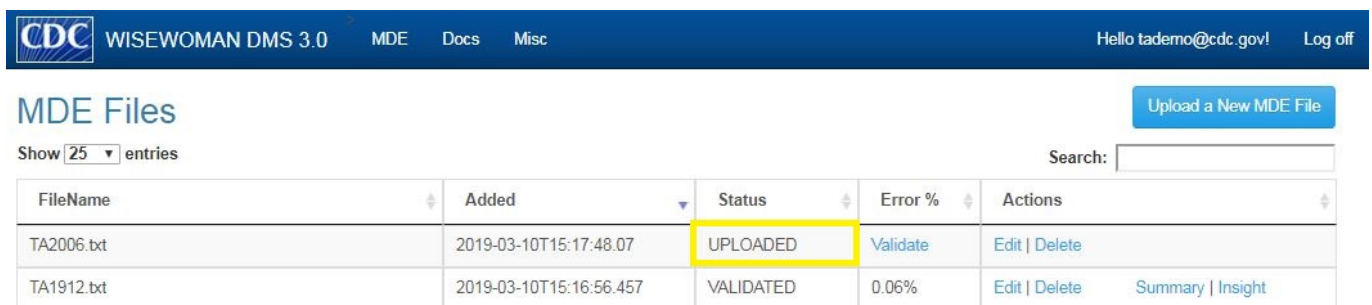
The screenshot shows the top navigation bar with the CDC logo, 'WISEWOMAN DMS 3.0', and tabs for 'MDE', 'Docs', and 'Misc'. The user is logged in as 'Hello tademo@cdc.gov!'. The main heading is 'MDE Files'. A search bar is present. A table lists existing files: TA2006.txt (UPLOADED) and TA1912.txt (VALIDATED). A blue button labeled 'Upload a New MDE File' is highlighted with a yellow box.

2. Click the “Browse” button and select the file you wish to upload. Then click the “Upload File” button.



The screenshot shows the 'Upload a MDE file' section. It includes a note: 'Please select a file using the Browse button below and then Upload it' and 'Note: MDE files should be in a Text file format (.txt)'. Below the note is a file selection input field, a dark blue 'Browse' button, and a light blue 'Upload File' button.

3. You will be taken back to the MDE Files page, where you will see confirmation of the uploaded file.



The screenshot shows the 'MDE Files' page after a successful upload. The 'MDE' tab is selected in the navigation bar. The table now includes the newly uploaded file, TA2006.txt, with its status 'UPLOADED' highlighted in a yellow box. The other file, TA1912.txt, remains 'VALIDATED'.

Validating a MDE File

1. Click the “Validate” link on the MDE file record. A message will pop up indicating the Validation process is running. Note: This may take a couple of minutes depending on the file size.

MDE Files

Upload a New MDE File

Show 25 entries

Search:

FileName	Added	Status	Error %	Actions
TA2006.txt	2019-03-10T15:17:48.07	VALIDATED	0.15%	Edit Delete Summary Insight
TA1912.txt	2019-03-10T15:16:56.457	VALIDATED	0.06%	Edit Delete Summary Insight
TA1912.txt	2019-03-04T16:48:15.42	Validating file..		Edit Delete Summary Insight
TA2006.txt	2019-03-04T16:47:17.45	Validating file..		Edit Delete Summary Insight

2. Once the “Validating file...” message disappears, the file has been validated. The error rate will also appear in the “Error %” column. A “NA” [not applicable] will appear in the Error % column if the file contains no Complete or BP+ records.

MDE Files

Upload a New MDE File

Show 25 entries

Search:

FileName	Added	Status	Error %	Actions
TA2006.txt	2019-03-10T15:17:48.07	VALIDATED	0.15%	Edit Delete Summary Insight
TA1912.txt	2019-03-10T15:16:56.457	VALIDATED	0.06%	Edit Delete Summary Insight

Viewing the Validation Summary

Click the “Summary” link on the MDE file record, and you will be taken to the Validation Summary page. The top portion of this page provides a summary of the file information and statistics related to total number of errors. The bottom portion of the page (i.e. below the “submit to CDC” button) contains a list of specific errors by type of record (i.e. complete, BP+, and incomplete).

Available actions for the validation summary page include the following:

- A Validation Summary can be exported to Excel by clicking on the Excel icon (top right of page).
- The MDE txt file can be downloaded by clicking on the File hyperlink.
- The MDE file can be downloaded in CSV format by clicking on the Excel icon next to File.
- The Percent Error Rate is displayed for your reference.
- Complete details of each error by type of record can be exported by clicking on the Excel Icon at the top right of the table (see second screenshot below).
- When the file is determined to be ready for final Submission (after reviewing and updating the file as described in the subsequent steps), please return to this Validation Summary page and click the “Submit File to CDC” button.


File Summary and Number of Errors



Back to MDE Files

Validation Summary










Validation Insight

File Info Summary

Summary


File:	 TA1912.txt	Size	9448142 bytes
Added By:	tademo@cdc.gov	Added Date:	8/23/2019 1:40:02 PM
First BPDate in File	1/1/2019	Last BPDate in File	1/30/2019
Total Duplicates:	 493	Total Exact Duplicates:	0

Data Validation Summary

Total # of Records Submitted:	 17432	Total # of Edits on All Records:	 93726
Total # of Completed Records Submitted:	 15095	Total # of Records with One or More Edits:	 17432
Total # of BP+ Records:	 715	Total # of Screening Data Edits on Complete Records Only:	 76820
Total # of Incomplete Records Submitted:	 1622	Percent Error Rate: (***on Complete & BP+ Records ONLY***)	2.83%
Total # of Quality Checks:	 53505	Total # of Errors:	 40221

Submit File to CDC for Final Submission

Error Details by Record Type

Complete BP+ Incomplete All

Edits on COMPLETE records

All edits are grouped by type and sorted by count found on COMPLETE records.

Complete Details



Error Key	Field Type	Error Type	Error Message	# of Occurrences
11c_1	waist	Quality Check	Providers should measure waist circumference	8
16a_4	bpalert	Error	If systolic or diastolic blood pressure (measured at screening) is not an alert value then BPALEERT should be recorded as a non-alert.	2
04a_5	src2	Quality Check	Programs should validate history of high cholesterol of unknown/ refused.	1
04b_3	srha1	Quality Check	Programs should validate values of unknown/ refused for history of stroke/ TIA.	1
08a_3	pa	Quality Check	Average physical activity values should fall within the valid range. (10-1700)	1
11a_3	height	Quality Check	Providers should validate unusually low or high height measurements.	1

Viewing the Validation Insight Report

Click on the Validation Insight link on the MDE file record and you will be taken to the Validation Insight report.

[Back to MDE Files](#) **Validation Insight** [Validation Summary](#)

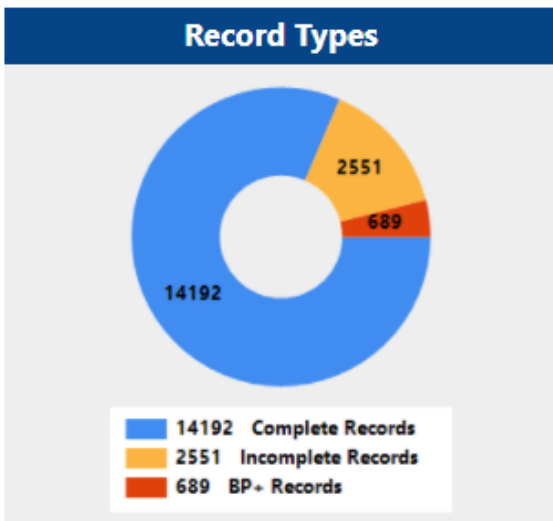
[Click to view Validation Insight \(508 format\)](#)

1 of 1 Find | Next

TA1912.txt

File Upload	
Validated	8/27/2021 4:29:22 PM
User	tademo@cdc.gov
From	No entry
Total Records	17432
Complete	14192
BP+	689
Incomplete	2551
First BP Date	01/01/2019
Last BP Date	01/30/2019

Error Rate	
2.81%	
<small>*Error rate is calculated on Complete & BP+ records only.</small>	
Total Records	17432
Records with Issues	17432
Quality Checks	88933
Errors	39782



Accessing the Miscellaneous Forms

The Miscellaneous Forms section of the site contains forms that allow recipients to provide additional documentation regarding the MDE File, by either data entry or uploading Supplemental documents. This section can be seen below.

Miscellaneous Forms

Participant ID Change Form

- Enter Participant ID change records

[Go to Participant ID Change Form](#)

Validation of Data Form

- Enter Validation of Data records

[Go to Validation of Data Form](#)

Correction to Previous MDE Form

- Enter Correction to MDE records

[Go to MDE Corrections Form](#)

Supplemental Forms

- View & Upload supplemental forms

[Go to Upload Supplemental Forms](#)

Miscellaneous Forms: Participant ID Change Form

The Participant ID Change Form must be filled out when a participant's Encode ID has changed since the previous submission period. To do so, select "Create New Participant Change Record." The Participant ID Change Record Form is shown below.

Create

Participant ID Change Record

StFIPS	99
OrigEncodeID	<input type="text"/>
NewEncodeID	<input type="text"/>
ChangeDate	9/10/2021 12:29:22 PM
ReassignedDate	9/10/2021 12:29:22 PM

[Back to List](#) [Create](#)

Miscellaneous Forms: Validation of Data Form

The Validation of Data Form should be filled out to validate or explain any values submitted. These values will include those flagged as errors (see the Validation of Data section in Appendix A of the MDE Manual for a list of errors and quality checks). However, recipients can use this form to comment on any values in the MDE data, including quality checks. To do so, select “Create New Validation of Data Record.” The Validation of Data Form is shown below.

Create

Validation Of Data Record

StFIPS	99
Validation Type	Error ▼
BPDate	<input type="text"/>
EncodeID	<input type="text"/>
MDE Item Number	<input type="text"/>
MDE Value	<input type="text"/>
Explanation	<input type="text"/>

[Back to List](#) [Create](#)

Miscellaneous Forms: Correction to Previous MDE Form

The Correction to Previous MDE Form should be filled out to clarify corrections to a MDE file submitted in a previous Submission Period. To do so, select "Create New MDE Correction Record." The Correction to Previous MDE Form is shown below.

Create

Previous MDE Correction Record

StFIPS 99

EncodeID

Office Visit

9/10/2021 12:31:54 PM

Screening Cycle #

Description of Change

Type of Revision

--Select a Type of Revision--



[Back to List](#)

[Create](#)

Miscellaneous Forms: Supplemental Form Uploads

Additional Supplemental Forms can be uploaded by selecting "Upload a New Supplemental Form." The Upload Supplemental Form View is shown below.

Upload Supplemental Form

1. Please select the form type being uploaded

Type:

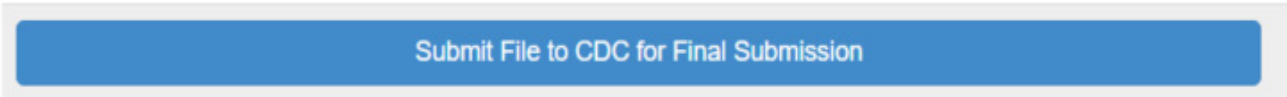
2. Please select your file using the Browse button and then Upload

Note: Supplemental LSP HC forms should be in Excel format (xls orxlsx)

File:

Submitting Final Data

When you are satisfied with your Validation Summary results, you can initiate the Final Data Submission directly from the Validation Summary page by clicking the blue button entitled “Submit File to CDC for Final Submission” – shown below.



Clicking the button will take you to the Final Submission data entry view (shown below). It is recommended that you not change any field that has been automatically populated. If applicable, use the check boxes to indicate any additional forms that you have submitted. Click the bottom right blue button on the form to complete the submission.

Submit To CDC

MDE Final Submission	
Name	TA1912.txt
Title	
State/Tribal Organization	99 - Technical Assistance (TA)
Contact Name	
Email Address	tademo@cdc.gov
Telephone Number	
MDE Version	18.3
Number of Records Submitted	17432
Validation of Data Form Submitted	<input type="checkbox"/>
Participant ID Change Form Submitted	<input type="checkbox"/>
Correction to Previous MDE File Form Submitted	<input type="checkbox"/>
Additional LSP HC Form Submitted	<input type="checkbox"/>
Additional Comments	
Back	Submit MDE file to CDC