### STAY SAFE

# MNTrac TeleTracking Uploads: COVID-19 Response

Date of Update: June 13, 2021

## **MNTrac TeleTracking file uploads and verification**

This guide includes steps to upload multi-facility or single-facility files into MNTrac and to verify the files were uploaded successfully.

Please upload the TeleTracking template by 12 p.m. daily, seven days per week.

Psychiatric and Rehabilitation Hospitals, Non-Hospital Infusion Providers, Wednesdays only.

### **Steps**

1. Make sure you are using the most current TeleTracking template, which can always be found in MNTrac in the **NHSN/TeleTracking import widget.** 



- 2. Load your data into the TeleTracking template.
- Save your file on your computer with a title such as: "ABC General Hospital\_TT\_upload\_MMDDYYYY. "(Keep each daily upload file for future reference if needed).
- 4. Go to the NHSN/TeleTracking import widget on the Agency Summary page of your hospital or, for multi-facility upload, any one of the hospitals within a hospital system and click on the Choose File button.

#### M N T R A C T E L E T R A C K I N G U P L O A D S : C O V I D - 1 9 R E S P O N S E



5. Choose the file from the folder location where it is saved on your computer and click on **Open.** Note: this will not open the file, but rather, it will attach it to MNTrac in the widget.

	Micros	oft Excel Comma	Separa 🗸
~	٢	>	
	ABC General Hospital_teletracking_upload_demo.csv	8/19/2020 8:	Select a f to previe
	Name	Date modifi	

 Make sure you can see the name of the file in the window next to the Choose File button. Then click Submit

NHSN / Teletracking Import	
File import Choose File ABC General Hospital.csv	
Click the CSV icon to download a Teletracking template.	
Rows with no data are omitted from the import.  Submit	

7. If there is an issue with the template you tried to upload, the widget may display an **Import Error** message, like the example below.



**Note:** This is only the first step of data quality checking. After you upload TeleTracking data to MNTrac, the MDH hospital data team checks the data and communicates any errors to you that need to be corrected.

8. Common Import Errors, at upload:

#### MNTRACTELETRACKINGUPLOADS: COVID - 19 RESPONSE

- a. Using an outdated template. Solution: see step 1, download a new TeleTracking template, move your data to the new template, and try uploading again.
- b. Incorrect data in the following fields:
  - i. reporting\_for\_date
  - ii. org\_id (this is found in MNTrac, in agency set-up, in the **Identifiers** tab. The org\_id is listed as the NHSN ID, or email <u>health.hpp@state.mn.us</u>.

verview Locations	Identifiers	Contact Numbers	MCI	Diversion	Beds	Specialty	Regional Categories	Alternative Names
ABC General Hospi gion: *Demo	tal							
entifiers								
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		Listed below an identifier and th Identifier Select An Ide Medicare Ident NHSN	re additional ne 💌 buttor antifier ification Nur	identifiers that have n to remove an identi mber / CMS Certifica	been set up f ifier. Ition Number	or this agency. Use 고	the fields below to add identifiers. Value 3553434 576987	Use the 🖻 button to edit an

- iii. PPE\_supply\_management\_source (check the most recent Data Dictionary to make sure you've entered an accepted value)
- iv. PPE "On hand supply in days" fields, Columns BE BJ (check the most recent Data Dictionary to make sure you've entered an accepted value)
- In general check all the data fields in your file to make sure they have the correct data in them, according the MNTrac and TeleTracking Data Dictionary on the MNTrac website:

https://www.health.state.mn.us/communities/ep/coalitions/mntrac.html

9. If there are no upload errors, a notice will appear in the Widget telling you your data has been imported.

NHSN / Teletracking Impor	t		
4 Records imported.		1.11	
File import	Choose File	No file chosen	
Click the CSV icon to download a	Teletracking	template.	

10. The next step is to verify that the data, for your facility or facilities, uploaded correctly. First click on **Reports.** 

#### M N T R A C T E L E T R A C K I N G U P L O A D S : C O V I D - 1 9 R E S P O N S E

EMS General Notification - Dorothy Day	closed between 9th and 10th Street	B
Issued: 08/03/2020 at 10:06 by EMRCC O'Conne	I <b>O</b>	< 12345678»
🕼 *ABC General Hospital + 🛛 Availability Status Patient Tracking	Alert Manager Command Center Reports Document Hub More	Timothy 👌 🌞 🕞
Home +		
*ABC General Hospital		
		Widget Preferences
Alerts	Alerts in the past 24 hours	Document Hub Favorites
EMS General Notification	There were no alerts in the past 24 hours.	C Search (0)
Dorothy Day closed between 9th and 10th Street	MCI Patient Capacity	File Name
Issued On: 08/03/2020 at 10:06 Issued By: EMRCC O'Connell €	0 0 0	Co to Document Hub
Alert Report		
Acknowledge	Update MCI 🛃 Reset	
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	NHSN / Teletracking Import	
Emergency Contact Favorites	File import Choose File No file chosen	
Search     GO	Click the CSV icon to download a Teletracking template.	
Contact Type Name Contact	<b>私</b>	

11. This will take you to the reports module, where you enter "Visible TeleTracking Report" in the search box. Then click on the "Visible TeleTracking Report" with the icon next to it, which appears in the search results.

MNTRAC	
圮 *ABC General Hospital +	Availability Status Patient Tracking Alert Manager Command Center Reports Document Hub More 🗸
Create a Report	
Load Dashboard »	Create a Transactional Report Agencies: Agencies: Emergency Contacts Agencies, Emergency Contacts Personnel, Evacuations, NEDOCS History Alerts: Alert Notifications, Alerts Acknowledgements, Bed Compliance, System Wide Events Beds: Bed Surge Capacities, Beds, Beds - History, NHSN Information, Teletracking Information Command Center: Command Center Diversion: Diversion
My Reports	Inventory: GC-11, Inventory Items, Products Patient Tracking: Incidents, Incidents - History, Patient Tracking Audit, Patients, Patients - History, Patients Destinations
Bed Availability (1)	Pharmaceuticals: Pharmaceuticals, Pharmaceuticals - History Resources: Resources Requests, Resources, Resources - History Specialties: Specialty, Specialty - Admin Surveys: Survey Results Users: Security Groups, User Activity, User Documents and Tags, Users

12. When you click on the report, a new screen pops up titled, "Columns: Visible TeleTracking Report." Click on **Generate Report** at the top right hand side of the window. Nothing else needs to be done on this screen.

Columns	Display Grouping	Sorting	Criteria	Additional Options	Actions ¥			Generate Report »
Column	s: Visible TeleTrackin	g Report						6
Select C	Columns							
Search: Available	i: (ie						Selected	
able_to able_to	o_maintain_3day_lab_nasai_phan o_maintain_3day_lab_viral_transp o_maintain_3day_PAPRs	yngeal_swabs iort_media				Î	Agency Name CCN ID	

- 13. Clicking Generate Report brings you to another window to select the date and facilities for the report.
  - a. Select, "is equal to" and "Today," in the Collection Date drop-down menu or to select a date range, select "is between".
  - b. Select "is in" in the Agency Name drop-down menu.
  - c. Search for your facility or facilities using the search box, as in the example below, "test Greg Agency."

#### MNTRACTELETRACKINGUPLOADS: COVID-19RESPONSE

- d. They will appear in the box below the search bar and you can move them to the box to the right to select the facility or facilities for the report.
- e. If a facility does not appear when you search, it means you do not have content rights for that facility. In that case, please contact your RHPC or email <u>Health.HPP@state.mn.us</u> to request content rights.
- f. Then, again click Generate Report.

Columns	Display	Grouping	Sorting	Criteria	Additional Options	Actions ¥				_	Generate Report »
Visible	TeleTrackin	g Report									Reset Filters
Filter Y	our Results										
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**Note:** The **Collection Date** drop-down menu provides other options, such as pulling data for past dates, all data before a specified date, data after a specified date, etc. You can also run a report that includes all upload data, if you do not select any of the filter options.

14. The report will generate and appear in a window within MNTrac. Click on the Actions tab, then click on Export, then on CSV (All Rows). The report will download to your computer in Microsoft Excel CSV format.

Create a Report	Columns D	isplay G	irouping Sortin	g Criteria	Additional Options	Actions ¥			Generate Report
Load Dashboard »	B.4B					Save			
	IMP	IR	AC—		Visib	Save As	: 19 HHS Template)		
ible	Hospital_Name	org_id	reporting_for_date	all_hospital_beds	all_adult_hospital_	Delete	all_adult_hospital_inpatient_beds	all_hospital_inpatient_bed_occupied	all_adult_hospital_inpatier ^
ly Reports 🖬 🗖						Rename/Change Properties			
Prod Aveilability (d)						Permissions			
Bed Availability (1)			11/07/2020	842	842	Schedule Report	657	508	465
(Oct 19 HHS Template)						Export	PDF (5000 Rows Max)		
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			44070000				Doc (This Page). CSV (All Rows)		2
			11/07/2020	11	11	11	HTML (This Page)	2	2
							XML (All Rows)		
			11/07/2020	6	6	6		2	2
			11/07/2020	35	35	25	25	17	17
			11/07/2020	7	7	7	7	0	0
			11/07/2020	27	27	15	15	0	0
			11/07/2020	112	112	41	41	41	35

15. Open and review the report to double check and verify the data. If there are issues, you can correct them on the upload file and re-upload through the NHSN/TeleTracking widget and then pull the report again to check if the issue is corrected. The new data will replace the data from the previous upload in MNTrac.

#### M N T R A C T E L E T R A C K I N G U P L O A D S : C O V I D - 1 9 R E S P O N S E

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Recall, as described in Step 5 above, if data did not upload and you do not see a row or rows of your data in the report, a first step is to review the most common errors; out of date or faulty Teletracking template, reporting\_for\_date and org\_id. If there are issues, correct them and try to upload again.

## **Questions?**

Go to <u>www.mntrac.org</u> to find the RHPC contact person for your region.

For technical questions, please email, <u>health.hpp@state.mn.us</u>.

For the latest version of the documents, MNTrac and TeleTracking Data Dictionary, TeleTracking/MNTrac Submission Frequently Asked Questions, and Hospital Data Updated Memos, please visit the MDH MNTrac Webpage: https://www.health.state.mn.us/communities/ep/coalitions/mntrac.html.



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Contact <u>health.communications@state.mn.us</u> to request an alternate format.

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