

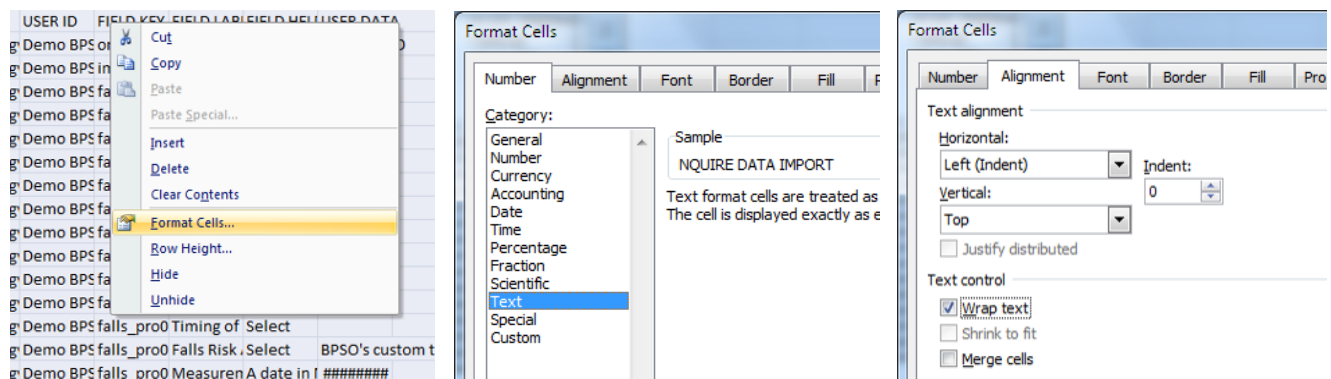
NQuIRE®

Data Import Template Quick Reference

Formatting the template file

The template file is a CSV (comma separated values) spreadsheet file that can be opened in MS Excel or other spreadsheet program. It is a plain text file, with no saved formatting, which makes it difficult to read. Its appearance can be improved with the following steps:

1. In Excel, select all cells (Ctrl + A, or from the Edit menu).
2. Right-click any cell and select 'Format Cells...'
3. In the 'Number' tab, select 'Text' as the category.
4. In the 'Alignment' tab, under 'Text alignment' select 'Left' and 'Top', and check the wrap text checkbox.
5. Click OK.
6. You can now reduce the column widths and increase the row heights to make the table easier to read.



Note that when you save the file as a CSV format (which is required to upload your file to NQuIRE), the formatting changes made above will be lost. A useful tip is to save a copy of the file in Excel format using 'Save as' and choosing a .xls or .xlsx format. The Excel file will save formatting changes you make (including changing cell colours or fonts) that you find useful while editing the file. When you are done, use 'Save as' again to save the file in a CSV format. You will get a warning that any formatting will be lost, but no data will be changed. Both copies will be stored on your computer.

Structure of the template file

The first line of the file begins with 'NQUIRE DATA IMPORT'. This line allows NQuIRE to recognize that the file is valid. If you choose to separate the import template you downloaded into multiple files (such as one file per Site or BPG), the first line of every file must be this NQUIRE DATA IMPORT line.

Following the first line, the file consists of submissions, stacked vertically. The submissions in the file depend on your BPG and site selections when downloading the file. You may change the order of the submissions, if you like.

A submission begins with a BPG number and the BPG title on its first line. The line also includes the BPG’s version code. This code allows NQUIRE to check that the import template you are using is still valid. The version code will change when significant changes are made to the data fields. If you upload a file with an outdated BPG version code, you will be directed to download a new import template to get the updated data fields.

The second line of a submission contains column headers: SITE, USER ID, FIELD KEY, FIELD LABEL, FIELD HELP, and USER DATA. The following lines each contain one data field of the BPG form for that submission. The table below describes how each column.

Column	Description
SITE*	This column is pre-filled with the name of your implementation site. It is meant as a reference so the user can keep track of which site the data is for. It is not used by NQUIRE when the file is uploaded.
USER ID	This column is pre-filled with the user name of your implementation site. It is used by NQUIRE to determine which user the data will be saved under. A BPSO lead user may submit data for any of their sites, but a site user may only submit their own data.
FIELD KEY	A unique name for each data field. It is used by NQUIRE to determine what the data represents, so the data in the file matches what would be submitted in the online form.
FIELD LABEL*	A description for each data field. This description matches the online forms. It is meant as a reference for the user. It is not used by NQUIRE when the file is uploaded.
FIELD HELP*	A description of the type of data for each data field. It specifies which fields are required, and what valid data is accepted. Many data fields require a specific option from a list, and those options are listed in this column. It is meant as a reference for the user. It is not used by NQUIRE when the file is uploaded.
USER DATA	This column contains your submission data. You can have as many USER DATA columns as you need , so you may submit multiple months of data for the same BPG and the same Implementation Site.

*These columns do not need to be included in the uploaded file if your BPSO is programmatically generating the file.

Entering data to the file

Your data is entered in the USER DATA column(s). Some data fields are pre-filled from your BPSO profile, just as they are in the online forms. The file contains the same data fields in the same order that appear in the online forms.

Some data fields require data in a specific format, such as an integer, a number rounded to 2 decimal places, or an option or options from a specific list. The required format is listed in the FIELD HELP column.

When entering an option from a specific list, you must enter **exactly** what is in the FIELD HELP between the | characters. It is best to copy and paste. You may include or exclude the | characters, NQUIRE will remove them before saving your data. As in the online forms, some of these data fields still allow you to enter your own choice. If multiple values are allowed, separate each with the | character.

Please consult the indicator data dictionaries for indicator descriptions and definitions.

Refer to the *NQUIRE Data Quality Guide* document for more detailed information on collecting and processing your data for NQUIRE.

You may delete data field rows if you are not submitting data for them and the FIELD HELP does not specify the field is required. You may also leave the USER DATA cell empty and NQUIRE will ignore the empty data.

If you wish, you may add notes to the file that you want NQUIRE to ignore. You can provide reminders or instructions to you or your staff within the file.

Any line that begins with a hash character (#) will not be read by NQUIRE. Similarly, you can have NQUIRE ignore a column for a BPG by begging the column header with the hash character (e.g. '#USER DATA').

Upload the data file

Once the file is ready to be uploaded to NQUIRE, return to the Submit BPG Data by File page in NQUIRE. Click the "Upload completed NQUIRE Data Submission file" link to expand this section. Select the file and click the "Upload submission file" button.

The file is read as separate submissions. Each submission is checked that the data is in the correct format and that it is not a duplicate submission for the reporting quarter and year.

Error checking

When the file is uploaded, each submission is validated to prevent common errors from being saved. If no errors are found for a submission, a message will appear saying it has been saved to the database.

If any error is found in a submission, that submission will not be saved in the database. An error message will appear describing the error. Correct the file and re-submit.

If you have multiple submissions in a file, it is possible that one may contain an error and the others do not. The submission with the error will not be saved in the database, but the others will. In this scenario, you may correct the file and submit the entire file again. The submissions that were already saved will now be rejected as duplicates, and the submission that failed the first time will now be saved to the database.

In the figure below, a file containing three submissions was uploaded by a BPSO lead user. The first submission, a Prevention of Falls BPG submission for Site 1, had no errors and was saved to the NQUIRE database. The second submission, a Prevention of Falls BPG submission for Site 4, was a duplicate submission for this site for Q2 2013 and was not saved again to the database. The third submission, a Structure Indicators submission for Site 1, contained two data format errors and was not saved to the NQUIRE database. This BPSO user should correct the file and resubmit. When they do, the first two submissions will now show in the red area as duplicates, and the third submission will be in the green area as a saved submission.

Processed submission from line 4 to line 47 (Prevention of Falls and Fall Injuries in the Older Adult, Demo BPSO Site 1). Submission 253 was saved to the database.

• Error with submission from line 48 to line 91 (Prevention of Falls and Fall Injuries in the Older Adult, Demo BPSO Site 4). This submission was NOT saved.

- A submission already exists for this reporting period. Submission 210, Reporting period: 2013 - Q2 (April - June), submitted on October 4, 2013, 2:24 pm EDT

• Error with submission from line 92 to line 111 (Structure Indicators - Quarterly, Demo BPSO Site 1). This submission was NOT saved.

- Row 98: field `struc_quart01_num_total_RN_worked_hours` has invalid data: value must be rounded to 0 decimal places
- Row 111: field `struc_quart04_mpsd` has invalid data: date is not in correct format

The table below describes the potential error messages. For any of these messages, the submission will not be saved to the NQUIRE database.

Error message	Detailed description
Error on row <row_number>: the BPG was not recognized. A submission starting at this row was not saved to NQUIRE.	Each submission begins with the BPG number and BPG title on its own row. This row was not found, or was changed. You may need to download the template again to restore this line.
You do not have permission to submit data for this user	BPSO lead users may submit data for any of their sites, but a site user can only submit their own data. This message likely means a site user uploaded a file that contained data for another site.
A submission already exists for this reporting period. Submission <number>, Reporting period: <period>, submitted on <date>	As with the online forms, only one submission per reporting quarter is allowed from each site. This message means the file contains a duplicate submission. If you are resubmitting a file that contains multiple submissions and at least one submission was already saved to NQUIRE, you may ignore this error as it is expected.
Row <row_number>: the User ID changed in the middle of a submission from "<user 1>" to "<user 2>"	A submission is the group of lines from one BPG title to the next (or to the end of the file). The consecutive rows in a submission must be for the same user.
Field <field_name> contains data but this submission has not selected the corresponding indicator	As with the online forms, each clinical submission begins with a list of indicators. If the indicators will have data submitted for them, these indicators must have a 'Yes' selected. This message appears when there is data for an indicator, but the indicator selection field is missing or contains 'No'.
Required field <field_name> is missing or contains no data	A submission is missing required data – either no data in the cell or the data field's row was missing from the file. This may also indicate a 'blank' submission – one that is in the file but contains no data. If this is the case, you may ignore the error as it is expected.
Row <row_num>: the FIELD KEY was not recognized (<field_name>)	The field key column must match a specific key in NQUIRE. This may mean your template file is out-dated and you should download it again.
Row <row_number>: field <field_name> has invalid data: <ul style="list-style-type: none"> • required field has no value • date is not in correct format • value must be greater/less than <x> • value must be rounded to <x> decimal places • must be a number, without prefixes or suffixes • only one value is allowed, multiple selections detected • data did not match an expected value 	These messages will appear if the data doesn't match a prescribed format. The error message will only contain the specific bullet point that corresponds to the error.

Important: If you require help troubleshooting your import template file, **do not email the file** to the NQUIRE team. Please first contact us for assistance. Then, if you need to send us the file for troubleshooting purposes, please use the Secure File Upload method, which is more secure than email (see the [Secure File Upload](#) section in the NQUIRE User Manual).