

# RESOURCE GUIDE

## Data Uploader & Validation Summary Report

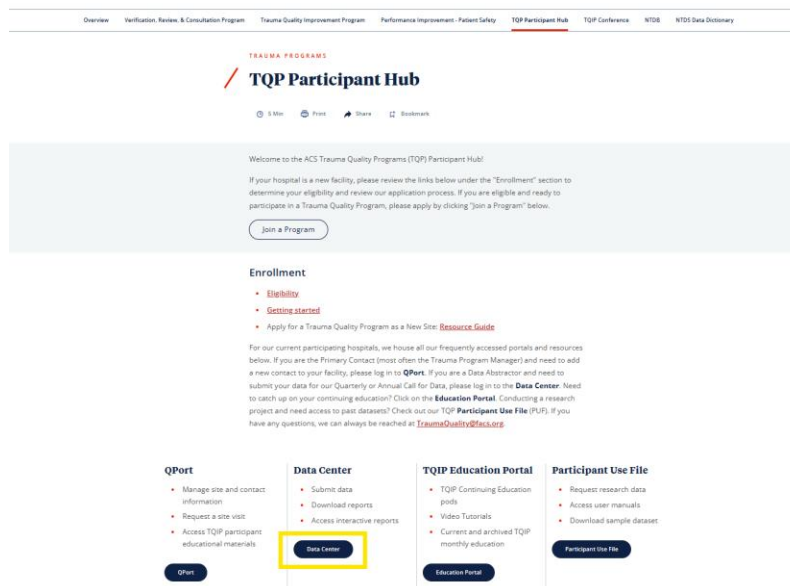
### Purpose

This document outlines the legacy process for uploading your trauma data to the Data Center submission platform. Please note that this guide applies only to the legacy data submission process by manual upload.

This document also outlines how to review a data submission for policy validation issues or invalid flags using the Validation Summary Report. This report will indicate whether the submission passed the validator, and if it did not, detail specific reasons for failure on a record level.

### Logging In & Reviewing the Data Summary Dashboard

- 1) From the [Trauma Quality Programs Participant Hub](#), click **Data Center**



The screenshot shows the TQIP Participant Hub website. At the top, there is a navigation bar with links: Overview, Verification, Review, & Consultation Program, Trauma Quality Improvement Program, Performance Improvement - Patient Safety, TQIP Participant Hub (highlighted), TQIP Conference, NTDB, and NTDB Data Dictionary. Below the navigation bar is the 'TRAUMA PROGRAMS / TQIP Participant Hub' header. A welcome message follows, with a 'Join a Program' button. Under the 'Enrollment' section, there are links for 'Eligibility', 'Getting started', and 'Apply for a Trauma Quality Program as a New Site: Resource Guide'. A paragraph of text provides instructions for new facilities and data uploaders. At the bottom, there are four main sections: 'QPort', 'Data Center', 'TQIP Education Portal', and 'Participant Use File'. The 'Data Center' section has a 'Data Center' button highlighted with a yellow box. The 'QPort' section has a 'QPort' button, the 'TQIP Education Portal' has an 'Education Portal' button, and the 'Participant Use File' has a 'Participant Use File' button.

- 2) Log into the Data Center with the username and password provided to you by IQVIA (ACSTechSupport@IQVIA.com). If you are a user who submits data for multiple facilities, you will be able to select the facility you are uploading data for after logging in.



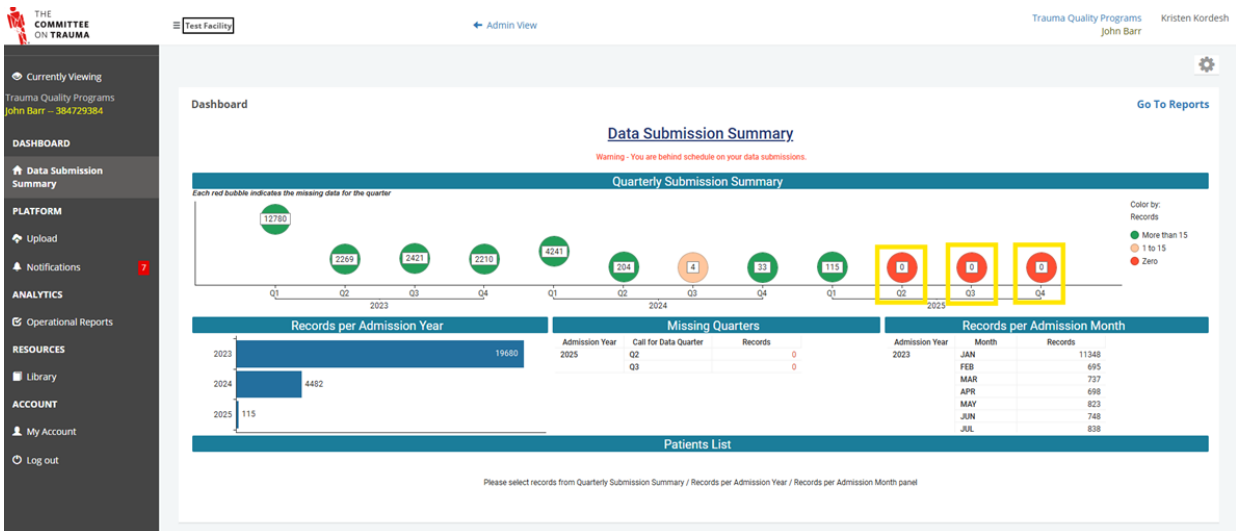
Sign in to your account

Username

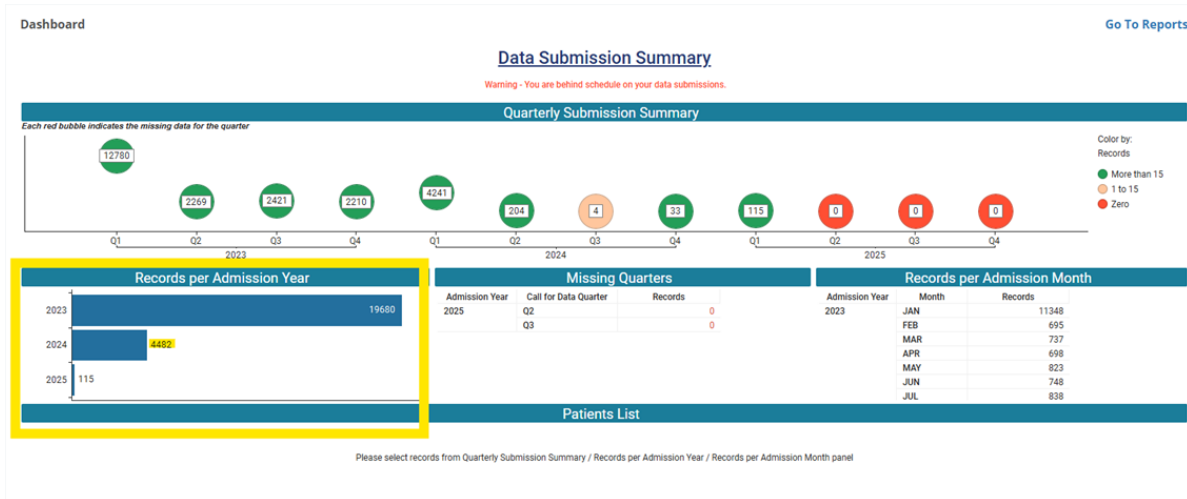
Password

[Forgot password?](#)  
[Need help?](#) [Sign In](#)

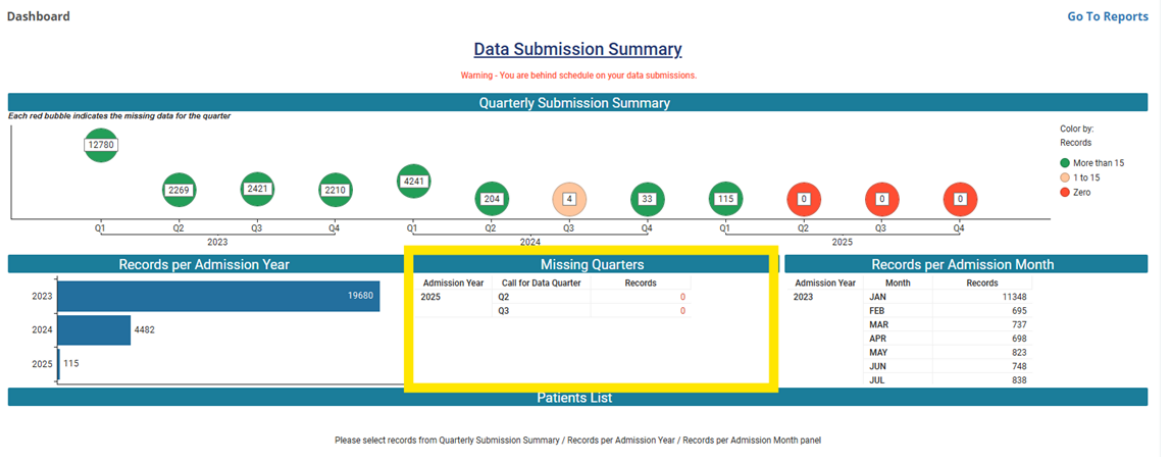
- 3) Review your **Data Submission Summary Dashboard** for any missing quarters. Missing data will reflect as:
  - a. **RED**: No data received
  - b. **TAN**: Low count of data received
  - c. **Green**: Data received



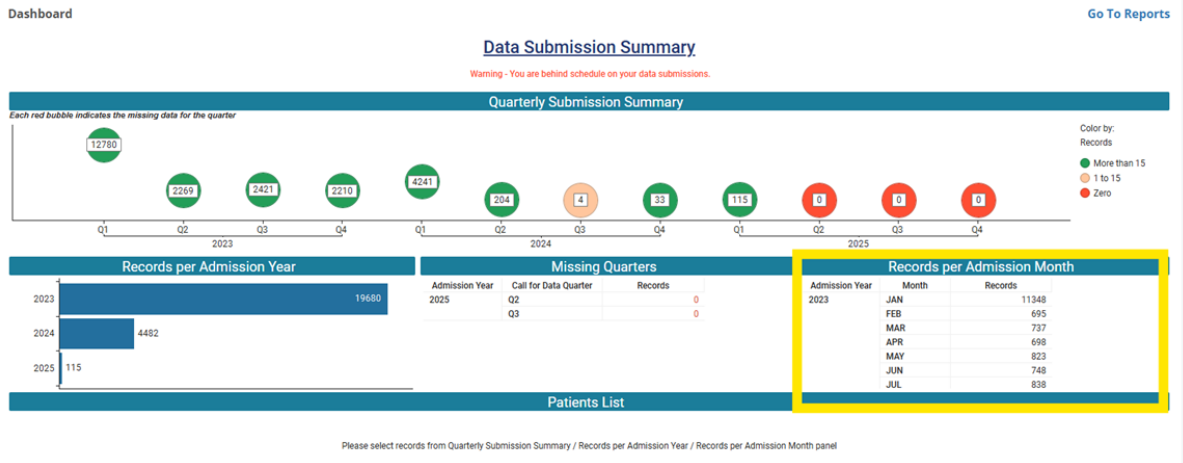
- 4) In the lower-left of the dashboard, you can review a breakdown of your **records per admission year**. This is helpful for identifying lower-than-normal admission counts for a given year.



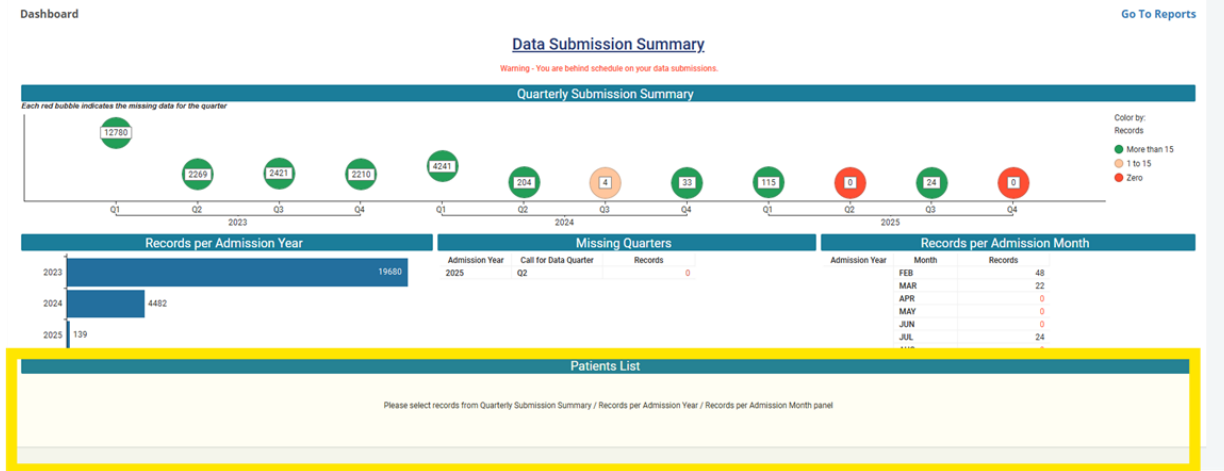
- 5) Drilling down further, in the middle-right of the dashboard, you can review a breakdown of your **Missing Quarters**. This will pinpoint the specific missed quarter(s) of data.



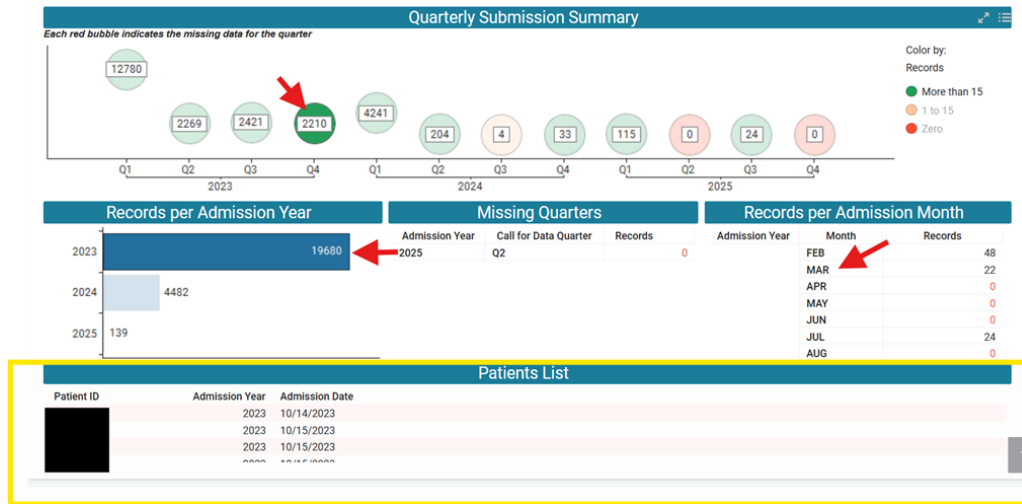
- 6) In the lower-right of the dashboard, you can review a breakdown of your records per admission month. This is helpful for identifying missing months of data or lower-than-normal admission counts for a given month.



- 7) At the bottom of the dashboard is the Patients List section. This tool allows you to view a list of patients submitted successfully in a specified period of time.



- a. To populate the Patients List, click on any data point in the Quarterly Submission Summary, Records per Admission Year, or Records per Admission Month, depending on the time period you would like to view. The corresponding patients will then appear in the Patients List.
- i) Each record will display the Patient ID, Admission Year, and Admission Date



- b. **Pro Tip:** Pull up a maximalized Patient List by selecting the arrows in the top right corner of the Patients List table



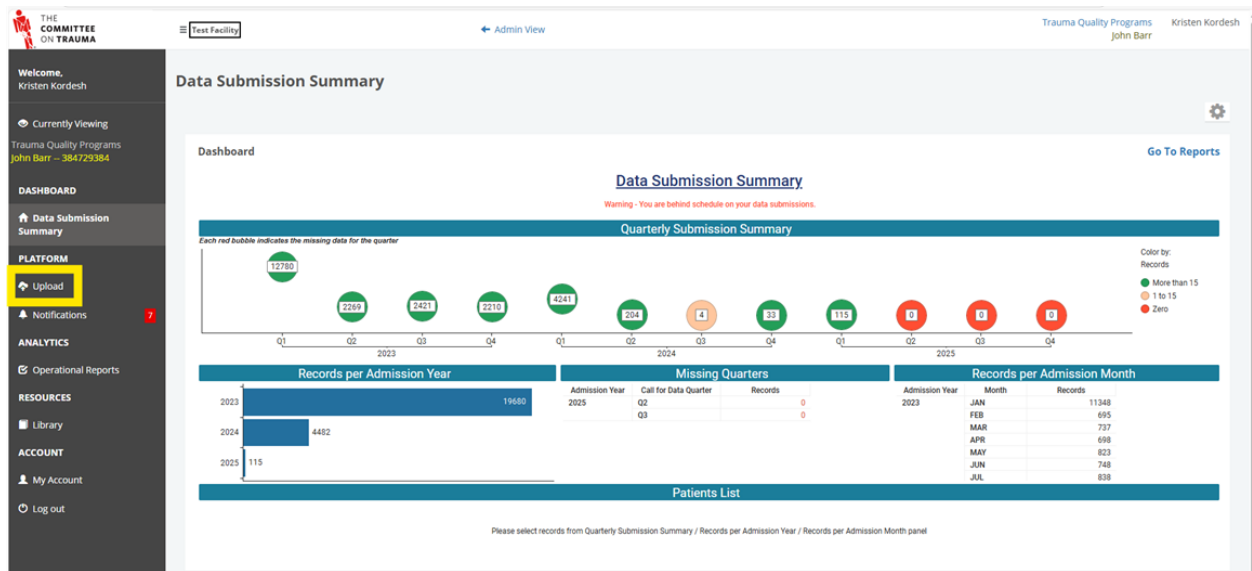
- i) The maximalized Patient List will appear like this:

Dashboard Go To Reports

Patient ID	Admission Year	Admission Date
█	2023	10/16/2023
█	2023	10/16/2023
█	2023	10/16/2023
█	2023	10/24/2023
█	2023	10/24/2023
█	2023	10/24/2023
█	2023	10/28/2023
█	2023	10/28/2023
█	2023	10/26/2023
█	2023	10/26/2023
█	2023	10/27/2023
█	2023	10/7/2023
█	2023	10/11/2023
█	2023	10/29/2023
█	2023	10/29/2023
█	2023	10/2/2023
█	2023	10/31/2023
█	2023	10/2/2023
█	2023	10/9/2023
█	2023	10/13/2023
█	2023	10/13/2023
█	2023	10/3/2023
█	2023	10/10/2023
█	2023	10/5/2023
█	2023	10/23/2023
█	2023	10/25/2023
█	2023	10/23/2023
█	2023	10/24/2023
█	2023	10/17/2023
█	2023	10/11/2023

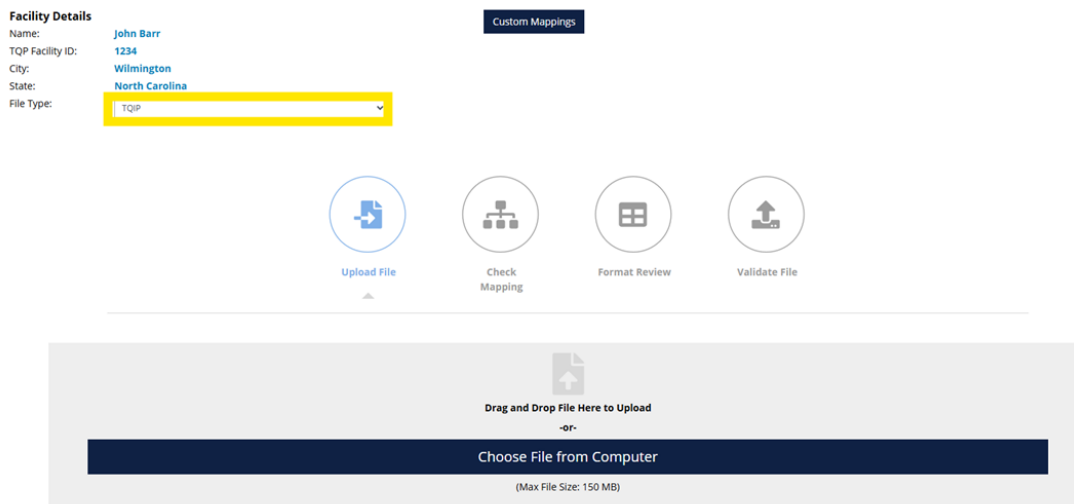
## Submission Process

- 1) Prepare your XML file for data upload with assistance from your internal trauma registry product
- 2) Once you're ready to upload your data, navigate to the Upload Page by selecting "Upload" on the left-hand navigation bar

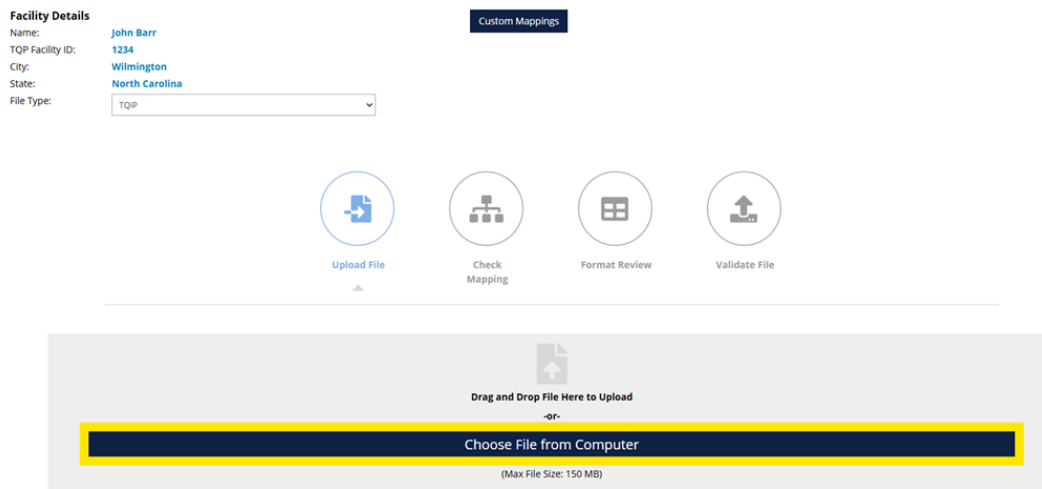


- a. **Helpful tip:** Records must be separated out by admission year for any given upload. For example, 2024 records are uploaded together; 2025 records are uploaded together.

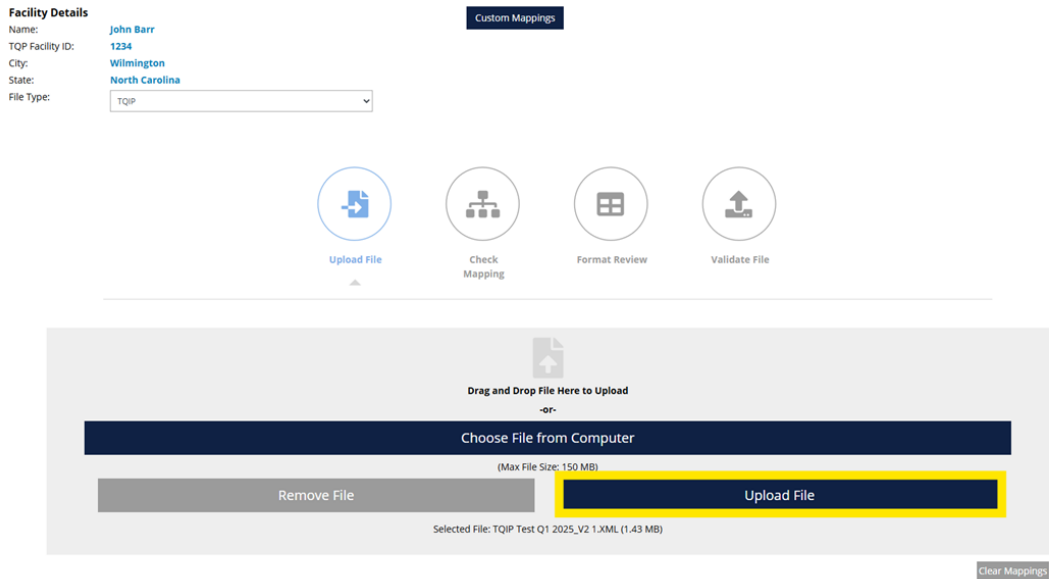
- 3) Select the correct file type for the file you intend to upload.
  - a. TQIP facilities should select **TQIP** from the File Type dropdown menu unless they have not begun collecting the additional TQIP process measures for their data.
    - i) Level III TQIP Participants are not required to submit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



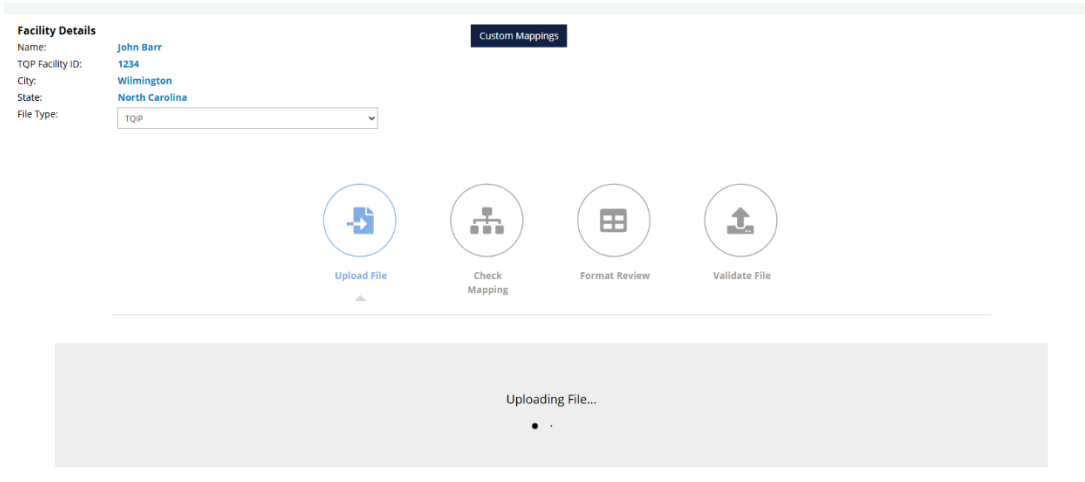
- 4) Select Choose File from the Upload Box to select the XML file you would like to upload. You can also simply drag and drop the file into the Upload Box:



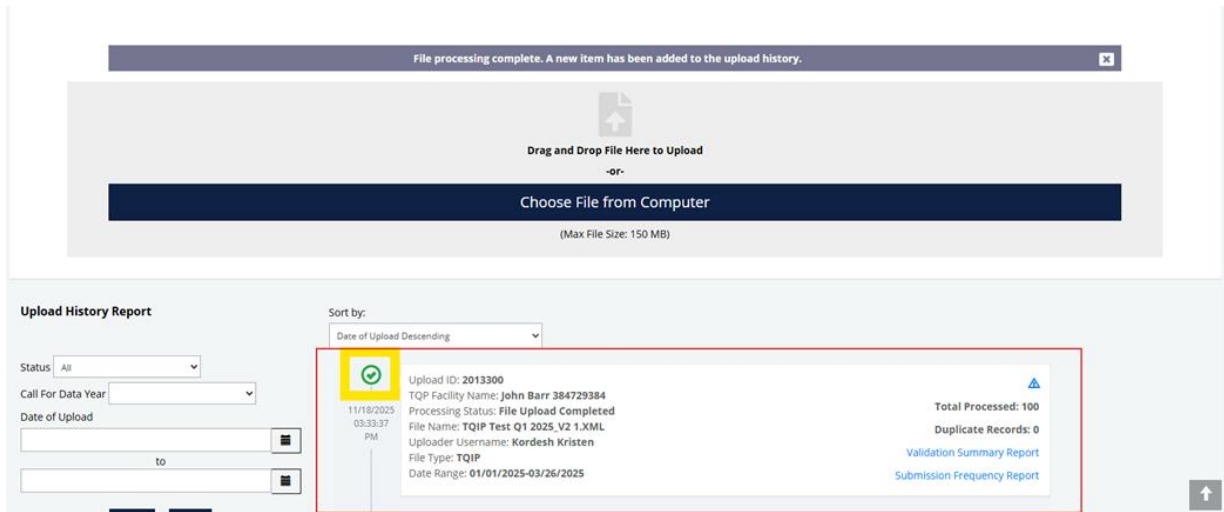
5) Select *Upload File* to submit your file to the Data Center:



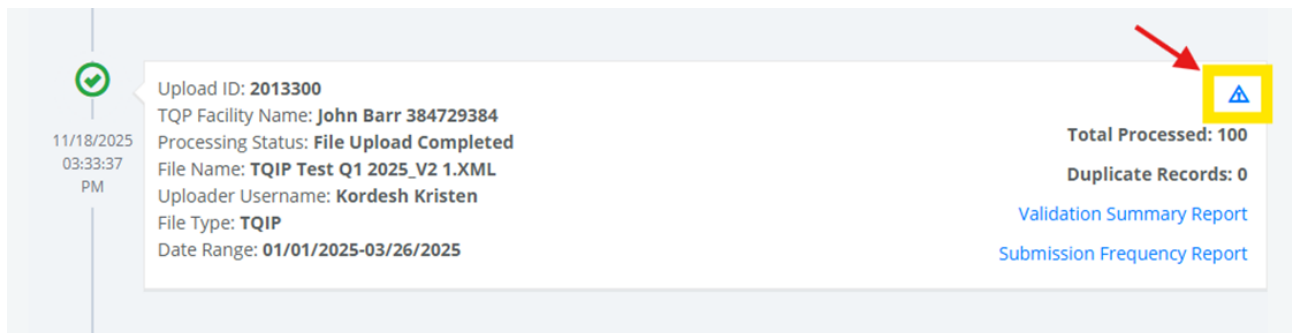
6) While your upload is preprocessing, the page will look like this:



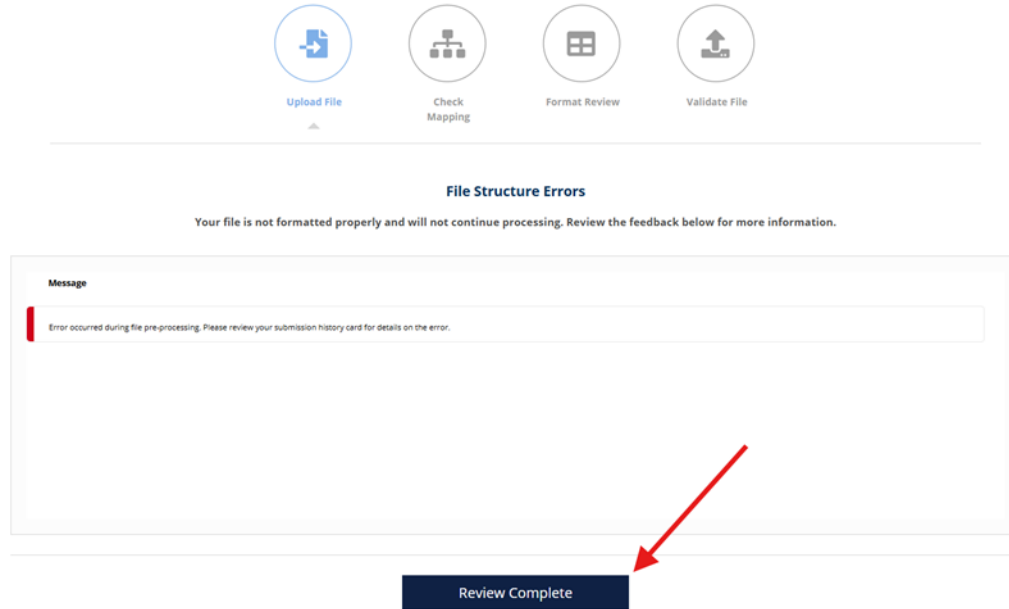
- a. If your *submission is successful and passes the validator*, it will populate a page that looks like this:
- i) The highlighted green checkmark signifies the submission has passed the validator and will be uploaded.



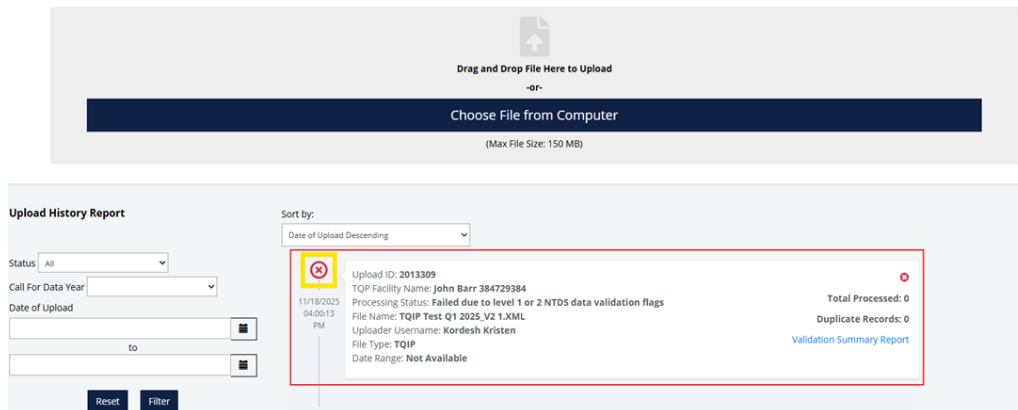
- ii) Please note that if you see this triangular symbol, it is not a cause for concern, and it is intended to alert to you have resubmitted record(s) in this file.



- 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 card



- c. After selecting “Review Complete”, The submission history records will appear in the upload history report located below the file uploader
- i) The highlighted red X in the image below signifies the submission failed the validator and will not be uploaded.

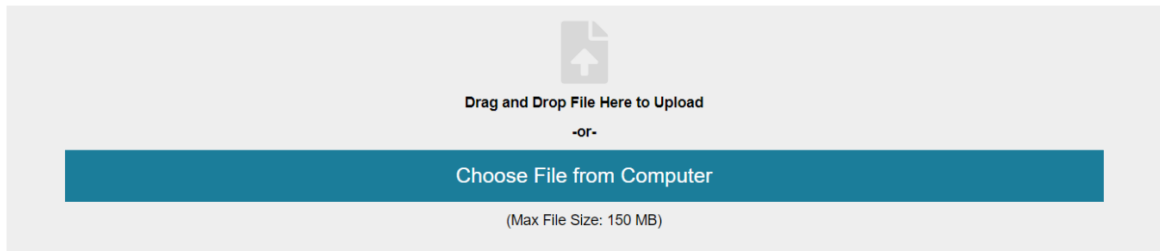


- ii) The next portion of this guide will outline the process for reviewing a data submission for any policy violation or invalid flags.

## Validation Summary Report

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- 1) A Validation Summary Report is created for each submission to the data uploader and can be accessed from the submission history card, located in the highlighted box below:



**Upload History Report**

Status: All

Call For Data Year: [ ]

Date of Upload: [ ] to [ ]

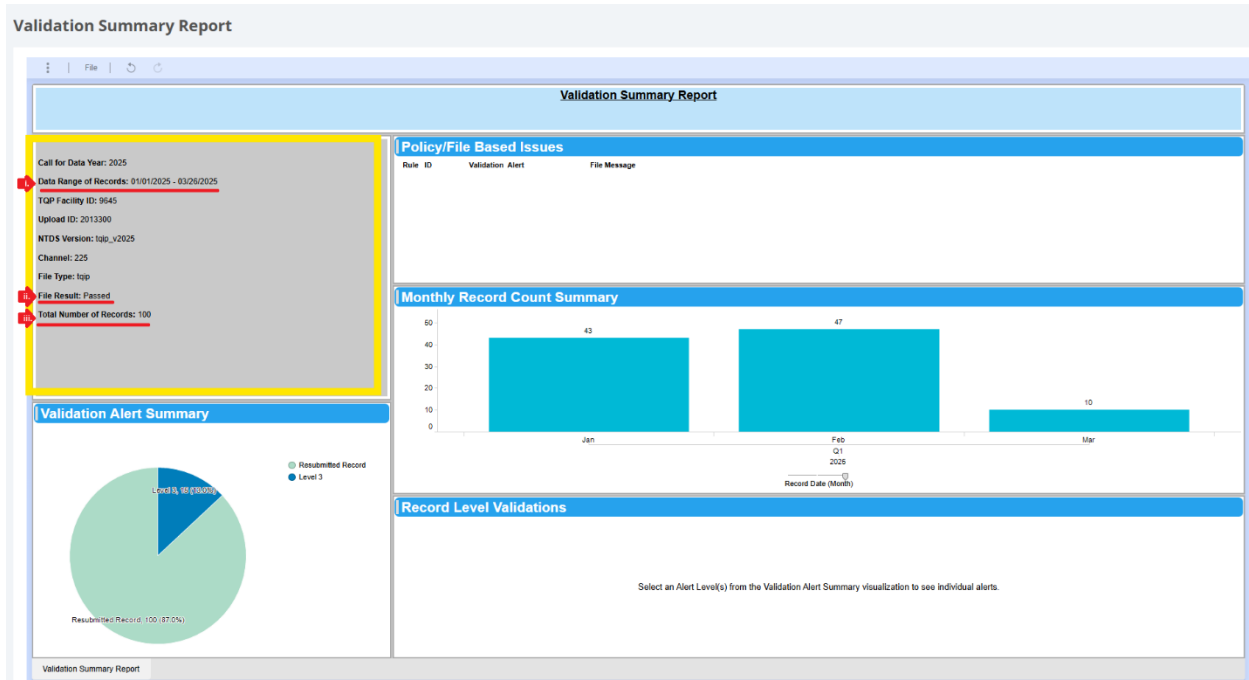
Sort by: Date of Upload Descending

12/16/2022 12:35:34 AM

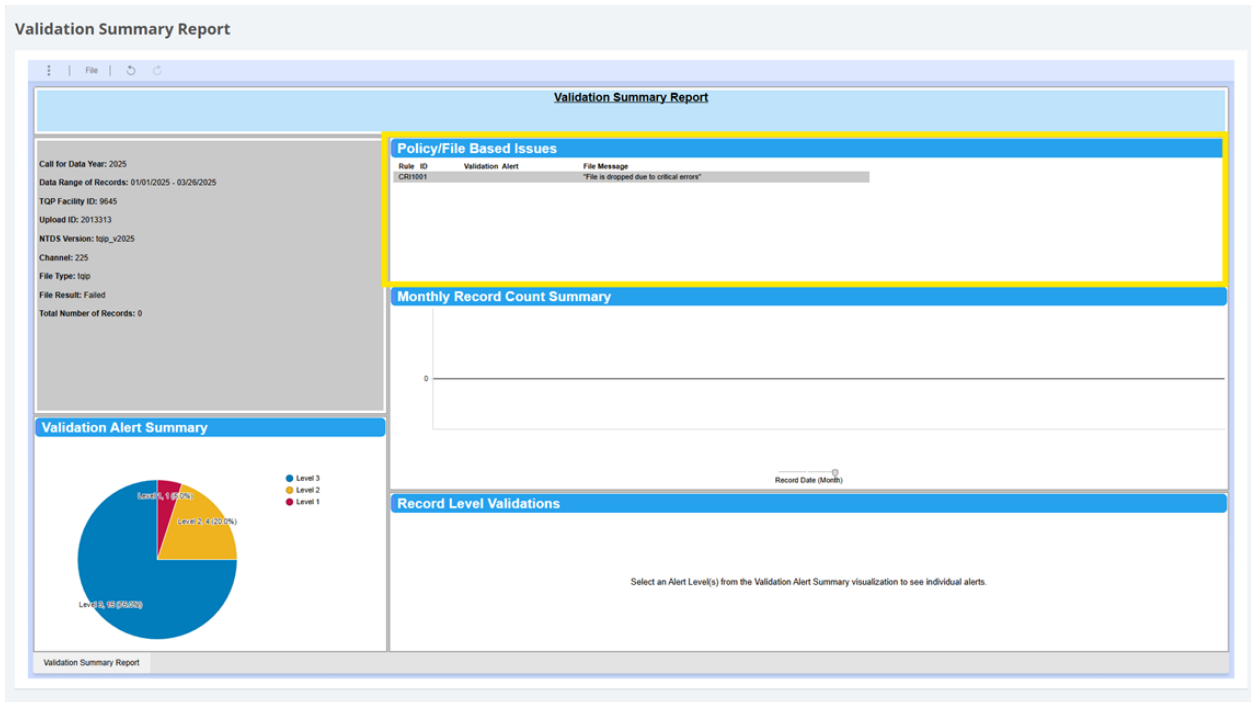
Upload ID: 1242023  
TOP Facility Name: TRAUMATESTFACILITY  
Processing Status: File Upload Completed  
File Name: NTDS\_EXAMPLE\_122\_202309\_2.xml  
Uploader Username: b Sachin  
File Type: NTDB  
Date Range: 01/08/2022-01/08/2022

Total Processed: 1  
Duplicate Records: 0  
[Validation Summary Report](#)  
[Submission Frequency Report](#)

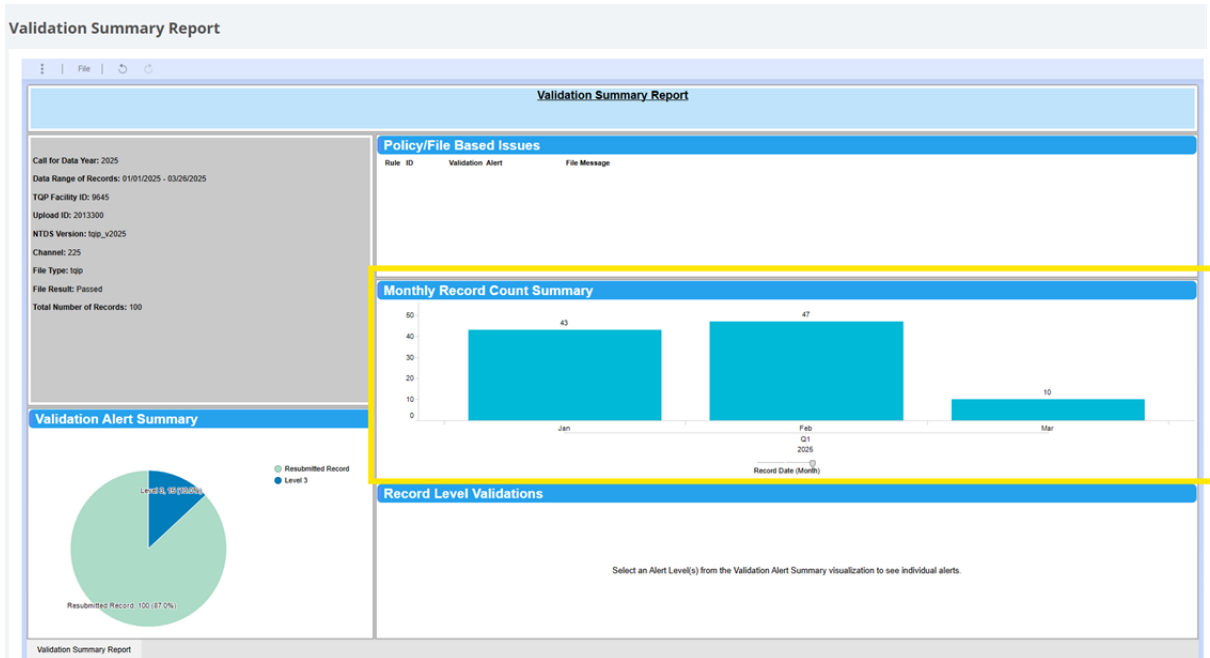
- 2) The content found in this report will be sent back to your registry product with each direct data submission so that you can make corrections to any validation flags.
  - a. Information on the submitted file will appear in the upper left-hand corner of the page. Information includes:
    - i) Date Range of Records
    - ii) File Pass or Fail result
    - iii) Number of Records submitted



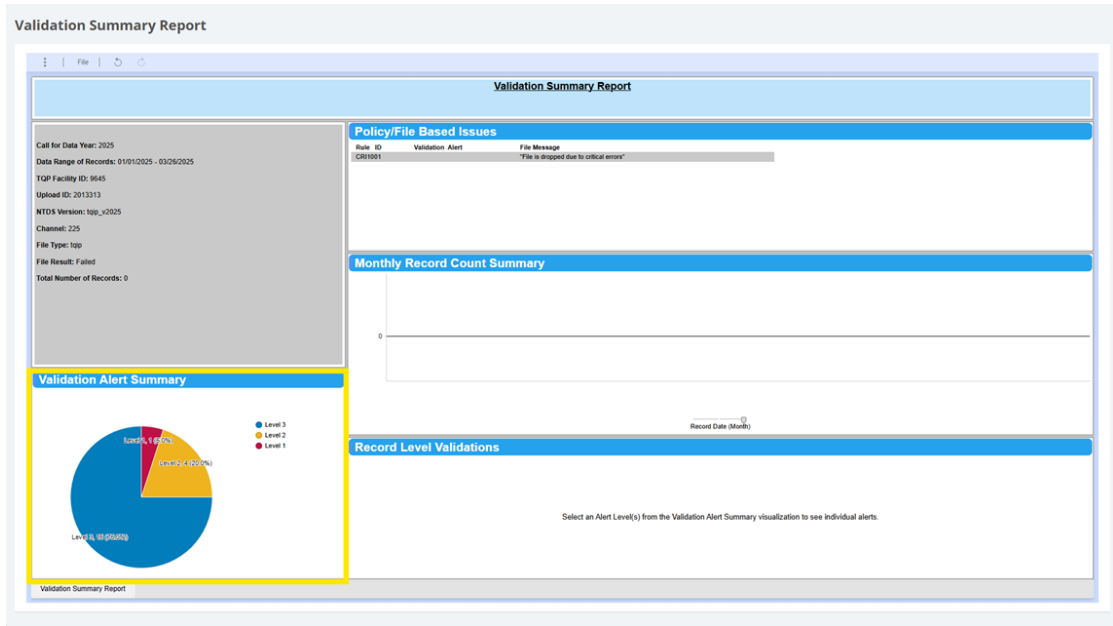
- b. Any policy validation issues will appear at the top of the page. A policy validation issue will cause your file to automatically fail the validator. Some examples of policy validation issues include:
  - i) A single file submitted with patient records from different admission years
  - ii) Submitting a file with admission dates outside of the call for data range



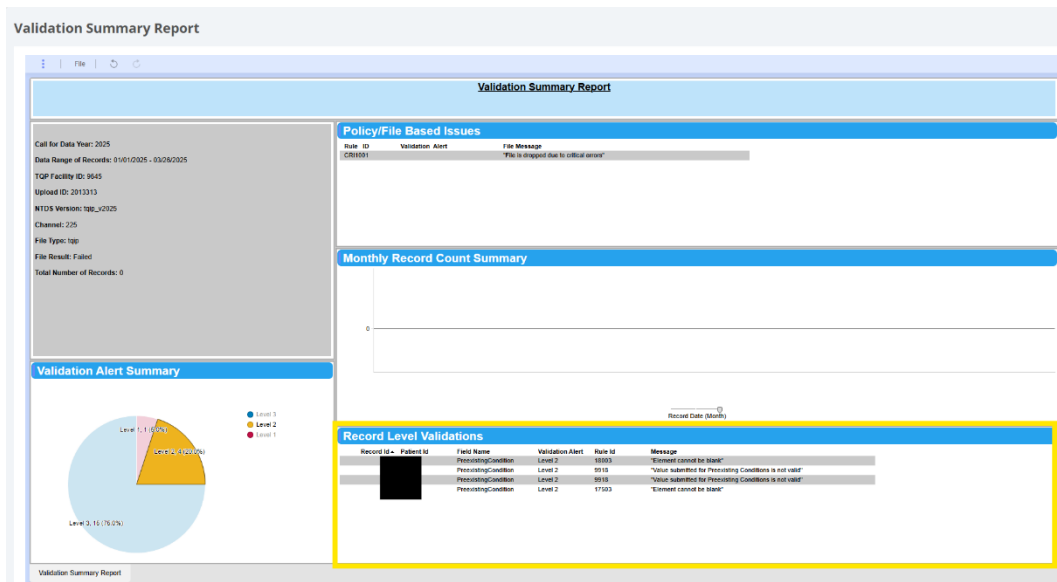
- c. A breakdown of monthly record count for submitted records can be found in the middle of the Validation Summary Report for files that passed the validator. The records are sorted by admission date.



- d. Validation flags will be displayed in a pie chart in the bottom left portion of the Validation Summary Report.
- i) **Pro Tip:** This chart is interactive and when selecting a flag level from the pie chart, the table at the bottom right will automatically populate with the flag information.



- e. The Record Level Validations table will auto-populate based on selected item(s) in the pie chart. All flag levels can be reviewed with the information listed in this table.



- 3) The Record Level Validations will allow you to identify specific patient records that are failing the validator and the associated error.

Record Level Validations					
Record Id	Patient Id	Field Name	Validation Alert	Rule Id	Message
		TbiCerebralMonitor	Level 2	10305	"Element must not be "Not Applicable" as the AIS codes provided meet the reporting criteria"
		Angiography	Level 2	11704	"Element must be and can only be "Not Applicable" when Packed Red Blood Cells and Whole Blood are 0"
		HemorrhageControlSur...	Level 2	12104	"Element must be and can only be "Not Applicable" when Packed Red Blood Cells and Whole Blood are 0"
		HospitalDischargeTime	Level 2	7803	"Element cannot be blank"
		TbiGcsQualifier	Level 2	10204	"Element must not be "Not Applicable" as the AIS codes provided meet the reporting criteria, unless the patients ED Discharge Date or Ho..."
		HemorrhageControlSur...	Level 2	12102	"Element cannot be blank"
		TbiHighestTotalGcs	Level 2	10003	"Highest GCS Total is less than GCS Motor Component of Highest GCS Total"

- a. The first two columns identify the Record Id and Patient Id

Record Level Validations					
Record Id	Patient Id	Field Name	Validation Alert	Rule Id	Message
		TbiCerebralMonitor	Level 2	10305	"Element must not be "Not Applicable" as the AIS codes provided meet the reporting criteria"
		Angiography	Level 2	11704	"Element must be and can only be "Not Applicable" when Packed Red Blood Cells and Whole Blood are 0"
		HemorrhageControlSur...	Level 2	12104	"Element must be and can only be "Not Applicable" when Packed Red Blood Cells and Whole Blood are 0"
		HospitalDischargeTime	Level 2	7803	"Element cannot be blank"
		TbiGcsQualifier	Level 2	10204	"Element must not be "Not Applicable" as the AIS codes provided meet the reporting criteria, unless the patients ED Discharge Date or Ho..."
		HemorrhageControlSur...	Level 2	12102	"Element cannot be blank"
		TbiHighestTotalGcs	Level 2	10003	"Highest GCS Total is less than GCS Motor Component of Highest GCS Total"

- b. The second column identifies the specific field that is causing the record to fail validation

Record Level Validations					
Record Id	Patient Id	Field Name	Validation Alert	Rule Id	Message
		TbiCerebralMonitor	Level 2	10305	"Element must not be "Not Applicable" as the AIS codes provided meet the reporting criteria"
		Angiography	Level 2	11704	"Element must be and can only be "Not Applicable" when Packed Red Blood Cells and Whole Blood are 0"
		HemorrhageControlSur...	Level 2	12104	"Element must be and can only be "Not Applicable" when Packed Red Blood Cells and Whole Blood are 0"
		HospitalDischargeTime	Level 2	7803	"Element cannot be blank"
		TbiGcsQualifier	Level 2	10204	"Element must not be "Not Applicable" as the AIS codes provided meet the reporting criteria, unless the patients ED Discharge Date or Ho..."
		HemorrhageControlSur...	Level 2	12102	"Element cannot be blank"
		TbiHighestTotalGcs	Level 2	10003	"Highest GCS Total is less than GCS Motor Component of Highest GCS Total"

- c. The third column displays what level of validation flag the error is.
  - i) Level 1 and 2 flags are critical errors and will cause the whole file to fail the validator.
  - ii) Level 3 flags are noncritical. The file will still pass the validator with level 3 flags, but will alert you to some logic checks for your consideration.

Record Level Validations					
Record Id	Patient Id	Field Name	Validation Alert	Rule Id	Message
		TbiCerebralMonitor	Level 2	10305	"Element must not be "Not Applicable" as the AIS codes provided meet the reporting criteria"
		Angiography	Level 2	11704	"Element must be and can only be "Not Applicable" when Packed Red Blood Cells and Whole Blood are 0"
		HemorrhageControlSur	Level 2	12104	"Element must be and can only be "Not Applicable" when Packed Red Blood Cells and Whole Blood are 0"
		HospitalDischargeTime	Level 2	7803	"Element cannot be blank"
		TbiGcsQualifier	Level 2	10204	"Element must not be "Not Applicable" as the AIS codes provided meet the reporting criteria, unless the patients ED Discharge Date or Ho..."
		HemorrhageControlSur	Level 2	12102	"Element cannot be blank"
		TbiHighestTotalGcs	Level 2	10003	"Highest GCS Total is less than GCS Motor Component of Highest GCS Total"

- d. The fourth column identifies the specific Rule Id found in the NTDS that is causing the validation flag.

Record Level Validations					
Record Id	Patient Id	Field Name	Validation Alert	Rule Id	Message
		TbiCerebralMonitor	Level 2	10305	"Element must not be "Not Applicable" as the AIS codes provided meet the reporting criteria"
		Angiography	Level 2	11704	"Element must be and can only be "Not Applicable" when Packed Red Blood Cells and Whole Blood are 0"
		HemorrhageControlSur...	Level 2	12104	"Element must be and can only be "Not Applicable" when Packed Red Blood Cells and Whole Blood are 0"
		HospitalDischargeTime	Level 2	7803	"Element cannot be blank"
		TbiGcsQualifier	Level 2	10204	"Element must not be "Not Applicable" as the AIS codes provided meet the reporting criteria, unless the patients ED Discharge Date or Ho..."
		HemorrhageControlSur...	Level 2	12102	"Element cannot be blank"
		TbiHighestTotalGcs	Level 2	10003	"Highest GCS Total is less than GCS Motor Component of Highest GCS Total"

- e. The fifth column displays the error message associated with the Rule Id.

Record Level Validations					
Record Id	Patient Id	Field Name	Validation Alert	Rule Id	Message
		TbiCerebralMonitor	Level 2	10305	"Element must not be "Not Applicable" as the AIS codes provided meet the reporting criteria"
		Angiography	Level 2	11704	"Element must be and can only be "Not Applicable" when Packed Red Blood Cells and Whole Blood are 0"
		HemorrhageControlSur...	Level 2	12104	"Element must be and can only be "Not Applicable" when Packed Red Blood Cells and Whole Blood are 0"
		HospitalDischargeTime	Level 2	7803	"Element cannot be blank"
		TbiGcsQualifier	Level 2	10204	"Element must not be "Not Applicable" as the AIS codes provided meet the reporting criteria, unless the patients ED Discharge Date or Ho..."
		HemorrhageControlSur...	Level 2	12102	"Element cannot be blank"
		TbiHighestTotalGcs	Level 2	10003	"Highest GCS Total is less than GCS Motor Component of Highest GCS Total"