

Tape Backup Roles & Responsibilities

Overview

Purpose

The purpose of this document is to describe the roles and responsibilities of CliniComp and the medical treatment facility in setting up and executing the tape backup process.

Key data definitions to understand about the tape backup procedure:

- **On-line patient data** – identifies patient records that are in an “active” Essentris status. During each tape backup procedure, these files are stored and verified.
 - **Near-line patient data** – identifies patient records that have been placed in “archive” Essentris status. During each tape backup procedure, these archives are stored and verified.
 - **Off-line patient data** – identifies patient records that are in “archive” Essentris status and have not been changed. If these archives were written to the tape during the current month, the archives are verified during each tape backup procedure. These archives are re-written the first time the tape is used in the current month and when a new tape is added to the rotation. These archives are not stored in the long-term archived partition (see long-term archive patient data).
- 👉 **The backup will take longer when writing these archives to the tape.**
- **Long-term archived patient data** – identifies patient records that are stored in a separate archive partition in Essentris and have not been updated in several years.

Intended Audience

The intended audience of this document is System Administrators at the facility for the CliniComp, Intl. Essentris application. This information resides as part of the CliniComp System Administrator’s Training Manual. The events that would trigger the use of tape backups to restore data to the Essentris system are outlined in the Medical Treatment Facility Contingency Plan Roles & Responsibilities document.

Referenced Documentation

Document Name
CliniComp Essentris System Administrator's Training Manual
Medical Treatment Facility Contingency Plan Roles & Responsibilities
CliniComp Reliability, Availability, & Maintainability Plan

Procedure Options

The tape backup procedure runs as follows:

1. A copy of the online patients and Essentris database is created on the server in preparation for the backup.

2. The tape backup verifies off-line data daily on each tape in the rotation. If it is the first time the tape is used in the current month, the off-line data will be rewritten on the tape. This data will be rewritten on all tapes in the rotation.
3. The tape backup stores and verifies near-line patient data each day.
4. The tape backup stores and verifies the online patient data and Essentris databases each day.

Tape Backup Procedure

Setup

The roles and responsibilities in setting up the tape backup procedure are as follows:

- System Administrator decides which days of the week the backup tape will be ejected and replaced. (Recommendation is daily, unless there are days of the week when no one is available at the medical treatment facility to remove and replace the tape (e.g., Saturday and Sunday morning).)
- System Administrator decides how many tapes will exist in the daily rotation. (Recommendation is seven (7) tapes for seven (7) days.)
- System Administrator decides what time of day the daily backup starts. (Recommendation is 10 p.m. local time.)
- CliniComp informs the System Administrator if there are long-term archived patient data stored in a separate archive partition in Essentris.
 - If there are long-term archived patient data in a separate archive partition in Essentris, System Administrator decides how frequent this data will be backed up. (Recommendation is once a year.)
- CliniComp configures the Essentris tape backup program to perform per the above decisions made by System Administrator.
- CliniComp configures a CQL menu item where System Administrator can find the daily tape backup log generated by the system.
- CliniComp can configure Essentris to send an email with the automatically generated tape backup log to a designated email address. (Optional)

Operation

The roles and responsibilities in the operation of the tape backup procedure are as follows:

1. Each day the backup tape has been configured to eject, System Administrator, or their designated representative, removes the ejected tape and replaces it with the next tape in the rotation.
2. When it is time to do a backup of the long-term archived patient data:
 - System Administrator contacts CliniComp.
 - CliniComp coordinates with System Administrator to perform a backup of the long-term archived patient data.
3. System Administrator, or their designated representative, stores the ejected tapes per the medical treatment facility's retention policy.

Testing of Tape Restoration

In the event the medical treatment facility wants to test the tape restore process, the roles and responsibilities are as follows:

- System Administrator contacts CliniComp that they want to test the tape restore process.
- System Administrator identifies which selected patient files or archives are to be restored to the medical treatment facility's Test server.
- CliniComp coordinates with System Administrator to perform a test of the tape restore process and notifies System Administrator when the selected patient records are available to be reviewed on the medical treatment facility's Test server.