

How to Upload Historical Discharge Data (AB2876 Custom Limited Data Sets) from OSHPD to the Hospital Quality Improvement Platform

Background:

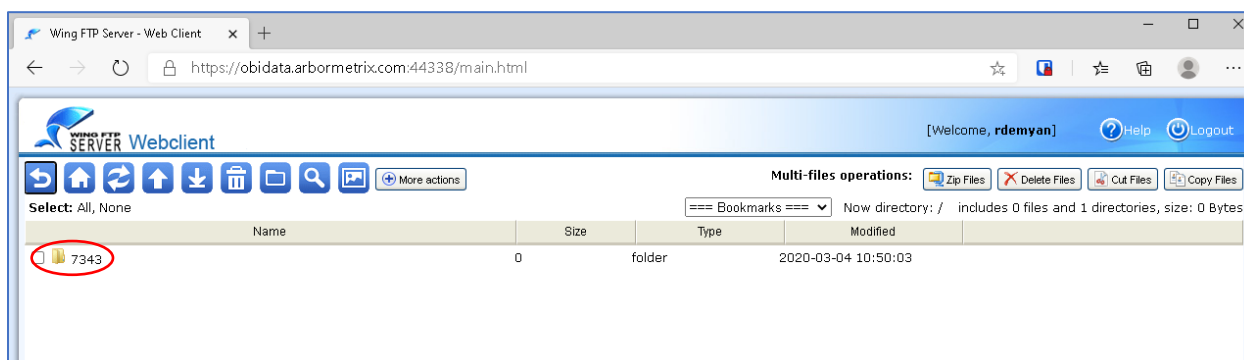
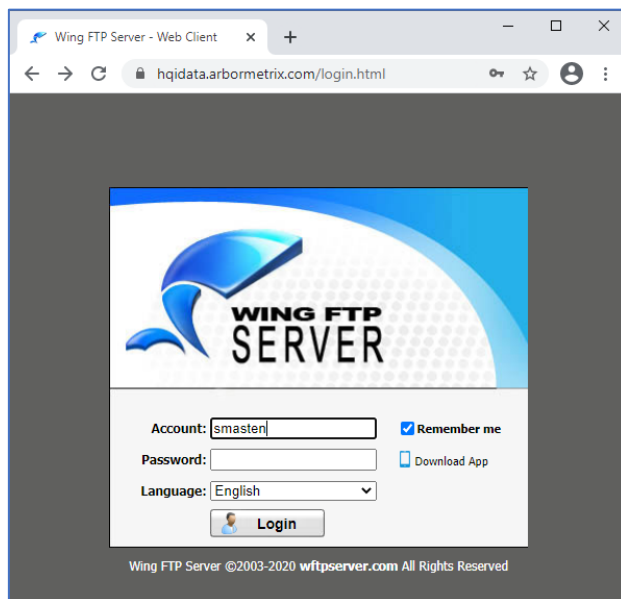
Now that OSHPD has responded to your data request and provided the inpatient, emergency department and ambulatory surgery patient level Statewide Limited Data Sets (formerly AB2876) for the last three years, these instructions will show you how to upload the data file(s) for use in the Hospital Quality Improvement Platform. The file(s) proved by OSHPD are uploaded to our WingFTP site, rather than directly into the Hospital Quality Improvement Platform, but the process is straightforward.

Before you Start:

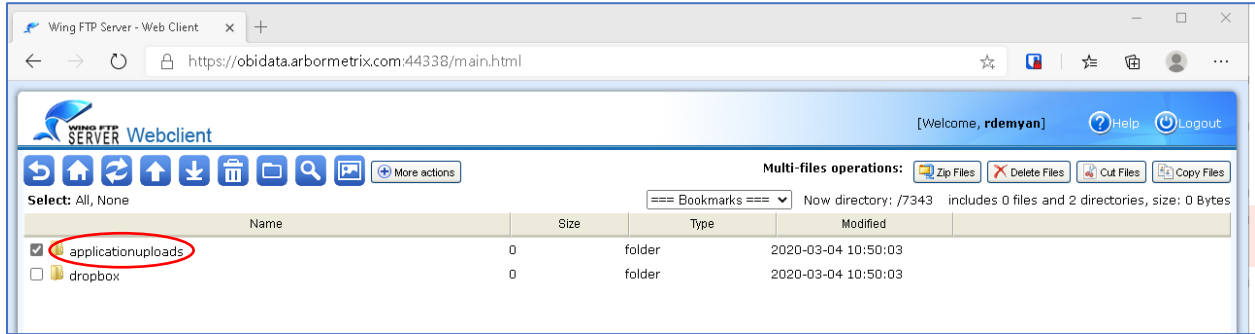
1. Download the requested data file(s) from the OSHPD website to your computer. The data usually comes as a .zip file with the requester's name in the title (e.g., Masten_CS1234567.zip).
2. You must have an account with the Hospital Quality Improvement Platform to upload the data. If you have forgotten your password or do not have an account, please send an email to HQAnalytics@hqinstitute.org

Uploading Instructions:

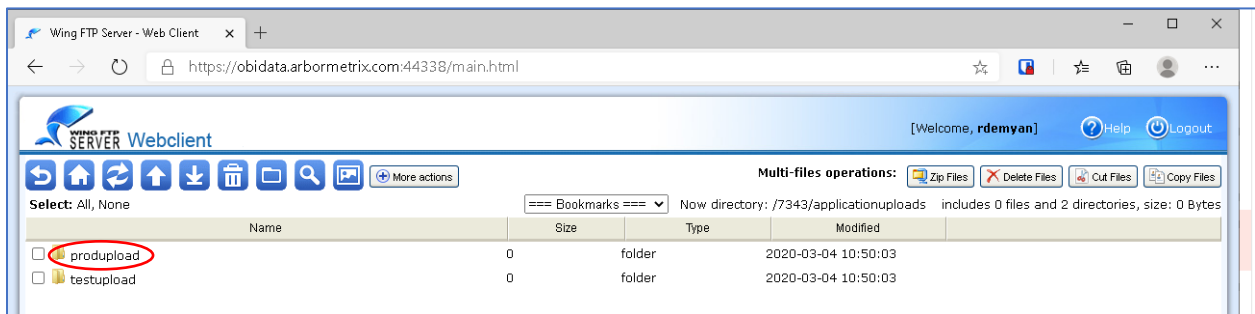
1. Click this link to access our secure WingFTP site: <https://hqidata.arbormetrix.com> Upon accessing the link you should be presented with the login window shown here.
2. Enter your user ID and password into the WingFTP login window and click the **Login** button. Your account and password are the same as those for the Hospital Quality Improvement Platform.
3. After logging in, you will see a folder with a four-to-six-digit site ID like the one shown below. Double-click this **site folder icon** to open this folder.



- Once the **site folder** opens you will see the two folders shown below. Double-click the **"applicationuploads"** folder icon to open this folder.



- In the **applicationuploads** folder, double-click the **"produpload"** folder icon to open this folder. This **produpload** folder is where you will upload your data file(s).

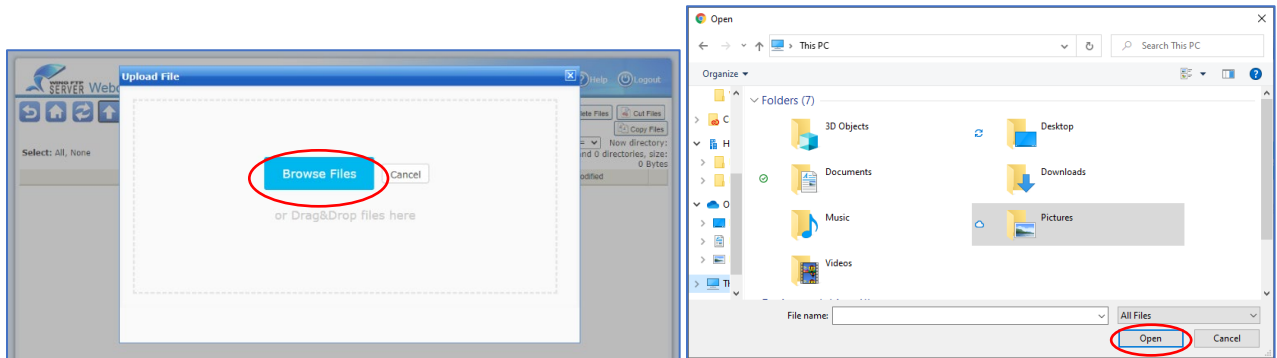


- In the **produpload** folder, click the fourth icon (arrow white pointing up) in the upper left-hand corner to open the **Upload File** dialog box.

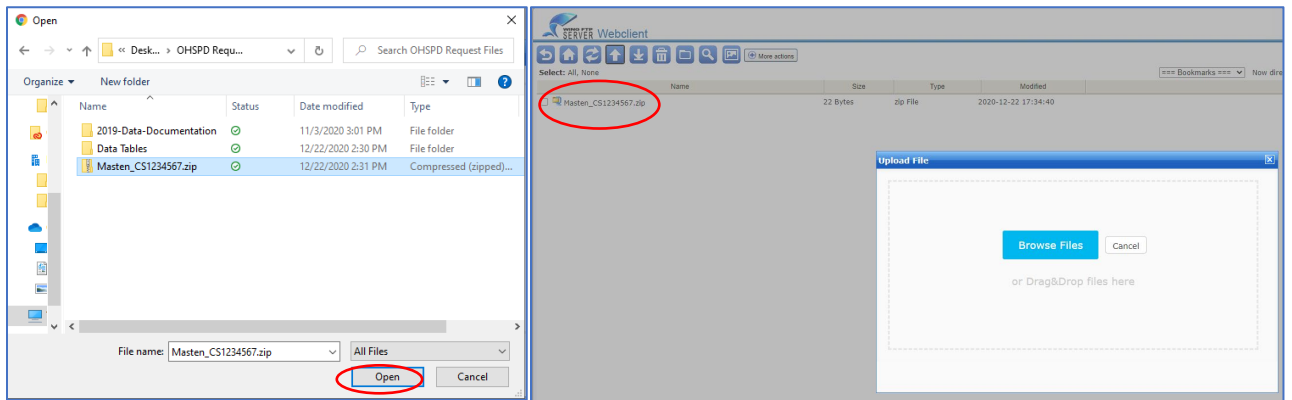


- There are two ways to upload files to WingFTP: The **Upload Selection Method** and the **Drag and Drop Method**. The instructions below explain how to perform both processes; choose method you prefer.




- Upload Selection Method:** In the **Upload File** dialog box that appears (see below), click the **Browse Files** button. A window will open where you can locate and select the requested data file(s) received from OSHPD (usually a .zip file containing nine .csv files and three .pdf files).



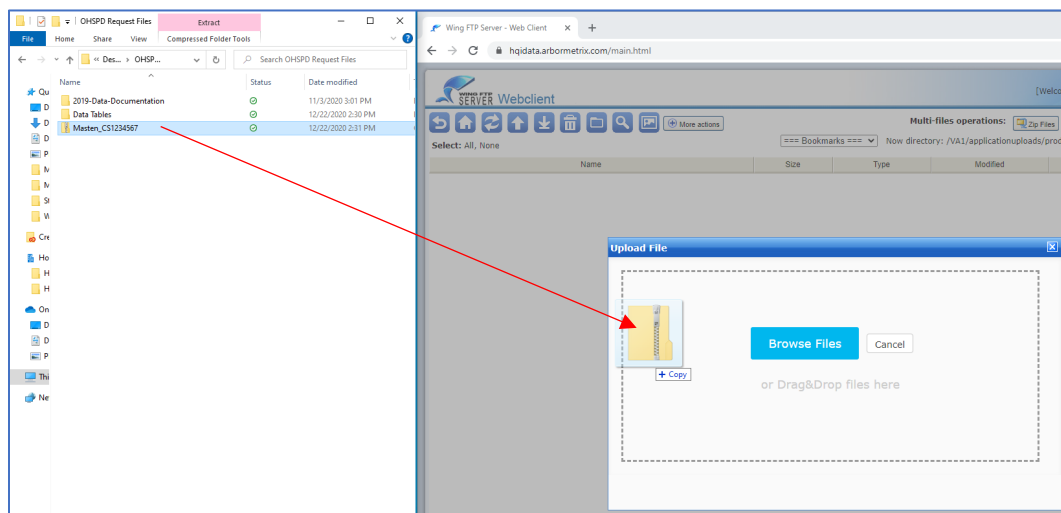
Upload Selection Method (cont): After locating and selecting the file(s), click the **Open** button. The file(s) will upload into WingFTP and show behind the **Upload File** dialog box. You can then “x” out of the **Upload File** dialog box when done and log out of WingFTP.



b) Drag and Drop Method: With the **Upload File** dialog box up, you will first need to open **File Explorer/Finder**.

- **On Windows:** Click the **Windows** icon  and locate the **File Explorer** icon 
- **On Mac:** Click the **Finder** icon 

Drag and Drop Method (cont): The File Explorer/Finder window will open – be sure you can see both the **Upload File** dialog box and **File Explorer/Finder** windows. Locate and select the requested data file(s) received from OSHPD (usually a .zip file containing nine .csv files and three .pdf files), click and hold the mouse button while you drag the file(s) into the **Upload File** dialog box and release the mouse button.



The file(s) will upload into WingFTP and show behind the **Upload File** dialog box. You can then “x” out of the **Upload File** dialog box when done and log out of WingFTP.