

MNTrac TeleTracking Uploads: COVID-19 Response

Date of Update: June 13, 2021

MNTrac TeleTracking file uploads and verification

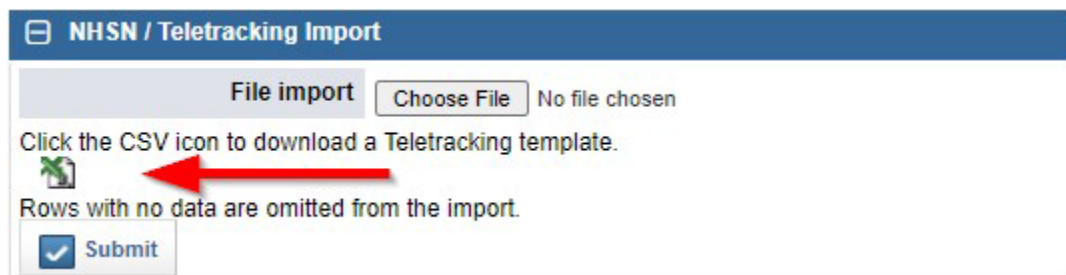
This guide includes steps to upload multi-facility or single-facility files into MNTrac and to verify the files were uploaded successfully.

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

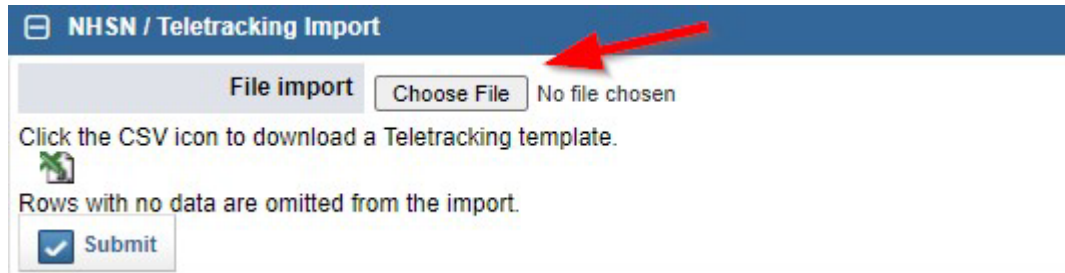
Psychiatric and Rehabilitation Hospitals, Non-Hospital Infusion Providers, Wednesdays only.

Steps

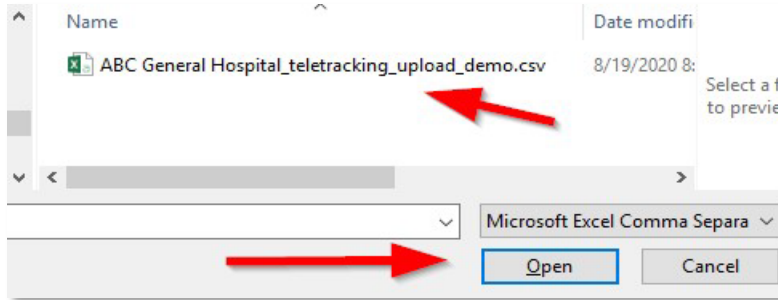
1. Make sure you are using the most current TeleTracking template, which can always be found in MNTrac in the **NHSN/TeleTracking import widget**.



2. Load your data into the TeleTracking template.
3. 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.



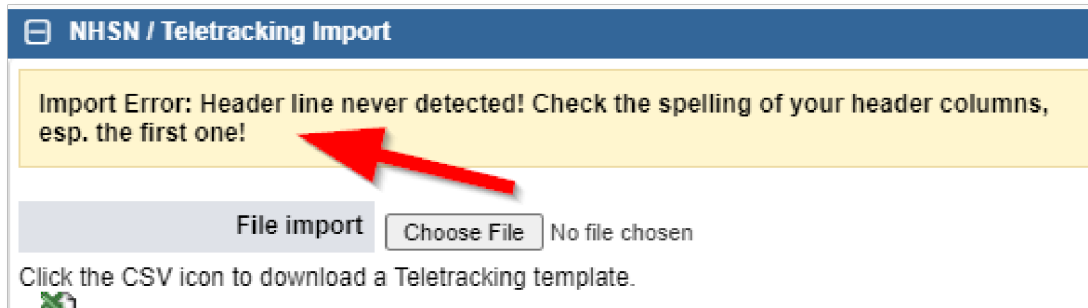
- Choose the file from the folder location where it is saved on your computer and click on **Open**. Note: this will not open the file, but rather, it will attach it to MNTrac in the widget.



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



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

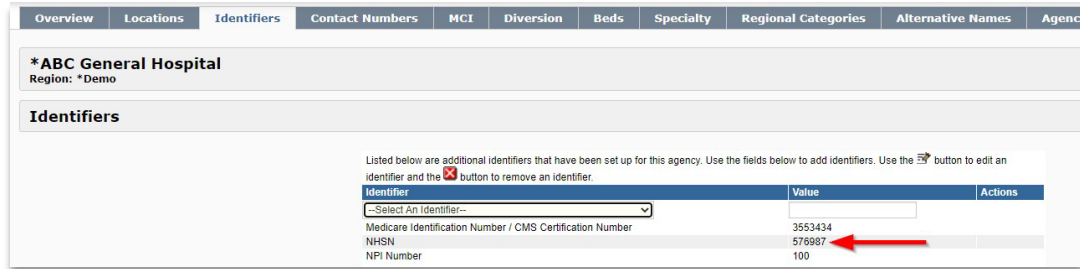


Note: This is only the first step of data quality checking. After you upload TeleTracking data to MNTrac, the MDH hospital data team checks the data and communicates any errors to you that need to be corrected.

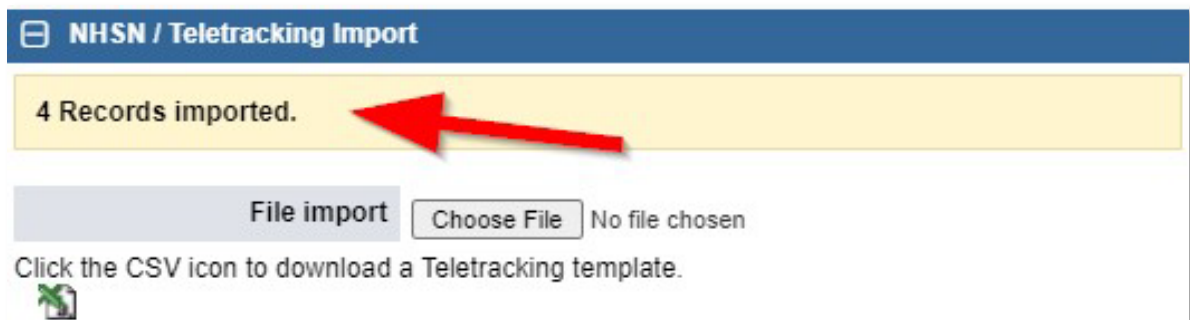
- Common **Import Errors**, at upload:

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- 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 health.hpp@state.mn.us.

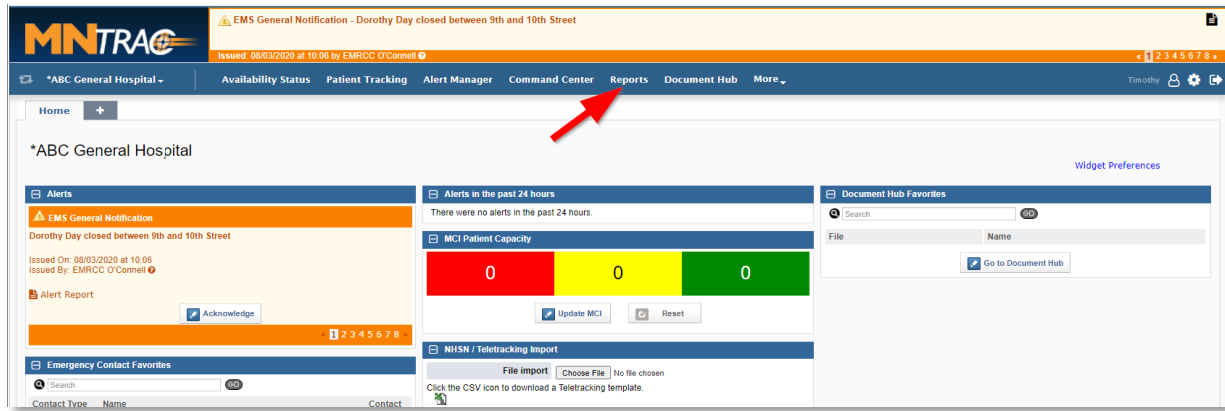


- iii. PPE_supply_management_source (check the most recent Data Dictionary to make sure you've entered an accepted value)
 - iv. PPE "On hand supply in days" fields, Columns BE – BJ (check the most recent Data Dictionary to make sure you've entered an accepted value)
 - v. In general check all the data 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.

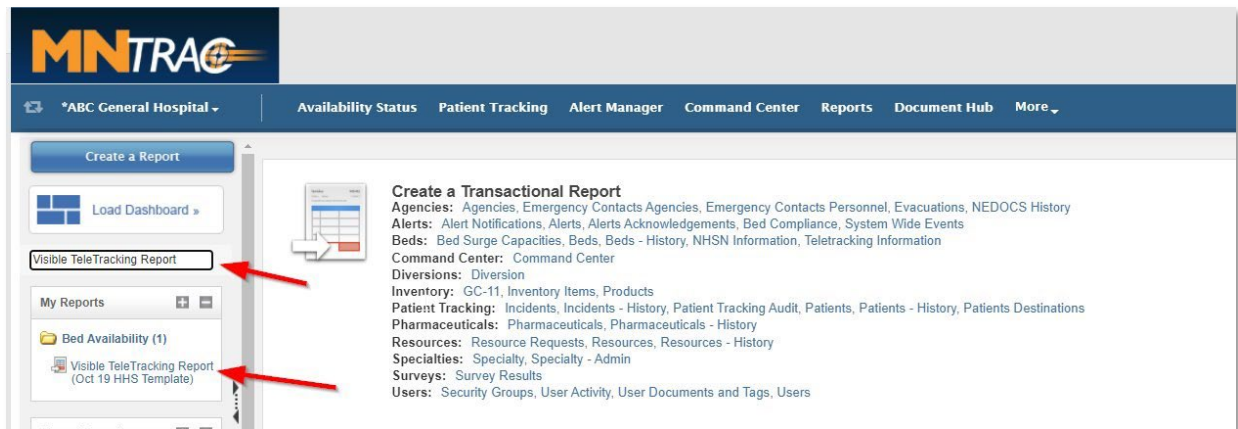


10. The next step is to verify that the data, for your facility or facilities, uploaded correctly. First click on **Reports**.

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- 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.



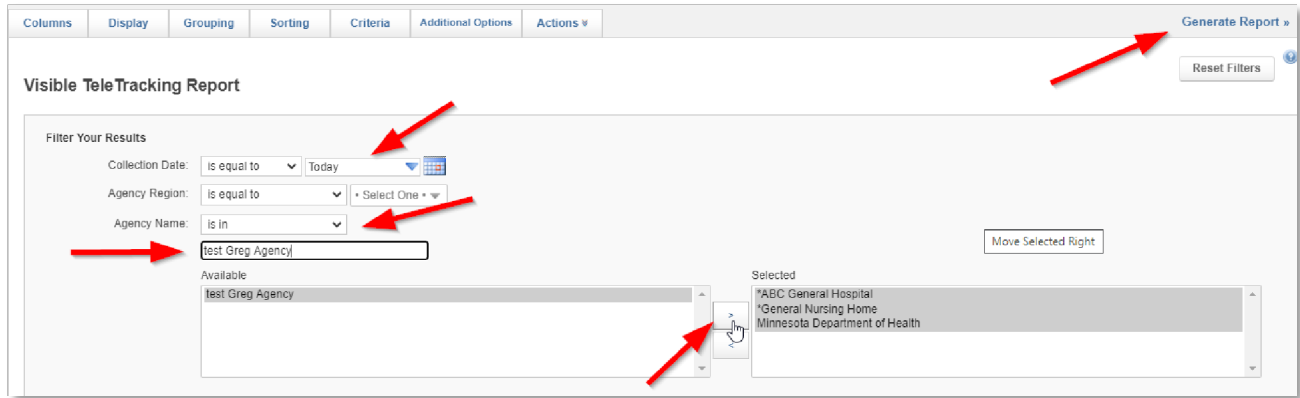
- When you click on the report, a new screen pops up titled, “Columns: Visible TeleTracking Report.” Click on **Generate Report** at the top right hand side of the window. Nothing else needs to be done on this screen.



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

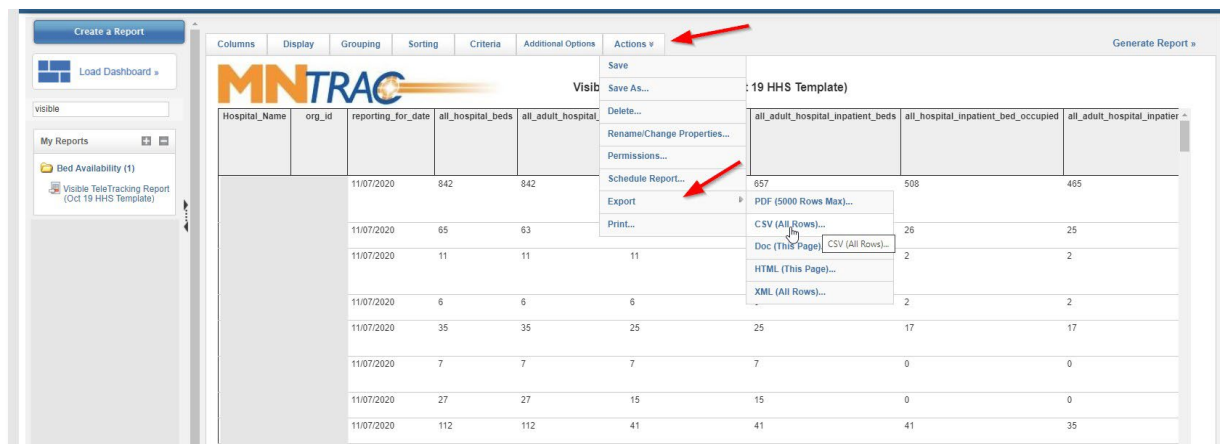
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- d. They will appear in the box below the search bar and you can move them to the box to the right to select the facility or facilities for the report.
- e. If a facility does not appear when you search, it means you do not have content rights for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



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.



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.

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A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Hospital_Name	org_id	reporting_for_date	all_hospit	all_adult	all_hospit	all_adult	all_hospit	all_adult	total_staff	total_staff	staffed_ic	staffed_ic	mechanic	mechanic	total_adu	total_adu	total_ped
	18661	11/7/2020	842	842	657	657	508	465	49	49	49	49	86	28	57	55	2
	19184	11/7/2020	65	63	65	63	26	25	7	7	3	3	21	1	8	8	0
	35753	11/7/2020	11	11	11	11	2	2	0	0	0	0	3	0	1	1	0
	35833	11/7/2020	6	6	6	6	2	2	0	0	0	0	2	0	1	0	0

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 www.mntrac.org to find the RHPC contact person for your region.

For technical questions, please email, health.hpp@state.mn.us.

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 health.communications@state.mn.us to request an alternate format.

1/13/2021