

This document briefly describes the procedure for uploading Medicare Part A days by RUG group data into LTC Trend Tracker. LTC Trend Tracker now allows these data to be entered **only** via Excel spreadsheet. There is no longer a manual data entry option. **Note:** Your organization's account administrator sets user permissions, including access to upload RUGs. If you do not have user permission for this task and need it, please contact your account administrator.

### Before You Begin...

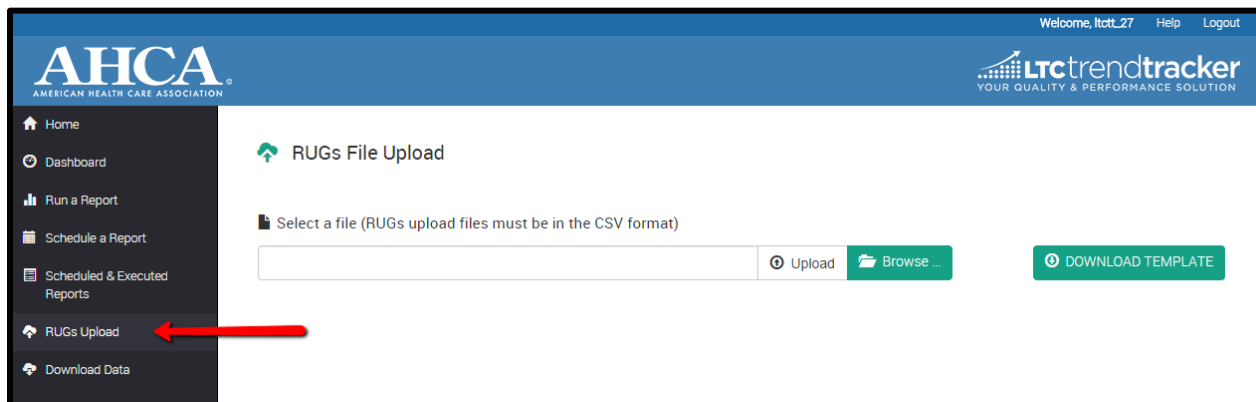
You should know:

1. Your Excel file must be saved in CSV format.
2. Where the file is located on your hard drive or server.
3. The file name.
4. You may upload more than one building and more than one month at a time.

*Note that when data are uploaded, your original CSV file is NOT altered in any way.*

### To Upload RUGs Data

1. Click on **"RUGs Upload"** on the left-hand side of the screen



2. Click on the **"Browse"** button, to find the file on your computer or server.

**Note:** If you have previously uploaded RUGs data in the legacy LTC Trend Tracker system, the specifications remain the same and you can use the same Excel format to upload data in this system. If you do not already

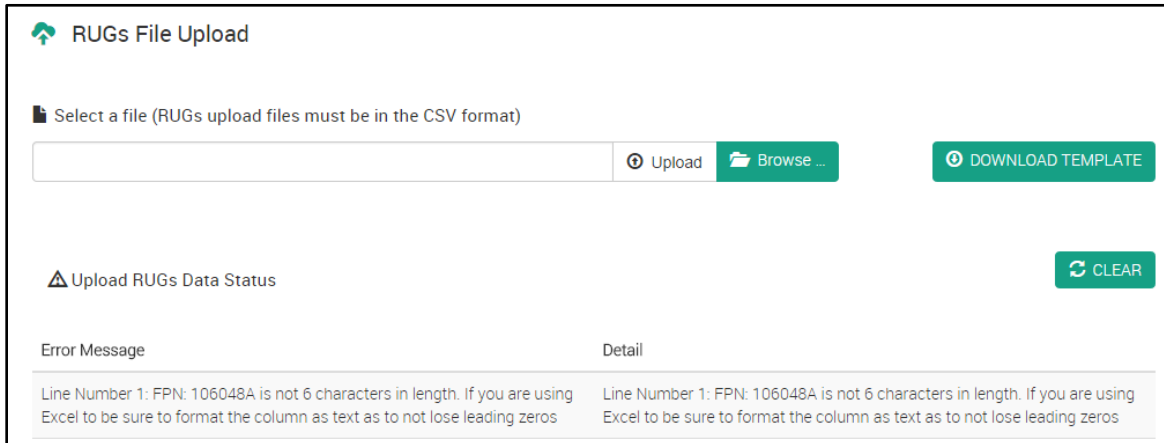
have an Excel spreadsheet for this purpose, click  to get a file formatted for use in preparing your data for upload.

3. Find your saved Excel file in CSV format:
  - a. Select the drive containing the file.
  - b. Select the folder containing the file.
  - c. Select the name of the file you want to upload.
  - d. Click the Open button.
4. Click **"Upload"**
  - a. Your file will upload successfully only if it contains no errors (see details on error messages below).
  - b. If you select the wrong file, use the **"Remove"** button to clear the file from the upload box.

### Errors

Error Messages will be displayed under the upload box when errors are detected. All messages will identify a location within the CSV file where there is an error. **A file cannot be uploaded until all errors are corrected.** This Section reviews the types of error messages that you may receive during the RUG upload process and how to correct the error.

This screen shot shows an example of an error message:



The screenshot shows the "RUGs File Upload" interface. At the top, there is a heading "RUGs File Upload" with a green arrow icon. Below it, a text prompt says "Select a file (RUGs upload files must be in the CSV format)". There is a file selection area with an "Upload" button and a "Browse ..." button. To the right is a "DOWNLOAD TEMPLATE" button. Below the file selection area, there is a section titled "Upload RUGs Data Status" with a "CLEAR" button. At the bottom, there is a table with two columns: "Error Message" and "Detail".

Error Message	Detail
Line Number 1: FPN: 106048A is not 6 characters in length. If you are using Excel to be sure to format the column as text as to not lose leading zeros	Line Number 1: FPN: 106048A is not 6 characters in length. If you are using Excel to be sure to format the column as text as to not lose leading zeros

Use the "Clear" button to remove the CSV file from the upload screen before uploading the corrected file.

**TO FIX ERRORS:** You **must** return to your spreadsheet on your computer or server, fix the value(s) or information indicated as an error and repeat the process to upload the entire file. **Please note that a file must have all rows corrected before the file can be uploaded to the system.**

### Types of Error Messages

#### FPN

*This Means:* The value in the Federal Provider Number (FPN) column does not match the list of centers associated with your organization. This could mean that the list of your organization's centers needs to be updated by your organization's Account Administrator, or that a FPN is not correct (e.g., typo) in the upload file. The FPN must be six digits long.

*What to Do:*

1. Look at the error code and the line referenced in the error.
2. Check that the FPN is correct and that the format is correct in the upload data file, correct the FPN if necessary.
3. Check with your Account Administrator if needed to add this center to your organization's list in the LTC Trend Tracker database.
4. Load the file with the corrected FPN or remove the center from the file.
5. If you continue to receive this error please contact [help@lcttrendtracker.com](mailto:help@lcttrendtracker.com).

#### Multiple Organizations Found in the Upload

*This Means:* That one FPN (e.g., center) may be associated with another organization in LTC Trend Tracker. This may be due to error in the FPN you entered. This may also occur because the center recently changed ownership but has not yet been updated in LTC Trend Tracker. A single upload file may contain data only for centers associated with a single organization.

### What to Do:

1. Look at the error code and the line referenced in the error.
2. Go back to the CSV file and remove the extra FPN in the file.
3. Load the file again.
4. If you continue to receive this error please contact [help@lctrendtracker.com](mailto:help@lctrendtracker.com).

### Date Is Not Valid

*This Means:* There is typo in the date entered in the file. Dates cannot go beyond the current month. For example, if today's date is 10.4.2014, the system will not allow you to enter data for 11.1.2014. You may enter RUG data only for the current month or previous months. You may enter data for more than one month in one Excel file.

### What to Do:

1. Look at the error code and the line referenced in the error.
2. Make sure you are entering a date that occurs in the past.
3. Check to see if the date is valid. Dates can be entered in different date formats. For Example, January may be entered in the spreadsheet as Jan, January or 01.

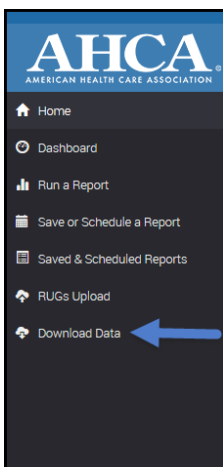
## Successful Uploads

If no errors are found in the file, the  button will appear.

1. Be sure to click “**Submit As Final**” to complete the upload process.
2. You can now run the RUG report to see data for your organization and your peer groups. **Note:** There must be at least 6 centers in a group that have uploaded data in order for you to see that group's data for this report.
3. The data that you entered will be available immediately on the report.

## Download Historical RUG data

To download historical RUG data, select “**Data Download**” on the left hand navigation bar



1. Select the RUG Download report.
2. Choose “download data.”
3. Select the time periods of data that you would like to download.
4. The data will be downloaded in a CSV file.