

Excel/CSV Upload to NDNQI®

NDNQI is offering an alternative to the manual entry of data via web-browser. Facilities can now collect their indicator data via Microsoft Excel or CSV and then upload electronically into the NDNQI database. The electronic data upload method is optional and the purpose is to reduce the burden of manual data entry. Facilities will still be able to manually enter data on all indicators if they choose not to use the electronic upload option.

Steps involved in Excel/CSV Upload to NDNQI:

Step 1. Download Excel Template(s)

Step 2. Download Reference Tables and Validations Document

Step 3. Ensure all data entered into template is per data specifications in documentation from Step 2

Step 4. Validate and Save file

Step 5. Review Data Summary and Error Reports


1. Download Excel Template(s)

The process to upload indicator data via Microsoft Excel or CSV involves first downloading the appropriate indicator templates website.

NDNQI website:

All Excel/CSV Upload documents can be found on the Excel/CSV Upload page.

To access this page from the Main Menu, select Electronic Upload



Main Menu

Register today for the NDNQI Preconference – March 9
[ANA Registration](#) | [NDNQI Preconference Descriptions](#)
 The deadline for 3rd Quarter 2015 data submission is Sunday, November 15, 2015 at 11:59 PM Eastern Time.

<p>Quarterly Data Entry Authorization is required to proceed with data entry.</p> <p>Annual Data Entry Authorization is required to proceed with annual data entry.</p> <p>Reports Quarterly, National Summary, and RN Survey Reports. Data Summary and Data Error Reports.</p> <p>Documents Newsletters, Guidelines, Data Collection Spreadsheet and More.</p> <p>Learning Center Tutorials, Interpreting and Using Your Reports, Resource Center, Free Pressure Ulcer Training, and Press Ganey Online Community.</p> <p>Contracts View and Accept Agreements Action Requested</p>	<p>Site Coordinator Webpage For authorizing additional data entry persons at your facility and updating your hospital demographics.</p> <p>Survey Coordinator Webpage Register, prepare and manage your RN Survey. This hospital participated in the April 2015 RN Survey. Thank you.</p> <p>Unit Management View all of your units and add new units.</p> <p>Electronic Upload XML, NHSN, Excel and eMeasure Uploads.</p> <p>Teleconference Webpage Register, unregister, and download handouts.</p> <p>User Profile Update your profile or password.</p>
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Select Excel/CSV Upload

Electronic Uploads Home

Pressure Ulcer eMeasure Update

Thank you for your interest and participation. The beta test period has ended. We are now incorporating valuable member feedback into the product and continuing to work towards NQF endorsement for this measure.

NDNQI is happy to answer questions and provide guidance to eMeasure users. Please contact at ndnqisupport@pressganey.com or 855-304-9788.

XML Upload

eMeasure Upload

NHSN Upload

Excel/CSV Upload

All indicator templates can be found by selecting the indicator you would like to upload. Note that you also see the Last File Upload Date and Time next to the Indicator button.

Indicators

	Select Indicator	Last File Upload Date
<div style="background-color: #0070c0; color: white; padding: 5px; margin-bottom: 10px;">Excel Resource</div> <ul style="list-style-type: none"> Excel Upload Overview (PDF) Excel Upload Client Validations Excel Upload Reference Tables (.xlsx) <div style="background-color: #0070c0; color: white; padding: 5px; margin-top: 10px;">Quick Links</div> <ul style="list-style-type: none"> Data Summary Report Data Error Report 	Care Coordination	<i>No file uploaded</i>
	Catheter Associated UTI	<i>No file uploaded</i>
	Central Line Associated BSI	<i>No file uploaded</i>
	Nurse Turnover	<i>No file uploaded</i>
	Nursing Care Hours	<i>3/14/2008 12:00:00 AM</i>
	Nursing Care Minutes	<i>No file uploaded</i>
	Patient Days	<i>3/14/2008 12:00:00 AM</i>
	Patient Falls	<i>3/14/2008 12:00:00 AM</i>
	Patient Volume	<i>No file uploaded</i>

2. Download Excel Upload Reference Tables and Validations Document

Downloading the latest version of NDNQI Reference Tables and Validations Documents is an integral part of the upload process.

Indicators

	Select Indicator	Last File Upload Date
<div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <div style="background-color: #0070C0; color: white; padding: 5px; text-align: center; font-weight: bold;">Excel Resource</div> <ul style="list-style-type: none"> <li style="padding: 5px;">Excel Upload Overview (PDF) <li style="padding: 5px;">Excel Upload Client Validations <li style="padding: 5px;">Excel Upload Reference Tables (.xlsx) </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <div style="background-color: #0070C0; color: white; padding: 5px; text-align: center; font-weight: bold;">Quick Links</div> <ul style="list-style-type: none"> <li style="padding: 5px;">Data Summary Report <li style="padding: 5px;">Data Error Report </div>	Care Coordination	<i>No file uploaded</i>
	Catheter Associated UTI	<i>No file uploaded</i>
	Central Line Associated BSI	<i>No file uploaded</i>
	Nurse Turnover	<i>No file uploaded</i>
	Nursing Care Hours	3/14/2008 12:00:00 AM
	Nursing Care Minutes	<i>No file uploaded</i>
	Patient Days	3/14/2008 12:00:00 AM
	Patient Falls	3/14/2008 12:00:00 AM
	Patient Volume	<i>No file uploaded</i>

Excel Upload Reference Tables

The descriptions used in the data file to be submitted to NDNQI must match the NDNQI definition. Therefore the data in the Facility's source file must be translated to the corresponding NDNQI descriptions. A file of Facility specific tables with codes and descriptions will be available via web-browser. Updated versions of the tables will be available quarterly. It is very important to download a new copy every quarter as additional indicators will be added to the upload process, they will also be added to the Excel Upload Reference Tables.

There are approximately 55 reference tables of different code and descriptions used in the NDNQI electronic loading of data. Facilities will typically submit text descriptions to NDNQI. We use the data in the description fields, rather than the data in the code fields, to make the Excel or CSV file readable by a human. The data fields must match exactly what is in the reference table.

Examples are:

- Fall Injury Level (xInjuryLevelFID = InjuryLevel): None, Minor, Moderate, Major, Death, No Documentation
- Fall Risk Assessment Scale (xFallRiskAssmntFID = xFallRiskAssmntDesc): Morse, Schmid, Other, Hendrich II, Johns Hopkins, NY Presbyterian, IM SAFE, GRAF-PIF, CHAMPS, Humpty Dumpty, Multiple, Universal, None

FallsRiskAssmnt Reference Table

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FallRiskAssmnt												
2	xFallRiskAssmntID	xFallRiskAssmntDesc											
3		0											
4		1 Morse											
5		2 Schmid											
6		3 Other											
7		4 Hendrich II											
8		5 Johns Hopkins											
9		6 NY Presbyterian											
10		7 IM SAFE											
11		8 GRAF-PIF											
12		9 CHAMPS											
13		10 Humpty Dumpty											
14		11 Multiple											
15		12 Universal											
16		13 None											
17													

PatientDayMethodID Reference Table

	A	B	C
1	PatientDaysMethodID		
2	xPatientDaysMethodID	PatientDaysMethodDesc	
3		0	
4		1 Method 1 - Midnight Census	
5		2 Method 2 - Midnight Census + Patient Days from Actual Hours for Short Stay	
6		4 Method 4 - Patient Days from Actual Patient Hours for both Inpatients and Short Stay Patients	
7		5 Method 5 - Patient Days from Multiple Census Reports	
8			

One field that utilizes the identification number as opposed to the text description is the UnitID which will appear in nearly every template. It's very important to review your facility's unit ID numbers as those will be utilized in the spreadsheet as opposed to unit names. All unit ID's can be found under the Unit Management tab.

Excel Upload Client Validations Document

The Client Validations document contains important information necessary for accurately completing your Data Template. This document will all of the validations specific to a particular field or set of fields. This document will also direct you to the appropriate reference table where needed.

For example, the validations document tells you the field “xFallRiskAssmntFID” is contained in the Falls Summary file and is defined as “The fall risk assessment scale used for the unit for the month.” You can also see it is a required field and the field must be valid on the reference table “xFallRiskAssmnt” from your list of reference tables.

You can filter based on Indicator, File, Field Name, etc.

A	B	C	D	E	F	G
Indicator	File	Field Name	Description	Type	Optional or Required	Validations
All	Indicator: Equals "All" or Equals "Falls"		The year that the data represents.	int	R	<input type="checkbox"/> The year the uploaded data represents. <input type="checkbox"/> Cannot be greater than the current year.
All	All Files	Quarter	The quarter that the data represents.	int	R	<input type="checkbox"/> The quarter the uploaded data represents. Valid values are 1 through 4, inclusive. <input type="checkbox"/> Can only upload a current quarter file and the immediate prior quarter file.
All	All Files	Month	The month being reported.	int	R	<input type="checkbox"/> The month the uploaded data represents. Valid values are 1 through 12, inclusive. <input type="checkbox"/> The months must be in the same quarter.
All	All Files	UnitID	The NDNQI ID of the unit.	int	R	<input type="checkbox"/> Valid on HospUnit.
Falls	Falls Summary	FallsCount	The number of patient falls within this unit for the month.	int	R	<input type="checkbox"/> Required when entering Falls. <input type="checkbox"/> Must be numeric when populated. <input type="checkbox"/> Must be a whole number between 0 and 49. <input type="checkbox"/> Nil when blank.
Falls	Falls Summary	IntentionalFallsCount	The number of Intentional patient falls within this unit for the month.	int	O	<input type="checkbox"/> Must be whole number between 0 and 49. <input type="checkbox"/> Optional if the Unit type is Adult or pediatric, otherwise must be nil or empty.
Falls	Falls Summary	xFallRiskAssmntFID	The fall risk assessment scale used for the unit for the month.	varchar(50)	R	<input type="checkbox"/> Valid on xFallRiskAssmnt. <input type="checkbox"/> Blank when blank.
Falls	Falls Detail	Years	The age of the patient in Years.	int	O	<input type="checkbox"/> Must be a whole number from 0 to 90. <input type="checkbox"/> Optional for adult or pediatric, otherwise must be nil or empty.
Falls	Falls Detail	Months	The age of the patient in Months.	int	O	<input type="checkbox"/> Must be a whole number from 1 to 11.
Falls	Falls Detail	Days	The age of the patient in Days.	int	O	<input type="checkbox"/> Must be a whole number from 1 to 30.
Falls	Falls Detail	xGenderFID	The gender of the patient who suffered the fall.	varchar(50)	O	<input type="checkbox"/> Valid on xGender. <input type="checkbox"/> Blank when blank.
Falls	Falls Detail	xFallTypeFID	The Type of Fall.	varchar(50)	R	<input type="checkbox"/> Valid on xFallTypes. <input type="checkbox"/> Must be "Other" for adult unit types.
Falls	Falls Detail	xFallWasPhysiological/YNFID	Whether the Fall is Physiological.	varchar(50)	O	<input type="checkbox"/> Valid on xFallWasPhysiological/YN.
Falls	Falls Detail	xInjuryLevelFID	The extent of injury caused by the fall.	varchar(50)	R	<input type="checkbox"/> Valid on xInjuryLevel.
Falls	Falls Detail	xPriorRiskAssmntFID	Whether patient was assessed for fall risk prior to the fall.	varchar(50)	O	<input type="checkbox"/> Valid on xPriorRiskAssmnt. <input type="checkbox"/> Blank when blank.
Falls	Falls Detail	xFallRiskAssmntPatient	The Fall risk assessment scale for the patient.	varchar(50)	R	<input type="checkbox"/> Valid on xFallRiskAssmnt. <input type="checkbox"/> Can't have a value of "Multiple".
Falls	Falls Detail	FallRiskAssmntScore	The Fall risk assessment scores for the scale.	int	O	<input type="checkbox"/> Valid on xFallAssessmentScaleScores. <input type="checkbox"/> Must be nil or empty or "None".
Falls	Falls Detail	xRecencyHoursFID	The time since the last risk assessment on this patient.	varchar(20)	O	<input type="checkbox"/> Valid on xRecencyHoursFalls. <input type="checkbox"/> Blank when blank.
Falls	Falls Detail	xAtRiskFID	Whether this patient was at risk for a fall.	varchar(20)	O	<input type="checkbox"/> Valid on xAtRisk. <input type="checkbox"/> Blank when blank.
Falls	Falls Detail	FallIdentifier	This is an ID number or code you assign to track this fall.	varchar(50)	R	<input type="checkbox"/> Used for reference from UnitFallIDPrevious. <input type="checkbox"/> Blank when blank.
Falls	Falls Detail	UnitFallIDPrevious	If this patient had a previous fall this month on this unit, this is the FallIdentifier (above) you assigned to the previous fall.	varchar(50)	O	<input type="checkbox"/> Must be a valid Fall Identifier on another UnitFall instance within the UnitYrQtr. <input type="checkbox"/> Blank when blank.

Each quarter you will download a new set of reference tables from the NDNQI website to use for validations to help you prepare your data. You should also download a new set of reference tables any time you make alterations or additions to your units in the NDNQI database. The reference tables contain all your active units and all the lookup values that you must submit in your Excel or CSV file.

A validation program will be available via web-browser to check the structure and data contents prior to submitting to NDNQI®. [See section 4]

3. Enter data into template

After you have downloaded and closely reviewed all of the above documentation you can begin populating your indicator-specific data file templates.

IMPORTANT Data Entry Notes

- **Each Microsoft Excel or CSV file you submit can only contain the data for one facility for any open quarters.** If you are responsible for submitting more than one facility's data, you will have to prepare one file per facility.
- After we have validated your data, and before loading it in our database, we will first **delete the existing data for ALL units for the indicator that you are submitting data for in a given quarter.** For example, if you upload a Q4 2015 file for Nursing Care Hours and later realize some units were missing from the file, you must re-upload the file with all units not just the missing units. Another quarter's data for Nursing Care Hours would not be affected unless another quarter's data is included the file uploaded. This means if you want to upload multiple quarters in the same file, the data must be complete for all quarters included.
- For files with both a summary and detail file component, if you make edits to the summary file you must also make corresponding edits to the detail or patient level file.
- **The data fields must match exactly what is in the reference table.** For example, when inserting your Patient Day Method into your Patient Days data template, "Method 1" would not be an acceptable entry. The entry must match what the reference table calls for exactly. The acceptable entry would be "Method 1 - Midnight Census".

Example of a completed Patient Days File

	A	B	C	D	E	F	G
1	Year	Quarter	Month	UnitID	xPatientDaysMethodFID	PtDaysMNCensu	PtDaysActHou
2	2016	1	1	48740	Method 5 - Patient Days from Multiple Census Reports	4158.56	
3	2016	1	1	48741	Method 2 - Midnight Census + Patient Days from Actual Hours for Short Stay	129	1739.86
4	2016	1	1	53278	Method 4 - Patient Days from Actual Patient Hours for both Inpatients and Short Stay Patients	4500	350.22
5	2016	1	1	58928	Method 2 - Midnight Census + Patient Days from Actual Hours for Short Stay	9230	719.65
6	2016	1	1	58929	Method 1 - Midnight Census	5588	
7	2016	1	1	60278	Method 1 - Midnight Census	6768	
8	2016	1	1	60279	Method 1 - Midnight Census	5383	
9	2016	1	1	67992	Method 1 - Midnight Census	4426	
10	2016	1	1	59327	Method 1 - Midnight Census	2215	
11	2016	1	1	61021	Method 2 - Midnight Census + Patient Days from Actual Hours for Short Stay	7550	2617.72
12	2016	1	1	64407	Method 2 - Midnight Census + Patient Days from Actual Hours for Short Stay	2766	2009.51
13	2016	1	1	58854	Method 2 - Midnight Census + Patient Days from Actual Hours for Short Stay	4975	1475.22
14	2016	1	1	26358	Method 5 - Patient Days from Multiple Census Reports	4359.68	
15	2016	1	1	29775	Method 2 - Midnight Census + Patient Days from Actual Hours for Short Stay	4197	482.48
16	2016	1	1	28103	Method 5 - Patient Days from Multiple Census Reports	1708.7	
17	2016	1	1	15821	Method 4 - Patient Days from Actual Patient Hours for both Inpatients and Short Stay Patients	6624.62	80.38
18	2016	1	1	7490	Method 5 - Patient Days from Multiple Census Reports	1344.79	
19	2016	1	1	38354	Method 5 - Patient Days from Multiple Census Reports	1099.56	
20	2016	1	1	51312	Method 2 - Midnight Census + Patient Days from Actual Hours for Short Stay	5461	878.74
21	2016	1	1	65999	Method 1 - Midnight Census	7797	
22	2016	1	1	58248	Method 1 - Midnight Census	4380	
23	2016	1	1	30012	Method 4 - Patient Days from Actual Patient Hours for both Inpatients and Short Stay Patients	6455.08	1580.81
24	2016	1	1	30013	Method 2 - Midnight Census + Patient Days from Actual Hours for Short Stay	8303	973.7
25	2016	1	1	29899	Method 5 - Patient Days from Multiple Census Reports	2453.38	
26	2016	1	1	29900	Method 2 - Midnight Census + Patient Days from Actual Hours for Short Stay	2933	1296.02
27	2016	1	1	30014	Method 2 - Midnight Census + Patient Days from Actual Hours for Short Stay	5379	1716.55
28	2016	1	1	30015	Method 1 - Midnight Census	2358	
29	2016	1	1	29898	Method 2 - Midnight Census + Patient Days from Actual Hours for Short Stay	7768	314.93
30	2016	1	1	7690	Method 4 - Patient Days from Actual Patient Hours for both Inpatients and Short Stay Patients	2854.84	2226.99
31	2016	1	1	34495	Method 2 - Midnight Census + Patient Days from Actual Hours for Short Stay	5729	109.83

Example of a completed Falls Summary File

	A	B	C	D	E	F	G
1	Year	Quarter	Month	UnitID	FallsCount	Intentiona	xFallRiskAssmntFID
2	2016	2	4	7487	1		Morse
3	2016	2	4	7490	1		morse
4	2016	2	4	7690	1		other
5	2016	2	4	8399	1		other
6	2016	2	4	8764	11		Morse
7	2016	2	4	8932	1		Morse
8	2016	2	4	9611	1		Morse
9	2016	2	4	11703	1		Schmid
10	2016	2	4	12859	1		Universal
11	2016	2	4	13045	2		None
12	2016	2	4	14815	6		Multiple
13	2016	2	4	15821	1		Hendrich II
14	2016	2	4	15851	1	1	Schmid
15	2016	2	4	16025	1	0	NY Presbyterian
16	2016	2	4	20063	2		champs
17	2016	2	4	20064	1		Hendrich II
18	2016	2	4	22535	1	2	IM Safe
19	2016	2	4	22537	1		Hendrich II
20	2016	2	4	24512	8		Multiple
21	2016	2	4	26358	0	0	NY Presbyterian
22	2016	2	4	28103	2		GRAF-PIF
23	2016	2	4	28549	2	NULL	Universal
24	2016	2	4	29318	1	0	GRAF-PIF
25	2016	2	4	29320	1	1	morse
26	2016	2	4	29775	1	0	NY Presbyterian
27	2016	2	4	29900	1		Morse
28	2016	2	4	30012	1		Morse
29	2016	2	4	30013	1		Johns Hopkins
30	2016	2	4	30015	3	2	Schmid
31	2016	2	4	30053	2		Universal

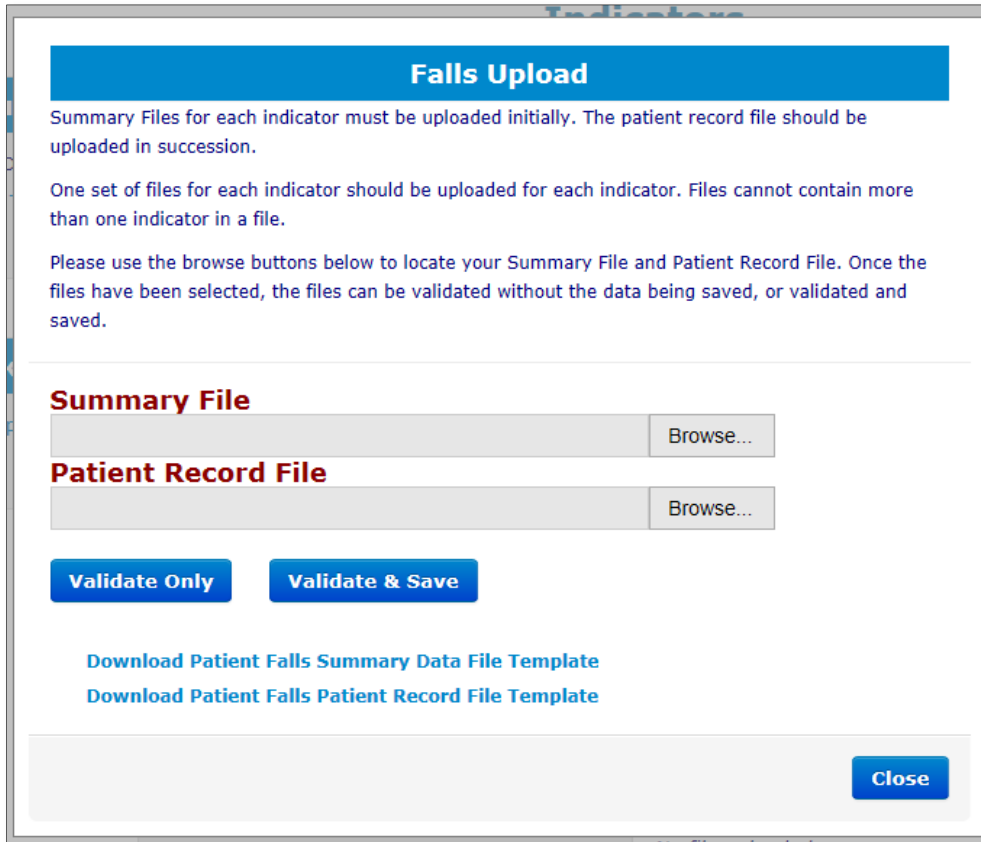
Example of a completed Falls Detail File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Year	Quarter	Month	UnitID	Years	Months	Days	xGenderHD	xFallTypeHD	xFallWasPhysiologicalYNHD	xInjuryLevelHD	xPriorRiskAssmntHD	xFallRiskAssmntPatient	FallRiskAssmntScore
2	2016	2	4	7487	25			Female	other	No	None		Morse	125
3	2016	2	4	7490	50			Male	other	No	Death	yes	morse	55
4	2016	2	4	7690	36			Female	other	no	Major	Yes	other	
5	2016	2	4	8399	27			Female	other	No	Minor		other	
6	2016	2	4	8764	37			Female	other		Minor		Morse	15
7	2016	2	4	8764	37			Female	other		Minor		Morse	20
8	2016	2	4	8764	37			Female	other		Minor		Morse	25
9	2016	2	4	8764	37			Female	other		Minor		Morse	100
10	2016	2	4	8764	37			Female	other		Minor		Morse	120
11	2016	2	4	8764	37			Female	other		Minor		Morse	95
12	2016	2	4	8764	37			Female	other		Minor		Morse	45
13	2016	2	4	8764	37			Female	other		Minor		Morse	25
14	2016	2	4	8764	37			Female	other		Minor		Morse	100
15	2016	2	4	8764	37			Female	other		Minor		Morse	120
16	2016	2	4	8764	37			Female	other		Minor		Morse	95
17	2016	2	4	8932	48			Male	other	no	Major	Yes	Morse	0
18	2016	2	4	9611	25			Male	other	yes	Death		Morse	20
19	2016	2	4	11703	36			Male	other		major		Schmid	0
20	2016	2	4	12859	20			Male	other		Minor	No		
21	2016	2	4	26358	29			Female	other		major		NY Presbyterian	4
22	2016	2	4	28103	32			Male	other		Major		GRAF-PIF	5
23	2016	2	4	28103	32			Male	Other		Major		GRAF-PIF	5
24	2016	2	4	14815	57			Male	other		Moderate		Morse	35
25	2016	2	4	14815	57			Male	other		Moderate		Schmid	1
26	2016	2	4	14815	57			Male	other		Moderate		IM Safe	1
27	2016	2	4	14815	57			Male	other		Moderate		Schmid	2
28	2016	2	4	14815	57			Male	other		Moderate		Hendrich II	3
29	2016	2	4	14815	57			Male	other		Moderate		Morse	40
30	2016	2	4	15821	33			Male	other		Minor		Hendrich II	5
31	2016	2	4	15851	42			Female	other		death		Schmid	6

4. Validate and Save File

After all data has been entered into your indicator-specific data template, you can validate your file or validate and save your file to the database.

Browse to your file location, then you can validate your file or both validate and save your file (uploaded and saved to NDNQI database).



One of two things will happen when you select **Validate**:

1. File not accepted and error messages will appear
2. File accepted and validated successfully

If scenario #1 above occurs, the system will generate errors which are preventing the file from being successfully validated. You will be alerted to the errors immediately after selecting the **Validate** button. To view the details on each error such as the row and field in the file where the error occurred and a brief descriptions of the error simply select **View Errors**.

Select View Errors

Patient Days Upload

Only one file should be uploaded for the Patient Days indicator. The file cannot contain more than one indicator in a file.

Please use the browse button below to locate your Patient Days file. Once the file has been selected, the file can be validated without the data being saved, or validated and saved.

Errors encountered on 106 rows, Click View Errors button

Patient days file

Browse...

Validate Only
Validate & Save
View Errors

[Download Patient Days Data File Template](#)

Close

Example of a file uploaded with errors

Patient Days Upload

Only one file should be uploaded for the Patient Days indicator. The file cannot contain more than one indicator in a file.

Please use the browse button below to locate your Patient Days file. Once the file has been selected, the file can be validated without the data being saved, or validated and saved.

Errors encountered on 106 rows, Click View Errors button

Patient days file

Browse...

Validate Only
Validate & Save
Hide Errors

Row#	Column Name	Error Message
0	Quarter	Quarter 4 for Year 2013 is not eligible for data entry
0	PtDaysActHours	xPatientDaysMethodFID value Method 1 - Midnight Census is invalid, and should be [Method 2 - Midnight Census + Patient Days from Actual Hours for Short Stay Patients][Method 4 - Patient Days from Actual Patient Hours for both Inpatients and Short Stay Patients]
1	Quarter	Quarter 4 for Year 2014 is not eligible for data entry
1	PtDaysActHours	xPatientDaysMethodFID value Method 1 - Midnight Census is invalid, and should be [Method 2 - Midnight Census + Patient Days from Actual Hours for Short Stay Patients][Method 4 - Patient Days from Actual Patient Hours for both Inpatients and Short Stay Patients]
2	Quarter	Quarter 4 for Year 2014 is not eligible for data entry

Close

If scenario #2 above occurs, you should see the following:

Nursing Care Hours Upload

Only one file should be uploaded for the Nursing Care Hours indicator. The file cannot contain more than one indicator in a file.

Please use the browse button below to locate your Nursing Care Hours file. Once the file has been selected, the file can be validated without the data being saved, or validated and saved.

File has been successfully validated, but has not been saved.

Nursing Care hours file

No file chosen

[Download Nursing Care Hours Data File Template](#)

One of two things will happen when you select **Validate and Save**:

1. File not accepted and error messages will appear
2. File validated successfully and file is saved to database

If scenario #1 above occurs, the system will generate errors which are preventing the file from being successfully validated. You will be alerted to the errors immediately after selecting the **Validate and Save** button. To view the details on each error such as the row and field in the file where the error occurred and a brief descriptions of the error simply select View Errors. **You should note that the file was NOT SAVED to the database.**

Patient Days Upload

Only one file should be uploaded for the Patient Days indicator. The file cannot contain more than one indicator in a file.

Please use the browse button below to locate your Patient Days file. Once the file has been selected, the file can be validated without the data being saved, or validated and saved.

Errors encountered on 106 rows, Click View Errors button

Patient days file

Validate Only

Validate & Save

Hide Errors

Row#	Column Name	Error Message
0	Quarter	Quarter 4 for Year 2013 is not eligible for data entry
0	PtDaysActHours	xPatientDaysMethodFID value Method 1 - Midnight Census is invalid, and should be (Method 2 - Midnight Census + Patient Days from Actual Hours for Short Stay Patients)Method 4 - Patient Days from Actual Patient Hours for both Inpatients and Short Stay Patients)
1	Quarter	Quarter 4 for Year 2014 is not eligible for data entry
1	PtDaysActHours	xPatientDaysMethodFID value Method 1 - Midnight Census is invalid, and should be (Method 2 - Midnight Census + Patient Days from Actual Hours for Short Stay Patients)Method 4 - Patient Days from Actual Patient Hours for both Inpatients and Short Stay Patients)
2	Quarter	Quarter 4 for Year 2014 is not eligible for data entry

Close

If scenario #2 above occurs, you should see the following:

Nursing Care Hours Upload

Only one file should be uploaded for the Nursing Care Hours indicator. The file cannot contain more than one indicator in a file.

Please use the browse button below to locate your Nursing Care Hours file. Once the file has been selected, the file can be validated without the data being saved, or validated and saved.

File has been successfully loaded and saved.

Nursing Care hours file

No file chosen

Validate Only

Validate & Save

[Download Nursing Care Hours Data File Template](#)

Close

****IMPORTANT NOTES:**

For files with both a summary and detail file component, if you make edits to the summary file you must also make corresponding edits to the detail or patient level file.

After we have validated your data, and before loading it in our database, we will first **delete the existing data for ALL units for the indicator that you are submitting data for in a given quarter**. For example, if you upload a Q4 2015 file for Nursing Care Hours and later realize some units were missing from the file, you must re-upload the file with all units not just the missing units. Another quarter's data for Nursing Care Hours would not be affected unless another quarter's data is included the file uploaded. This means if you want to upload multiple quarters in the same file, the data must be complete for all quarters included.

If you submit only January Falls data, then later submit February Falls data – January data will be erased thus each quarterly file must be complete with all months you want uploaded to the database. If you would like to upload data by month just note that each file should have all complete months. In the case just described, the February Fall file should have January Fall data as well.

5. Run Data Summary and Error Reports

After each file is uploaded, run your Data Summary and Error Reports to confirm data was saved to the database, the data was entered accurately, and check for errors such as summary count mismatches (where summary information does not match patient level information).

Indicators

<div style="background-color: #0070C0; color: white; padding: 5px; font-weight: bold; text-align: center; margin-bottom: 5px;">Excel Resource</div> <ul style="list-style-type: none"> <li style="padding: 2px 5px;">Excel Upload Overview (PDF) <li style="padding: 2px 5px;">Excel Upload Client Validations <li style="padding: 2px 5px;">Excel Upload Reference Tables (.xlsx) 	<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; font-weight: bold; font-size: 0.9em;">Select Indicator</th> <th style="text-align: left; font-weight: bold; font-size: 0.9em;">Last File Upload Date</th> </tr> </thead> <tbody> <tr><td style="padding: 5px; text-align: center;">Care Coordination</td><td style="padding: 5px;"><i>No file uploaded</i></td></tr> <tr><td style="padding: 5px; text-align: center;">Catheter Associated UTI</td><td style="padding: 5px;"><i>No file uploaded</i></td></tr> <tr><td style="padding: 5px; text-align: center;">Central Line Associated BSI</td><td style="padding: 5px;"><i>No file uploaded</i></td></tr> <tr><td style="padding: 5px; text-align: center;">Nurse Turnover</td><td style="padding: 5px;"><i>No file uploaded</i></td></tr> <tr><td style="padding: 5px; text-align: center;">Nursing Care Hours</td><td style="padding: 5px;"><i>3/14/2008 12:00:00 AM</i></td></tr> <tr><td style="padding: 5px; text-align: center;">Nursing Care Minutes</td><td style="padding: 5px;"><i>No file uploaded</i></td></tr> <tr><td style="padding: 5px; text-align: center;">Patient Days</td><td style="padding: 5px;"><i>3/14/2008 12:00:00 AM</i></td></tr> <tr><td style="padding: 5px; text-align: center;">Patient Falls</td><td style="padding: 5px;"><i>3/14/2008 12:00:00 AM</i></td></tr> <tr><td style="padding: 5px; text-align: center;">Patient Volume</td><td style="padding: 5px;"><i>No file uploaded</i></td></tr> <tr><td style="padding: 5px; text-align: center;">Pediatric Pain</td><td style="padding: 5px;"><i>No file uploaded</i></td></tr> </tbody> </table>	Select Indicator	Last File Upload Date	Care Coordination	<i>No file uploaded</i>	Catheter Associated UTI	<i>No file uploaded</i>	Central Line Associated BSI	<i>No file uploaded</i>	Nurse Turnover	<i>No file uploaded</i>	Nursing Care Hours	<i>3/14/2008 12:00:00 AM</i>	Nursing Care Minutes	<i>No file uploaded</i>	Patient Days	<i>3/14/2008 12:00:00 AM</i>	Patient Falls	<i>3/14/2008 12:00:00 AM</i>	Patient Volume	<i>No file uploaded</i>	Pediatric Pain	<i>No file uploaded</i>
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<div style="background-color: #0070C0; color: white; padding: 5px; font-weight: bold; text-align: center; margin-bottom: 5px;">Quick Links</div> <ul style="list-style-type: none"> <li style="padding: 2px 5px;">Data Summary Report <li style="padding: 2px 5px;">Data Error Report 	
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Summary and Detail templates - Logistics

Loading Summary and Detailed Indicators templates

Paired File Loading Order:

1. Summary files
2. Details files

When the details files are uploaded, the validation process checks for a match in the summary table for:

- Year
- Quarter
- Month
- Unitid
- FallRiskAssessmentFID

The data validation process checks if a summary row for FallRiskAssessmentFID is present in the loaded summary data for the same UnitID and time range. The detail data will be saved only if there is a match. The data validation engine will trigger an error if an exact match is not found; this will help the user to upload the summary correctly again. Once 100 percent of the rules are satisfied, the detail records are saved to the database.

In the Falls Detail template there are rules that check the value for FallRiskAssessmentFID from the loaded summary data. We validate these detail records by linking or tying them to the summary records based on the following rules:

- If FallRiskAssessmentFID is “multiple”, the validation logic is expecting:
 - xPriorRiskAssmntFID = Yes then xFallRiskRssessmentPatient should NOT be NULL/empty
 - xPriorRiskAssmntFID = No then xFallRiskAssmntPatient should be NULL/empty and FallRiskAssmntScore should be NULL/empty

OR

- If FallRiskAssessmentFID is “universal”, the validation logic is expecting:
 - xAtRiskFID should be “Yes”
 - XFallRiskAssessmentPatient should be NULL/empty
 - FallRiskAssmntScore should be NULL/empty

OR

- If FallRiskAssessmentFID is “none”, the validation logic is expecting:
 - xPriorRiskAssmntFID should be NULL/empty
 - xFallRiskAssmntPatient should be Null/Empty
 - FallRiskAssmntScore should be NULL/empty

OR

- IF FallRiskAssmntFID is “Other”, the validation logic is expecting:
 - FallRiskAssmntScore should be NULL/Empty

If none of the above are met, we display the below message:

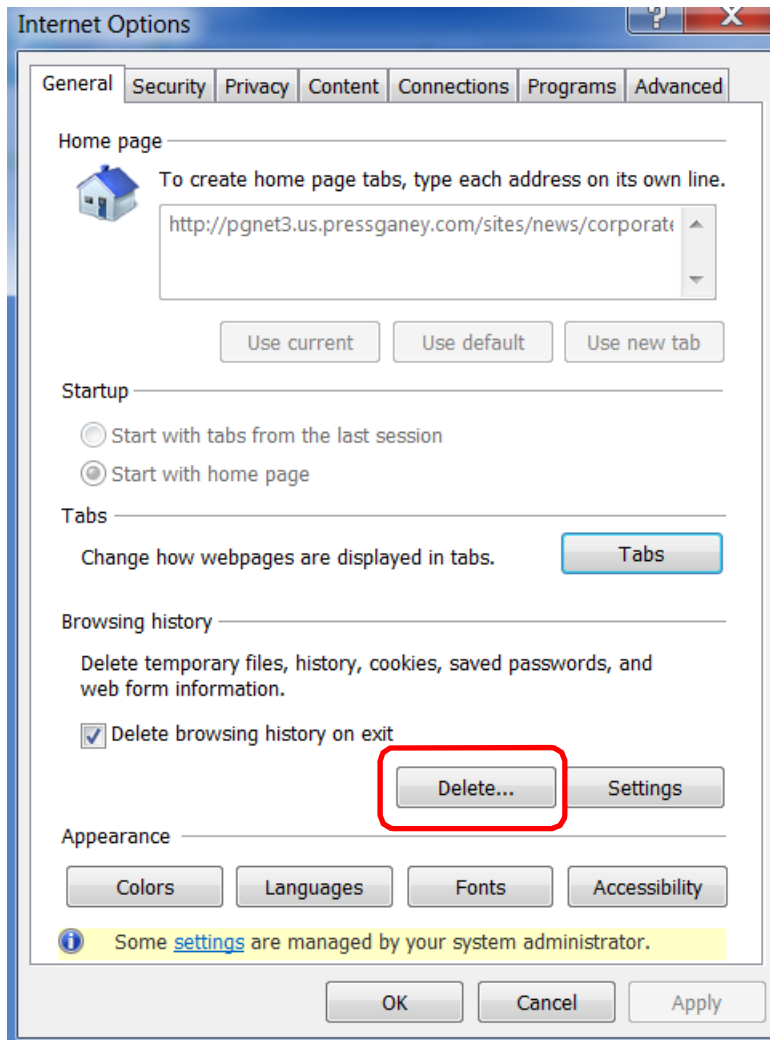
“The details record did not meet the pre-requisites for the summary record. Please check your xPriorRiskAssmntFID, xRecencyHoursFID, xFallRiskAssmntPatient xAtRisk, and FallRiskAssmntScore columns.”

Best Practices

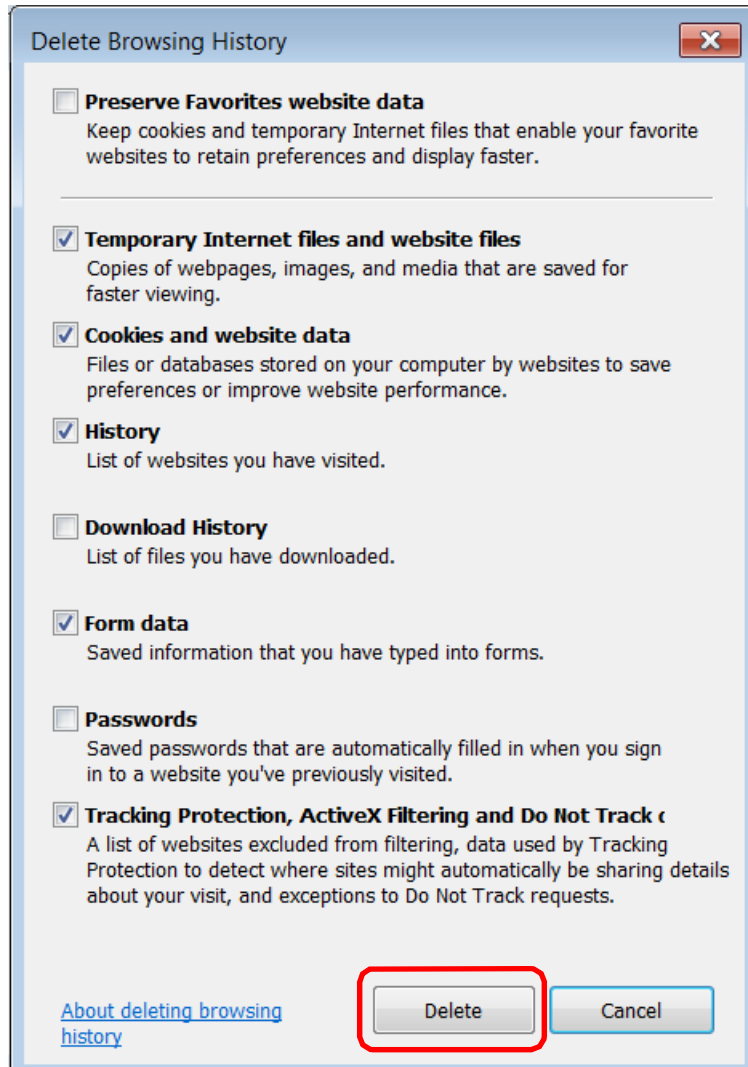
It is always good to clear the browser history every hour. Usually the browser will retain all the old sessions and this can slow down the operations. In order to prevent this scenario, we are providing this recommendation

Internet Explorer

For clearing the history in IE, please go to Tools → Internet options → Click on Delete



Make sure the delete options are checked as shown below. Afterwards, please click delete again



The screenshot shows a dialog box titled "Delete Browsing History" with a close button (X) in the top right corner. The dialog contains several options, each with a checkbox and a description:

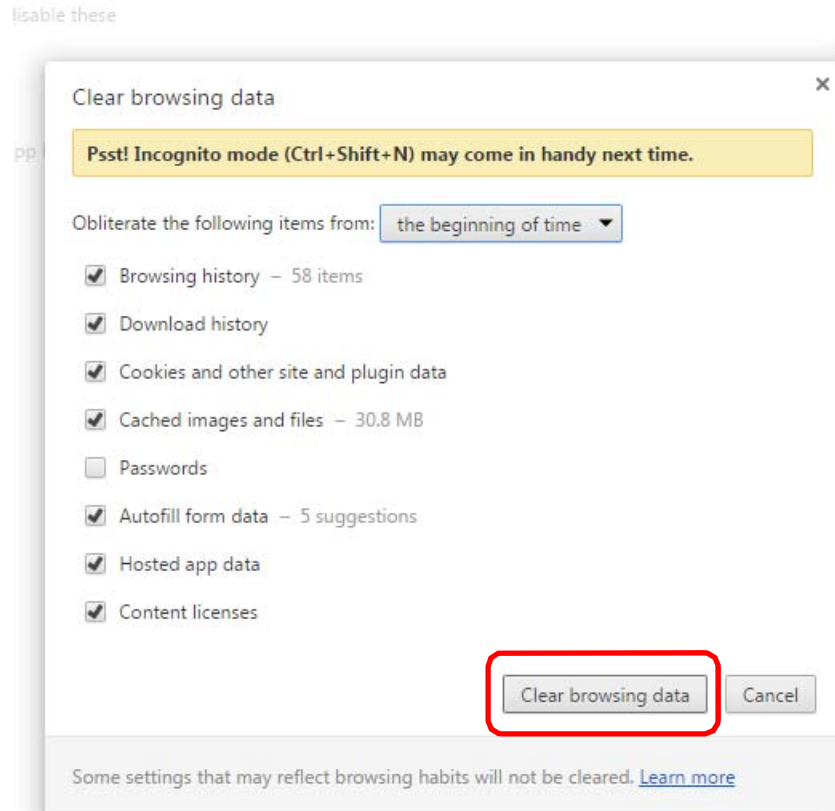
- Preserve Favorites website data**
Keep cookies and temporary Internet files that enable your favorite websites to retain preferences and display faster.
- Temporary Internet files and website files**
Copies of webpages, images, and media that are saved for faster viewing.
- Cookies and website data**
Files or databases stored on your computer by websites to save preferences or improve website performance.
- History**
List of websites you have visited.
- Download History**
List of files you have downloaded.
- Form data**
Saved information that you have typed into forms.
- Passwords**
Saved passwords that are automatically filled in when you sign in to a website you've previously visited.
- Tracking Protection, ActiveX Filtering and Do Not Track c**
A list of websites excluded from filtering, data used by Tracking Protection to detect where sites might automatically be sharing details about your visit, and exceptions to Do Not Track requests.

At the bottom left, there is a link: [About deleting browsing history](#). At the bottom right, there are two buttons: "Delete" and "Cancel". The "Delete" button is highlighted with a red rectangle.

Google Chrome

Open a new google chrome page

Press Ctrl + Shift + Delete together; afterwards the window shown below will pop up. Please make sure all the settings match as shown below. If they match, click 'clear browsing data' and close the page.



FireFox

Open a new FireFox page

Press Ctrl + Shift + Delete together; afterwards the window shown below will pop up. Please make sure all the settings match as shown below. If they match, click 'clear now' and close the page. Also make sure the time range is chosen as "Everything"

