DATA SUBMISSION FILE CREATION AND UPLOAD USER GUIDE
DECEMBER 1, 2021

CDM®/TraumaBase Users

1. From home screen, choose Patients.
2. From the dropdown menu, choose ITDX Menu and ITDX Exports.
3. On the ITDX Exports menu, choose the ITDX Export menu of the incident year being submitted.
4. Choose the option, Inclusion by Arrival Date or Custom List, either choice is correct.
5. Once the Export List or Export records step is complete, a pop-up box will appear showing the number of records in your list.
6. From the ITDX Export menu, choose Export Records, a pop-up will appear which shows the number of records exported/not exported and the file name and location of the ITDX file generation.
7. From the ITDX Export menu, choose Check Validation Report. This will show Level 1 – Level 4 validation errors. **Please be sure to correct any Level 1 or Level 2 generated errors and repeat Check Validation Report step to ensure error resolution.**
8. From the ITDX Export menu, choose Check Benchmark Report.
9. From the ITDX Export menu, choose Upload file. At this point, the file is saved to the ITDX Exports folder on your PC which is the file that is uploaded to the State of Michigan Image Trend® Patient Registry or if you are a TQIP participating facility and have opted to upload your data to the Vendor Aggregator™ please upload and validate your file to identify and correct any Level 1 or Level 2 errors prior to submitting the file to the State of Michigan Image Trend® Patient Registry.

The file that is generated and submitted to the State must be in the ITDX.XML format. For any questions regarding file creation, validation, or ITDX file submission; please contact support.cdm@eso.com.

DI™/v5/NTRACS Users

1. From the home screen, choose ITDX. (**Note the setup will indicate where the file that is generated will be saved on your PC)
2. Choose ITDX Auto-Map Data, a pop-up box will appear, enter arrival date range, and click Map.
3. From the ITDX menu, choose ITDX Submit Data. A pop-up box will appear. Verify date range, click Generate. The XML Submission file generation will appear in the HTML Viewer pop-up box, **Note where the file is saved, and close out. This is the file that will be submitted to the State of Michigan Image Trend® Patient Registry or if you are a TQIP participating facility, the file which will be uploaded to the Vendor Aggregator.

4. If you are a TQIP participating facility and have opted to upload your data to the Vendor Aggregator™ **please upload your file to identify and correct any Level 1 or Level 2 errors prior to submitting the file to the State of Michigan Image Trend® Patient Registry.** Any errors corrected in the registry will necessitate starting these outlined steps from the beginning to generate a corrected ITDX file before submitting to the State of Michigan Patient Registry.

The file that is generated and submitted to the State must be in the ITDX.XML file format. For any questions regarding the file creation, validation, or ITDX file submission; please contact support.di@eso.com.

Lancet®/TraumaOne Users

1. From home screen, choose File, then Quick Export.
2. Fill out the Export Criteria box, click export.
3. Review and correct Level 1 and Level 2 errors.
4. Re-run the export if the registry has been corrected.
5. If you are a TQIP participating facility and have opted to upload your data to the Trauma Cloud™/Vendor Aggregator™/ASN Compliance Hub™, **please upload your file to identify and correct any Level 1 or Level 2 errors prior to submitting the file to the State of Michigan Image Trend® Patient Registry.**

The file that is generated and submitted to the State must be in the ITDX.XML file format. For any questions regarding the file creation, validation, or ITDX file submission; please contact support.lancet@eso.com.

Vendor Aggregator™ Upload Guide

1. If your registry software does not automatically direct you to the Vendor Aggregator™ website from your ITDX Export menu, please use your preferred web browser or click on the following link. Vendor Aggregator™
2. Using your sign on information provided from the ASN by ESO and follow the user file import instructions they have provided you.

Image Trend® Upload Guide

1. Log into Michigan Patient Registry (mi-emsis.org/patientregistry)
2. Click on the Data Exchange tab at the top of screen.
3. Click on Import on the left side of screen.
4. Click on (applicable incident year) MI ITDX Extension.
5. Click on the green Import tab on the far top right side of the screen.
6. Select the appropriate facility name.
7. Browse your PC to select the correct ITDX file to upload.
8. If you wish to receive an email confirmation, click the Notification Preference Email box.
9. Make sure your Channel year is correct for the incidents you are uploading.
10. The Form Type to Import is always Trauma Incident Form.

11. Click on the green Upload and Validate button.

Your file may take a LONG TIME to upload and process completely. Uploading multiple times will slow the process and cause import problems. You can minimize the program and utilize other applications while the import is happening, or completely log out of Image Trend® and check for the email confirmation when complete. **Please note, the email confirmation will be generated from SENDGRID, not Image Trend®. Check your spam/junk email folder if a confirmation email has not been received.

If your file has successfully passed the import process, it will show a green check mark under the status heading. Please click on the purple clock icon under the Activity Date heading to View Detail report. This report gives file import details as well as system validation messages which must be reviewed for validity, accuracy, and completeness. If an issue is found that needs state attention, please email statetraumaregistrar@michigan.gov.

If you have questions regarding the State of Michigan submission process, please contact statetraumaregistrar@michigan.gov.