

Michigan Trauma Registry
GUIDE FOR IMPORTING DATA



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2. Disclaimer

Michigan Department of Health and Human Services (MDHHS) Trauma Section strives to present the most accurate information at all times and in all communications, to the best of their understanding. Software instructions are based on the version that was currently in use when this guide was prepared. MDHHS Trauma Section is providing this document as an aid, it is the responsibility of each institution to manage the users and user access to the trauma registry.

3. Audience

This document is primarily intended to be a guide for those who use a software other than ImageTrend® as their main registry software and import their data to the MI Trauma Registry on a quarterly basis. This document outlines the basic process for importing data into ImageTrend®.

4. State of Michigan Quarterly Data Submission Timeline

The submission dates and time periods for the State of Michigan quarterly data submissions are listed in the table below. Only closed, completed charts should be submitted.

The ACS requires that trauma registries for Level I, II, and III facilities be concurrent, at a minimum, 80 percent of cases must be entered within 60 days of discharge. The State recommends following the ACS guidelines. Cases not completed by the submission due date **should be imported** into the registry once completed.

If you are unable to meet the deadlines listed in the table below for any reason, please contact the MI Trauma Registrar at StateTraumaRegistrar@Michigan.gov **before** the submission due date.

Submission Due Date	Case Time Period
March 15 th	October 1 – December 31
June 15 th	January 1 – March 31
September 15 th	April 1 – June 30
December 15 th	July 1 – September 30

For more information regarding data submission and procedures for missed deadlines, please see the [Policy for Data Submission and Missed Deadlines](#) that can be found on the MI Trauma Registry Website.

5. How to Import Data into the MI Trauma Registry

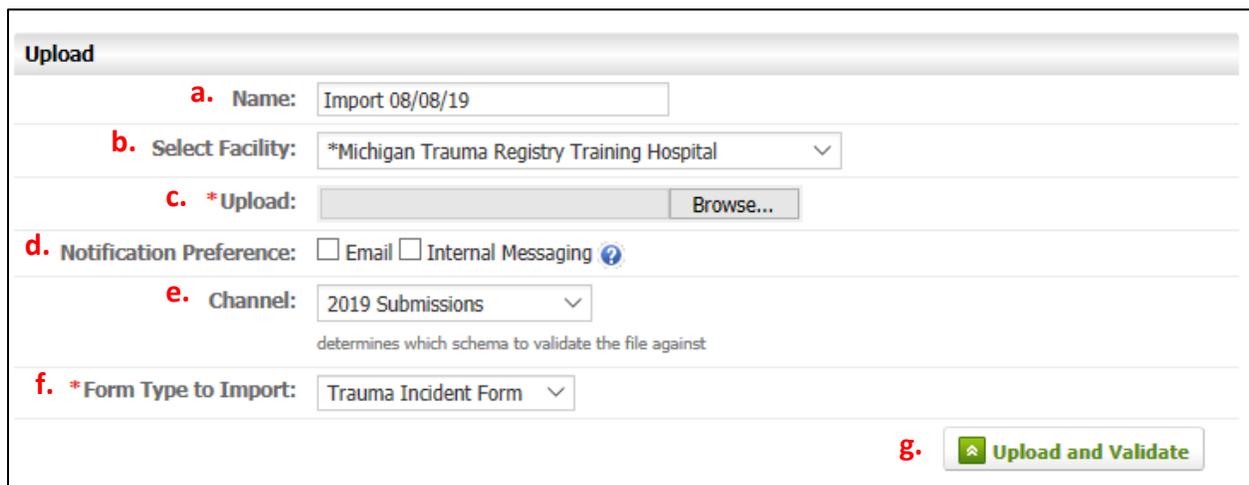
The following are instructions for importing a file into the MI Trauma Registry. It is assumed the user has already generated a valid NTDB.XML file from their hospital system. Please contact your registry vendor for questions regarding generating the file.

a) Beginning the Import

1. Log into the MI Trauma Registry
2. Navigate to Data Exchange in the top left
3. Select 'NTDB Import'
4. Click on the green Import button on the top right



5. Fill out the upload form (screenshot below).
 - a. Name the file whatever you like – preferably something with the quarter, dates, facility name, or other relevant information that is easily recognized.
 - b. Select the facility you are uploading for. If you only have access to one facility, that should be the only one listed.
 - c. Browse your computer for the file you are uploading (files **MUST** be in NTDB.XML format)
 - d. Select a notification preference. This will notify you when your upload is complete.
 - e. Select a channel.
 - The channel is the year and file type (TQIP or non-TQIP)
 - Selecting the incorrect channel will result in schema or system errors
 - f. Form Type to Import should always be “Trauma Incident Form”, as that is currently the only option.
 - g. Once all the required fields are filled out, click the green Upload and Validate button.



b) Reviewing your Import

After the last step from the previous section, the Review page appears, with a list of any schema errors within the import file. If there are schema errors present, please go back and ensure the correct channel is selected. Once you are satisfied with your import, click the green Import button at the bottom left of the page.

Now the import has begun. Depending on the number of records being imported, this may take some time. When many users are attempting to import, about a week or two before a data submission deadline, import speeds may be significantly slower. You can navigate away from this page and return later if needed.

To view the status of this import, return to the Import List page. When the import is completed, a green checkmark will appear in the Status checkbox. If there is not a green checkmark, please follow the steps in part c.

NTDB Import

[Import](#)

Search [@D](#) [CLEAR](#)

An import is editable while status is "Not Started", but once the status is "Finalized" (import has been started), it is viewable for reference only.

Imports	Name	Import Date	Import File	Total Records	Status
	Import 03/13/15	03/13/2015 07:50	NTDB 6 records12.xml	6	
	Import 03/11/15	03/11/2015 11:31	NTDB 6 records10.xml	1	
	Import 03/09/15	03/09/2015 14:21	NTDB 6 records8.xml	1	
	Import 02/28/15	02/28/2015 13:36	Sample TQIP11.xml	1276	
	Import 02/16/15	02/16/2015 14:59	NTDB 6 records7.xml	6	
	Import 02/11/15	02/11/2015 15:39	85f85457-c22f-41dd-9490-dd4f70d0d33424.xml		
	Import 01/06/15	01/06/2015 11:56	NTDB NYSDOH Example13.xml	1	
	Import 12/19/14	12/19/2014 10:08	85f85457-c22f-41dd-9490-dd4f70d0d33423.xml		
	December 2014	12/18/2014 10:04	NTDB 6 records6.xml	1	
	Import 12/11/14	12/11/2014 15:19	NTDB 6 records7.xml	1	

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 = Completed  = Failed  = Completed w/ Error(s)  = Pending Import (Please check back at a later time.)

To download the file, right click on the file link and select 'Save Target As'.

c) Reviewing your Results

After importing your file, the Results page will display any error messages related to the file you imported.

1. From the Import list page, click the "View and Edit" icon  for the import you want to view errors for.

2. Click the “3. Results” link to access the detailed results page for the import.

3. The screenshot below walks you through the details results page and describes each portion in detail.

p. The below validation messages are based on data quality rules set up by the system administrator for this site. If you have questions about these requirements, please contact this site's system administrator.

Error Message	Occurrences
Relative Exclusion Criteria (Warnings) 0-3 hr treatment window required	15
Reasons for no IV thrombolytic Required	15
Provider's Primary Impression Required	15
Was antithrombotic therapy administered by the end of day 2 test Cant be	10
Additional Relative Exclusion Criteria 3-4.5 hr treatment window is required	15
Waist circumference can't be blank	15
testing validity rules	15
Other Reason for thrombolytic care Required	15
Relative Exclusion Criteria (Warnings) 3-4.5 hr treatment window is required	15
Exclusion Criteria (contraindications) 3-4.5 hr treatment window required	15

Records 1-10 of 10

q. **System Errors**

The import file associated with this import is not valid. Please contact your system administrator.

Records 0-0 of 0

- a. The facility that you uploaded the file to (if you upload for multiple facilities, pay close attention to this).
- b. The date/time the import began. Please note it is Central Standard Time.
- c. The date/time the import ended. Please note it is in Central Standard Time.
- d. The type of import completed (currently MI only has one – ‘NTDB Import’).
- e. The incident form imported to (currently MI only has one – ‘Trauma Incident Form’).
- f. The channel that was selected at the beginning of the import.
- g. Click here to delete all of the incidents that were imported. When clicked, you will be asked again if you want to delete all of the incidents. When you delete them, a box will pop up for you to enter a reason for the deletion. Reasons for deleting an import are: uploaded in the incorrect formatting, uploaded an incomplete file, etc.
- h. Shows the average validity score for your file. Please see o. for more information on validation of imported incidents.
- i. If your import is still running, this shows the number of incidents pending import.
- j. If your import is still running, this shows the number of incidents pending validation.
- k. If your import is still running, this shows the number of incidents currently running.
- l. This shows the number of incidents that failed to import. **Please contact StateTraumaRegistrar@michigan.gov if this number is not 0.** Please wait for a response before trying to import again.
- m. This shows the number of incidents that have completed the import.
- n. Not available at hospital permission levels.
- o. Not available at hospital permission levels.
- p. System Validation Messages
 - For users who import their data, these messages are more like warnings. ImageTrend® does not yet have the capability for ‘Not Applicable’ or ‘Not Known/Not Recorded’ for numeric, date or time values (such as height and EMS dispatch date/time), so they will show up in ImageTrend® as blank, and flag a validation message.
 - These messages **DO NOT** affect your import. You can still have a successful import with any number of system validation messages.
 - Please glance through them (keeping in mind that not values will flag messages), and make sure it aligns with what you expected.
 - To view the details of any error, including which incident(s) triggered the error, click the blue error message text. You will get a pop-up box that shows you the registry numbers where the errors were found.
 - These messages are more useful for assisting the facilities that directly enter their cases into the MI Trauma Registry with data validation.
 - If you have any questions about these errors, please contact StateTraumaRegistrar@michigan.gov.
- q. System Errors
 - System Errors typically do affect your import. If you have system errors, it is likely that your import was not successful.

- Please contact StateTraumaRegistrar@michigan.gov for assistance with these errors. The state registrar will likely have to contact ImageTrend® support for further diagnosis.

6. Questions or Feedback

The MDHHS Trauma team are happy to answer any questions or to consider any feedback about this document or the procedures described within. Please direct questions or feedback to the MI Trauma Registrar via email at StateTraumaRegistrar@Michigan.gov.