Ohio Department of Public Safety Trauma Registry

Data Submission Training

Proprietary Rights Notice

Training Objectives

- Provide overview of the OH State Download functionality and submission review tools within the OH Central Site Web Portal

- Demonstrate how to upload a file and review data submission report.

Accessing the OH Trauma Web Portal

- URL for accessing OH Web Portal is https://oh.centralsiteportal.com

- Log in credentials will be provided to you by the OH Department of Public Safety.

- You can request Log in Credentials by e-mailing EMSData@dps.ohio.gov

- Each user will have a unique User ID and Password.

- Each user will only have access to upload and review data submissions for their own facilities.

OH Central Site Login Page

OH Central Site

Login

User Id: [   ]

Password: [   ]

Facility Id: [   ]

[Login]

WARNING: APPLICATION/SYSTEM ADMINISTRATION AND SECURITY MONITORING

The use of this application/system is restricted to authorized users only. This application/system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed or stored in the application/system including but not limited to information stored locally on the hard drive, by a user. There is no right of privacy in this application/system. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to law enforcement personnel and other personnel in conjunction with a report of improper or unauthorized use.

(Disclaimer - Any user who extracts information from the application/system unto media such as, but not limited to, a Floppy disk, CD, DVD, Flash Drive, becomes solely responsible for the safekeeping of that information).

Entering Login Credentials

Data Exchange Menu
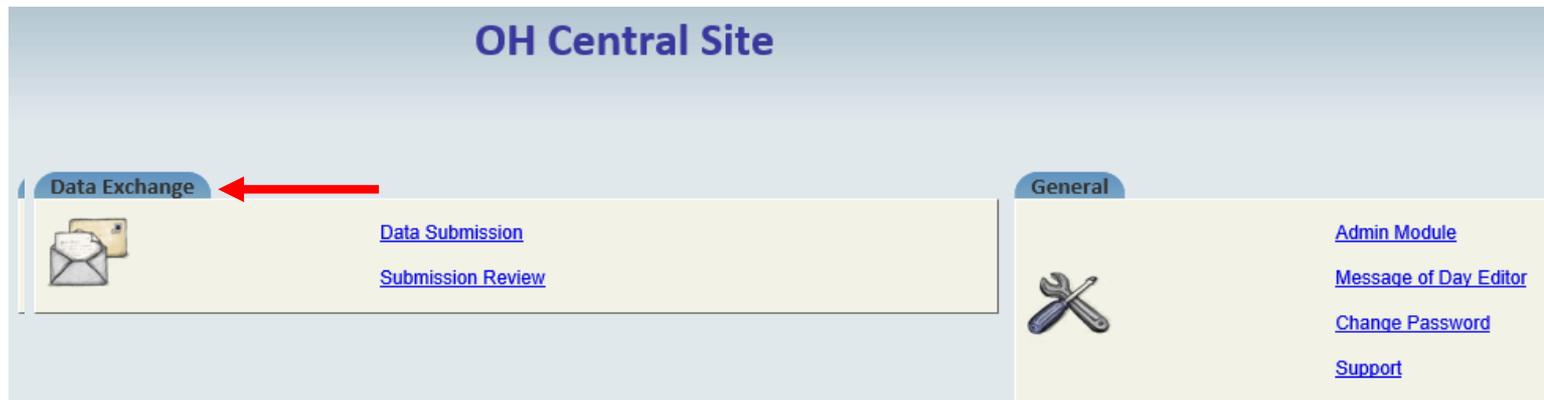

Once you login you will see the "Data Exchange" tab on the Web Portal screen with the following menu options:

- Data Submission
- Submission Review

Data Submission Methods

- ## Automatic
  - DI Web Registry: files will automatically send files using an I-Send feature when records are closed.
  - DI Windows Registry: files will automatically send files using an I-Send feature when records are closed and the State Download function is executed within the software.
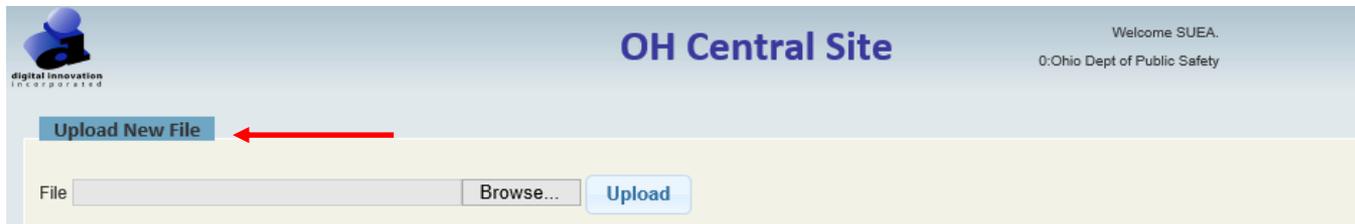
- ## Manual
  - Registries that do not have I-Send feature will need to manually upload data files by accessing the "Data Submission" menu option under the "Data Exchange" tab.

Data Submission – Manual Upload
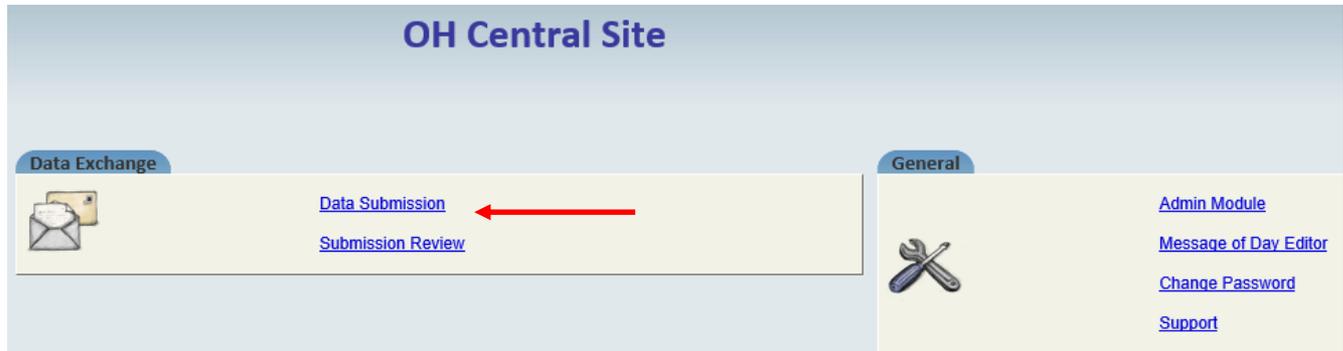
- Click on the "Data Submission" menu option.
- The "Upload New File" screen will appear
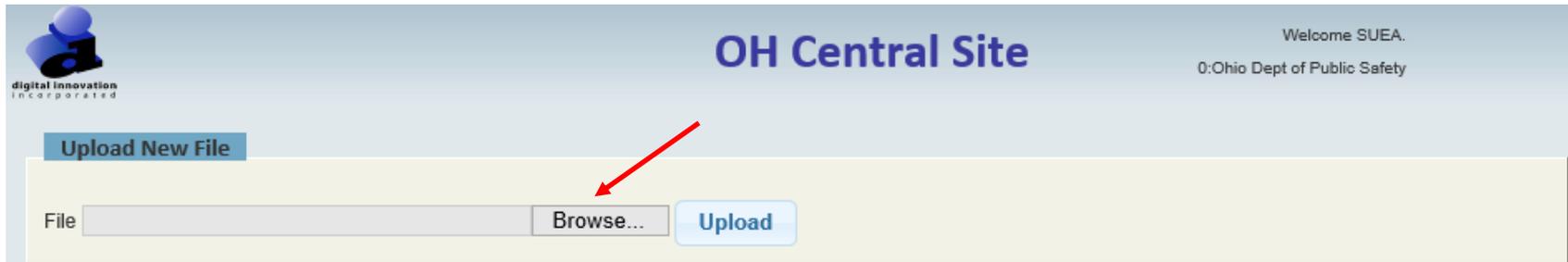
Data Submission – Manual Upload

- Click "Browse" to navigate and find the file that you want to upload
- Then click "Upload" button.
- After the data upload is complete, you will be notified that the file has been submitted and that it is being processed.

Your data submission has been received (submission 912). The Submission Review screen will show the status of your submission report in a few minutes

Return to data submission

Data Processing

- Once a file is submitted, each record will be evaluated by the validator

    - OH State Download is based on NTDB & Unique OH Business Rules

- Any record with Level I or Level II errors will fail submission and not be loaded in the system.

- Records that fail loading will need to be corrected and resubmitted.

- It is important to understand that records from a file load on a record by record basis so you can have records that successfully load and records that fail loading in one submission file.

Submission Review

- Under the "Data Exchange" section, click the menu choice for "Submission Review".

- This feature can be used by any hospital to view submission reports for files that have been uploaded.
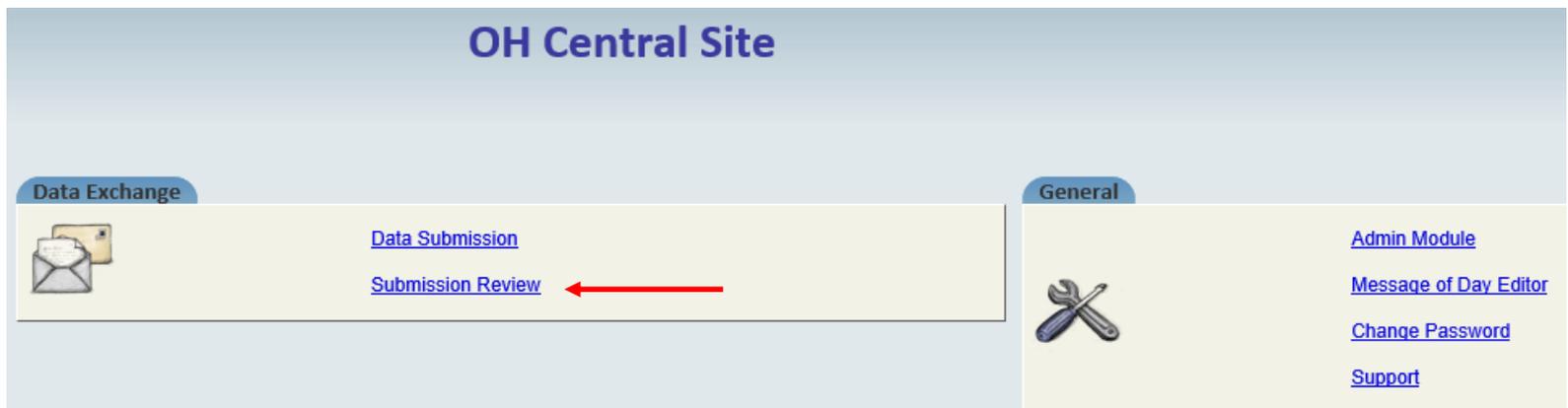
Submission Review

- When you click "Submission Review", the "View Submissions" screen appears.

View Submission Details

View Submissions

Submissions Filter

Processing Status : [▼]   Disposition Status : [▼]

Submission Date Range: [   ] To [   ] [▼]

[Search] [Reset]

● Submission Filters allow you to narrow your search on uploaded files to match certain criteria including Processing Status, Submission Date Range, and Disposition Status.

    – **_Processing Status_** allows you to view submissions by Dispatched, Pending Validation, Pending Loading, or Processed status

    – **_Submission Date Range_** allows you to view submissions for any particular data range that you enter.

    – **_Disposition Status_** allows you to view submissions by final disposition status of the file submitted including Not Processed, Failed Loading, Rejected by Validation/Policy, Failed Submission, Loaded

View Submission Details

- The "Submission Table" displays information about each submitted file.
  - *Sub ID*: Unique Submission File Identification Number
  - *Name:* Submission File Name
  - *Target Facility ID:* Facility ID of Submitting Hospital
  - *Target Facility Name:* Facility Name of Submitting Hospital
  - *Submission Date:* Date the File was Submitted
  - *Submitting User:* User ID of the individual that submitted the file
  - *# of Record:* Total number of records contained in the file
  - *Processing Status:* displays the current processing status of the submitted file.
  - *Disposition Status:* displays the current disposition status of the submitted file
  - *Submission Report:* provides link to the submission report for all records and contains information about the submitted file.

Submission Table & Reports

Sub ID	Name	Target Facility ID	Target Facility Name	Target Facility County	Target Facility State	Submission Date	Submitting User	EDA Start Date	EDA End Date	# of Records	Processing Status	Disposition Status	Submission Reports
926	TRAUMA_1003_20150330_1443test.XML	System				03/30/2015 13:22	Admin			11	Processed	Rejected By Validation/Policy	
925	trauma_1269_20150330_1321.xfr	1269				03/30/2015 13:20	Admin			15	Processed	Rejected By Validation/Policy	
924	trauma_1003_20150330_1320.xfr	1003				03/30/2015 13:18	Admin			6	Processed	Rejected By Validation/Policy	
923	trauma_1003_20150330_1310.xfr	1003				03/30/2015 13:08	Admin			8	Processed	Rejected By Validation/Policy	
922	trauma_1021_20150330_0853.xfr	1021				03/30/2015 08:55	Admin			83	Processed	Rejected By Validation/Policy	
921	trauma_1269_20150330_0838.xfr	1269				03/30/2015 08:37	Admin			17	Processed	Rejected By Validation/Policy	
920	trauma_1003_20150330_0836.xfr	1003				03/30/2015 08:35	Admin			13	Processed	Rejected By Validation/Policy	
919	trauma_1011_20150330_0832.xfr	1011				03/30/2015 08:31	Admin			8	Processed	Rejected By Validation/Policy	

Submission Report

Submission Report

Overview

Submission Number	924
File Name	trauma_1003_20150330_1320.xfr
Facility Id	
Facility Name	
Submission Date	2015-03-30 13:18:29
Submitting User	Admin
Processing Status	Processed
Disposition Status	Rejected By Validation/Policy

Statistics

Total number of records in the submission file	6
Records loaded to staging	5
Records failed to stage	0
New records	0
Blocked records	0
Deleted records	0
Deleted records not found	0
Replaced records	5
Staging error count	6
Loading error count	0

Errors and Warnings

Type	Record	Field	Message	Level	Code
Staging	89000000	HospitalProcedures[].HospitalProcedure	Field should not be Not Applicable unless patient had no procedures performed	4	6504
Staging	89000000	HospitalProcedures[].HospitalProcedureIcd10	Field should not be Not Applicable unless patient had no procedures performed	4	8804
Staging	89000000	HospitalProcedures[].HospitalProcedure	Field should not be Not Applicable unless patient had no procedures performed	4	6504
Staging	89000000	HospitalProcedures[].HospitalProcedureIcd10	Field should not be Not Applicable unless patient had no procedures performed	4	8804
Staging	89000000	HospitalProcedures[].HospitalProcedure	Not Applicable, must either (1) contain a valid ICD-9 code or (2) be Not Known/Not Recorded if not coding ICD-9	4	6504
Staging	89000000	PrehospitalCardiacArrest	Field cannot be blank	2	9702

Questions