

RESOURCE GUIDE

Submission Frequency Report, Trauma Submission Report, & Benchmark Case Eligibility Report

Purpose

This document outlines the processes for reviewing the Submission Frequency Report (SFR), Trauma Submission Report (TSR), and Benchmark Case Eligibility Report (BCER). These reports have similar structures but differ in functionality:

- **SFR:** Displays data from a single, specific submission.
- **TSR:** Compiles data across multiple submissions and shows data as its stored at that moment in time. This report is updating continuously.
- **BCER:** Also compiles data across multiple submissions, but represents the data exactly as it was when records were locked for the Benchmark report. This report does not update.

The SFR and TSR are useful tools for ensuring the data from your trauma registry are mapped according to the National Trauma Data Standard. The BCER is a useful tool for reviewing exactly what data was used to generate your most recent benchmark report.

These reports remain available to all users regardless of what method of data submission they use (Legacy Data Submission or Direct Data Submission).

Submission Frequency Report (SFR)

- 1) A Submission Frequency Report is created for each submitted file that passes the validator and can be accessed from the submission history card
 - a. Locate it by navigating to the Upload page in the TQP Data Center and scrolling down.

The screenshot shows a file upload interface. At the top, there is a grey box with an upload icon and the text "Drag and Drop File Here to Upload" and "Choose File from Computer". Below this, it says "(Max File Size: 150 MB)".

Below the upload area is the "Upload History Report" section. It includes a "Sort by:" dropdown menu set to "Date of Upload Descending". There are input fields for "Status" (set to "All"), "Call For Data Year", and "Date of Upload" (with "to" and "from" fields). There are "Reset" and "Filter" buttons.

A submission card is displayed with a green checkmark icon. The card contains the following information:

- Upload ID: 2013573
- TQP Facility Name: John Barr 384729384
- Processing Status: File Upload Completed
- File Name: TQIP Test Q1 2025_V2.XML
- Uploader Username: Kordesh Kristen
- File Type: TQIP
- Date Range: 01/01/2025-03/26/2025

 On the right side of the card, it says "Total Processed: 100" and "Duplicate Records: 0". At the bottom right of the card, there are two links: "Validation Summary Report" and "Submission Frequency Report", with the latter highlighted by a yellow box.

- 2) The Submission Frequency Report displays as follows:

The screenshot shows the "Submission Frequency Report" dashboard. On the left, there is a sidebar with a "Submission Frequency Report:" section containing a description, TQP Facility ID: 9645, Upload ID: 2013573, and Total Number of Records: 100. Below this are filters for "EDIHospital Arrival Date" (set to 1/1/2025 to 3/26/2025) and "Element Categories" (with a search bar and a list of categories like Demographic Information, Injury Information, etc.).

The main area is titled "Submission Frequency" and contains a table with the following columns: Category, Element, Element Description, Value, Count, and Percent. The table lists various elements related to patient residence and birth date, with their respective counts and percentages.

Category	Element	Element Description	Value	Count	Percent
Demographic Information	Patient's Home ZIP/Postal Code	The patient's home ZIP/Postal code of primary residence.	Documented	100	100.00 %
			Not Applicable	0	0.00 %
	Patient's Home Country	The country where the patient resides.	Not Known/Not Recorded	0	0.00 %
			Documented	100	100.00 %
	Patient's Home State	The state (territory, province, or District of Columbia) where the patient resides.	Not Known/Not Recorded	0	0.00 %
			Documented	100	100.00 %
	Patient's Home County	The patient's county (or pairs) of residence.	Not Known/Not Recorded	0	0.00 %
			Documented	100	100.00 %
	Patient's Home City	The patient's city (or township, or village) of residence.	Not Known/Not Recorded	0	0.00 %
			Documented	100	100.00 %
Alternate Home Residence	Documentation of the type of patient without a home ZIP/Postal Code.		1-Homestays	0	0.00 %
			2-Undocumented Citizen	0	0.00 %
			3-Migrant Worker	0	0.00 %
	Date of Birth	The patient's date of birth.	Not Applicable	100	100.00 %
			Documented	0	0.00 %
			Not Known/Not Recorded	100	100.00 %

At the bottom of the dashboard, there are two sections: "Documented Details" and "Frequency Details", both with instructions to "Please select a Count or Percent for Documented Element to see the values that make up the Count/Percent."

- a. The left-hand panel will display information on the submission including your facility ID, upload ID, and the number of records submitted in the file.
 - i) Participants can also view the record counts for the fields that contain “Not Known/Not Recorded” and “Not Applicable” by using the Show All Data Elements dropdown
 - ii) In addition, there is a searchable field to find any data element listed in the data dictionary you would like to review

Submission Frequency Report:

Description: This report is frequency tables of the field values for each data element sent by your facility, and is used to ensure the data from your trauma registry are mapped according to the National Trauma Data Standard (NTDS) definitions.

TQP Facility ID: 9645
Upload ID: 2013329
Total Number of Records: 100

Update Report: Use the below filters to update the display of the report to focus in on what you would like to see. Click on a Count or Percent value in the report to see the PatientID's that make up that Count/Percent.

Show All Data Elements i

ED/Hospital Arrival Date
1/1/2025 3/26/2025
 Include empty values

Element Categories
Type to search in list
 (All)
 Demographic Information
 Injury Information
 Pre-hospital Information
 Emergency Department Information
 Hospital Procedure Information
 Pre-existing Conditions
 Diagnosis Information
 Injury Severity Information
 Hospital Events
 Outcome Information
 Financial Information
 Trauma Quality Improvement Progra...

Category	Element	Element Description	Value	Count	Percent
Demographic Information	Patient's Home ZIP/Postal Code	The patient's home ZIP/Postal code of primary residence.	Documented	100	100.00 %
			Not Applicable	0	0.00 %
			Not Known/Not Recorded	0	0.00 %
Patient's Home Country	The country where the patient resides.	Documented	100	100.00 %	
		Not Known/Not Recorded	0	0.00 %	
		Not Applicable	0	0.00 %	
Patient's Home State	The state (territory, province, or District of Columbia) where the patient resides.	Documented	0	0.00 %	
		Not Applicable	100	100.00 %	
		Not Known/Not Recorded	0	0.00 %	
Patient's Home County	The patient's county (or parish) of residence.	Documented	0	0.00 %	
		Not Applicable	100	100.00 %	
		Not Known/Not Recorded	0	0.00 %	
Patient's Home City	The patient's city (or township, or village) of residence.	Documented	0	0.00 %	
		Not Applicable	100	100.00 %	
		Not Known/Not Recorded	0	0.00 %	
Alternate Home Residence	Documentation of the type of patient without a home ZIP/Postal Code.	Not Applicable	0	0.00 %	
		Not Known/Not Recorded	0	0.00 %	
		1-Homeless	0	0.00 %	
		2-Undocumented Citizen	0	0.00 %	
		3-Migrant Worker	0	0.00 %	
Date of Birth	The patient's date of birth.	Not Applicable	100	100.00 %	
		Documented	100	100.00 %	
		Not Known/Not Recorded	0	0.00 %	

Documented Details
Please select a Count or Percent for Documented Element to see the values that make up the Count/Percent.

Frequency Details
Please select a Count or Percent to see the PatientID's that make up the Count/Percent.

- b. The *Submission Frequency* section is an interactive table that populates the *Documented Details* section with the corresponding values, counts, and percentages from your submitted file when you select a specific “count”.

Submission Frequency Report:

Description: This report is frequency tables of the field values for each data element sent by your facility, and is used to ensure the data from your trauma registry are mapped according to the National Trauma Data Standard (NTDS) definitions.

TQP Facility ID: 9645
Upload ID: 2013329
Total Number of Records: 100

Update Report: Use the below filters to update the display of the report to focus in on what you would like to see. Click on a Count or Percent value in the report to see the PatientID's that make up that Count/Percent.

Show All Data Elements

ED/Hospital Arrival Date
1/1/2025 3/26/2025
 Include empty values

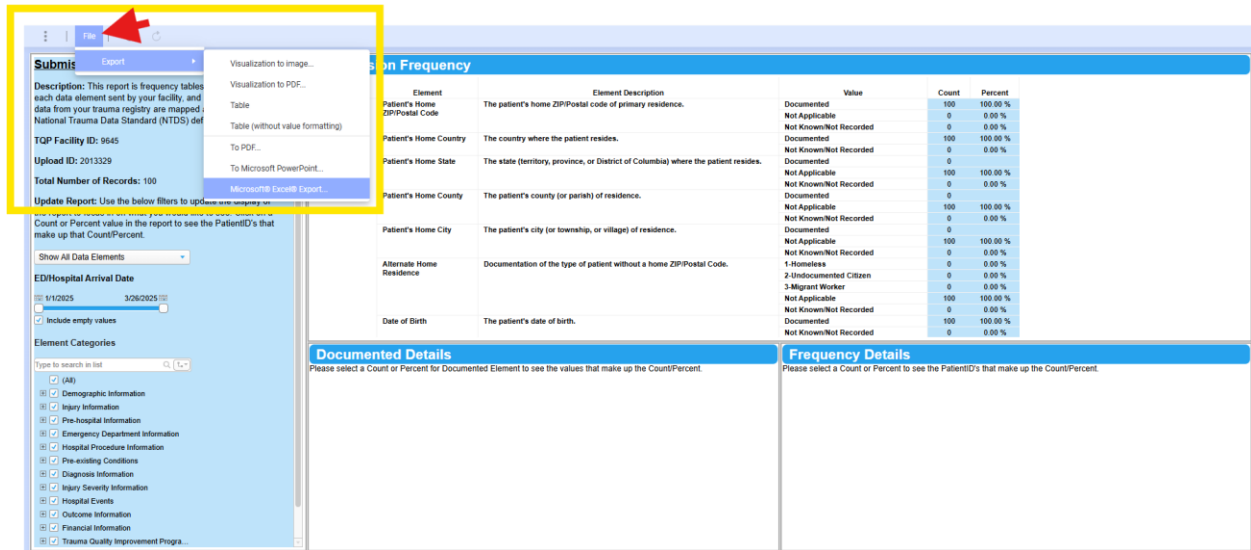
Element Categories
Type to search in list
 (All)
 Demographic Information
 Injury Information
 Pre-hospital Information
 Emergency Department Information
 Hospital Procedure Information
 Pre-existing Conditions
 Diagnosis Information
 Injury Severity Information
 Hospital Events
 Outcome Information
 Financial Information
 Trauma Quality Improvement Progra...

Category	Element	Element Description	Value	Count	Percent
Demographic Information	Patient's Home ZIP/Postal Code	The patient's home ZIP/Postal code of primary residence.	Documented	100	100.00 %
			Not Applicable	0	0.00 %
			Not Known/Not Recorded	0	0.00 %
Patient's Home Country	The country where the patient resides.	Documented	100	100.00 %	
		Not Known/Not Recorded	0	0.00 %	
		Not Applicable	0	0.00 %	
Patient's Home State	The state (territory, province, or District of Columbia) where the patient resides.	Documented	0	0.00 %	
		Not Applicable	100	100.00 %	
		Not Known/Not Recorded	0	0.00 %	
Patient's Home County	The patient's county (or parish) of residence.	Documented	0	0.00 %	
		Not Applicable	100	100.00 %	
		Not Known/Not Recorded	0	0.00 %	
Patient's Home City	The patient's city (or township, or village) of residence.	Documented	0	0.00 %	
		Not Applicable	100	100.00 %	
		Not Known/Not Recorded	0	0.00 %	
Alternate Home Residence	Documentation of the type of patient without a home ZIP/Postal Code.	Not Applicable	0	0.00 %	
		Not Known/Not Recorded	0	0.00 %	
		1-Homeless	0	0.00 %	
		2-Undocumented Citizen	0	0.00 %	
		3-Migrant Worker	0	0.00 %	
Date of Birth	The patient's date of birth.	Not Applicable	100	100.00 %	
		Documented	100	100.00 %	
		Not Known/Not Recorded	0	0.00 %	

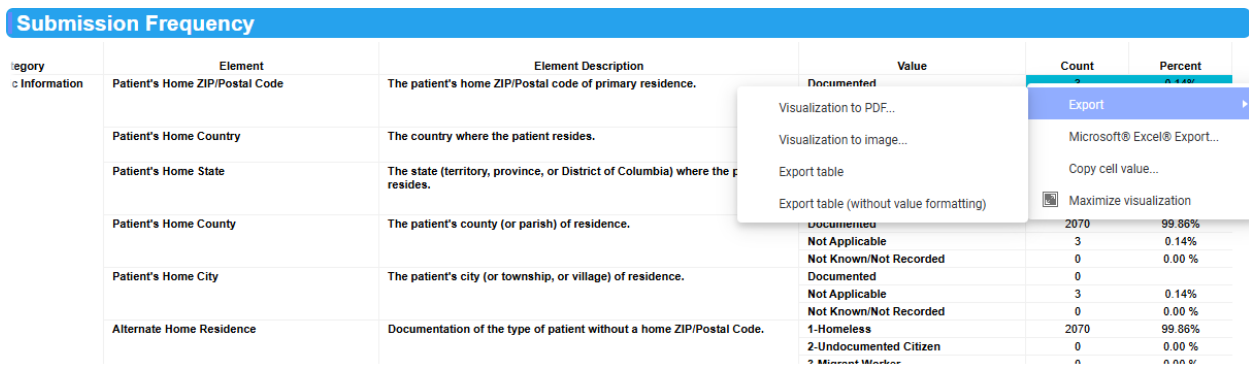
Documented Details
Please select a Count or Percent for Documented Element to see the values that make up the Count/Percent.

Frequency Details
Please select a Count or Percent to see the PatientID's that make up the Count/Percent.

- c. **Pro Tip:** You can export your report into can be exported for offline review and analysis. Once the report has been generated, click the File tab in the top left corner. You can export a few different ways, but the recommended path is to click File, Export, and Microsoft Excel Export.

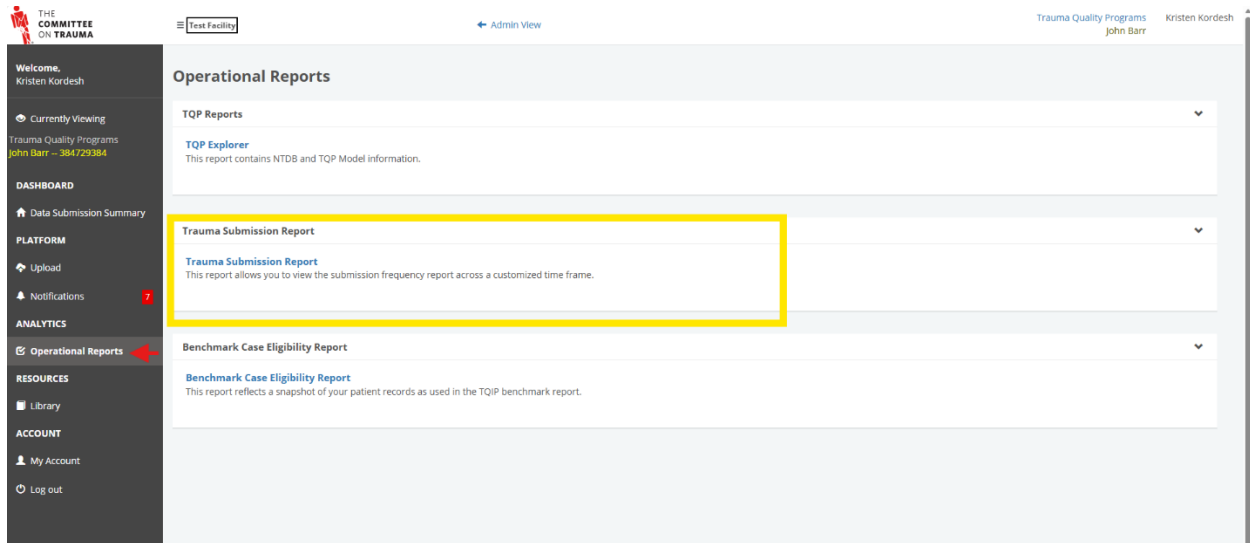


- i) The data can also be exported directly from the grid and downloaded to a .csv file format. Once the results are displayed, right click anywhere in the grid to view the Export menu options. The export options will be similar to the File > Export method.

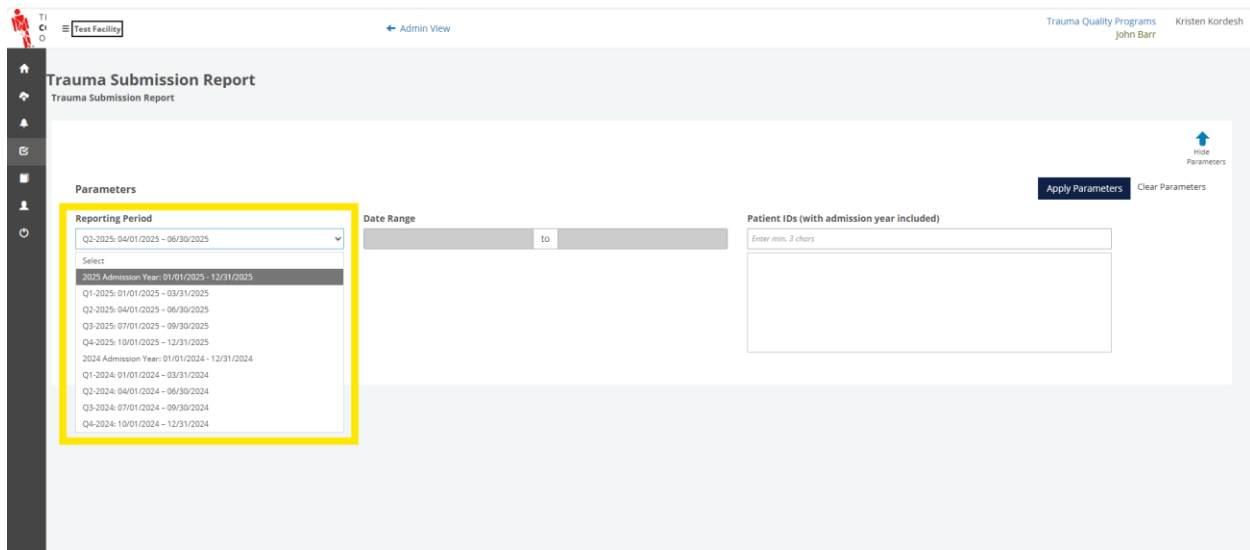


Trauma Submission Report (TSR)

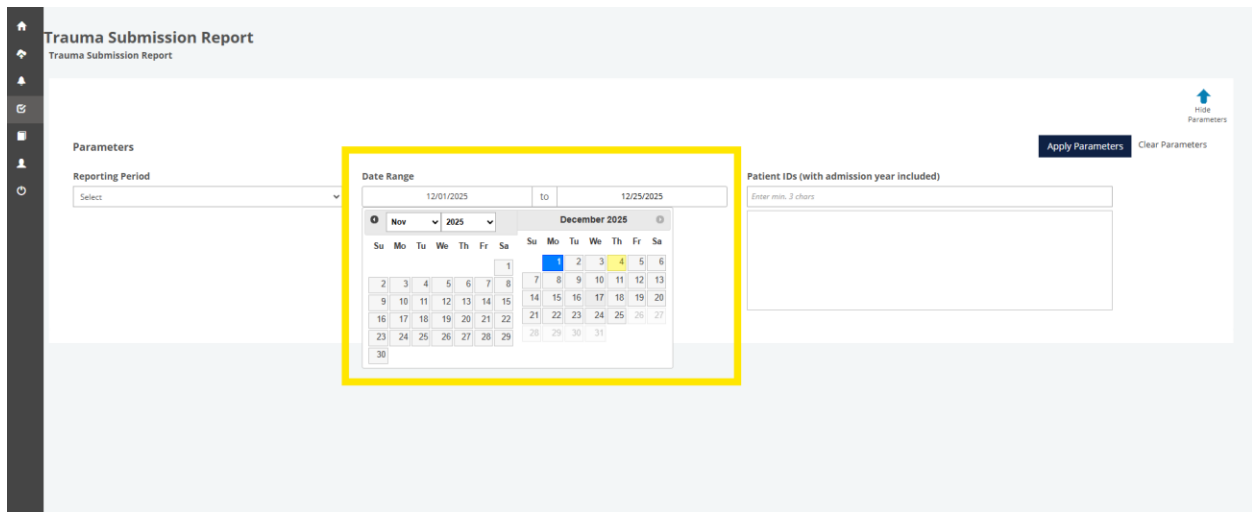
- 1) The Trauma Submission Report works just like the Submission Frequency Report but allows you to view data across multiple submissions.
- 2) The TSR can be found by navigating to the Operational Reports page in the TQP Data Center.



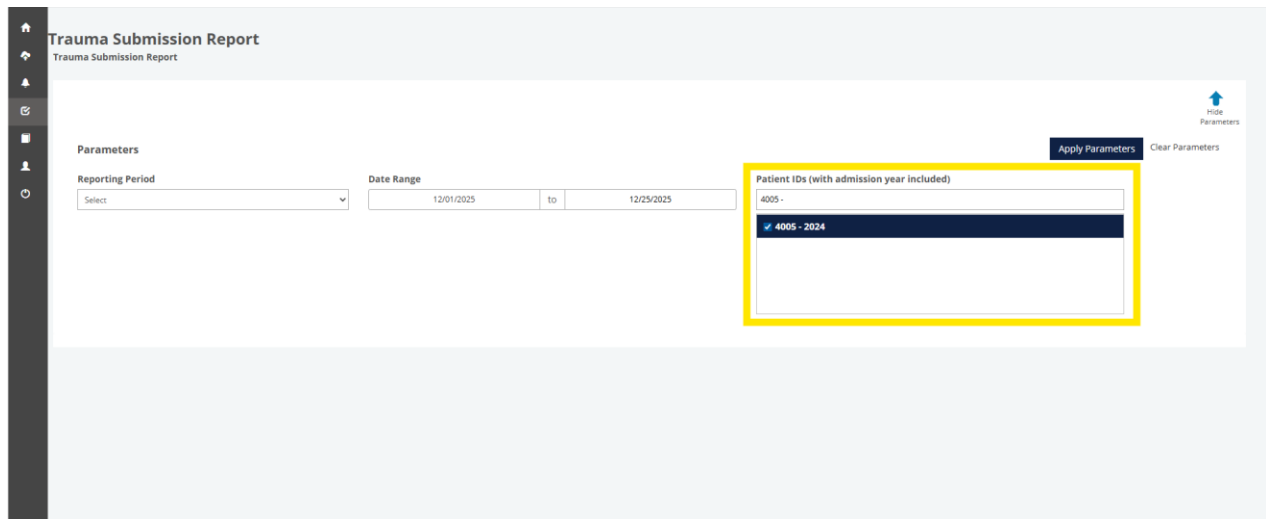
- 3) Once on the Trauma Submission Report page, you can create a report using specific parameters.
 - a. The Reporting Period parameter allows you to sort by a reporting range of an entire year or a specific quarter.



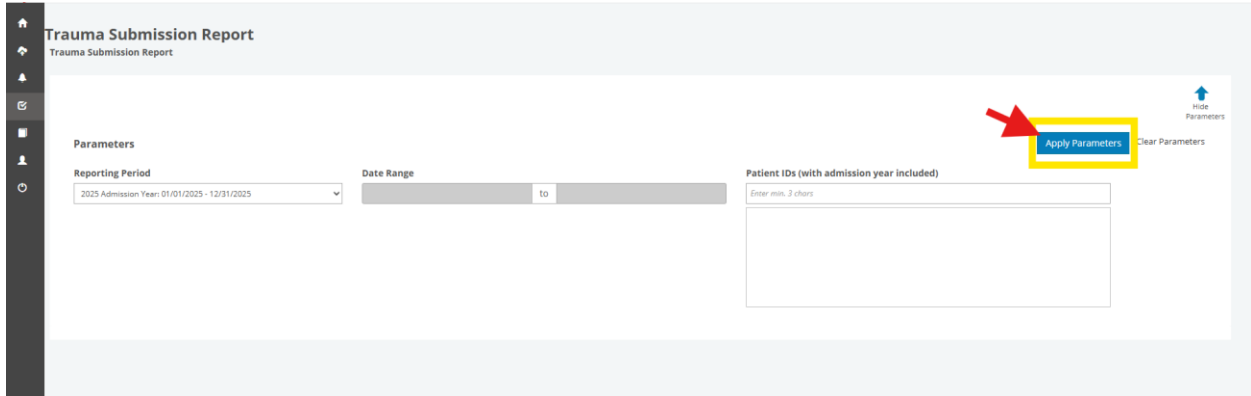
- b. The Date Range parameter allows you to sort by a specific range of days of your choosing.



- c. The Patient IDs parameter allows you to search for specific Patient IDs after applying a Reporting Period or Date Range. If you prefer to see all patient records within a specific range, you do not need to enter a patient ID.



- 4) After selecting your desired parameters, click “Apply Parameters” to generate your report.



- 5) The generated report will mirror the SFR, but it will reflect the most recent version of records your facility has successfully submitted to the data center.
 - a. **Pro Tip:** Think of it as a snapshot of time, updated with each new submission. While the SFR reflects a single upload, the TSR provides a combined view of everything currently in the system.

Submission Frequency Report:

Description: This report is frequency tables of the field values for each data element sent by your facility, and is used to ensure the data from your trauma registry are mapped according to the National Trauma Data Standard (NTDS) definitions.

TQP Facility ID: 9645

Total Number of Records: 4492

Update Report: Use the below filters to update the display of the report to focus in on what you would like to see. Click on a Count or Percent value in the report to see the PatientID's that make up that Count/Percent.

Show All Data Elements

Element Categories

Type to search in list

- (All)
- Demographic Information
- Injury Information
- Pre-hospital Information
- Emergency Department Information
- Hospital Procedure Information
- Pre-existing Conditions
- Diagnosis Information
- Injury Severity Information
- Hospital Events
- Outcome Information

Category	Element	Element Description	Value	Count	Percent
Demographic Information	Patient's Home ZIP/Postal Code	The patient's home ZIP/Postal code of primary residence.	Documented	435	9.71%
			Not Applicable	0	0.00%
			Not Known/Not Recorded	4046	90.27%
Patient's Home Country	The country where the patient resides.	Documented	4480	99.96%	
		Not Known/Not Recorded	1	0.02%	
		Not Applicable	4040	90.14%	
Patient's Home State	The state (territory, province, or District of Columbia) where the patient resides.	Documented	440	9.82%	
		Not Applicable	0	0.00%	
		Not Known/Not Recorded	4037	90.07%	
Patient's Home County	The patient's county (or parish) of residence.	Documented	443	9.88%	
		Not Applicable	0	0.00%	
		Not Known/Not Recorded	2	0.04%	
Patient's Home City	The patient's city (or township, or village) of residence.	Documented	4479	99.93%	
		Not Applicable	0	0.00%	
		Not Known/Not Recorded	4036	90.05%	
Alternate Home Residence	Documentation of the type of patient without a home ZIP/Postal Code.	1.Homeless	0	0.00%	
		2.Undocumented Citizen	0	0.00%	
		3.Migrant Worker	0	0.00%	
		Not Applicable	445	9.93%	
		Not Known/Not Recorded	0	0.00%	

Documented Details

Please select a Count or Percent for Documented Element to see the values that make up the Count/Percent.

Element Value	Count	Percent

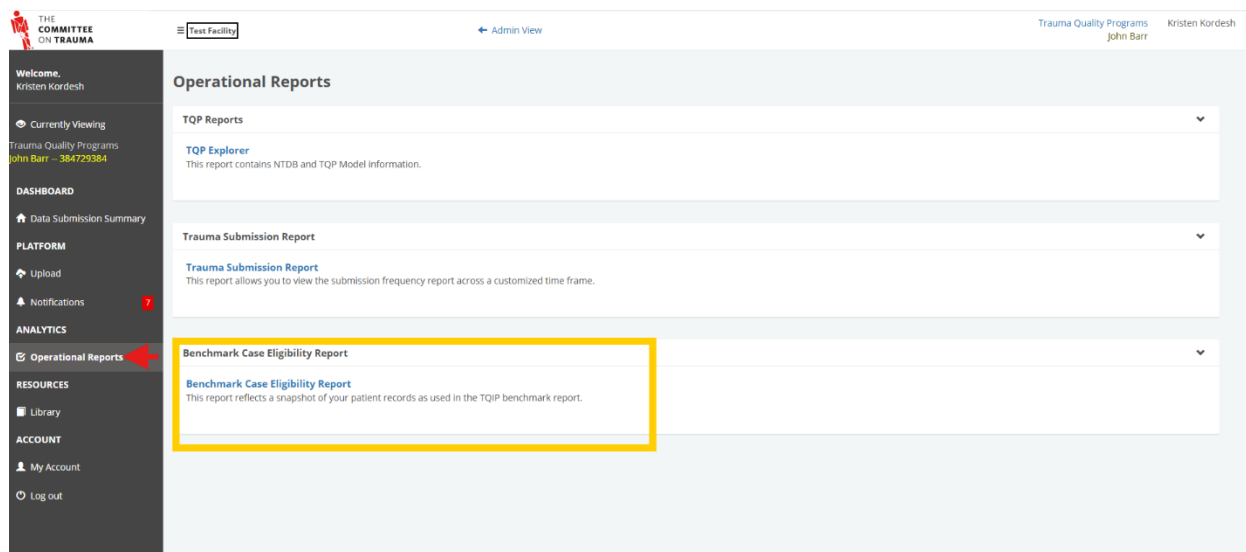
Frequency Details

Please select a Count or Percent to see the PatientID's that make up the Count/Percent.

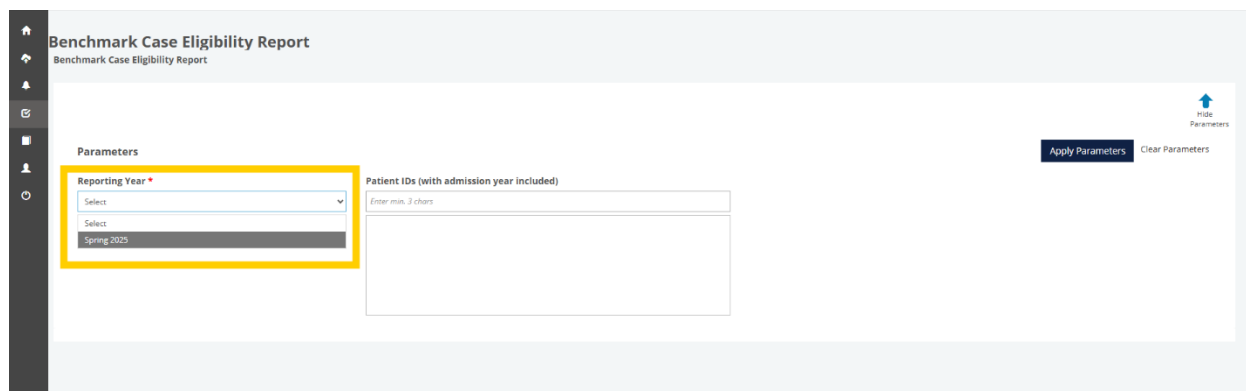
PATIENTID

Benchmark Case Eligibility Report (BCER)

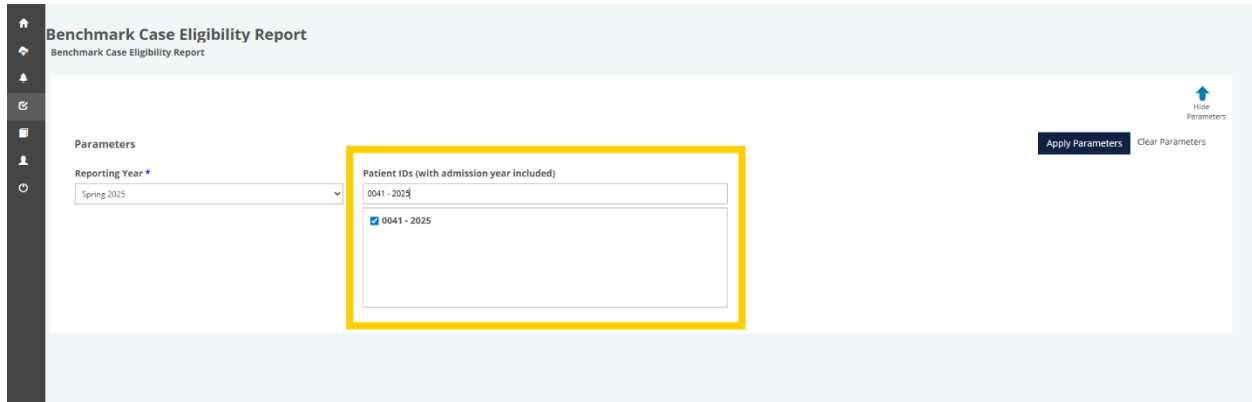
- 1) The Benchmark Case Eligibility has the same structure and functionality as the SFR and TSR, but it represents the data locked for your fall or spring benchmark report each cycle.
- 2) Like the TSR, the BCER can be found by navigating to the Operational Reports page in the TQP Data Center.



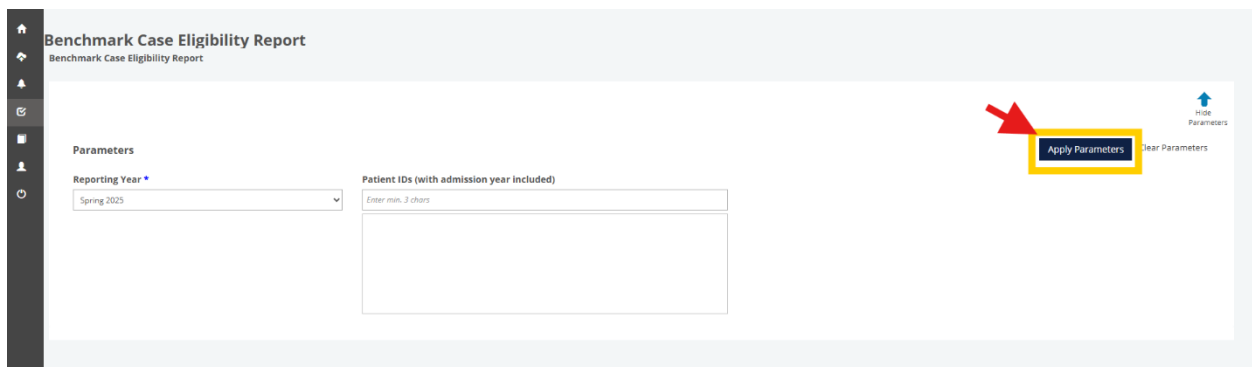
- 3) Once on the Benchmark Case Eligibility Report page, you can create a report using specific parameters.
 - a. The Report Year parameter allows you to select which fall or spring benchmark report you would like to view.



- b. The Patient IDs parameter allows you to search for specific Patient IDs after applying a Reporting Year.



- 4) After selecting your desired parameters, click “Apply Parameters” to generate your report.



- 5) A report will load that mirrors the SFR, showing you exactly how your data looked when it was locked for report creation. This report is especially useful after receiving your benchmark report, because it lets you review exactly what data was used to generate your most recent benchmark report.

Benchmark Case Eligibility Report:
 Description: This report is frequency tables of the field values of each data element sent by your facility at a close of benchmark report submission deadline. This report serves as a snapshot of a moment in time when your data was locked in order to run the analysis that would become your benchmark report.
 TQP Facility ID: 9645
 Total Number of Records: 115
 Update Report: Use the below filters to update the display of the report to focus in on what you would like to see. Click on a Count or Percent value in the report to see the PatientID's that make up that Count/Percent.

Benchmark Case Eligibility Report

Category	Element	Element Description	Value	Count	Percent
Demographic Information	Patient's Home ZIP/Postal Code	The patient's home ZIP/Postal code of primary residence.	Documented	114	99.13%
			Not Applicable	0	0.00%
			Not Known/Not Recorded	1	0.87%
	Patient's Home Country	The country where the patient resides.	Documented	115	100.00%
			Not Known/Not Recorded	0	0.00%
			Not Applicable	0	0.00%
	Patient's Home State	The state (territory, province, or District of Columbia) where the patient resides.	Documented	1	0.87%
			Not Applicable	114	99.13%
			Not Known/Not Recorded	0	0.00%
	Patient's Home County	The patient's county (or parish) of residence.	Documented	0	0.00%
			Not Applicable	115	100.00%
			Not Known/Not Recorded	0	0.00%
Patient's Home City	The patient's city (or township, or village) of residence.	Documented	0	0.00%	
		Not Applicable	115	100.00%	
		Not Known/Not Recorded	0	0.00%	
Alternate Home Residence	Documentation of the type of patient without a home ZIP/Postal Code.	1-Homeless	0	0.00%	
		2-Undocumented Citizen	0	0.00%	
		3-Migrant Worker	0	0.00%	
		Not Applicable	115	100.00%	
		Not Known/Not Recorded	0	0.00%	

Documented Details
 Please select a Count or Percent for Documented Element to see the values that make up the Count/Percent.

Element	Value	Count	Percent

Frequency Details
 Please select a Count or Percent to see the PatientID's that make up the Count/Percent.

PATIENTID

2025 Benchmark Case Eligibility Report | 2024 Benchmark Case Eligibility Report | 2023 Benchmark Case Eligibility Report