



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 American College of Surgeons website. At the top, there is a navigation bar with links for Jobs, Events, Find a Surgeon, Patients and Family, Contact, My Profile, Shop/Donate, and (0) Items. Below this is the ACS logo and the tagline "Inspiring Quality: Highest Standards, Better Outcomes". A search bar is located on the right side of the header. The main navigation menu includes Member Services, Quality Programs, Education, Advocacy, Publications, and About ACS. The breadcrumb trail indicates the current location: American College of Surgeons > Quality Programs > Trauma Quality Programs > TQP Participant Hub. On the left side, there is a sidebar with links for Trauma Quality Programs, TQP Participant Hub (selected), and TQP Transition. The main content area is titled "TQP Participant Hub" and contains the following text:

Welcome to the ACS Trauma Quality Programs Participant Hub!

If your hospital is a new facility, please click on [Join a Program](#) below.

If you are a current participant in one of our Trauma Quality Programs—the National Trauma Data Bank[®]; Trauma Quality Improvement Program; or Verification, Review, and Consultation Program—you may log in by clicking on [Account Manager](#) below.

If you are a new user at an existing facility, please contact the [Primary Contact](#) for your facility (most often the Trauma Program Manager) to request that you be added to your facility's contact list.

Join a Program

- Eligibility
- Getting started

Account Center

- Manage site information
- Manage contact information
- Request a site visit
- Access educational materials

Data Center

- Submit data
- Download reports
- Access interactive reports

At the bottom of the page, there are social media sharing options for Like, Tweet, Share, Email, and Print.

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

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

4. 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**.

Trauma Quality Programs Jim Lynch
JimLynchNTDBFacility2

Uploader

Facility Details
Name: **JimLynchNTDBFacility2**
ID: **55555**
City:
State: **Unavailable**

File Type: **NTDB** ▾

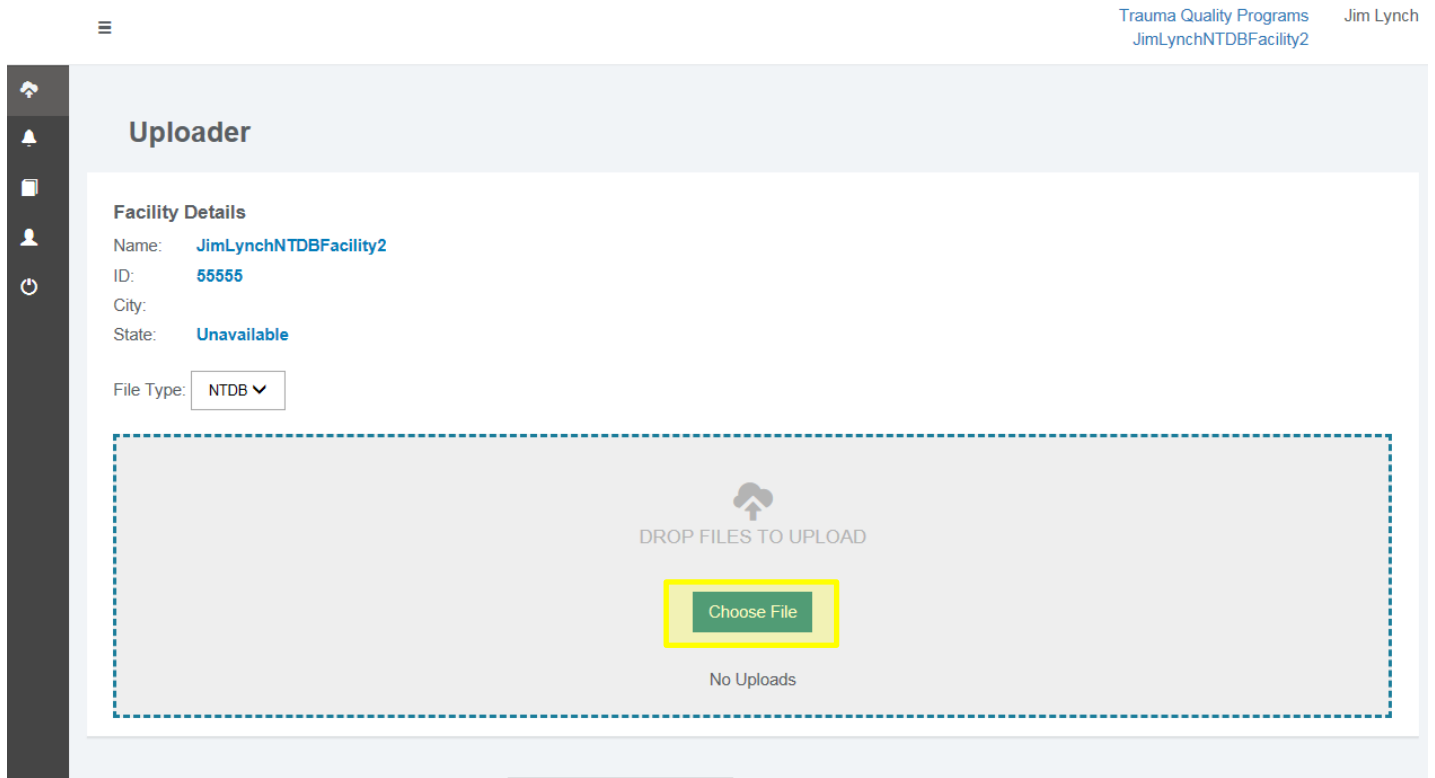


DROP FILES TO UPLOAD

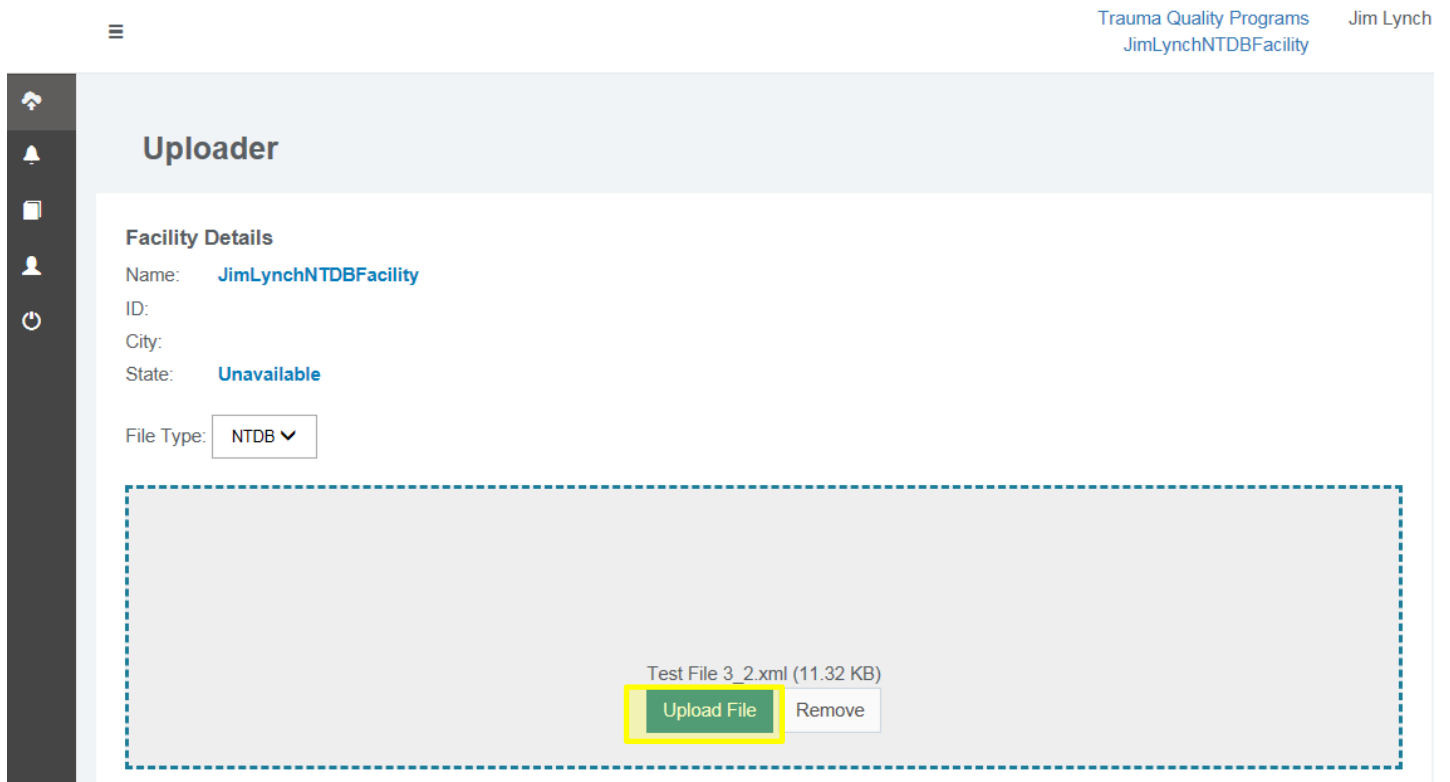
[Choose File](#)

No Uploads

5. 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:



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



7. Ensure your file passed the validator and will be included in the call for data upload by reviewing the submission history card for each data upload. You will no longer need to “accept” or “reject” a submission.

A. The submission history card of a *successful upload*:

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 "DROPPED FILES TO UPLOAD". Below this is a blue "Choose File" button and a progress bar for "Successfully uploaded Test File 1.xml". Below the dashed box is an "Upload History Report" section. It includes a "Sort by:" dropdown 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 has a red border around the first entry, which has a green checkmark icon in a yellow box. The entry details are: Upload ID: 1948, Facility: JimLynchTQIPFacility2 JTQIPFAC2, Processing Status: File Upload Completed, File Name: Test File 1.xml, Uploader Username: Lynch, Jim, File Type: tqip, Date Range: 01/22/2017-03/23/2017. Summary statistics show Total Processed: 11 and Duplicate Records: 1. Links for "Validation Summary Report" and "Submission Frequency Report" are provided.

Status	Upload ID	Facility	Processing Status	File Name	Uploader Username	File Type	Date Range	Total Processed	Duplicate Records
All	1948	JimLynchTQIPFacility2 JTQIPFAC2	File Upload Completed	Test File 1.xml	Lynch, Jim	tqip	01/22/2017-03/23/2017	11	1

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

B. The submission history card of a *failed upload*:

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 "DROPPED FILES TO UPLOAD". Below this is a blue "Choose File" button and a progress bar for "Successfully uploaded Test File 1.xml". Below the dashed box is an "Upload History Report" section. It includes a "Sort by:" dropdown 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 has a red border around the first entry, which has a red X icon in a yellow box. The entry details are: Upload ID: 1915, Facility: JimLynchTQIPFacility2 JTQIPFAC2, Processing Status: Failure, File Name: Test File 1.xml, Uploader Username: Lynch, Jim, File Type: Not Available, Date Range: Not Available. Summary statistics show Total Processed: 0. A link for "Validation Summary Report" is provided.

Status	Upload ID	Facility	Processing Status	File Name	Uploader Username	File Type	Date Range	Total Processed
All	1915	JimLynchTQIPFacility2 JTQIPFAC2	Failure	Test File 1.xml	Lynch, Jim	Not Available	Not Available	0

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