# Retro-Submission in TeleTracking

Step by Step – How to Retroactively Submit Data

Please be consistent in submitting data <u>daily</u>. Use the retroactive submission option as a last resort and under certain circumstances (i.e. weekends/holidays). If you use the retroactive submission for weekend data, a best practice cadence is to ensure your data is up-to-date and complete by Friday at 4 p.m. On Monday morning, use the retro-submission option to submit Saturday and Sunday data, respectively. Continue with daily data submission throughout the normal Monday through Friday workdays.

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Step One: Login to TeleTracking, and click "Data Upload" in the top right corner.

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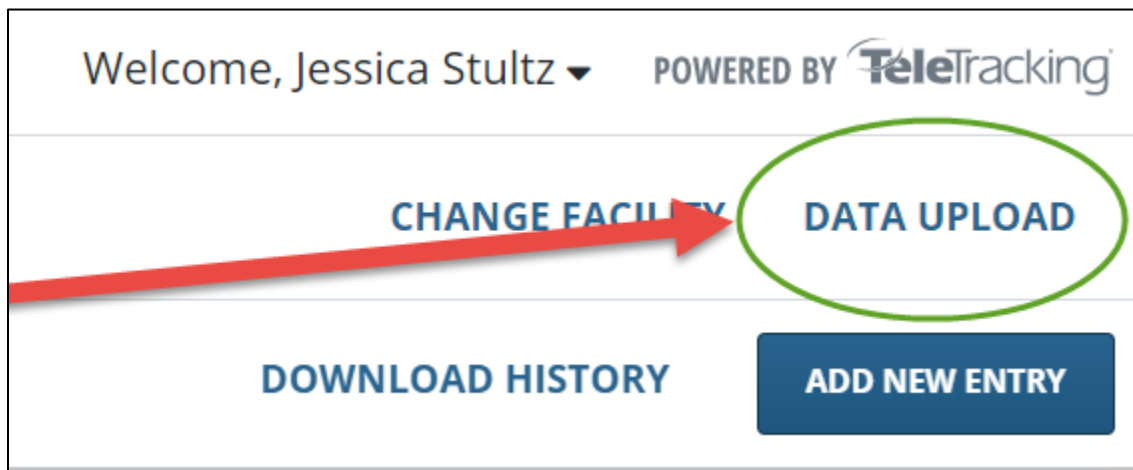
Step Two: Download the Excel file for your facility by clicking "HERE" in the Data Upload prompt box.

For your convenience, this Excel-based file will be prepopulated with the most recent data for your facility.

Data Upload   ×

Follow the instructions below to perform a data upload for all the facilities that you have access to in this portal.

Step 1: Download the .csv file template HERE, which is prepopulated with your facilities. Click here for details on each data point. If you experience any issues with the file, please contact Tech Support for assistance.

Step 2: Populate the file with the data from your facilities and upload below. You will receive an email confirmation once this is complete. Each facility you've entered data for will receive a new entry once the upload is successful.
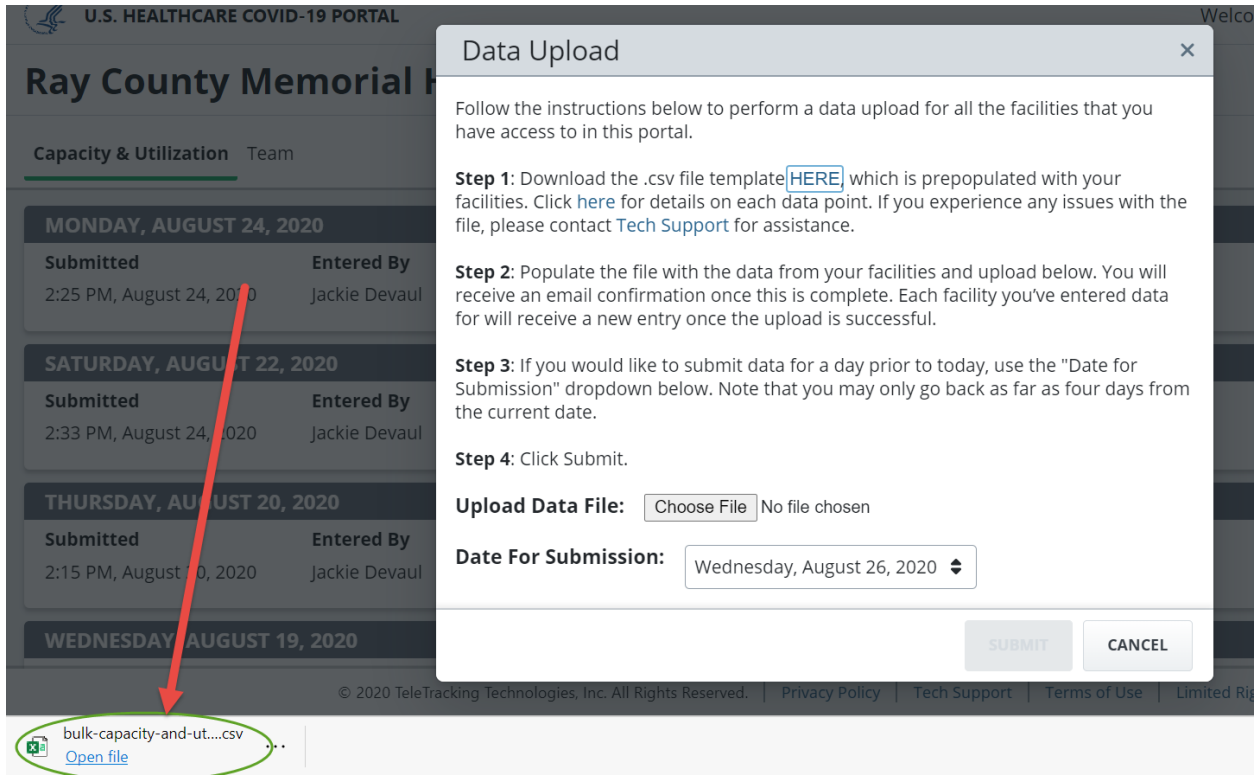
Step 3: If you would like to submit data for a day prior to today, use the "Date for Submission" dropdown below. Note that you may only go back as far as four days from the current date.

Step 4: Click Submit.

Upload Data File: Choose File   No file chosen

Date For Submission: Wednesday, August 26, 2020 ⬍

SUBMIT   CANCEL

Step Three: Open the Excel file.

Step Four: Update the Excel spreadsheet with the data you wish to upload by adjusting the numbers in the columns.

Remember, this file already is prepopulated with your facility's most recent data, simply update the data in the columns to reflect the information for the day you are submitting.

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Step Five: Save the file.

Save the file as a CSV (green circle below) and click Save. This Excel document defaults as a .csv file, so you should not have to adjust this.
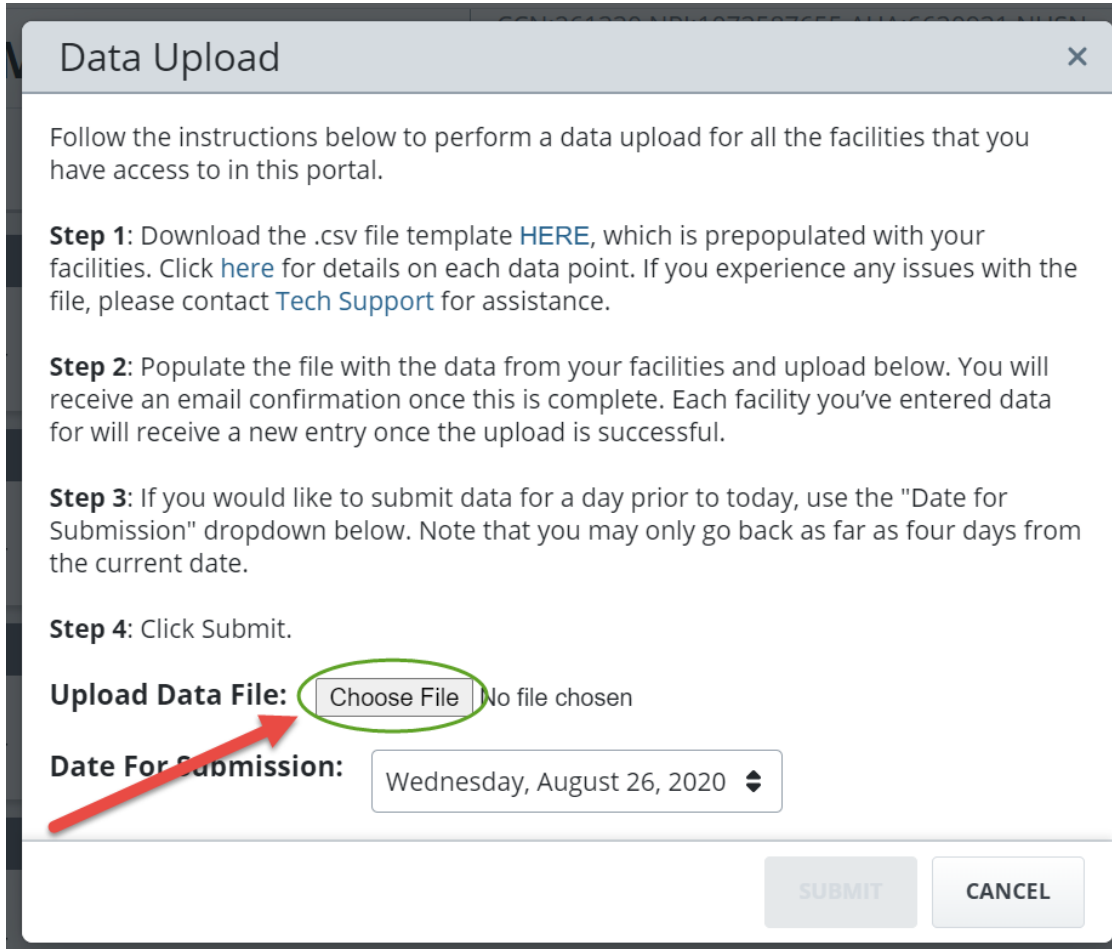

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Step Six: Click on "Choose File" on the Data Upload prompt box in TeleTracking.

Data Upload ✕

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Step 4: Click Submit.

Upload Data File: [Choose File] No file chosen

Date For Submission: [Wednesday, August 26, 2020 ⬍]

[SUBMIT] [CANCEL]

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Step Seven: Choose the Excel .csv file you just saved and click open.

File name: [General Hospital COVID Data] ⌄   [Microsoft Excel Comma Separat ⌄]

[Open] [Cancel]

Your file name should populate to the right of the "Choose File" button on the TeleTracking Data Upload prompt box.

Upload Data File: [Choose File] General Hos…ID Data.csv

Date For Submission: [Wednesday, August 26, 2020 ⬍]

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Step Eight: Choose the Date for Submission.

Choose the date for which this data is being submitted.

Data Upload ✕

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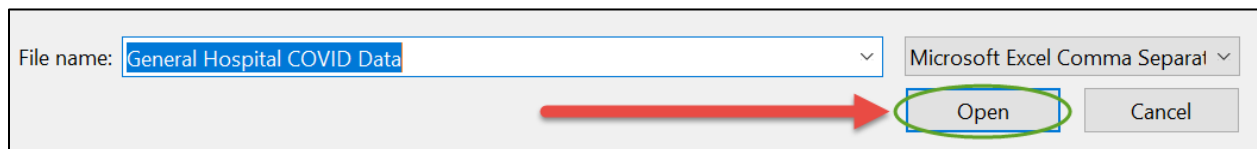
Step 3: If you would like to submit data for a day prior to today, use the "Date for Submission" dropdown bel[...] back as far as four days from the current date.

| Wednesday, August 26, 2020 |
| Tuesday, August 25, 2020 |
| Monday, August 24, 2020 |
| Sunday, August 23, 2020 |
| Saturday, August 22, 2020 |

Step 4: Click Submit.

Upload Data File: Cho[...] csv

Date For Submission: Wednesday, August 26, 2020 ⬍

SUBMIT   **CANCEL**

Step Nine: Click Submit.

Data Upload ✕

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Step 2: Populate the file with the data from your facilities and upload below. You will receive an email confirmation once this is complete. Each facility you've entered data for will receive a new entry once the upload is successful.
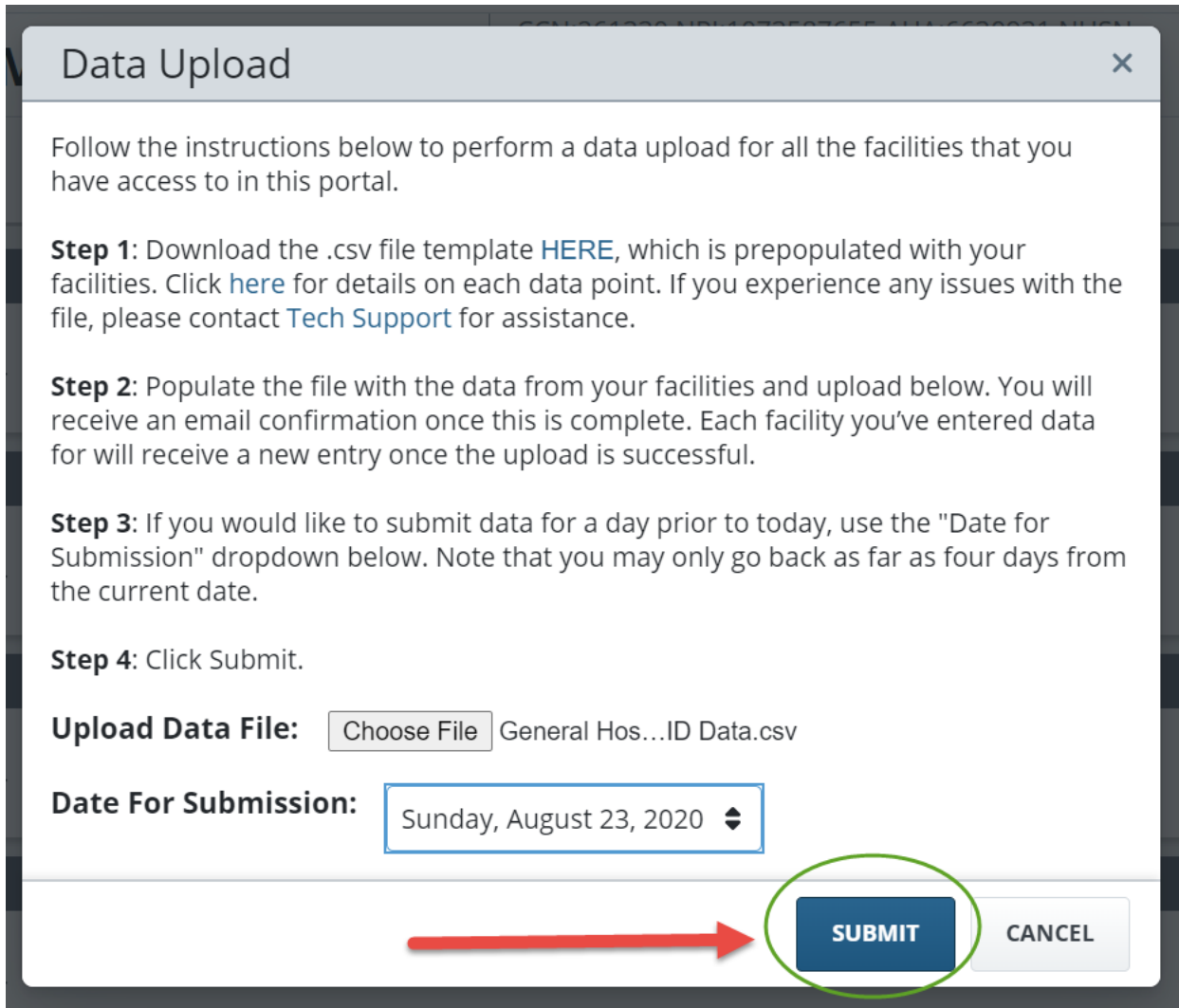
Step 3: If you would like to submit data for a day prior to today, use the "Date for Submission" dropdown below. Note that you may only go back as far as four days from the current date.

Step 4: Click Submit.

Upload Data File: Choose File   General Hos…ID Data.csv

Date For Submission: Sunday, August 23, 2020 ⬍

SUBMIT   CANCEL

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To confirm data submission was successful, you will receive an email. If you do not receive an email. The file did not upload. Troubleshoot but trying to upload your file, or contact TeleTracking Technical Support at the following contact information.

TeleTracking Tech Support

1-877-570-6903

Press **7** to get direct access to support specifically for the COVID-19 Portal.