

Upgrading from a legacy / existing software system

The 4S DAWN team has carried out numerous upgrades that have involved converting customers' patient data from a range of systems to the DAWN software.

We operate under tight procedures to ensure that data is kept safe and confidential and have never had a data security breach. As 4S DAWN require a copy of the customers data to be on-site for the conversion work, necessary paperwork needs to be complete in relation to data confidentiality.

Data would ideally be provided to 4S DAWN in an agreed spreadsheet format and a Data Dictionary is provided for guidance with this.

The **data migration process** is made up of three stages which need to be scheduled into the project plan

Stage 1: Data Inspection

The 4S DAWN team will closely inspect the data for any issues that will need to be resolved before proceeding with the conversion (e.g. duplications in the data). A data inspection report is then produced which needs to be read by the customer and any questions discussed and answered.

Stage 2: Trial Data Migration

After the data has been inspected, it is then migrated on a trial basis to enable customers to familiarise themselves with the system, using it with data that closely matches the data that you would have at 'Go Live'. Training also takes place using this trial data, allowing you to identify any data that will need altering following the conversion, along with any site specific configurations that are required.

Stage 3: Final Data Migration

The final data conversion needs to be scheduled to coincide with the 'Go Live' date when customers are due to start actually managing their patients on DAWN RH. 4S DAWN receive up to date data from the customer which is then converted as quickly as possible, reporting any problems or issues that arise from the final conversion. The most important aspect of this final conversion is to ensure that the data is turned around quickly, enabling the customer to move from one system to another as quickly as possible. Sites will not be able to use DAWN RH on the date of 'Go Live' and customers are therefore advised not to book any clinics / patients in on this day.

Typically, the time between the trial conversion and the final data conversion is 4-6 weeks, allowing users to check the data, complete training and configuration and carry out all the necessary testing.

