File Creation and Submission Guide (CSV or TXT)

Facilities must submit flat, delimited text files for validation (CSV or TXT). Header rows are required for submission.

Please note:

- Data elements are to be delimited with semi-colon ;
- All elements are to be enclosed with double quotes " " including numeric fields and blanks
- Composite data elements are delimited with a colon :
- One case per line
- One file submission may contain data on patients across multiple facilities, so long as the correct PFI is reported for each case. In addition, attempts to upload data containing PFIs that are not associated with your user account will result in an automatic rejection of your upload by the Portal.

File Templates

File templates are updated with each iteration of the data dictionary, and can be accessed on the *Data Dictionary* page of the sepsis portal.

File Naming

Although there is no required file naming convention for files submitted to the Sepsis Data Collection Portal, we recommend developing a naming convention to be used for all files your facility submits to the Portal. Developing a consistent naming convention will facilitate the process of file correction should discrepancies in data arise. Some elements that could be used in your naming convention include:
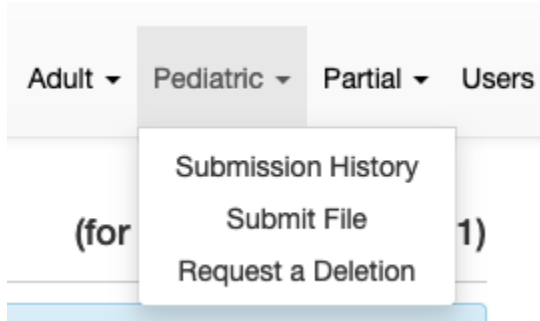
- Sepsis data collection identifier (e.g., "sdc")
- Date of file upload
- Submission period
- Adult or Pediatric designation
- Initials of user responsible for upload

examples

sdc_0123_adult_P2_2021-08-16_0.csv
sdc_0123_adult_P2_2021-12-21_0.csv
sdc_0123_adult_P2_2021-12-21_1.csv

File Submission

Once logged in to the Sepsis Data Collection Portal, click on either **'Adult'**, **'Pediatric'**, or **'Partial'** (depending on which type of cases you will be submitting) followed by **'Submit File'** found on the top navigation bar.

The current measurement period is automatically selected. If you are submitting data using a previous dictionary/template, please **select the correct measurement period** for uploading from the drop-down box shown.

Click the 'Browse' button to open a file selection window. Select the TXT or CSV file containing one or more rows of sepsis data.

The name of the file you selected should appear next to the 'Browse' button. Click the 'Upload' button to upload the file.

Submission Upload

REMINDER: The appropriate data dictionary version must be used to report cases for the corresponding discharge dates.

To ensure your submission meets data submission requirements, reference the data dictionary and submission period details.

Hospitals must either submit cases or attest to zero (0) cases, for each submission period to satisfy the reporting requirements of 10 NYCRR 405.4 (a)(7).

To attest to zero (0) adult or pediatric cases, please use the appropriate link in the 'Submission Information' panel in the sidebar.

Please select a measurement period:

P2 2021 (Jun 01 - Aug 31 2021) ▾

Please upload sepsis submission data (CSV or TXT format ONLY)

Choose File Submission.xlsx

☐ **Test submission**

Upload