

# File Naming Conventions

## Data File Format for Partners

### Conventions

- Use underlines instead of spaces
- Avoid using any special characters (!@#%\$%)
- Use leading zeros for sequential numbers (01 instead of 1)

### File Format

1. (YYYY\_MM\_DD) (NACHC Project Code) (SenderName).xls
2. Example: 2020\_04\_01\_C19\_ABCPCA.xls

Funding Code	Abbreviation	Short Title	Full Title
854	UCSF	Women's Health Contraception UCSF	Women's Health Contraception UCSF - Tandem Use with UCSF and private funder
862	PWM	Pediatric Weight Management	Improving Capacity and Support for CHCs for Pediatric Weight Management
863	HEPC	Hepatitis C	Increasing Vaccination, Testing and Treatment for HCV
867	WHPP	Women's Health Post Partum	Improving and Implementing Electronic Clinical Quality Measures for Contraception
868	AIM	Adult Immunization	Improving Adult Influenza Vaccination and Routine Vaccination Services for Adults in Community Health Centers
870	C19	COVID 19	Building Capacity of Community Health Centers to Respond to COVID-19
872	HIV	HIV ePR OMPT	Increasing HIV testing and using EHR Information and automated lab orders
873	VH	Vaccine Hesitancy	Vaccine Hesitancy

## Resource File Formats for Partners

### Conventions

- Okay to use spaces
- Avoid using any special characters (!@#%\$%)
- Use leading zeros for sequential numbers (01 instead of 1)
- Use short project name (see below)
- Use V01 for Version 1, V02 for Version 2 of the same document, etc.
- Use Y01 for Year 1, Y02 for Year 2, etc.

### File Format

1. (Date) (NACHC 3-4 letter project code) (Sender Name) (Name of document).doc
2. Example: 2020-04-01 C19 ABCPCA COMMENTS ON FACT SHEET.doc

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## Internal Project Files

### Conventions

- Files will be hosted on CAD Informatics SharePoint (not personal area)
- Start with the date YYYYMMDD
- Use underlines instead of spaces
- Avoid using any characters (!@#\$\$%)
- Use leading zeros for sequential numbers (01 instead of 1)
- Project Number or short project name
- Use two-letter (or three-letter?) initials for people (AP or ABP?)
- Use V01 for Version 1
- Use Y01 for Year 1

### File Format

Date Project code AND name (*then you have to go look up the code*):

20201007\_876\_AdImm\_MtgNotes\_V01\_AP.doc

Example of Date Project Name (*then we would have to standardize the nicknames*):

20201007\_VaxH\_QuarterlyCheckinAgenda\_V01\_SP.doc

### Version Control

- Will we need versions if we are using Jira /Confluence/SharePoint? We might want major versions to be separate.
- If we are sending something around by email, we add our initials to the end, for example:  
0201007\_VaxH\_QuarterlyCheckinAgenda\_V01\_SP\_AP.doc

Using the word FINAL – sometimes this turns into FINAL FINAL.

Use this but go back and delete the penultimate "Final" in favor of the "Final"??