

# Instructions for Importing and Submitting Data to the Utah Trauma Registry

The following documentation is to assist in importing and submitting your trauma data to the Utah Trauma Registry. If you need further assistance, feel free to contact Lana Moser at [Lana.Moser@hsc.utah.edu](mailto:Lana.Moser@hsc.utah.edu) or 801-581-7373

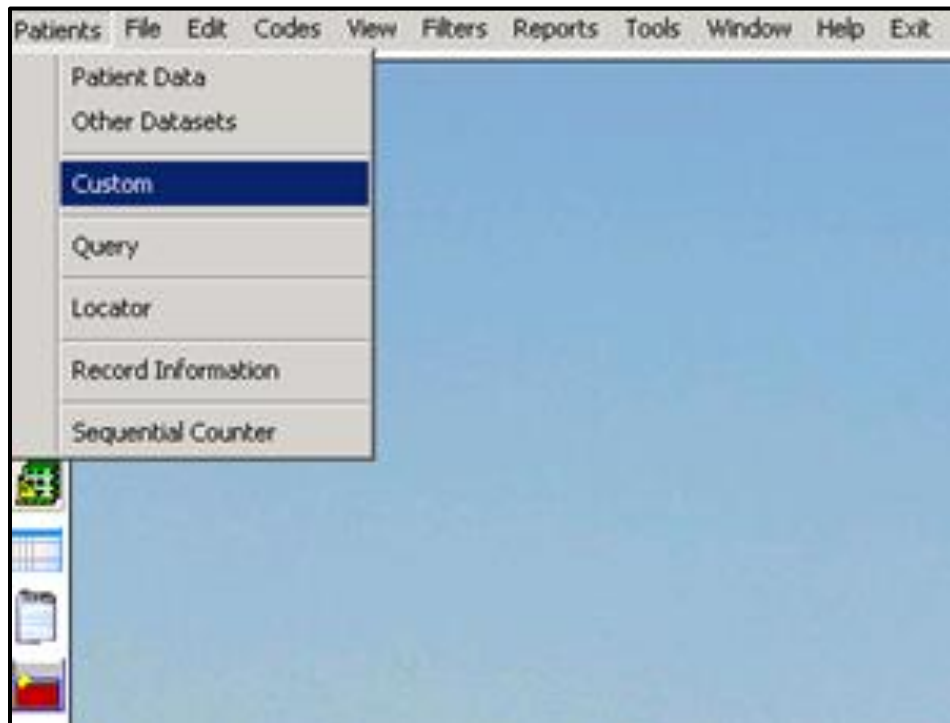
The software is set up with edits, 'Pass' and 'Fail'. A pass edit is informational...data is missing or listed as 'UNK', but is not critical enough to fail the case. Fail edits usually mean critical data has not been entered, and the records 'fails' until all critical data are entered. Your software is set up to display the edits whenever you save a record. You can also run an edit check from any screen. From the menu go to: **Patients >> Record Information >> Edits**

**Note:** Edits with an asterisk (\*) indicate fail edits. If you have fail edits on a record, you must find what is missing and enter data, or NOT, or NA for not applicable.

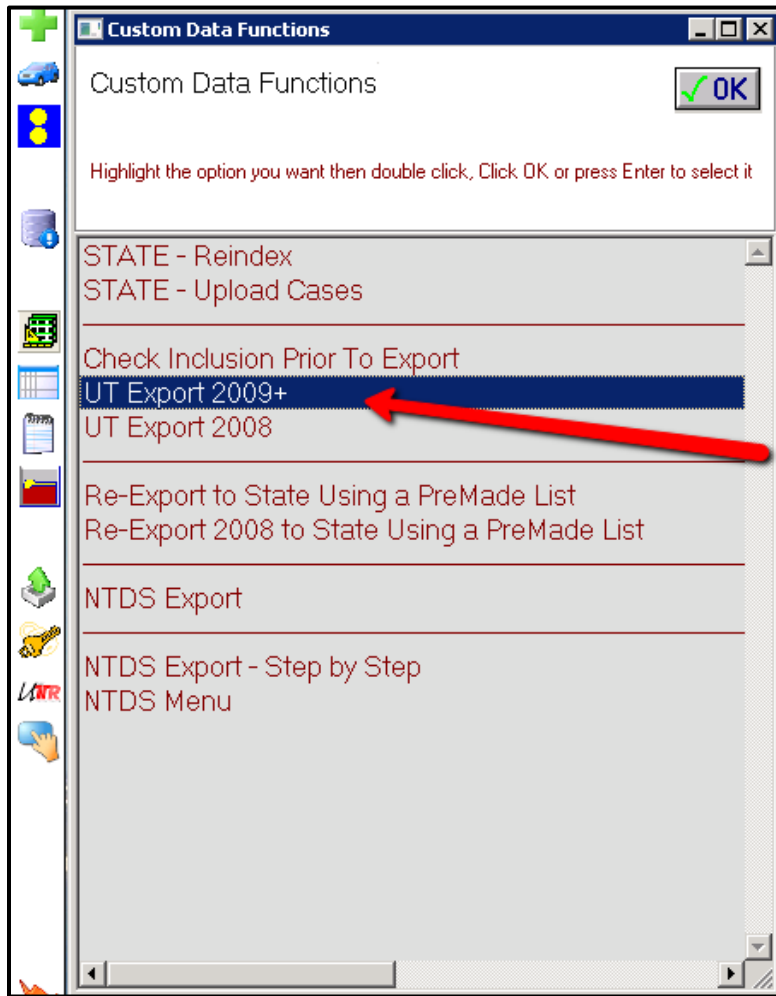
**\*\*\*You cannot export ANY cases for the quarter until ALL cases pass the edit check\*\*\***

## To edit and export:

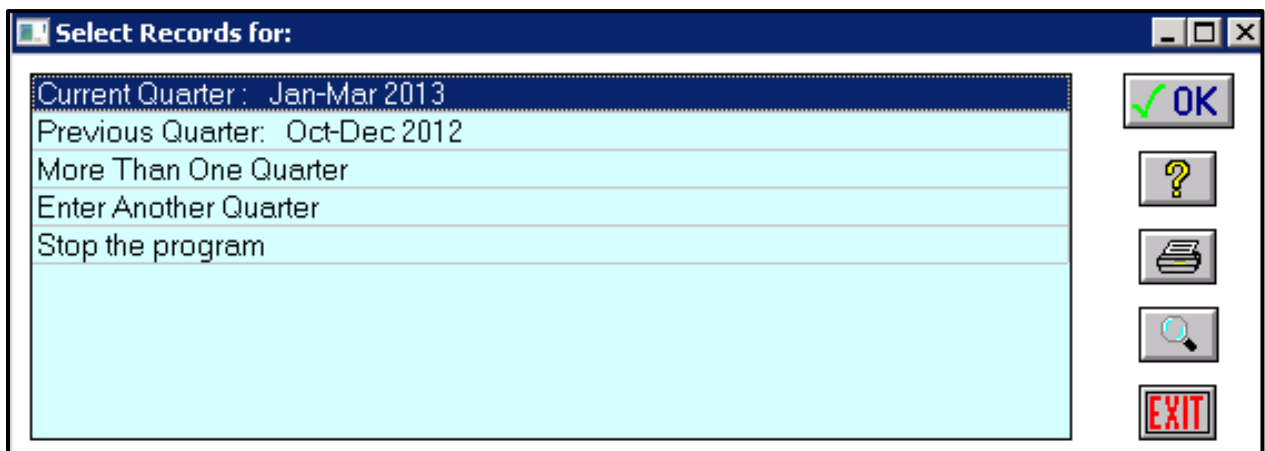
From the menu, click on **Patients >> Custom:**



From there, select UT Export 2009+

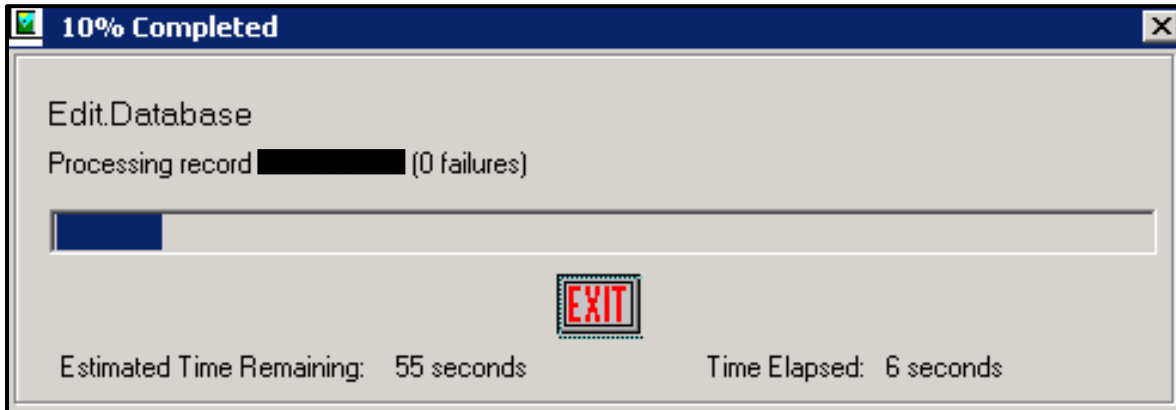


When you select the **export**, the program will create a list. You must now tell the program which quarter to export. Here is the menu you will see:



You can choose the current quarter, previous quarter, or you can choose another quarter. Quarters are displayed as 2012.1 (1<sup>st</sup> quarter 2012), 2012.2 (2<sup>nd</sup> Quarter 2012), etc.

Once you select the quarter you want, click OK. The program will now go through each patient record to see if there are any fail edits. Depending on the number of records exporting will determine how long the process will take. You can watch the progress as the toolbar indicates the percentage completed.

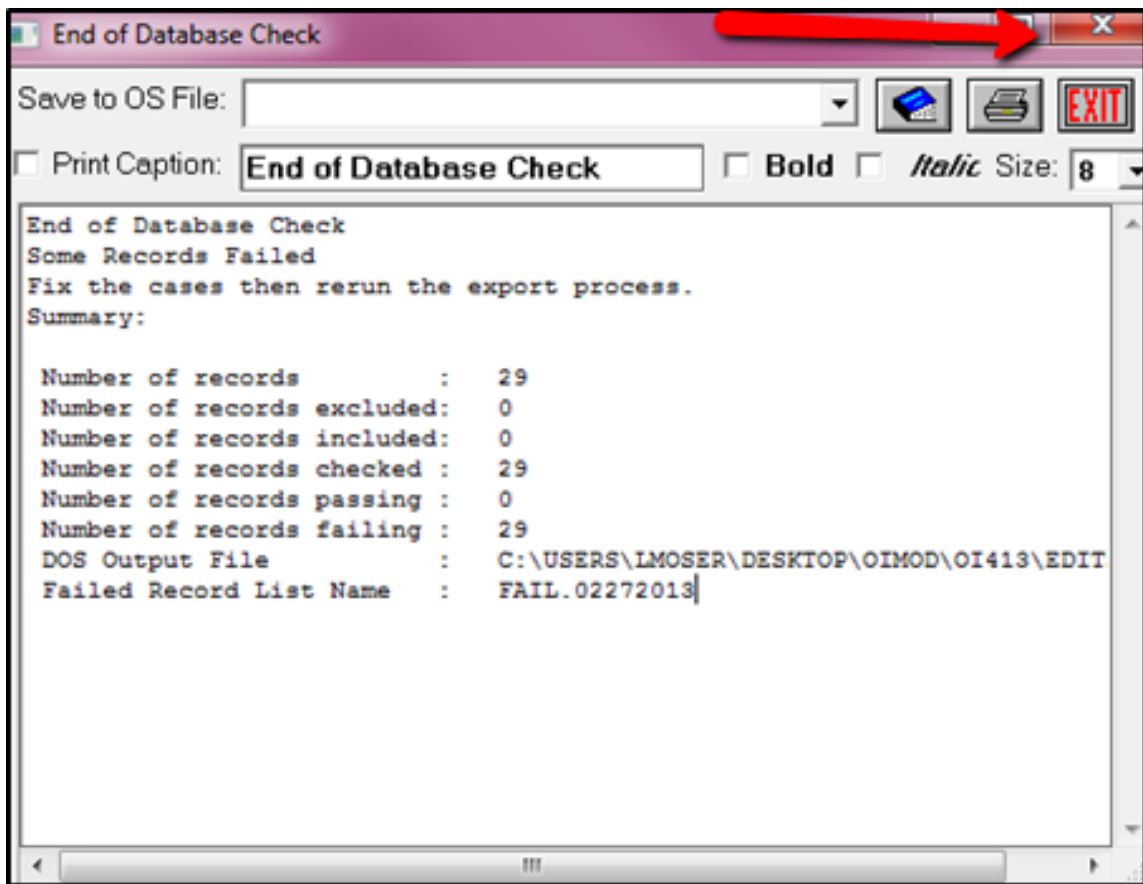


There were 29 cases in this quarter. As you can see, **29 records were checked**, however, **29 records have failed**. You will not be able to export **ANY** of the cases from this quarter until you address the records that failed.

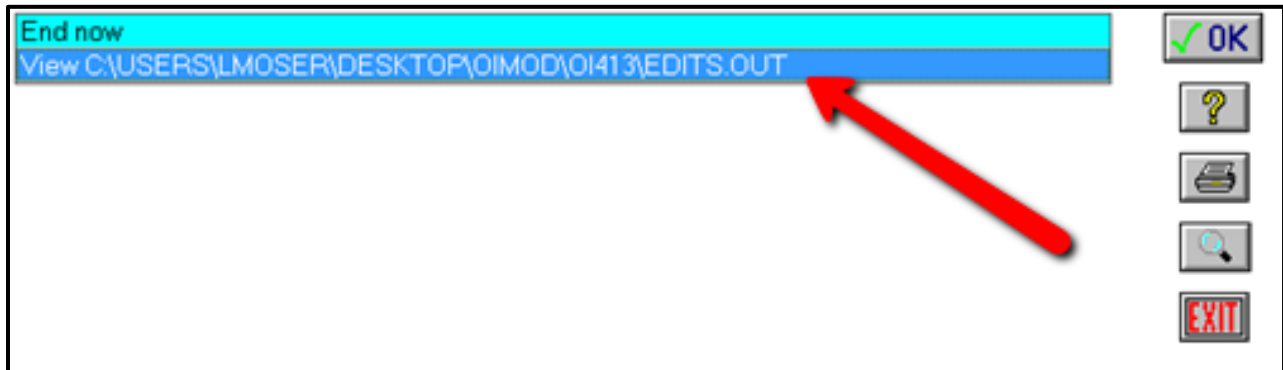
Notice in the report that the program has saved the list of edits to the operating system file called 'EDITS.OUT' and that it saved the list of failed cases to the list called 'FAIL.today's date'.

You must now go back and address these failed records. The easiest way to do that is to open the database and then bring in the list of records that failed so you can enter the necessary data to pass the edits. Here is how to do that:

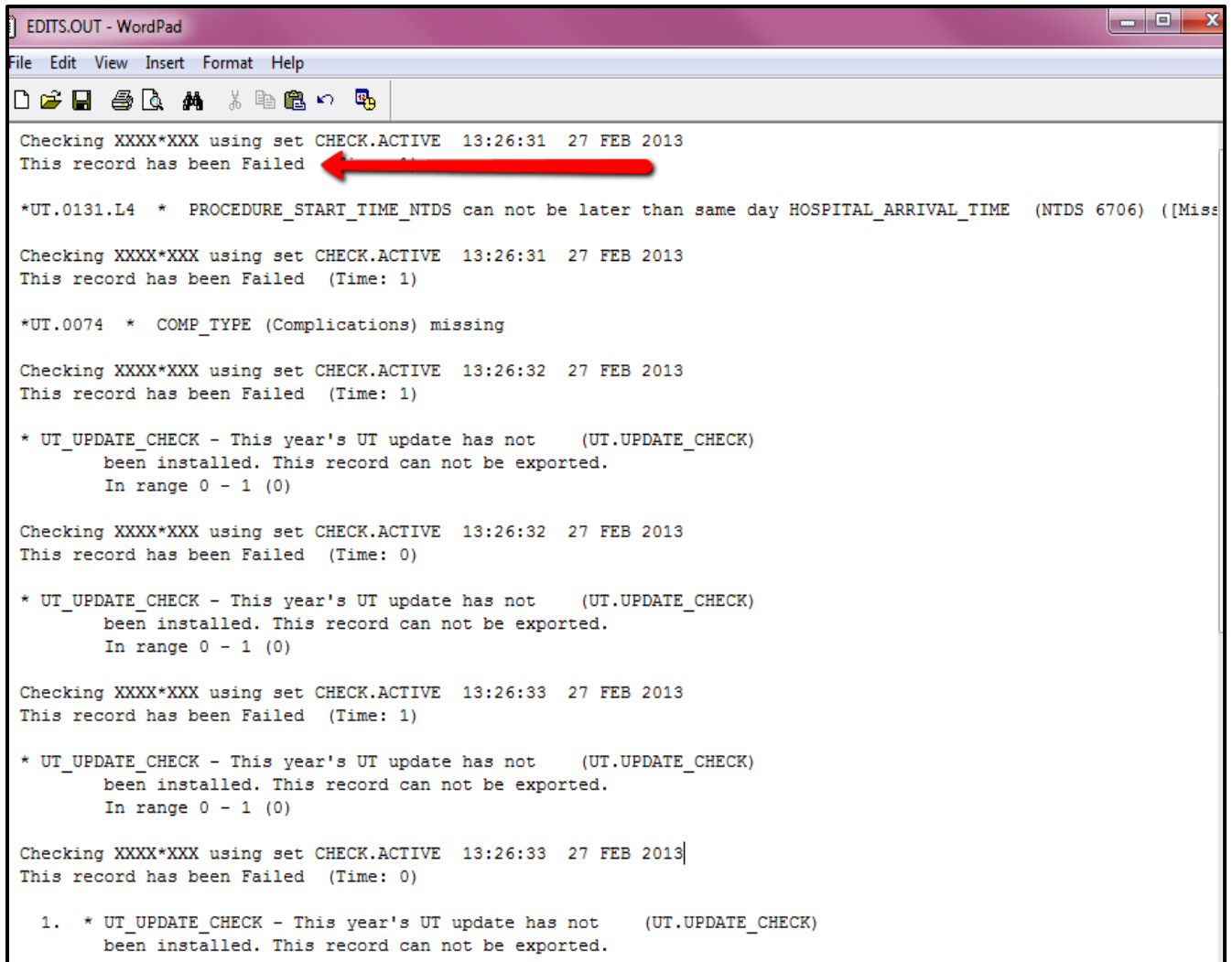
Click on the **X** in the upper right corner of the database report to close it.



You now see a menu with 2 choices: **END NOW** or "**View Edits.Out**". Choose "**View Edits.Out**" and click **OK**.



The program will open up WordPad to view your edits out. You will now see a list of the edit checks that were performed on all of your cases.

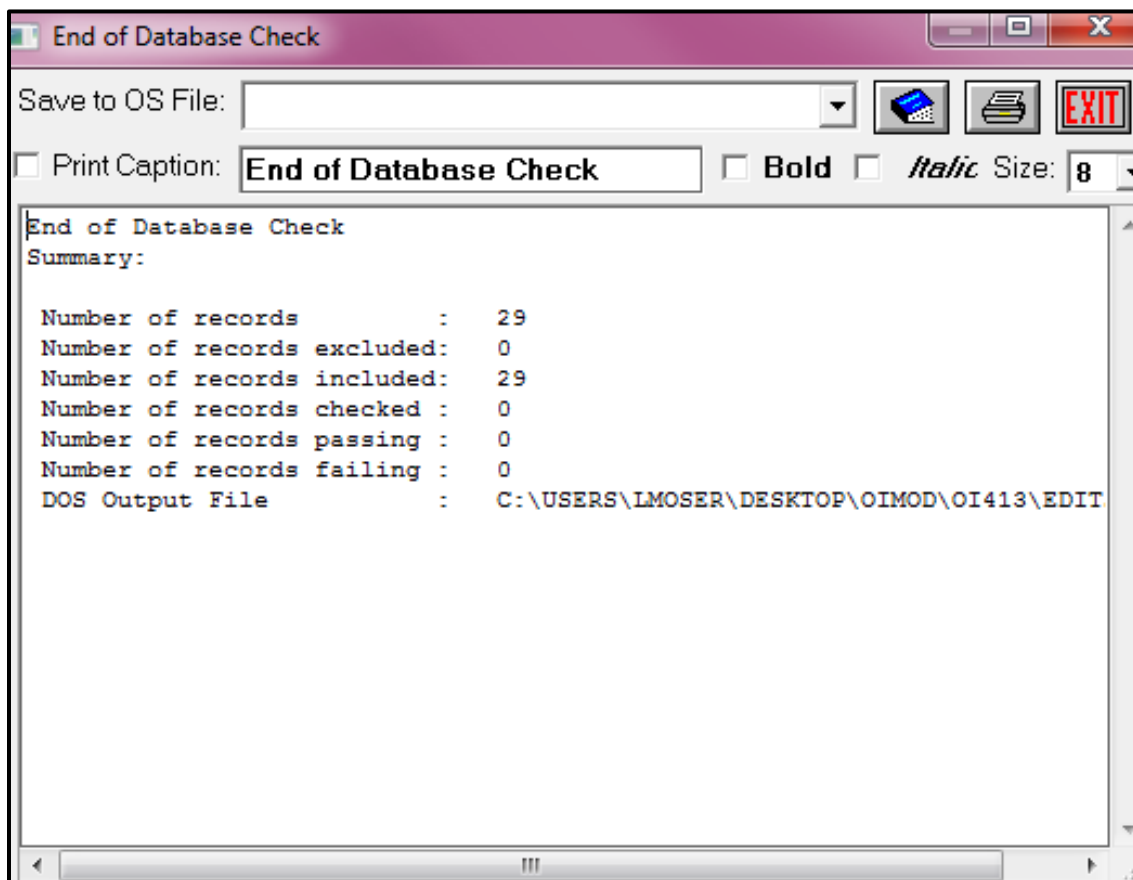


Note the record number(s) of the failed cases. **(For training purposes, X's are replaced for the tracking and hospital number)**. The edits with an asterisk (\*) indicates a fail edit.

Continue through your document checking for failed cases. You can keep this open and bring up your patient data entry screen to edit and fix the cases that failed.

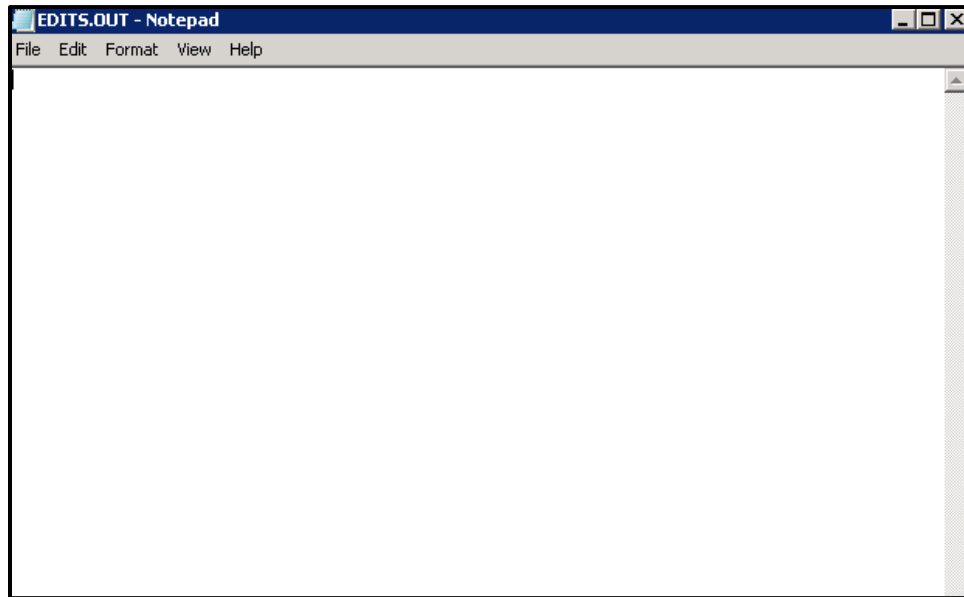
Once you have repaired all the cases that had failed the first time through, repeat the export process again.

Here is a database check report where all 29 cases for the quarter passed and we can continue with the export:

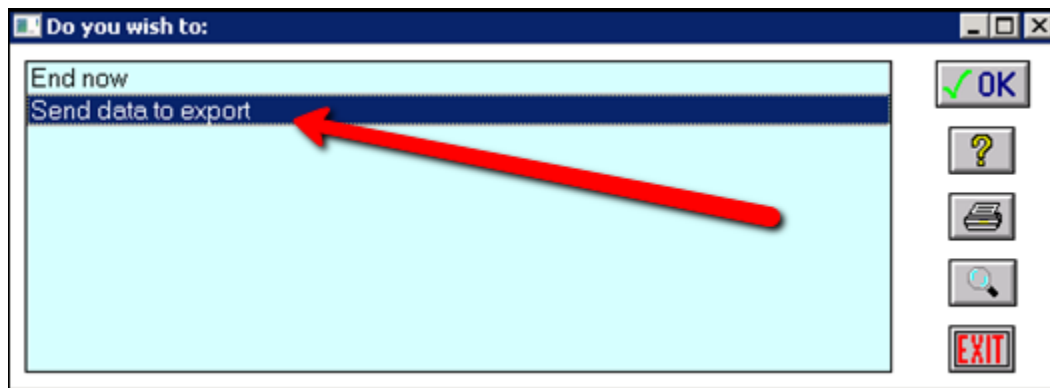


To export the cases once all have passed, close the database check report (X), and click '**View Edits.Out**' EVEN THOUGH all the records have passed.

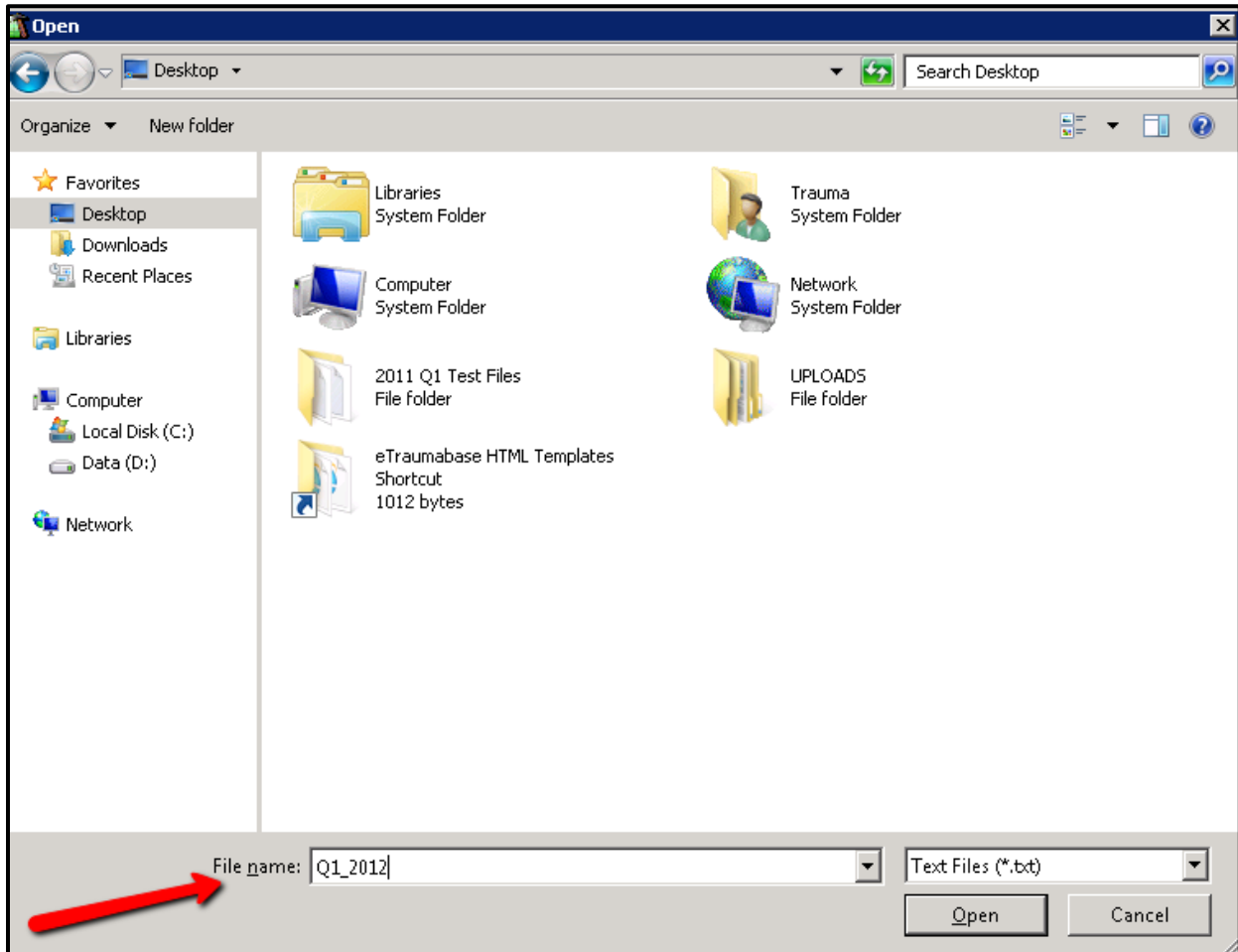
**WARNING:** If you choose 'End Now' that is EXACTLY what will happen...the export process ends now, and you'll have to start all over again. The only way to continue on to export is to select the '**View Edits.Out**' option. The Notepad will be blank, as there are no EDITS to review.



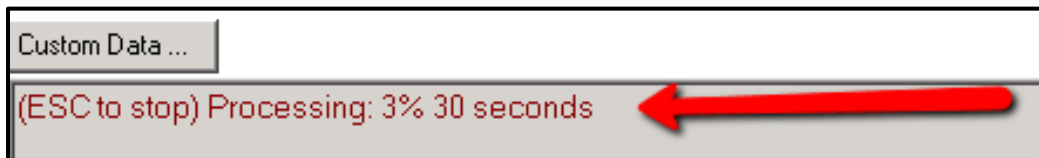
A new popup appears: your choices are to once again '**End now**' or '**Send Data to Export**'. Select the second choice.



You will now need to choose where to save the export. Remember where you save your file; you will need to locate the file when you upload your data to the state repository. I recommend saving the file under a name that is associated with the quarter and year for the data.



You will then see at the bottom of your screen in the right hand corner the status of your upload. Depending on the number of records will determine how long the export will take.





When the export has completed, an export results box pops up.



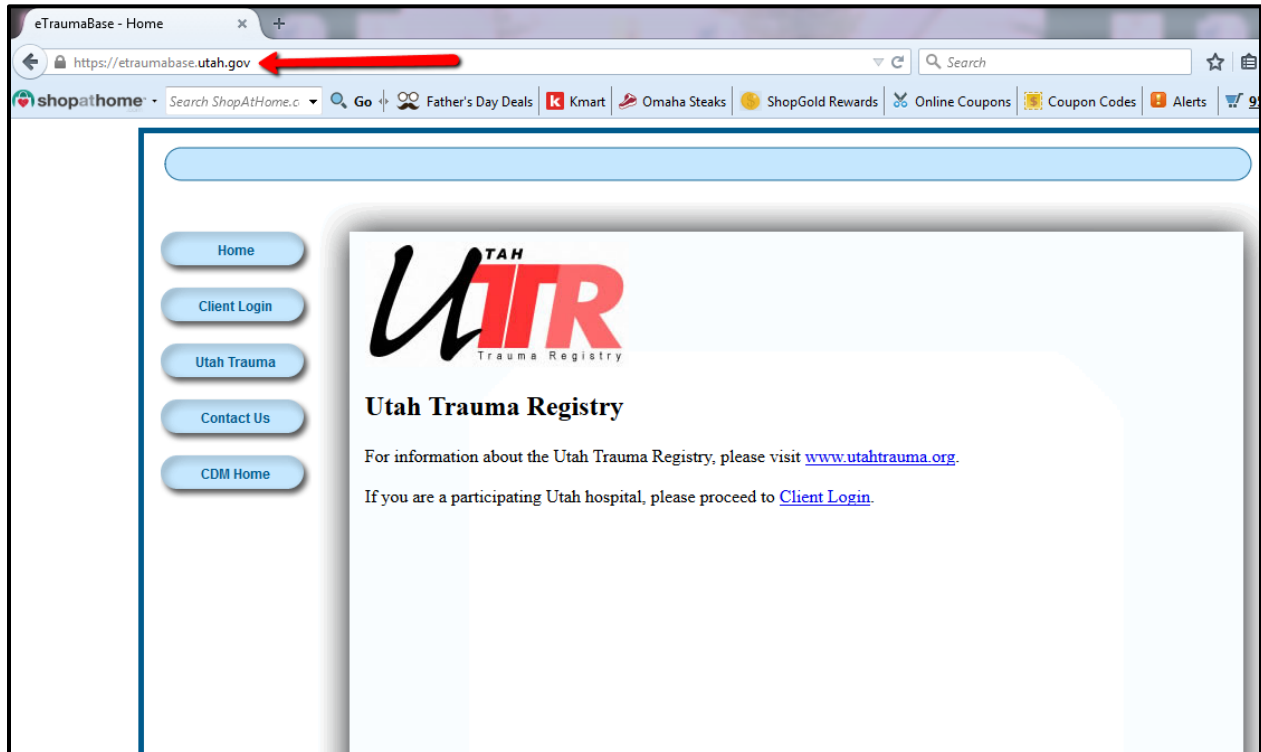
It will tell you the number of records exported. The list of records exported will be saved in a list called '**EXPORT.time.date**'.

Click OK and you're done with your export! Congratulations!

The next step is to upload your export to the state repository.

To do this, visit <https://etraumabase.utah.gov/>

Click the “Client Login” button.



You will now to log in with your assigned User ID and Password. To obtain your hospital specified User ID contact Lana Moser @ [Lana.Moser@hsc.utah.edu](mailto:Lana.Moser@hsc.utah.edu) 801-581-7373

Remember, your User ID and Password are case sensitive!

Home

Client Login

Utah Trauma

Contact Us

CDM Home

Your are logging into the eTraumaBase Utah system.

Please provide your username and password and then click the "Login" button to begin.

User ID:

Password:

Login

UTR Trauma Registry

TraumaBase

From there, you will begin submitting your data. Click **"Submissions"**

TraumaBase

Provided by CLINICALDATA MANAGEMENT

Menu

- Welcome Page
- Patient Data
- Dashboard
- Adhoc Report
- Reports
- Submissions
- Help\Docs
- Contact Us
- Logout Session

**Welcome to the Utah Trauma Registry**

**News and Announcements**

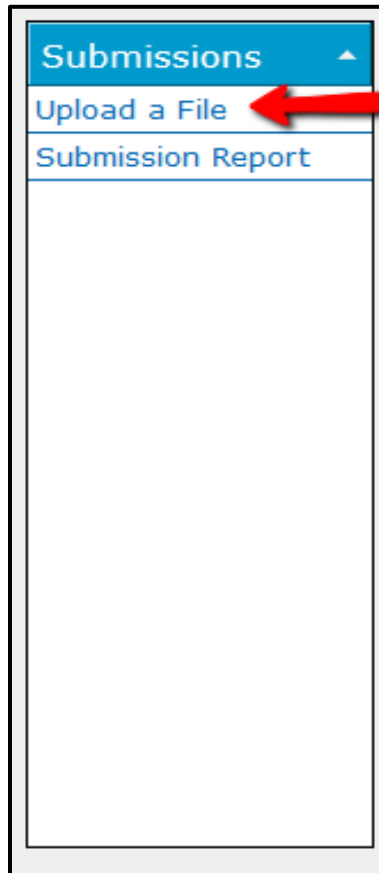
- Welcome to the Utah eTraumaBase System, provided by Clinical Data Management (CDM).
- In addition to emailing you important News and Announcements we will be posting important information from the State and CDM in this location.

**Information**

- Log off when you are done.
- Need help? Email [websupport@c-d-m.com](mailto:websupport@c-d-m.com).

Photo of a doctor holding a clipboard.

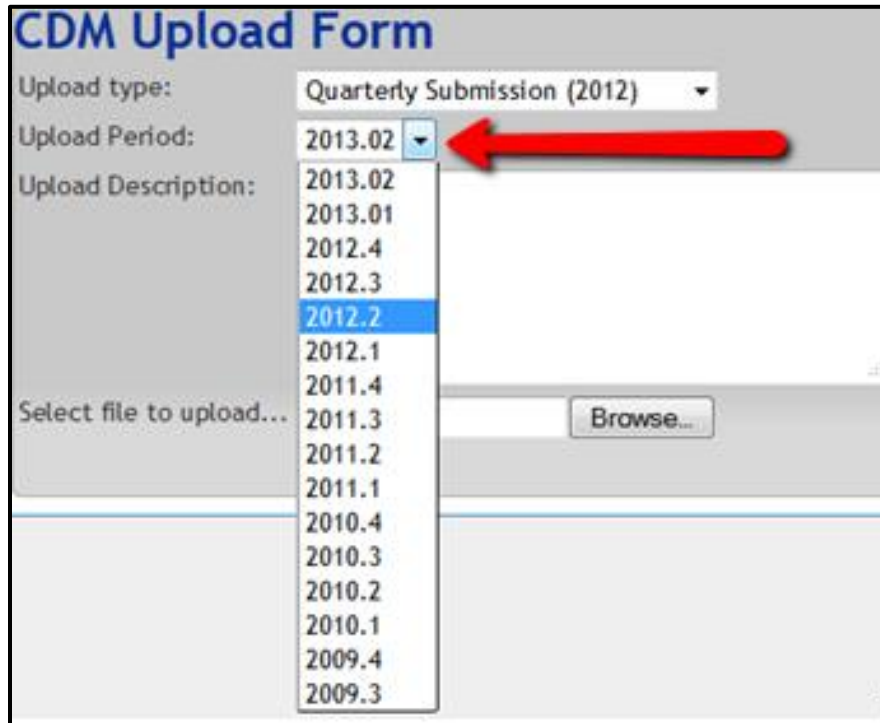
And then, **“Upload a File”**



From there, you will complete the CDM Upload Form. You will have several options to choose from in the **“Upload type”** drop down. For now, select **Quarterly Submission**.

A screenshot of the 'CDM Upload Form'. The form has a grey background and a blue title 'CDM Upload Form'. It contains several fields: 'Upload type:' with a dropdown menu, 'Upload Period:', 'Upload Description:', and 'Select file to upload...' with a 'Browse...' button. A red arrow points to the dropdown menu, which is open and shows four options: 'Quarterly Submission (2012)', 'Monthly Submission (2013+)', 'Monthly Re-submission (2013+)', and 'Quarterly Re-submission (2012)'. The first option, 'Quarterly Submission (2012)', is highlighted in blue. At the bottom of the form, there is a 'Submit' button.

Then, choose your **Upload Period**.

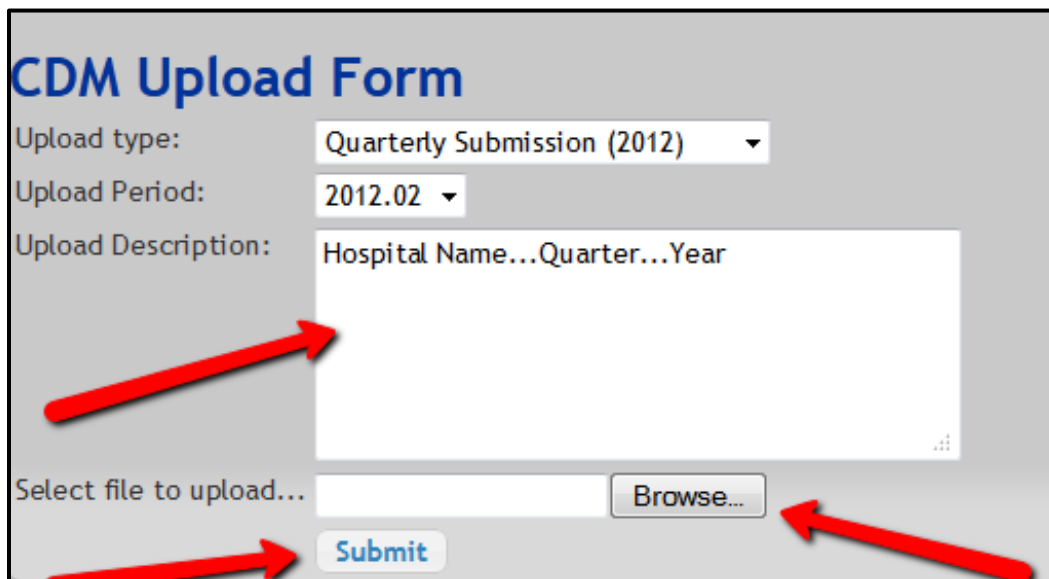


The screenshot shows the 'CDM Upload Form' with the following fields:

- Upload type: Quarterly Submission (2012)
- Upload Period: 2013.02 (dropdown menu is open, showing options from 2009.3 to 2013.02, with 2012.2 highlighted)
- Upload Description: (empty text area)
- Select file to upload... (text label)
- Browse... (button)

A red arrow points to the 2013.02 option in the dropdown menu.

Next, you will need to fill out the Upload Description. You will need to provide your Hospital Name, the Quarter you are submitting, and the Year. From there, select **Browse**, find your upload document that you exported from TraumaBase.

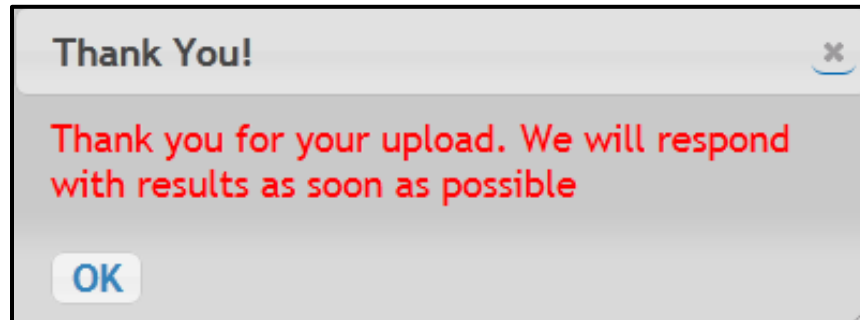


The screenshot shows the 'CDM Upload Form' with the following fields:

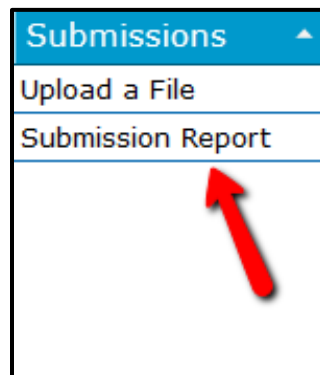
- Upload type: Quarterly Submission (2012)
- Upload Period: 2012.02
- Upload Description: Hospital Name...Quarter...Year
- Select file to upload... (text label)
- Browse... (button)
- Submit (button)

Red arrows point to the Upload Description field, the Submit button, and the Browse... button.

After you have selected the document, select **Submit**.



After submitting your data, you can check the status of the analysis. To do this, click on **Submissions** just as you would to upload a file, this time select **Submission Report**.



You will then see a **Data Submission Status Report**. You can see if your upload was a **Success** or if it **Failed**. *(For training purposes, the description field has been de-identified. In a standard submission, your Hospital information will be shown).*

## Data Submission Status Report



Current Page: 1/1 Rows/Page: 10

ID	Date	Time	By	Submission Type	Period	Description	Status
<a href="#">201</a>	02/28/2013	16:10:59	LANA	QTR	2012.4		SUCCESS
<a href="#">199</a>	02/19/2013	12:03:20	LANA	QTR	2012.03		SUCCESS
<a href="#">198</a>	02/19/2013	11:59:39	LANA	QTR	2012.04		FAILED
<a href="#">197</a>	02/19/2013	10:38:42	SHUNSAKER	QTR	2012.03		SUCCESS
<a href="#">196</a>	02/15/2013	12:24:15	SHUNSAKER	MONTH	2013.02		FAILED
<a href="#">195</a>	02/15/2013	12:10:06	SHUNSAKER	MONTH	2013.02		SUCCESS
<a href="#">194</a>	02/15/2013	12:06:58	SHUNSAKER	MONTH	2013.02		FAILED

After you have submitted your file, you will receive an email indicating whether your records passed or failed.

**Passing submission:**

**Thank You and Congratulations! The submission that was uploaded on 02/27/2013 has been accepted. The results of the submission are:**

Submitted File	LMOSER_44613_16483.TXT	The file submitted on 02/27/2013
Institute(s) Submitting	XXX	The Institute code(s) found in the submitted file
Records Submitted	27	Total number of records in the file
Duplicate Records	0	These records already exist. These records replace their previous version.
Records Passing	27	These records have no failing edits
Records Failing	0	The submission is accepted. Congratulations!



**Failing submission:**

<p><b>Thank You! Unfortunately, the submission that was uploaded on 02/27/2013 has not been accepted due to 3 records with failing edits. No changes have been made. The results of the submission are:</b></p>		
Submitted File	LMOSER_43441_16483.QTR22012	The file submitted on 02/27/2013
Institute(s) Submitting	XXX	The Institute code(s) found in the submitted file
Records Submitted	29	Total number of records in the file
Duplicate Records	0	These records already exist. Since the submission was not accepted, no changes were made.
Records Passing	27	These records have no failing edits
Records Failing	2	These records have failing edits. See details below. Resend the records when they are corrected.
<p>3/29 ID XXXX*XXX 12:07:09 27 FEB 2013                  This record has been failed. Please correct the edits that have a star in the "Fail" column and resubmit the record.</p>		
Code	Fail	Description
UT.0130.L7	*	PROCEDURE_START_DATE_NTDS <u>can not</u> be earlier than DOB (NTDS 6608) ([Missing])
<p>22/29 ID XXXX*XXX 12:09:06 27 FEB 2013                  This record has been failed. Please correct the edits that have a star in the "Fail" column and resubmit the record.</p>		
Code	Fail	Description
UT.0130.L7	*	PROCEDURE_START_DATE_NTDS <u>can not</u> be earlier than DOB (NTDS 6608) ([Missing])

If your records do not pass, you will need to correct the failing records and resubmit. You will also want to be sure that you have the most up to date edits on your system. Please contact CDM support at [supporthub@c-d-m.com](mailto:supporthub@c-d-m.com)