

RESOURCE GUIDE

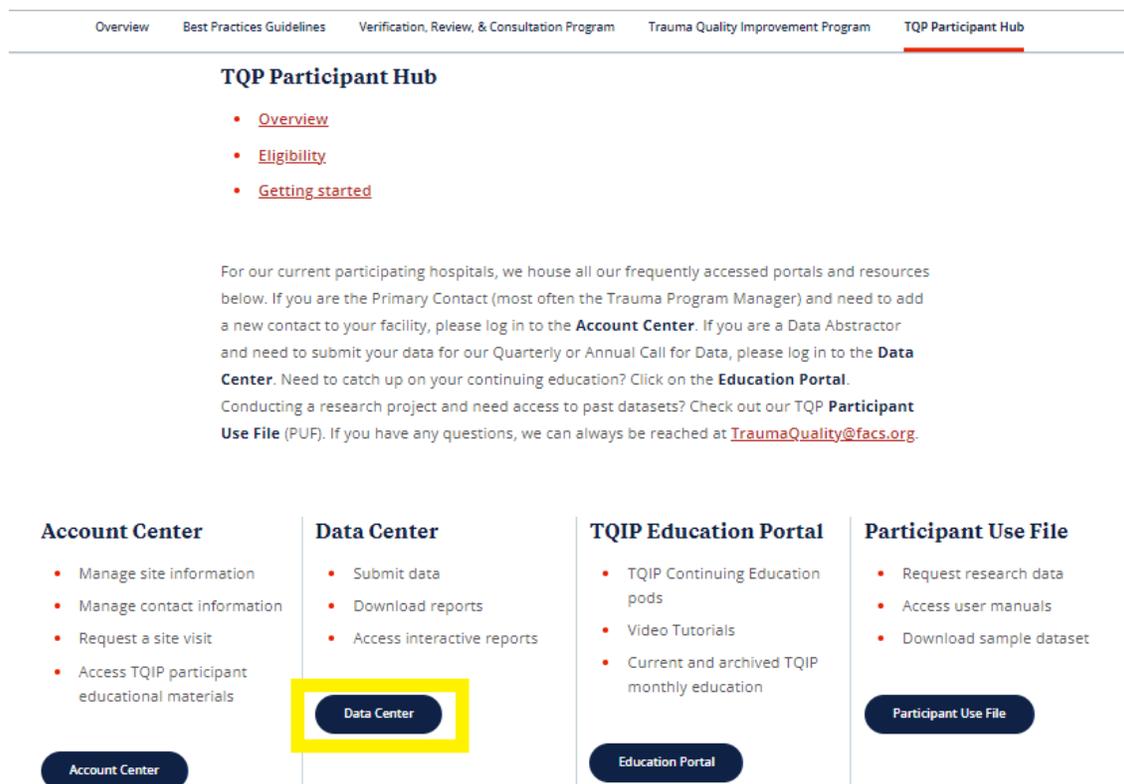
Data Uploader

Purpose

This document outlines the process for uploading your trauma data to the Data Center submission platform.

Process

1. From the Trauma Quality Programs Participant Hub, click **Data Center**:



The screenshot shows the TQP Participant Hub website. At the top, there is a navigation bar with links: Overview, Best Practices Guidelines, Verification, Review, & Consultation Program, Trauma Quality Improvement Program, and TQP Participant Hub (which is underlined). Below the navigation bar is the main heading 'TQP Participant Hub' followed by a list of links: Overview, Eligibility, and Getting started. A paragraph of text explains the hub's purpose and provides instructions for different user roles. Below this text is a grid of four service cards: Account Center, Data Center, TQIP Education Portal, and Participant Use File. Each card lists its services and has a corresponding button at the bottom. The 'Data Center' card is highlighted with a yellow box, and its 'Data Center' button is also highlighted.

TQP Participant Hub

- Overview
- Eligibility
- Getting started

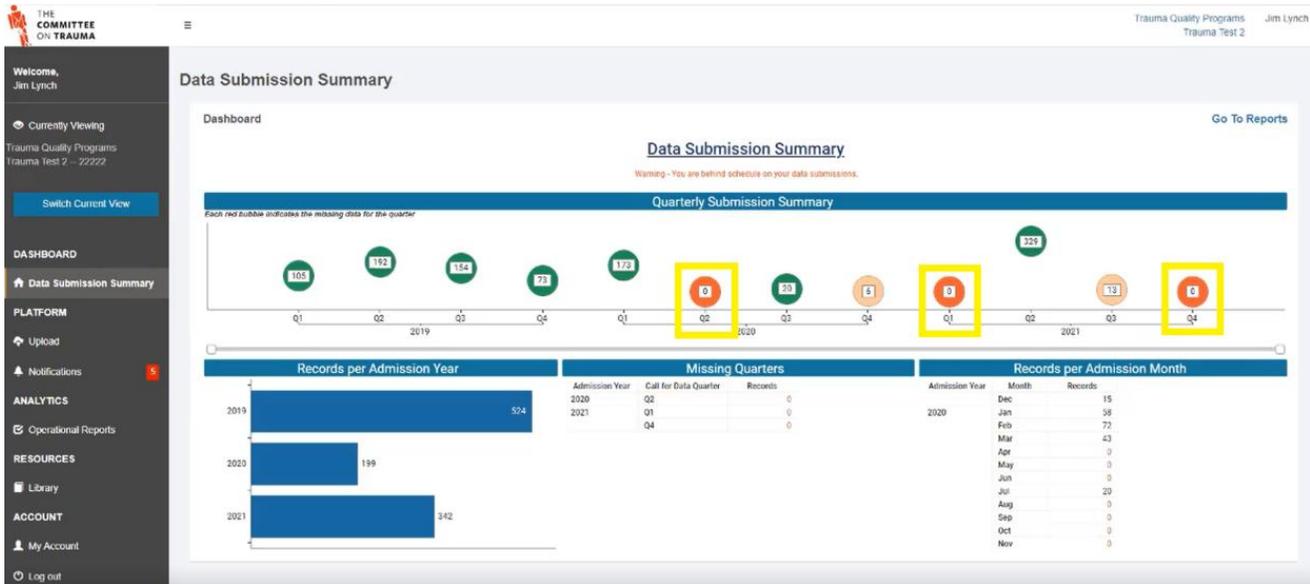
For our current participating hospitals, we house all our frequently accessed portals and resources below. If you are the Primary Contact (most often the Trauma Program Manager) and need to add a new contact to your facility, please log in to the **Account Center**. If you are a Data Abstractor and need to submit your data for our Quarterly or Annual Call for Data, please log in to the **Data Center**. Need to catch up on your continuing education? Click on the **Education Portal**. Conducting a research project and need access to past datasets? Check out our TQP **Participant Use File** (PUF). If you have any questions, we can always be reached at TraumaQuality@facs.org.

Account Center	Data Center	TQIP Education Portal	Participant Use File
<ul style="list-style-type: none"> Manage site information Manage contact information Request a site visit Access TQIP participant educational materials 	<ul style="list-style-type: none"> Submit data Download reports Access interactive reports 	<ul style="list-style-type: none"> TQIP Continuing Education pods Video Tutorials Current and archived TQIP monthly education 	<ul style="list-style-type: none"> Request research data Access user manuals Download sample dataset
Account Center	Data Center	Education Portal	Participant Use File

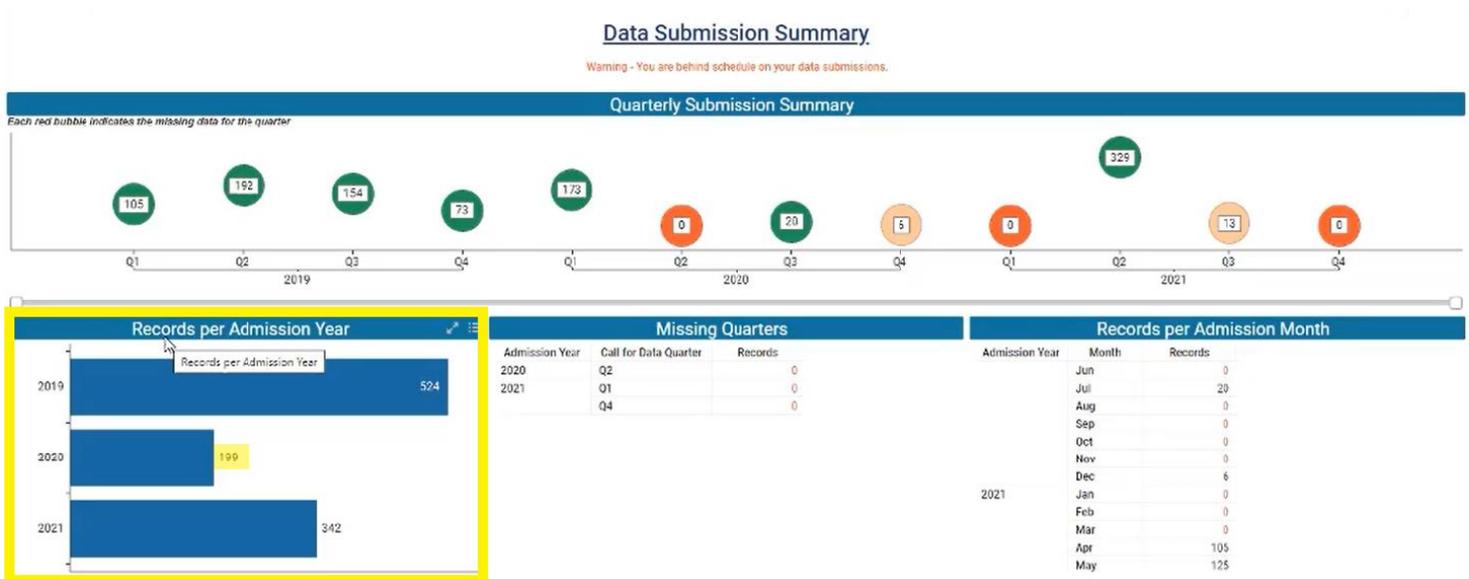
2. Log into the Data Center with the username and password provided to you by IQVIA (ACSTechSupport@IQVIA.com).

3. Review your **Data Submission Summary Dashboard** for any missing quarters. Missing data will reflect as:

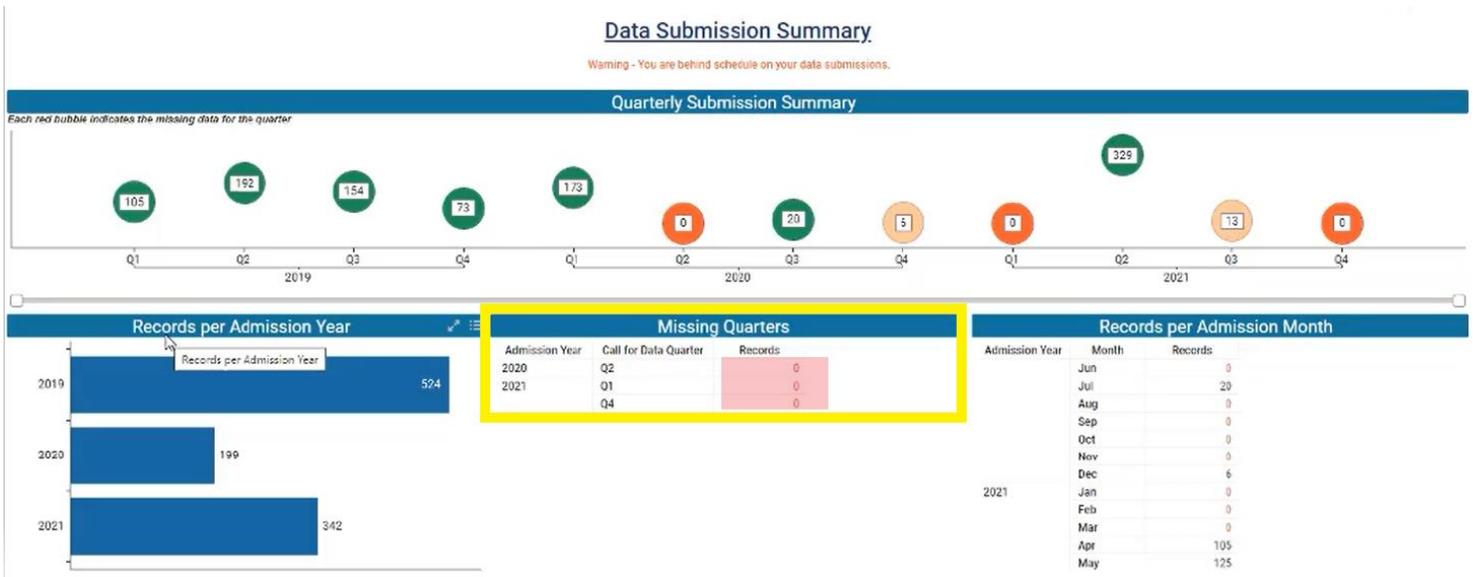
- A. **RED:** No data received
- B. **TAN:** Low count of data received
- C. **Green:** Data received



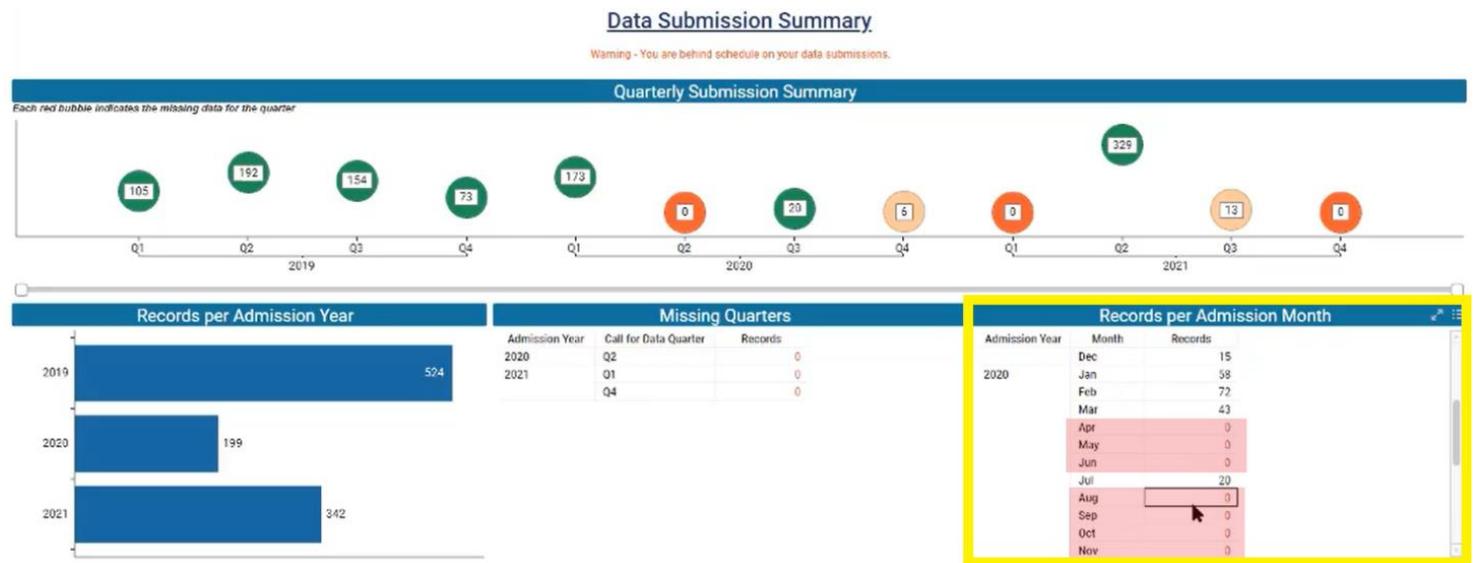
4. In the lower-left of the dashboard, you can review a breakdown of your **records per admission year**. This is helpful for identifying lower-than-normal admission counts for a given year.



5. Drilling down further, in the middle-right of the dashboard, you can review a breakdown of your **Missing Quarters**. This will pinpoint the specific missed quarter(s) of data.



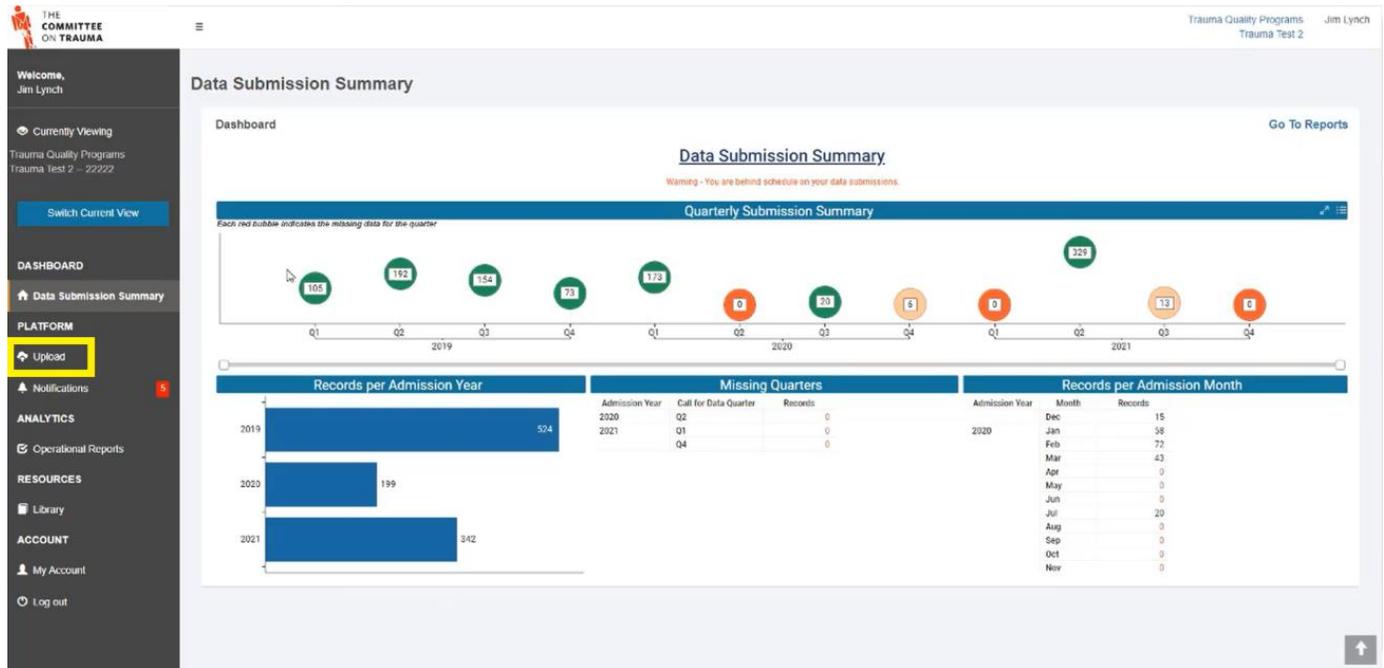
6. In the lower-right of the dashboard, you can review a breakdown of your **records per admission month**. This is helpful for identifying missing months of data or lower-than-normal admission counts for a given month.



7. Prepare your XML file for data upload with assistance from your internal trauma registry product.

8. Once you're ready to upload your data, select "Upload" on the left-hand navigation bar.

Helpful tip: Records must be separated out by admission year for any given upload. For example, 2022 records are uploaded together; 2023 records are uploaded together.



9. Select the correct file type for the file you intend to upload.

- A. TQIP facilities should select **TQIP** from the File Type dropdown menu unless they have not begun collecting the additional TQIP process measures for their data.
 - i. Level III TQIP Participants are not required to submit the additional process measures.
- B. NTDB facilities will only have the option to select a file type of **NTDB**.

Name: Trauma Uploader Test
TQP Facility ID: 88888
City:
State: Unavailable
File Type: TQIP



Upload File



Check Mapping



Format Review



Validate File

Drag and Drop File Here to Upload
-or-
Choose File from Computer
(Max File Size: 150 MB)
Remove File Upload File
Selected File: test.XML (14.84 MB)

10. Select *Choose File* from the Upload Box to select the XML file you would like to upload. You can also simply drag and drop the file into the Upload Box:

Name: Trauma Uploader Test
TQP Facility ID: 88888
City:
State: Unavailable
File Type: TQIP



Upload File



Check Mapping



Format Review



Validate File

Drag and Drop File Here to Upload
-or-
Choose File from Computer
(Max File Size: 150 MB)
Remove File Upload File
Selected File: test.XML (14.84 MB)

11. Select *Upload File* to submit your file to the Data Center:

Name: Trauma Uploader Test
TQP Facility ID: 88888
City:
State: Unavailable
File Type: TQIP



Upload File



Check Mapping



Format Review



Validate File

Drag and Drop File Here to Upload
-or-
Choose File from Computer
(Max File Size: 150 MB)
Remove File Upload File
Selected File: test.XML (14.84 MB)

12. While your upload is preprocessing, the page will look like this:

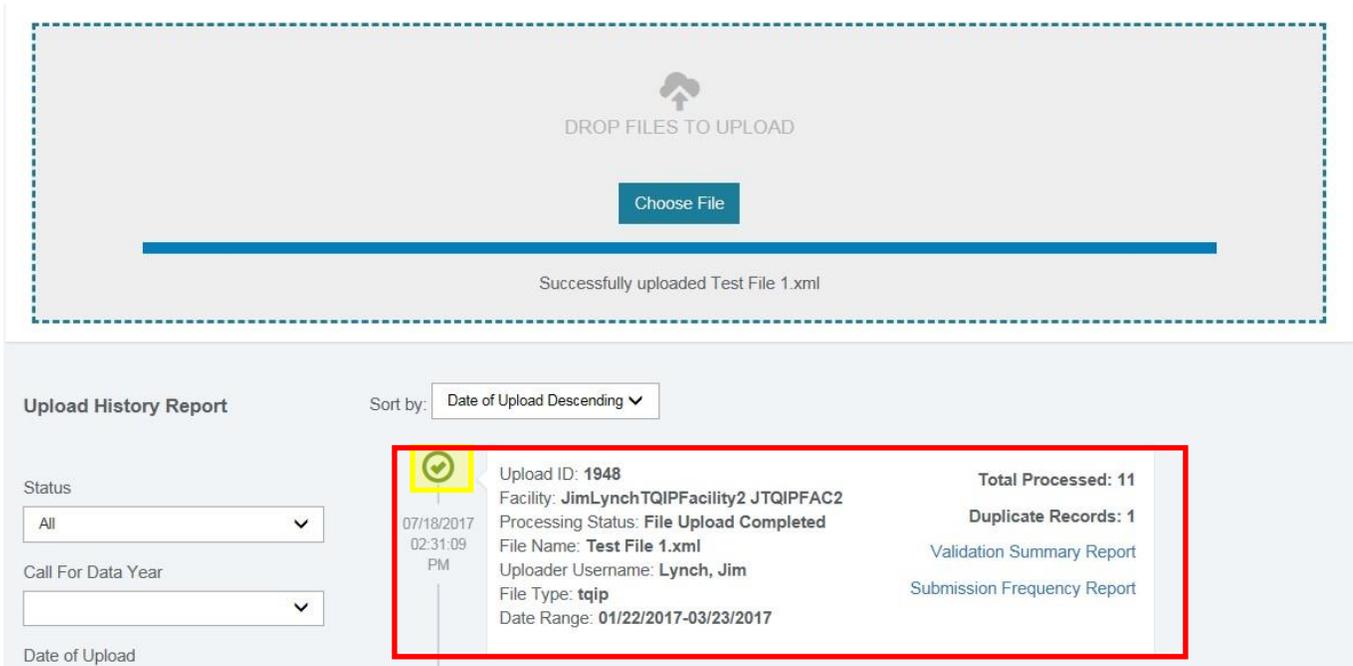
Facility Details
Name: Trauma Uploader Test
TQP Facility ID: 88888
City:
State: Unavailable
File Type: TQIP

Upload File Check Mapping Format Review Validate File

Uploading File...

Upload History Report
Sort by: Date of Upload Descending

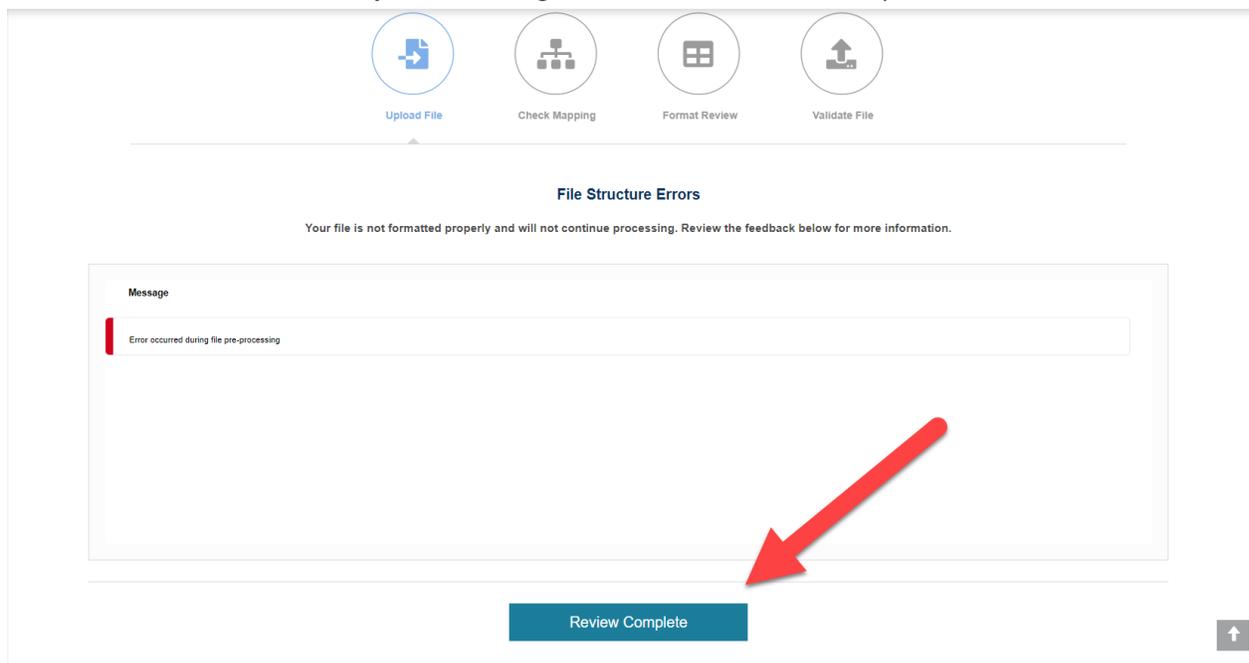
A. If your submission is successful and passes the validator, it will populate a page that looks like this:



The screenshot shows a file upload interface. At the top, there is a dashed box containing a cloud icon with an upward arrow and the text "DROP FILES TO UPLOAD". Below this is a blue button labeled "Choose File". A blue progress bar is shown with the text "Successfully uploaded Test File 1.xml". Below the progress bar is the "Upload History Report" section. It includes a "Sort by:" dropdown menu set to "Date of Upload Descending". On the left, there are filters for "Status" (set to "All"), "Call For Data Year", and "Date of Upload". The main table shows a single entry for "Upload ID: 1948" with a green checkmark icon in a yellow box. The entry details include: Facility: JimLynchTQIPFacility2 JTQIPFAC2, Processing Status: File Upload Completed, File Name: Test File 1.xml, Uploader Username: Lynch, Jim, File Type: tqip, and Date Range: 01/22/2017-03/23/2017. On the right side of the entry, it shows "Total Processed: 11" and "Duplicate Records: 1", along with links for "Validation Summary Report" and "Submission Frequency Report".

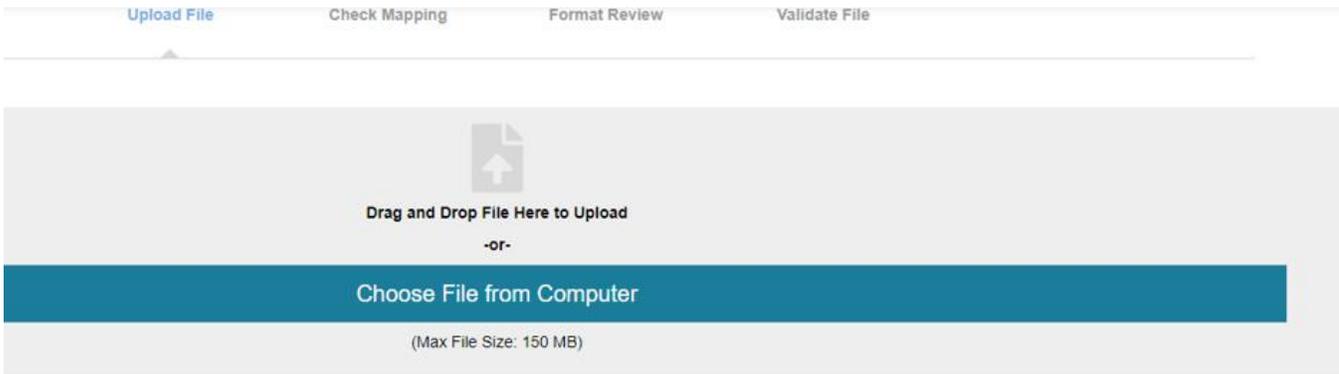
i. The highlighted green checkmark signifies the submission has passed the validator and will be uploaded.

B. If your submission is unsuccessful and does not pass the validator, it will populate a page that looks like this. You must then select "Review Complete" to navigate to the submission history cards.



The screenshot shows the file upload interface with a navigation bar at the top containing icons for "Upload File", "Check Mapping", "Format Review", and "Validate File". Below the navigation bar is a section titled "File Structure Errors" with the message: "Your file is not formatted properly and will not continue processing. Review the feedback below for more information." A message box contains the text "Error occurred during file pre-processing". A red arrow points to a blue button labeled "Review Complete" at the bottom of the page.

- i. The highlighted red X signifies the submission failed the validator and will not be uploaded.



- ii. To get more information on why your file failed, click on the [Validation Summary Report](#) on the lower right of the failed card:



NOTE: the processing status listed above, “Structural error occurred while preprocessing data” is new to previous messaging. It is meant as a general message to indicate that your file failed. To learn specifically why a file failed, you should review your Validation Summary Report for detailed explanation.

iii. When a file is submitted with patient records that have been previously submitted to TQIP in prior upload, you will see this blue triangle in the upper right corner of the respective submission history card.

This symbol is not a cause for concern, and it is intended to alert to you that you have resubmitted record(s) in this file:



01/06/2023
11:36:42
AM

Upload ID: [REDACTED]

TQP Facility Name: [REDACTED]

Processing Status: **File Upload Completed**

File Name: TQIP_V2022_[REDACTED].xml

Uploader Username: Support IQVIA

File Type: TQIP

Date Range: 07/01/2022-09/30/2022

Total Processed: 117

Duplicate Records: 0

[Validation Summary Report](#)

[Submission Frequency Report](#)

