

MNTrac TeleTracking Uploads: COVID-19 Response

TeleTracking file uploads

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

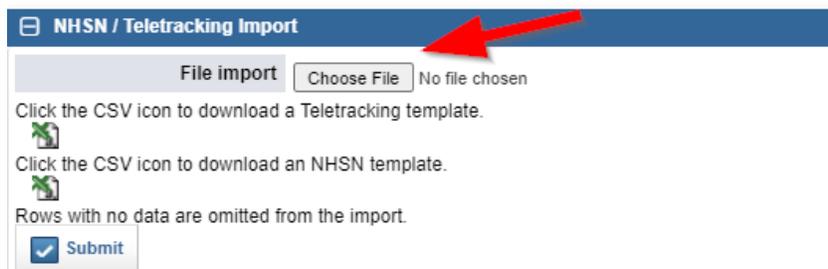


Uploading multi-facility (bulk) files and single facility files

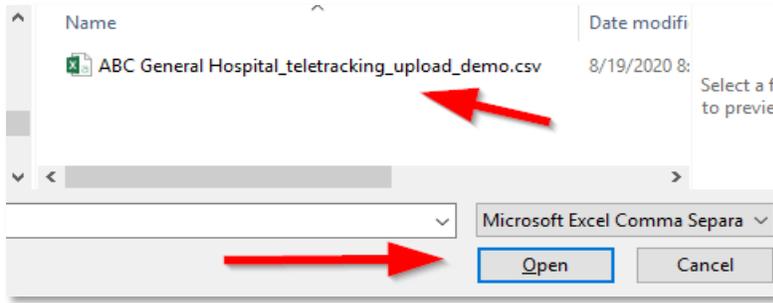
This guide includes steps to upload multi-facility or single-facility files into MNTrac.

Steps

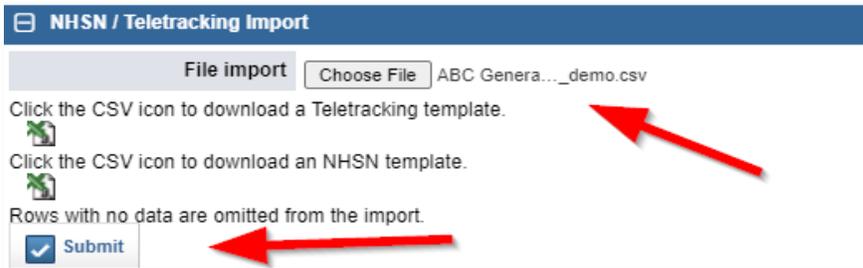
1. Go to the **National Healthcare Safety Network/TeleTracking import widget** on the **agency summary** page of your hospital or any one of the hospitals within the hospital system and click on the **Choose File** button.



2. Choose the bulk import 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.

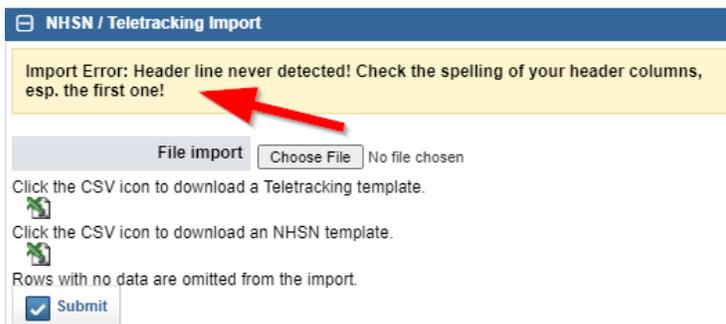


3. Make sure you can see the name of the file in the window next to the **Choose File** button.



Then click **Submit**.

4. If there is an issue with the template you tried to upload, you may get an error message. If the error message does not provide the detail needed to correct the issue, please consult the [MNTrac and TeleTracking Data Dictionary \(PDF\)](https://www.health.state.mn.us/communities/ep/coalitions/dictionary.pdf) and [TeleTracking/MNTrac Submission FAQs \(PDF\)](https://www.health.state.mn.us/communities/ep/coalitions/teletrackingfaq.pdf) for common issues that create errors and cause uploads to fail.



5. Some of the items to check right away are seen in the example below.

	A	B	C	D	E	F	G	H	I	J	K
1	collectDate	Hospital_Name	Hospital_C	Hospital_NPI	Hospital_AHA_ID	Hospital_M	Address_S'	Address_S'	Address_C	Address_S'	Address
2	08052020	ABC General Hospital	3553434	100	333444999	576987	20855 Kensington Blv	Lakeville	MN		270
3		General Nursing Home	2020	3030	333445999	576988	85 Seventh Place	Saint Paul	MN		551
4	08/05/20	Minnesota Department of Health	2022	2025	333446999	654321	625 North Robert St.	Saint Paul	MN		551
5	08/05/20	test Greg Agency	2050	2070	333447999		8500000 Testman Rd	Brooklyn P	MN		554
6											

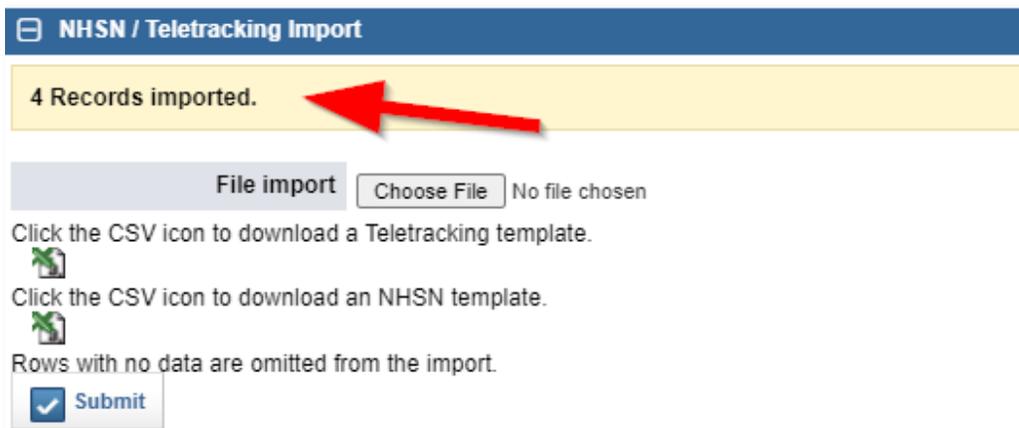
- a. In cell A1, "collectDate" should be "collectionDate." Headers must be exactly as they are in the most recent TeleTracking template, which is attached to the NHSN/TeleTracking widget. Compare the upload file to the template to see if there are misspellings, extra

spaces, etc. To see the template, click on the Excel icon under the Teletracking template in the import widget in Step 4.

- b. For “ABC General Hospital” The date, 8042020, in cell A2, is in the wrong format. It should be entered in the template in the mm/dd/yyyy format.
- c. “General Nursing Home” is missing a collection date. Files will not upload without collection dates entered. They must be in the correct format. Please also check to make sure the date entered is the actual intended date of the upload.
- d. The NHSN ID is missing for “test Greg Agency.” NHSN ID is one of the two fields, along with Collection Date, which require data to upload successfully. Both must have the correct data as well. If you are unsure about your NHSN ID, please contact the regional health care preparedness coordinator (RHPC) or email Health.HPP@state.mn.us. In this example, MNTrac will not generate an error message, but when you check the “Visible TeleTracking Report” (see Steps 7 – 12 below), to verify your data, it will not have uploaded without a correct NHSN ID entered on the template.

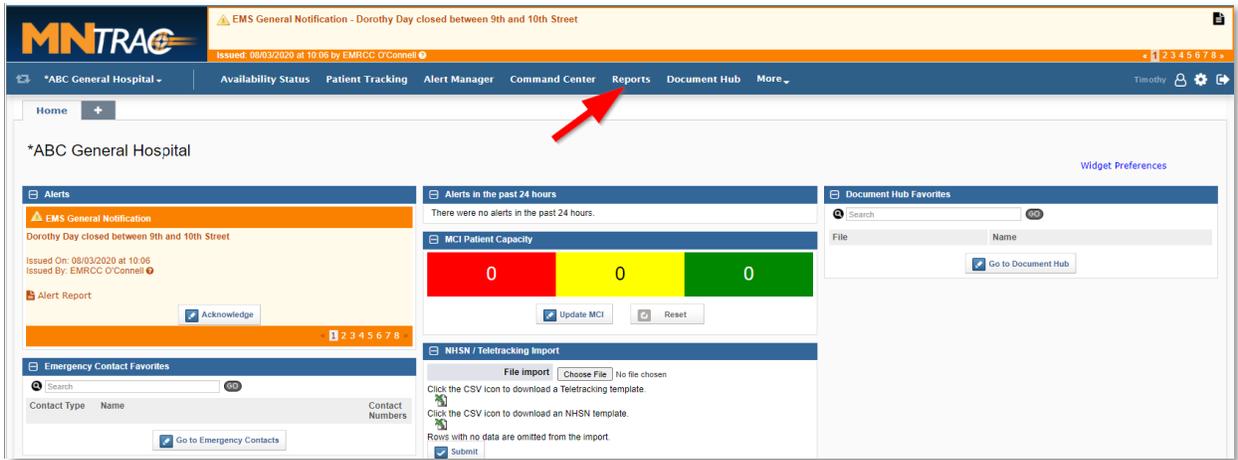
If troubleshooting the file is needed, please consult the [MNTrac and TeleTracking Data Dictionary \(PDF\)](#) <https://www.health.state.mn.us/communities/ep/coalitions/dictionary.pdf> and [TeleTracking/MNTrac Submission FAQs](#) for common issues that create errors and cause uploads to fail. RHPCs are your first resource for assistance and the MDH team at Health.HPP@state.mn.us, is a resource for troubleshooting as well.

- 6. If the file has correct column headers, correct collection dates, in the mm/dd/yyyy format, and correct NHSN IDs for the facility or all the facilities listed, the widget will tell you that the record(s) imported (or uploaded).

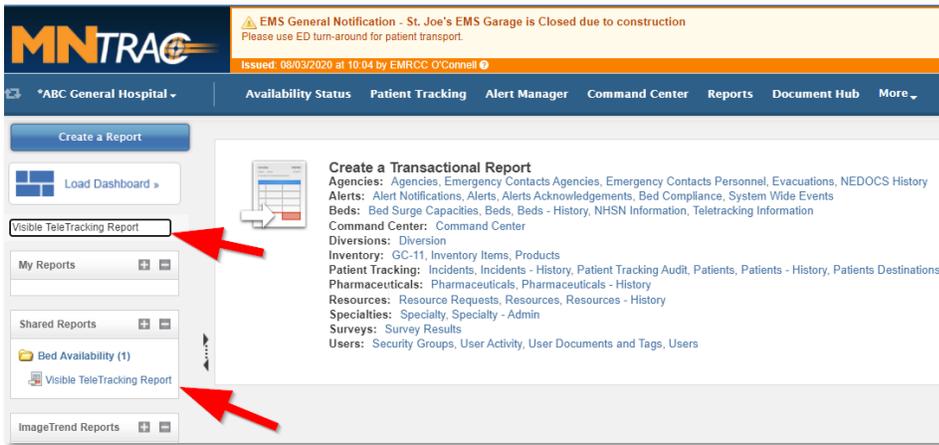


- 7. The next step is to verify that the data, for your facility or facilities, uploaded correctly. First click on **Reports**.

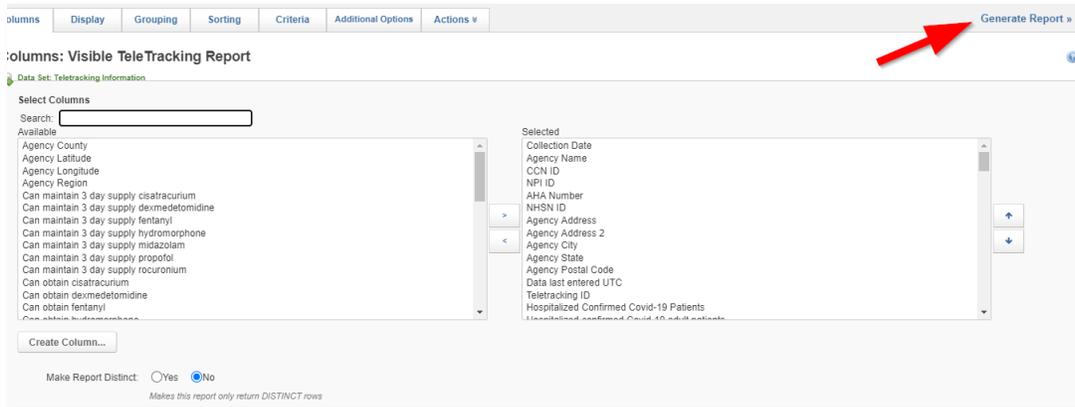
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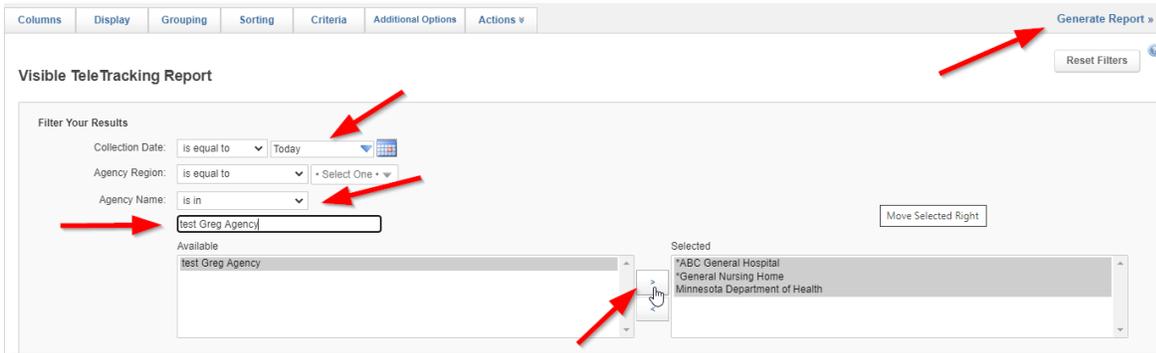
8. This will take you to the reports module, where you enter “Visible TeleTracking Report” in the search box. Then click on the “Visible TeleTracking Report” with the icon next to it, which appears in the search results.



9. 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.

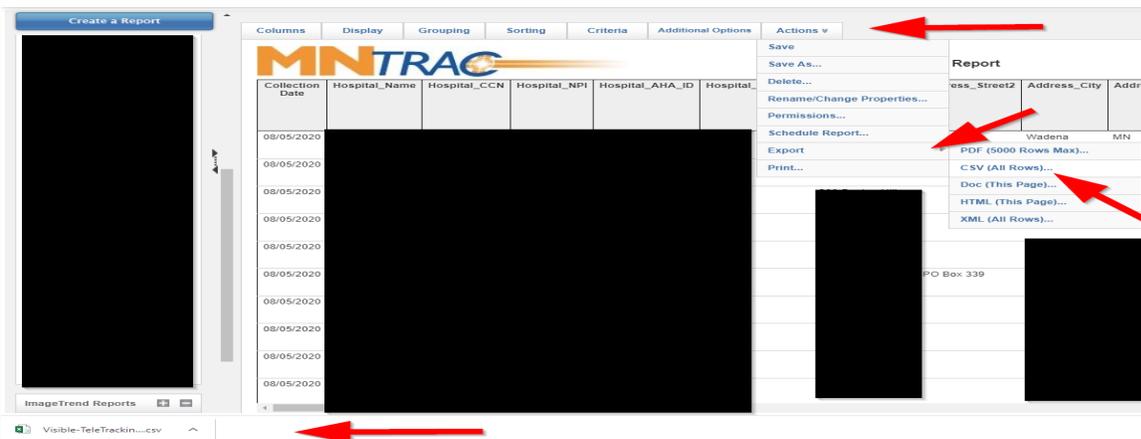


10. Clicking Generate Report brings you to another window to select the date and facilities for the report. Select, “is equal to” and “Today,” in the Collection Date drop-down menu, and select “is in” in the Agency Name drop-down menu. Search for your facility or facilities using the search box, as in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



Note: The **Collection Date** drop-down menu provides other options as well, such as: previous dates; date ranges; or set time period. You can also run a report that includes previous days’ upload data, if you do not select any of the filter options.

11. 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.



12. 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. The new data will replace the data from the previous upload in MNTrac.

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Agency Name	Hospital_NHSN_ID	CollectionDate	Confirmed	Confirmed Suspected	Suspected	Suspected	Hospital_C	Hospital_C	Patients_U	Patients_U	ICU_Confi	ICU_Confi
ABC General Hospital	576987	8/19/2020	0	0	0	0	0	0	0	0	0	0
General Nursing Home	576988	8/19/2020	0	0	0	0	0	0	0	0	0	0
Minnesota Department of Health	654321	8/19/2020	1	1	1	1	0	0	0	0	0	0
test Greg Agency	123456	8/19/2020	0	0	0	0	0	0	0	0	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 two of the most common errors; Collection Date and NHSN ID. If there are issues, correct them and try to upload again.

Questions?

Go to [mntrac.org \(https://mntrac.org/\)](https://mntrac.org/) to find the 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 \(https://www.health.state.mn.us/communities/ep/coalitions/mntrac.html\)](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.

08/19/2020