

RESOURCE GUIDE

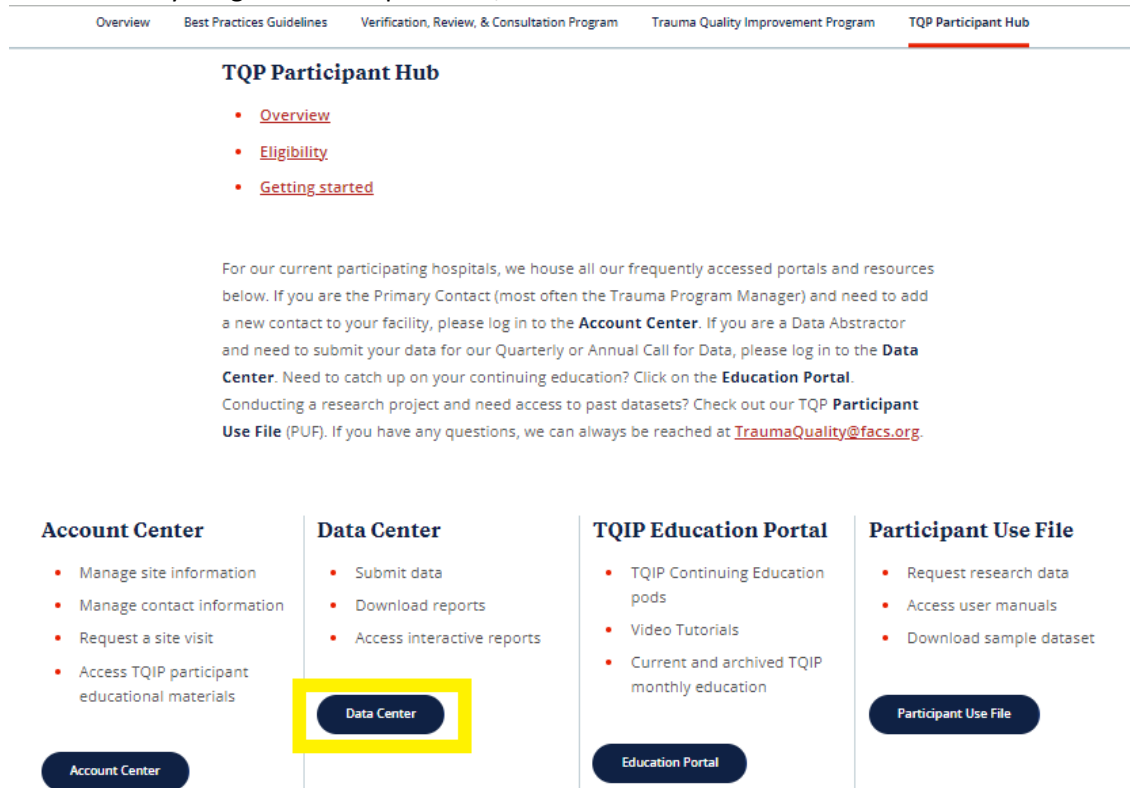
Data Uploader

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 highlighted with a red underline). 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 purpose of the hub and provides instructions for different user roles. Below the 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" button is highlighted with a yellow border.

TQP Participant Hub

- [Overview](#)
- [Eligibility](#)
- [Getting started](#)

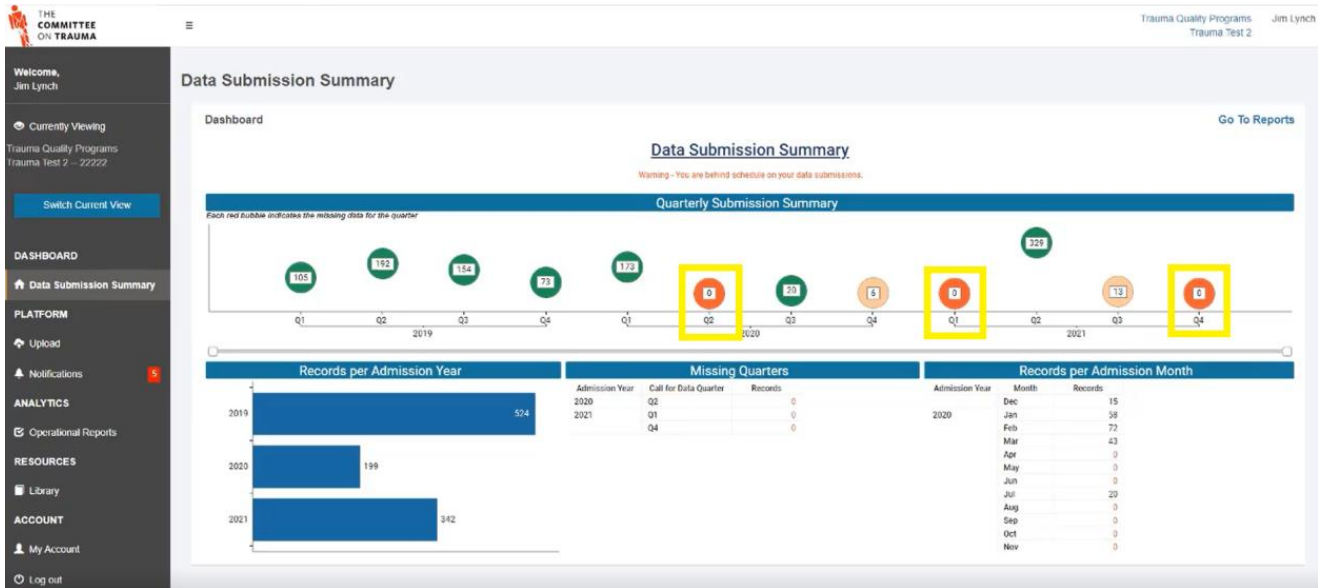
For our current participating hospitals, we house all our frequently accessed portals and resources below. If you are the Primary Contact (most often the Trauma Program Manager) and need to add a new contact to your facility, please log in to the **Account Center**. If you are a Data Abstractor and need 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

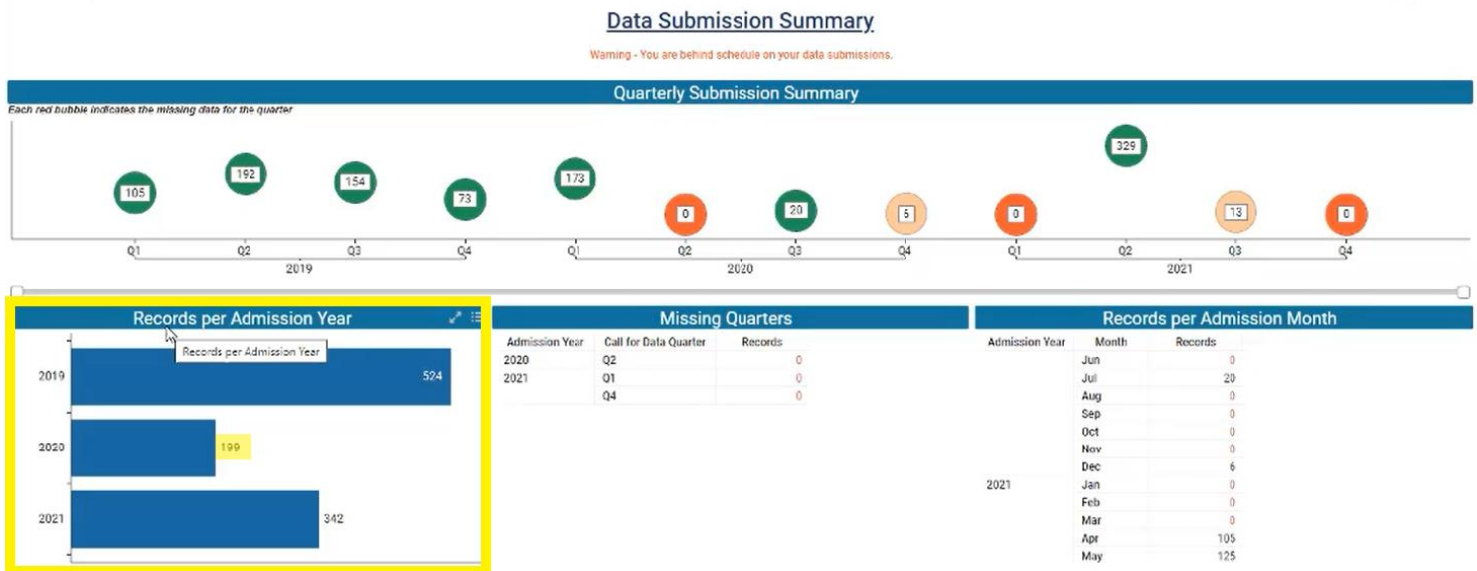
2. Log into the Data Center with the username and password provided to you by IQVIA (ACSTechSupport@IQVIA.com).

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

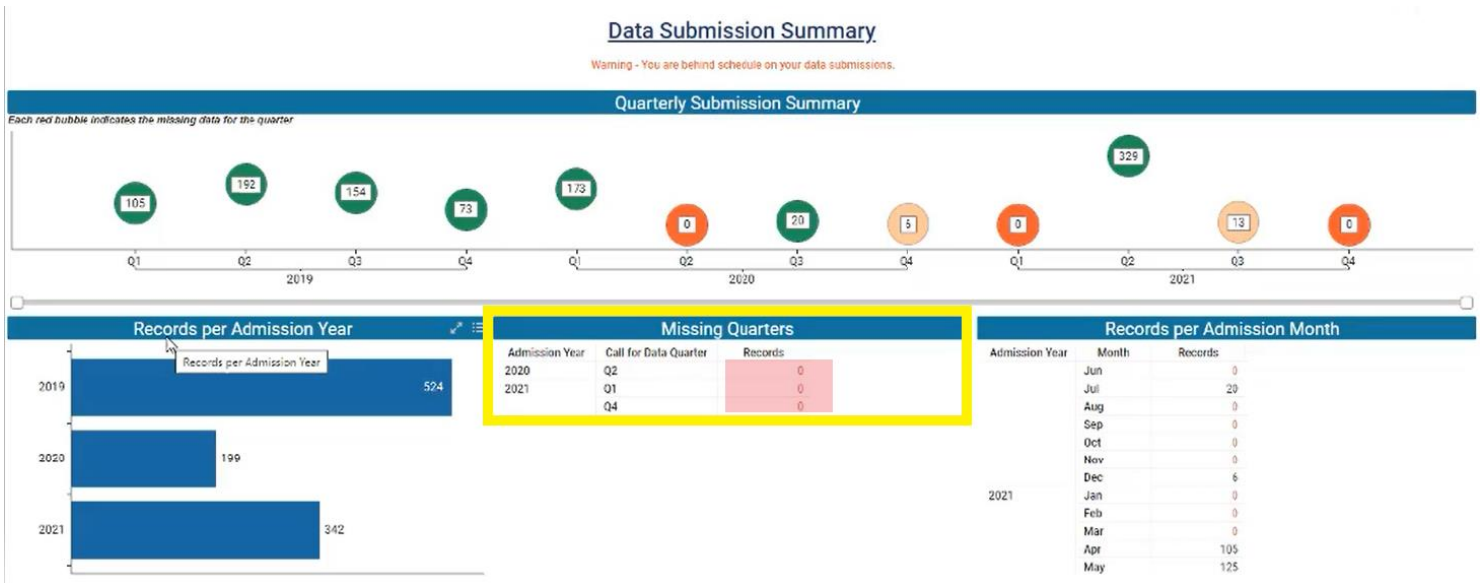
- A. **RED:** No data received
- B. **TAN:** Low count of data received
- C. **Green:** Data received



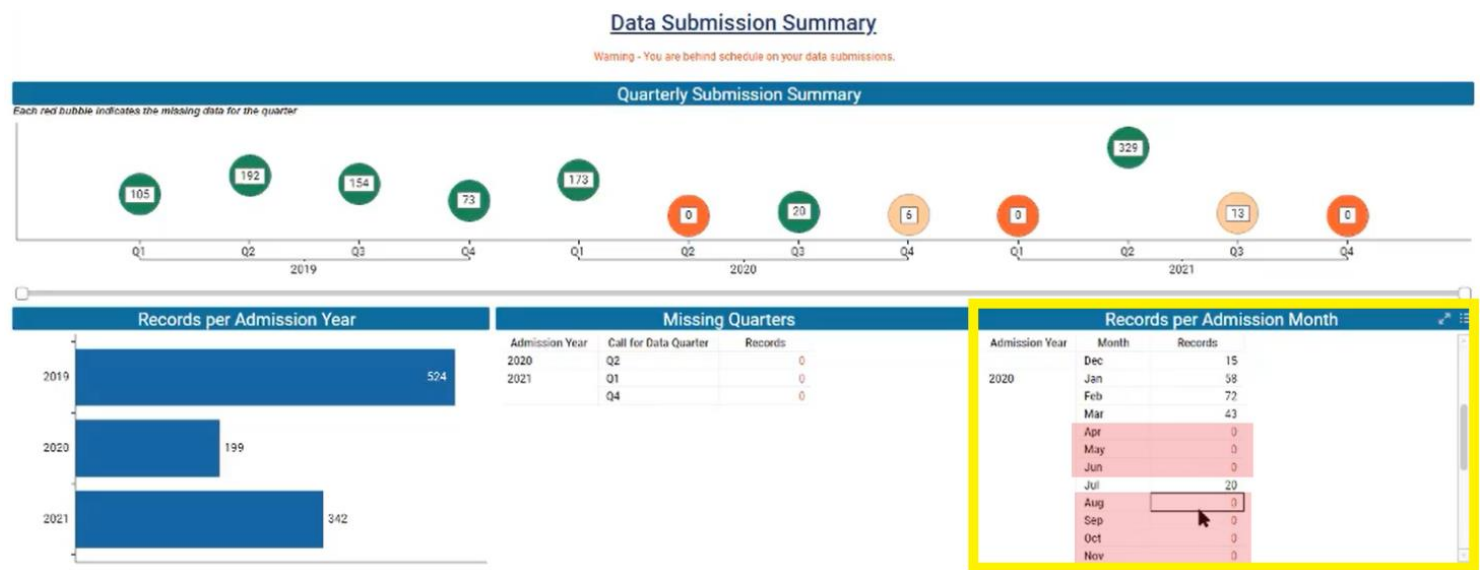
4. In the lower-left of the dashboard, you can review a breakdown of your **records per admission year**. This is helpful for identifying lower-than-normal admission counts for a given year.



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.



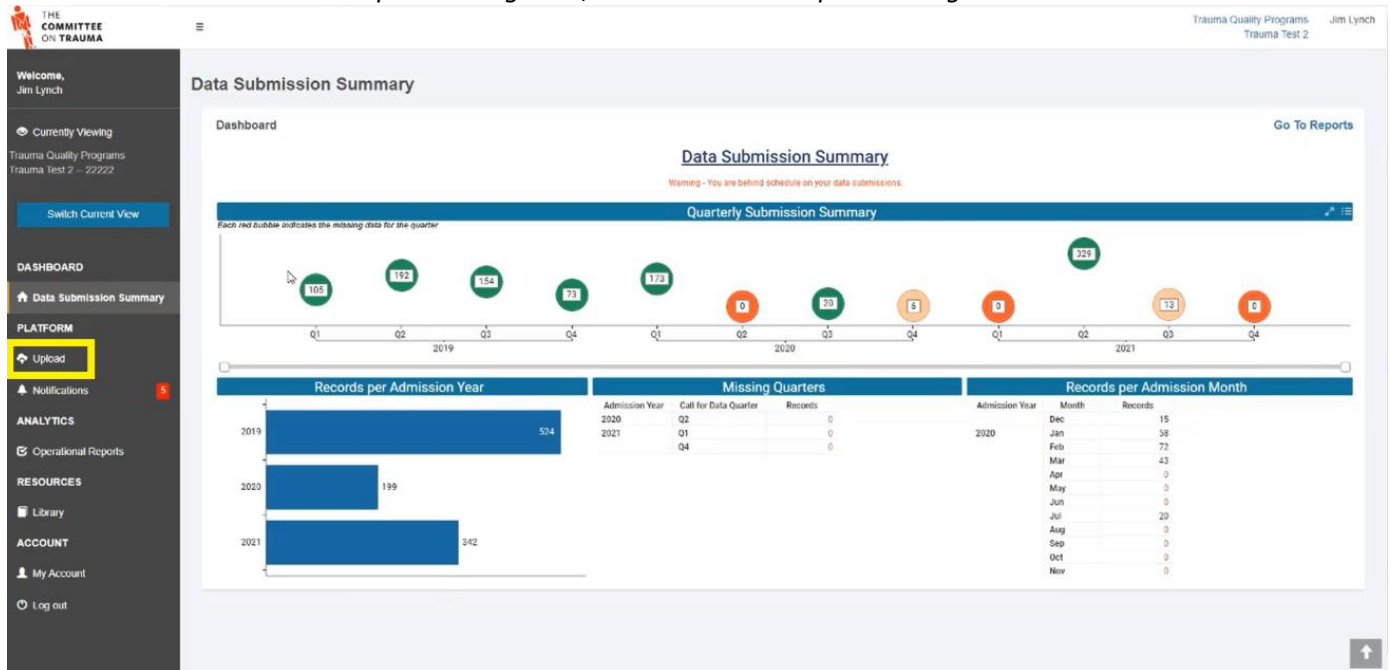
6. In the lower-right of the dashboard, you can review a breakdown of your **records per admission month**. This is helpful for identifying missing months of data or lower-than-normal admission counts for a given month.



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, 2020 records are uploaded together; 2021 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.

B. NTDB facilities will only have the option to select a file type of **NTDB**.

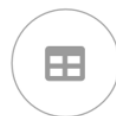
Name: Trauma Uploader Test
TQP Facility ID: 88888
City:
State: Unavailable
File Type:



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:



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:



Upload File



Check Mapping



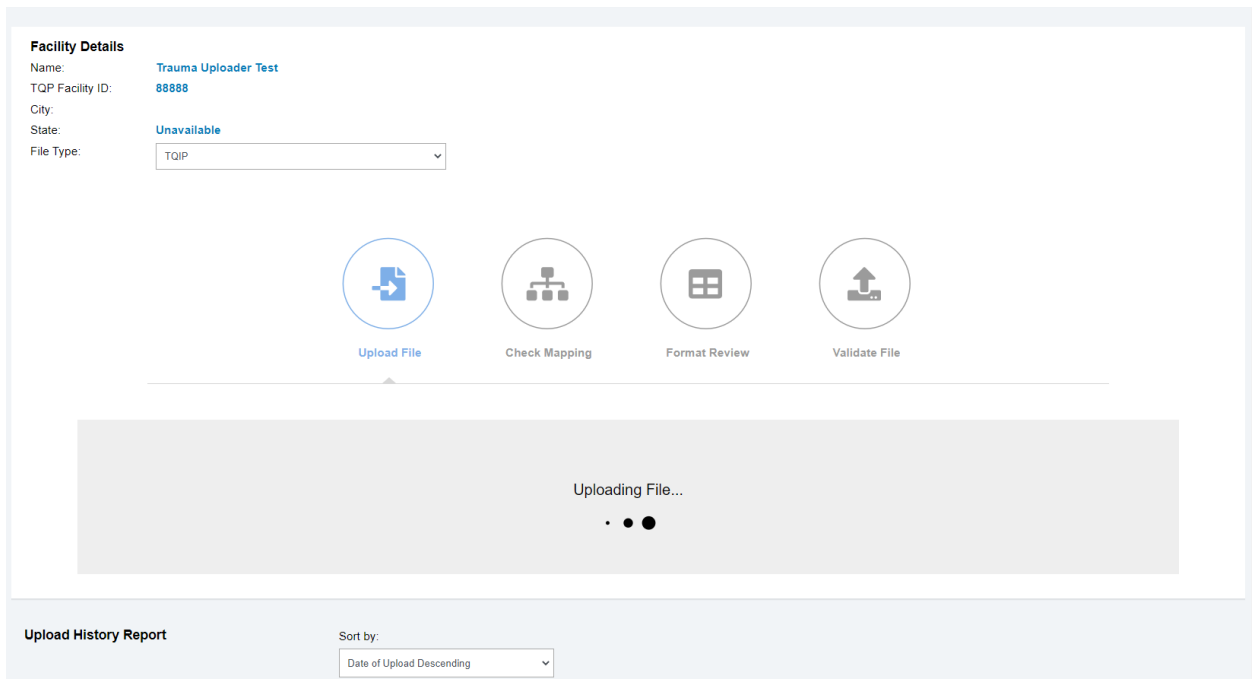
Format Review



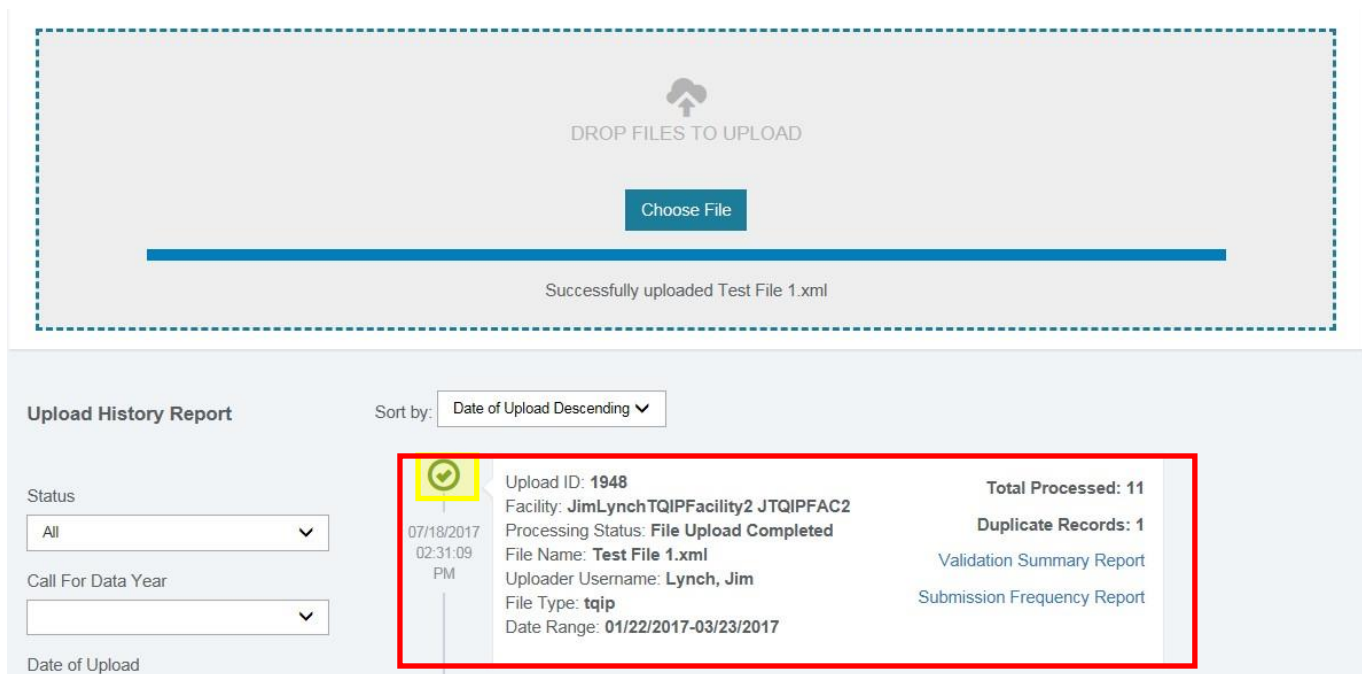
Validate File

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:

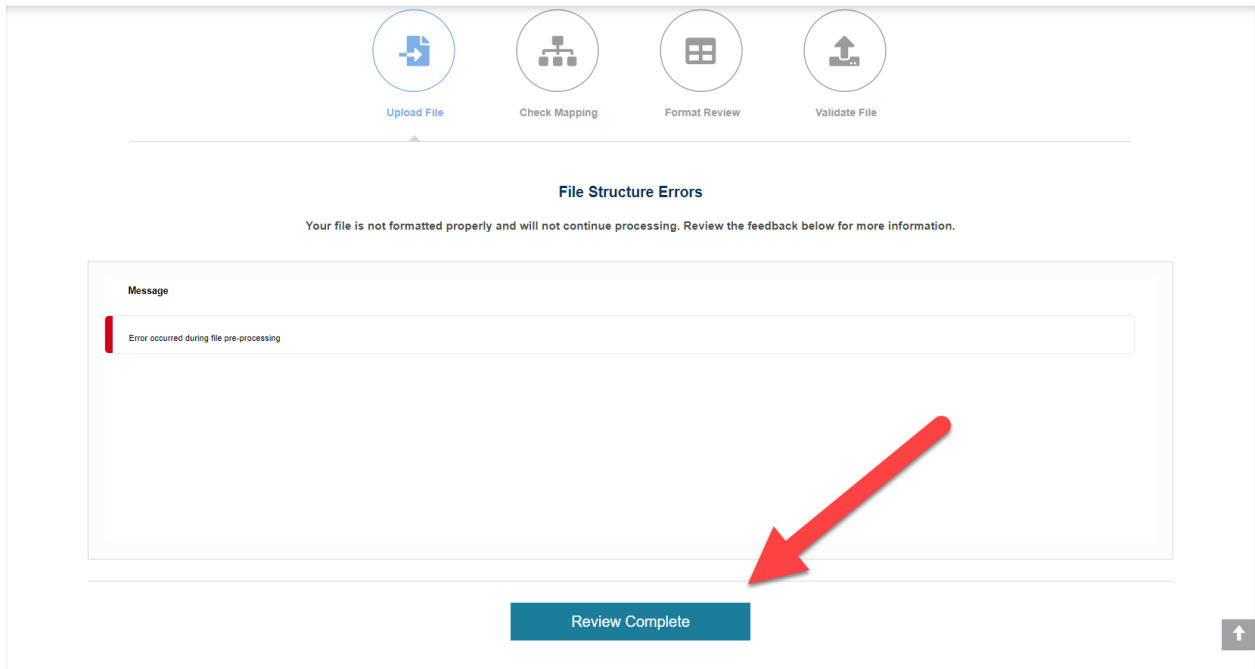


A. If your submission is successful and passes the validator, it will populate a page that looks like this:

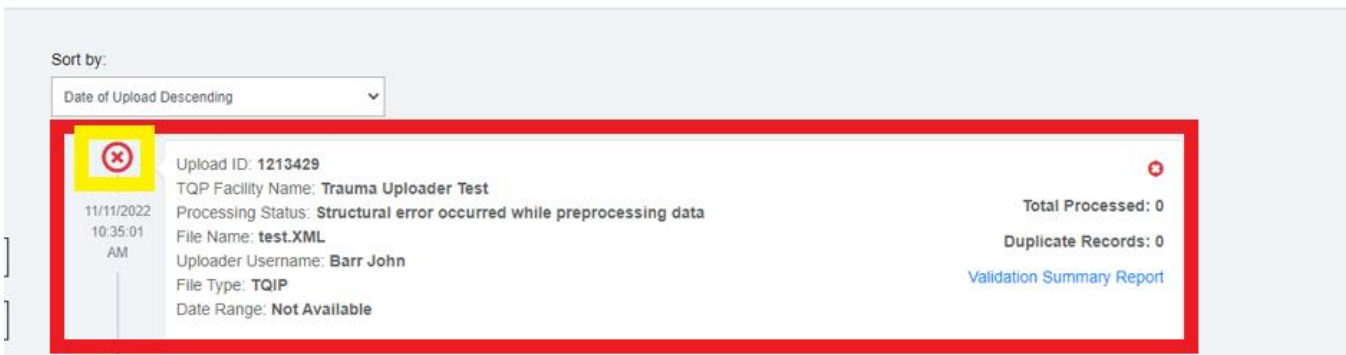
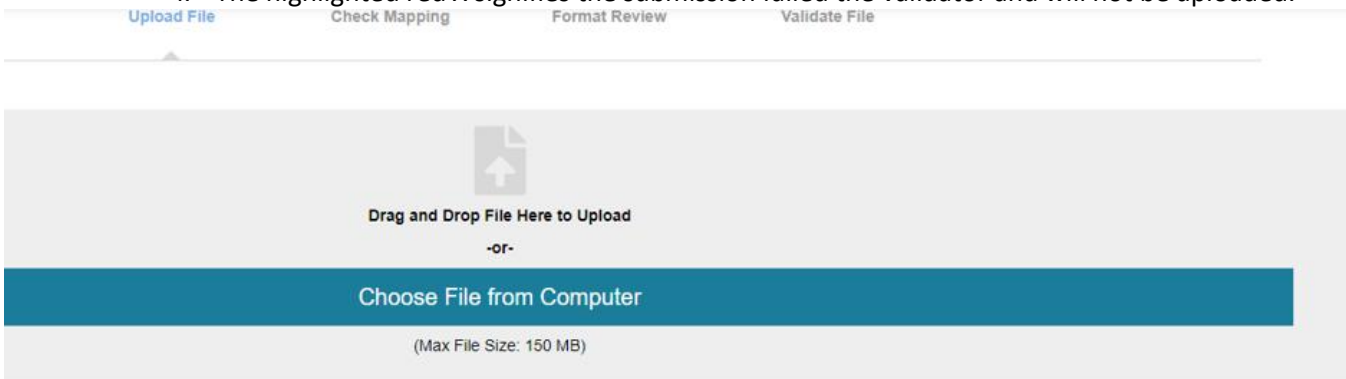


i. The highlighted green checkmark signifies the submission has passed the validator and will be uploaded.

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.



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:



The screenshot shows a failed upload card with the following details:

- Upload ID: 1213429
- TQP Facility Name: Trauma Uploader Test
- Processing Status: Structural error occurred while preprocessing data
- File Name: test.XML
- Uploader Username: Barr John
- File Type: TQIP
- Date Range: Not Available

On the right side of the card, the following statistics are displayed:

- Total Processed: 0
- Duplicate Records: 0

A button labeled "Validation Summary Report" is highlighted with a yellow box in the bottom right corner of the 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.