

Roster Import

(Upload Data File)

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Import Roster

Roster Import

- Entities will continue to use the same data extract file previously used to upload data to the “current” EMS/Trauma Registry (aka TRACIT or TXETRA).
- DSHS will work with software vendors on the new data set before any entities are asked to upload the new file format.
- New data set will include national elements from NTDB and NEMSIS.
 - NTDB – National Trauma Data Bank (hospitals)
 - NEMSIS – National EMS Information System (EMS)

Roster Import – Hospital File

The following fields must be populated in every record:

1. Trauma registry number
2. EMS/Trauma Registry ID number
3. Last name and first name*
**If the person's name is unknown, use "Unknown" for first and/or last names*
4. Sex
5. Date of birth
6. County – of residence
7. Transfer status – from another facility
 - a) Transferring hospital number – transferring hospital's DSHS EMS/Trauma Registry ID number, if person was transferred in.
8. Hospital disposition
 - a) Patient discharged to facility number – accepting facility's DSHS EMS/Trauma Registry ID number, if hospital disposition indicates person was discharged to another facility.
9. ED/Hospital arrival date

Any records without these fields will be rejected

Roster Import – EMS File

- The following fields must be populated in every record:
 1. EMS/Trauma Registry ID number
 2. PSAP call date
 3. Last name and first name*
**If the person's name is unknown, use "Unknown" for first and/or last names*
 4. Sex
 5. Date of birth
 6. Incident county
 7. Destination type
 - a) Destination code –receiving hospital's DSHS EMS/Trauma Registry ID number, if destination type indicates patient was taken to a hospital
 8. Patient care report number

Any records without these fields will be rejected

Roster Import

Texas EMS/Trauma Reporting System



Recently accessed records

Record ID	Name	Record Type
100000042	McQueen, Lightning	Patient Record - Hospital
100000041	Joe, G I	Patient Record - Hospital
100000040	Sesame, Elmo	Patient Record - Hospital
100000039	Jetson, Jane	Patient Record - Hospital
100000038	Builder, Bob	Patient Record - Long Term Acute Care

[More ...](#)

Welcome To Texas EMS/Trauma Reporting System

[Create a New Record](#) [Search for an existing record](#)

Announcements

The next generation TX Trauma reporting system goes into pilot s

Feedback/Tutorial

- [Review User Training Slides](#)
- [Review Group Administrator Training Slides](#)
- [Contact/Prov](#)

Resources

- [TX EMS/Trauma Home DSHS](#)
- [TX EMS Trauma Systems DSHS](#)



Select the Import Roster button/icon located in the Navigation Toolbar on the Main Dashboard.

Roster Import

Import Roster

Import Roster

Roster Format: AdhocRoster ▼

File: Browse...

Header Included: Yes ▼

Upload Dashboard Help

AdhocRoster ▼

AdhocRoster

EMSRosterImport

EMS_Data_Spreadsheet

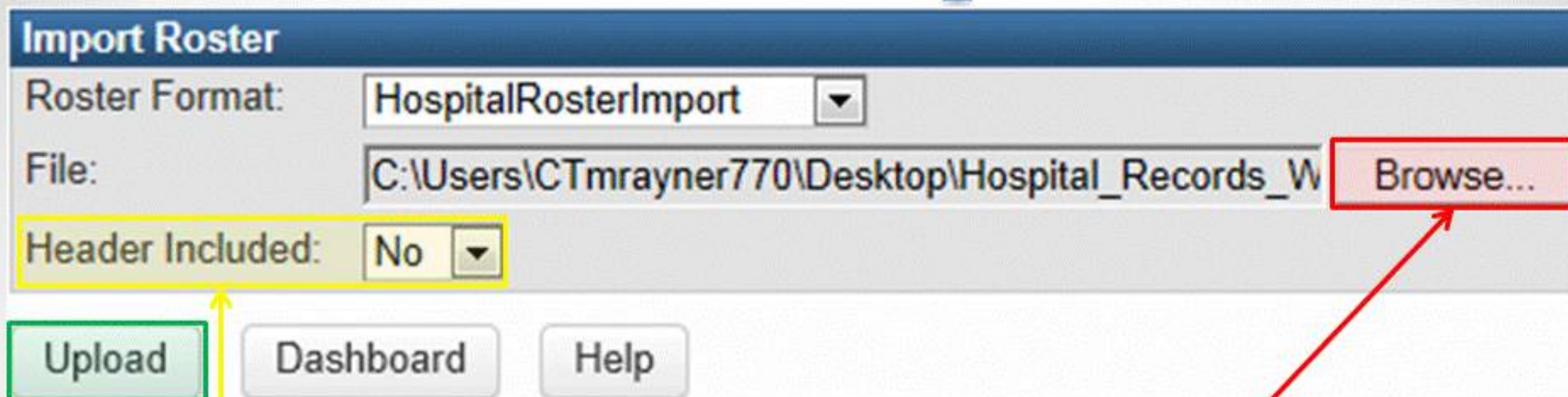
HospitalRosterImport

NEMESIS_XML

Roster Format – indicate what type of file you are uploading:

- EMSRosterImport
- HospitalRosterImport

Roster Import



The screenshot shows a web form titled "Import Roster". It has three main input fields: "Roster Format" with a dropdown menu set to "HospitalRosterImport", "File" with a text box containing a file path and a "Browse..." button, and "Header Included" with a dropdown menu set to "No". Below these fields are three buttons: "Upload", "Dashboard", and "Help". Annotations include a yellow box around the "Header Included" dropdown, a red box around the "Browse..." button, and a green box around the "Upload" button. A red arrow points from the "Browse..." button to the text "Browse" in the instructions below. A green arrow points from the "Upload" button to the text "Upload" in the instructions below.

Import Roster

Roster Format:

File:

Header Included:

- File – attach your import file here using the **Browse** button.
- Header Included
 - Indicate if your import file contains or does not contain headers (e.g. column headers in Excel).
 - If the first record in the file is “real data,” change Header Included to “No” or the first record will not be imported.
- After you have attached the import file, select the **Upload** button.

Roster Import

After selecting Upload, the Validation box will appear with the following information:

- Line count – total number of lines in the file, including the header row.
- Record count – total number of records listed in the file.
- Valid record count – total number of valid records in file.
- Errors – if there are any errors in the import process, they will be noted in this field (e.g. unaccepted file format.)
- When you are ready to Import the file, select the **Import** button.

Validation Results	
Line Count:	15
Record Count:	15
Valid Record Count:	15
Errors:	

Import Dashboard Help

Roster Import

Roster file has been queued for import

Recent Queued Roster Imports

Create Date	Complete Date	Roster Format	File
08/26/2013 14:14		HospitalRosterImport	1377543458210_Hospital_Records_With_Errors.txt [Original File]

Status	Results
Unprocessed	Refresh

- Review the Recent Queued Roster Imports to check the status of your data upload.
- The Status will be listed as "Unprocessed" until the entire file has been processed.
- Select **Refresh** to check the status of the import.

Status	Results
Unprocessed	Refresh

Status	Results
Successful	Download Results

- If the file uploaded correctly, the status will change from "Unprocessed" to "Successful."
- Select **Download Results** to review the log regarding the specific file and any errors that may have occurred*

**See import error results on next slide. The file contained errors for demonstration purposes.*

Roster Import – Results Log

- Only the person who uploads the file can see the Results Log.
- There are five sections of the Results Log.
- Each section is a line listing of all successfully processed records.
 - Section 1: Import Errors
 - Section 2: Import Message
 - Section 3: Detail Log
 - Section 4: Full Log – (for DSHS use only)
 - Section 5: Summary

Roster Import – Results Log

Section 1: Import Error

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Import Errors

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- Import Error – catastrophic mistake or incorrect format of data and record rejected.
 - Catastrophic mistake – invalid data choice
 - Date 09/09/9999 – should choose a Null Value instead
 - Entity reporting number – 1111111` should be 1111111
 - Spaces
 - Format
 - Must be ASCII tab delimited
 - Hospitals – 9 fields (mandatory)
 - EMS – 8 fields (mandatory)

Section 2: Import Message

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Import Messages

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- Import Message [Warning] – a mistake to be corrected, but record not rejected.

Roster Import – Results Log

Section 3: Detail Log

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Detailed Messages

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- Detail Log – List of accepted records with patient names and corroborating entity and record numbers.
 - Row 1 modified existing event 333333333 and modified existing person SUZANNE L SUMMER.

Section 4: Full Log – (for DSHS use only)

Roster Import – Results Log

Section 5: Summary

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Import Summary

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- Summary – Overall statistics about the data file submission.

~*~*~*~*~*~* Import Summary *~*~*~*~*~*~*

[INFO] [] 2012/07/26 08:57:44 Rows in feed	: 1
[INFO] [] 2012/07/26 08:57:44 Records in feed	: 1
[INFO] [] 2012/07/26 08:57:44 Records processed successfully	: 1
[INFO] [] 2012/07/26 08:57:44 Records with errors	: 0
[INFO] [] 2012/07/26 08:57:44 Records skipped	: 0
[INFO] [] 2012/07/26 08:57:44 New Cases Created	: 1
[INFO] [] 2012/07/26 08:57:44 New Parties Created	: 1
[INFO] [] 2012/07/26 08:57:44 Deduplicated and Updated Parties	: 0
[INFO] [] 2012/07/26 08:57:44 Deduplicated and Updated Cases	: 0
[INFO] [] 2012/07/26 08:57:44 Deduplicated and Not Updated Parties	: 0
[INFO] [] 2012/07/26 08:57:44 Deduplicated and Not Updated Cases	: 0
[INFO] [] 2012/07/26 08:57:44 Import finished successfully after 0 seconds.	

Roster Import – Results Log

Exception: Record 1111111_3333333

(Import Errors & Import Messages)

- The Results Log lists the records using a specific numbering system.
- Understanding this numbering system will help you identify the record with the issue.
- This number is 6 or 7 digits followed by an underscore symbol followed by another number.
- The number listed *before* the underscore symbol is your Entity ID number.
- The number listed *after* the underscore symbol is the unique sequential ID your entity issues to each record.

Roster Import – Results Log

Maven Created Record ID (Detailed Messages)

Row 1 modified existing event 444444444 and
modified existing person DIANE L SUMMER

- When submitting a data file, Maven creates a unique sequential ID = Record ID
- You can search for your records to view the data by using the Record ID or by Patient Name (see slides 43-47).
- Records are viewable for 730 days or 2 years.