



THE
COMMITTEE
ON **TRAUMA**

QUALITY PROGRAMS
of the AMERICAN COLLEGE
OF SURGEONS

RESOURCE GUIDE

Submission Frequency Report

Purpose

This document outlines the process for reviewing a successful data submission to ensure the data from your trauma registry are mapped according to the National Trauma Data Standard. The Submission Frequency Report will ensure the data submitted from your facility is an accurate representation of your registry.

Process

1. A Submission Frequency Report is created for each submitted file that passes the validator and can be accessed from the **history card**:

The screenshot displays a file upload interface. At the top, a dashed blue box contains a cloud upload icon and the text "DROP FILES TO UPLOAD". Below this is a blue "Choose File" button. A blue progress bar is shown with the text "Successfully uploaded Test File 1.xml".

Below the upload area is the "Upload History Report" section. It includes a "Sort by:" dropdown menu 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 history card is highlighted with a red border and contains the following information:

- 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
- Total Processed: 11
- Duplicate Records: 1
- Links: [Validation Summary Report](#) and [Submission Frequency Report](#) (highlighted in yellow)

A red arrow points to the "Submission Frequency Report" link.

2. The Submission Frequency Report displays as follows:

Submission Frequency Report

Submission frequency

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.

Facility: 77777

Upload ID: 1948

Total Number of Records: 11

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)
- Control Information
- Demographic Information
- Injury Information
- Pre-hospital Information
- Emergency Department Information
- Hospital Procedure Information
- Diagnosis Information
- Injury Severity Information
- Outcome Information
- Financial Information
- Hospital Complications
- Hospital Complications

Submission Frequency

Category	Element	Element Description	Value	Count	Percent
Control Information	LastModifiedDateTime		Documented	1	
	PatientId		Documented	1	
	FacilityId		Documented	1	
Demographic Information	Patient's Home ZIP/Postal Code	The patient's home ZIP/Postal code of primary residence.	Documented	11	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	11	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	11	100.00 %
			Not Applicable	0	0.00 %
			Not Known/Not Recorded	0	0.00 %
	Patient's Home County	The patient's county (or parish) of residence.	Documented	11	100.00 %
			Not Applicable	0	0.00 %
			Not Known/Not Recorded	0	0.00 %
Patient's Home City	The patient's city (or township, or village) of residence.	Documented	11	100.00 %	
		Not Applicable	0	0.00 %	
		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	11	100.00 %	
Date of Birth	The patient's date of birth.	Not Known/Not Recorded	0	0.00 %	
		Documented	11	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.

- 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. In addition, there is a searchable field to find any data element listed in the data dictionary you would like to review
 - ii. 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

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		3-Migrant Worker	0	0.00 %	
		Not Applicable	11	100.00 %	
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- B. Each data field in the dictionary and record count is listed in the top-center panel. This is an interactive table and when you select a specific “count” the *Documented Details* portion of the report populates with each record that matches that field from your submitted file.
- i. For example, by selecting the 11 count for Patient’s Home ZIP/Postal Code the report will populate as follows:

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Element Value	Count	Percent
49004	2	18.18 %
49009	1	9.09 %
49014	1	9.09 %
49024	1	9.09 %
49078	1	9.09 %
49091	1	9.09 %
49348	4	36.36 %

Frequency Details
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- C. Each element value will populate in the *Documented Details* portion of the report, with a count and percentage for each. This is a way to ensure data is mapping correctly from your registry.
 - i. If you select a count from the *Documented Details* section of the report, the *Frequency Details* portion will populate with each patient ID from your registry that meets that count:

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Patient ID
4
1
2
11

D. The Patient ID listed in this table will reflect the patient ID in your registry. You can use this information to ensure the data collected in your registry is accurately reflected in the file you submitted to the Data Center.