

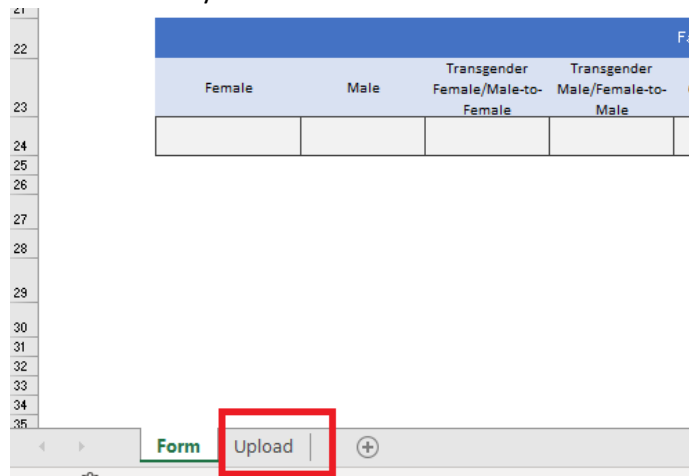
# QBS Falls Form Upload

This guide will offer steps on:

- How to save a Copy of the Falls Form as a CSV.
- How to Upload CSV form.
- Appendix showing how to format measures and unlocking sheet for customization.

## How to save your Falls Form as a CSV form.

1. After you have entered and validated your data and **saved** your file in your preferred folder. Go to the **“Upload”** sheet within your excel worksheet.



2. Do not change any of the values within the “Values” Column. *Verify* that your QBS identifier is written correctly and that you enter the following date format mm/dd/yyyy (including the forward slashes). Once you enter the dates the format might show up on the cell as mm/dd/yy this is okay it will still allow you to upload the form.

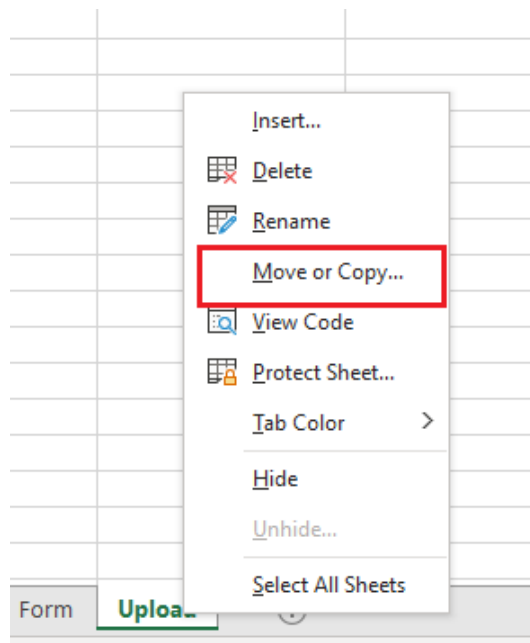
QBS Identifier	123456
Start Date	05/01/22
End Date	04/30/22

mm/dd/yyyy

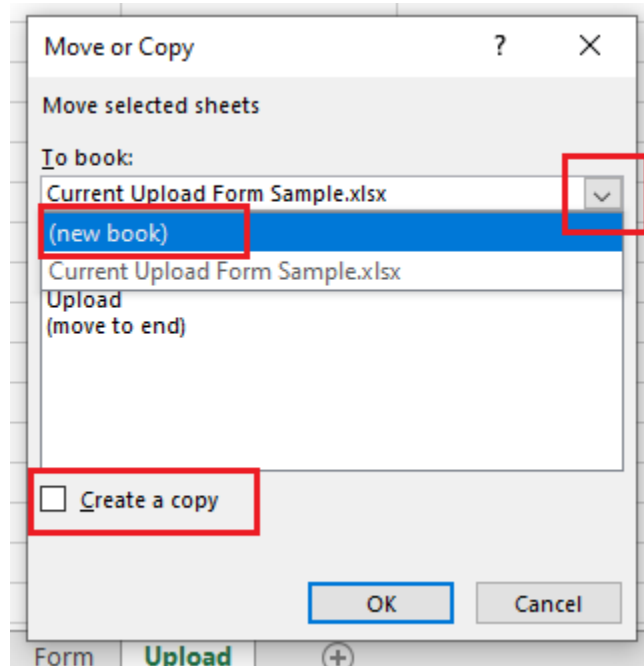
See Appendix A & B for instructions on how to format dates and find your QBS Identifier number.

qbs_identifier	location_identifier	measure_identifier	start_date	end_date	data_element_identifier	value
123456		all_falls_age_based_pt	04/01/22	04/30/22	total_number_of_patient_falls_less_than_1_year	1
123456		all_falls_age_based_pt	04/01/22	04/30/22	total_number_of_patient_falls_age_1_17	2
123456		all_falls_age_based_pt	04/01/22	04/30/22	total_number_of_patient_falls_age_18_44	3
123456		all_falls_age_based_pt	04/01/22	04/30/22	total_number_of_patient_falls_age_45_64	4
123456		all_falls_age_based_pt	04/01/22	04/30/22	total_number_of_patient_falls_age_65_74	4
123456		all_falls_age_based_pt	04/01/22	04/30/22	total_number_of_patient_falls_age_75_84	8
123456		all_falls_age_based_pt	04/01/22	04/30/22	total_number_of_patient_falls_over_age_85	0
123456		all_falls_by_type	04/01/22	04/30/22	fallhuddle_huddles_denom	2
123456		all_falls_by_type	04/01/22	04/30/22	fallhuddle_accidental_num	4
123456		all_falls_by_type	04/01/22	04/30/22	fallhuddle_anticipated_num	4
123456		all_falls_by_type	04/01/22	04/30/22	fallhuddle_unanticipated_num	9
123456		all_falls_by_type	04/01/22	04/30/22	fallhuddle_unsure_num	4
123456		falls	04/01/22	04/30/22	falls_total_num	26
123456		falls	04/01/22	04/30/22	falls_patientdays_denom	0

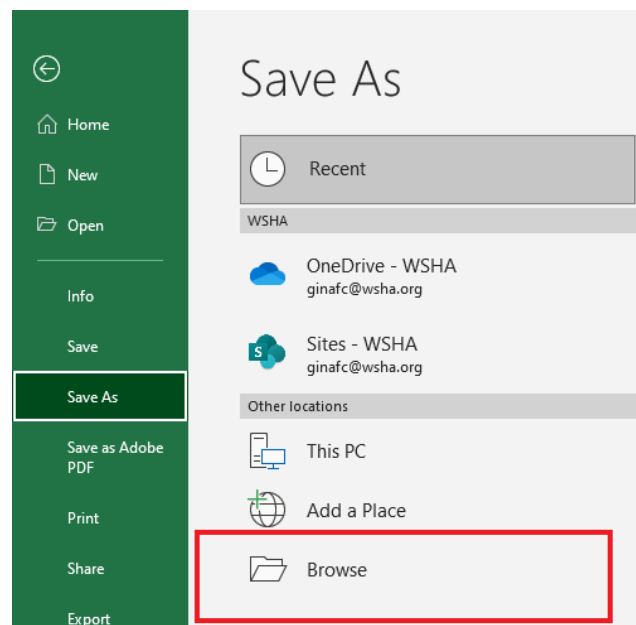
3. Right-Click on the Upload Tab. Select **“Move or Copy”**.



4. In the **“To book”** prompt select **“New Book”** Check Mark **“Create a Copy”**. Then Click **“Okay”**.

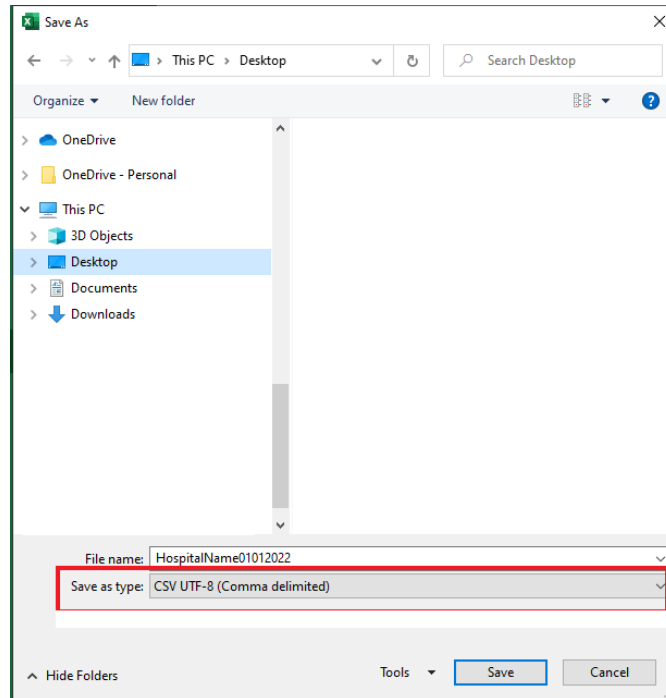


5. After clicking okay this will create a new excel workbook. Next Step is to go to: **File > Save As > Browse**



6. Here you will save your new workbook in your folder of choice. For this example, we will save it on our Desktop. **Select** Desktop at your file destination. **Rename** your folder with your Hospital Name and, month you are entering data for example "*HospitalName01012022*".

7. In “Save as type” select “CSV-UTF 8 (Comma delimited)” or “CSV (Comma delimited)” then click **Save**. This turns your excel file to a CSV the formatted needed to upload into QBS. Once you save your new CSV File. Close the program.



### How to Upload CSV form.

8. After creating your CSV File **go to QBS** and log in your credentials.
  - a. Link to QBS: <https://qbs.wsha.org/>
9. On the Upper right side of the page click on “Upload Data”



10. Go to “**Choose File**” in here navigate and select the CSV file you created Click “**Open**”. Select “**Yes**” Override lock policies. Click “**Upload**”

## Upload Data

Measure submission data can be imported into QBS by uploading a Comma Separated Value (CSV) file. Click the 'Choose File' button below to select a file for uploading.

**File: \***

No file chosen

**Override lock policies**

*Submission lock policies for all measures will be ignored if 'Yes' is selected*

11. You will know your file uploaded successfully when you see a green banner at the top of the page saying **“File successfully uploaded”** if you see a red banner with error messages contact: [dataanalytics@wsha.org](mailto:dataanalytics@wsha.org)

File successfully uploaded. ✕

File Upload: file\_uploads/20220523191734/Falls\_Test\_5.csv

file\_uploads/20220523191734/Falls\_Test\_5.csv was uploaded by Gina Fonseca Crescioni at 05/23/2022 at 12:17 PM.

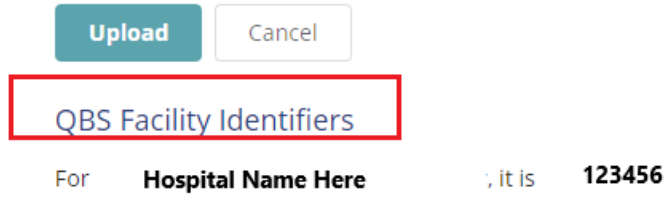
The following measures were imported; you can click on a facility name to review data submission status or [upload a new file](#).

Facility Measures

### Appendix A: Find your QBS Identifier

- To find your QBS Identifier number go to the QBS website <https://qbs.wsha.org/>
- Click on **“Upload Data”**

- On the left bottom side, you will find a message with your QBS Facility Identifier where you can find your hospitals identifier. If your hospital does not have a QBS identifier listed contact [dataanalytics@wsha.org](mailto:dataanalytics@wsha.org) to have your QBS identifier created.



## Appendix B: Format data

Sometimes certain setting condition remove themselves when downloading or opening excel in different computers this appendix part shows users how to verify that data collected is formatted in a way that can successfully upload to QBS.

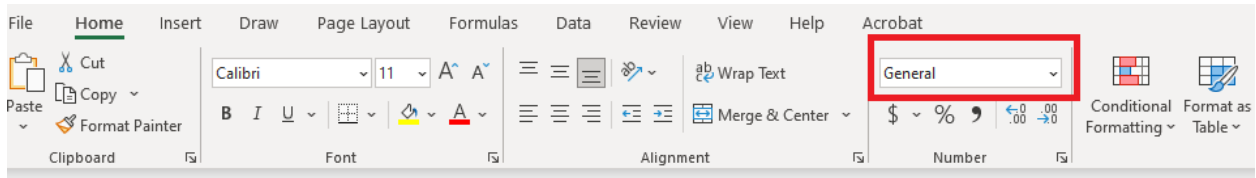
### Formatting Dates

- You will know your Start dates & End Dates are formatted correctly because the dates are aligned to the right. This means it's set as a numeric value within excel. **If this is the case, you will not have to do the steps below.**
- To make sure your form successfully uploads to QBS you must double check that data values are entered and set in the correct format.
- Dates must be in the **mm/dd/yyyy** format to verify the in **"Forms"** tab click where you entered the start date and end dates. Your dates might reflect as mm/dd/yy this will also work for uploading to QBS. If this is correct you are good.

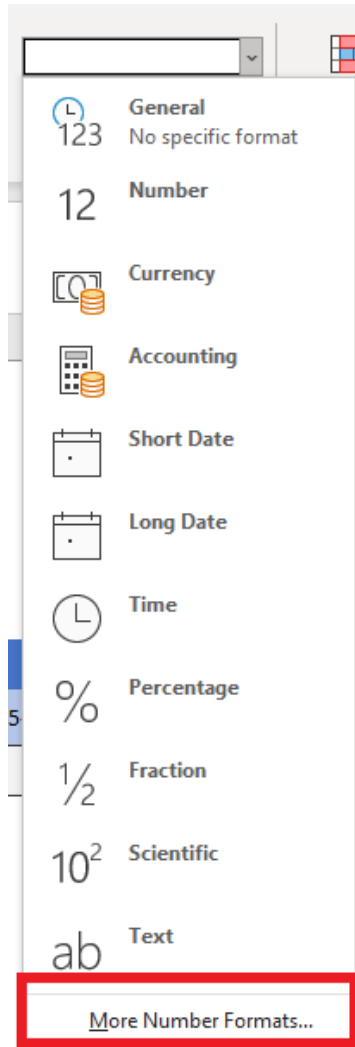
Falls Data Collection	
QBS Identifier	123456
Start Date	04/01/22
End Date	04/30/22

**mm/dd/yyyy**

- If your dates are not reflecting this format. Select the **Start Date entered** and on the top ribbon of your excel file go to the drop down list for data formatting.



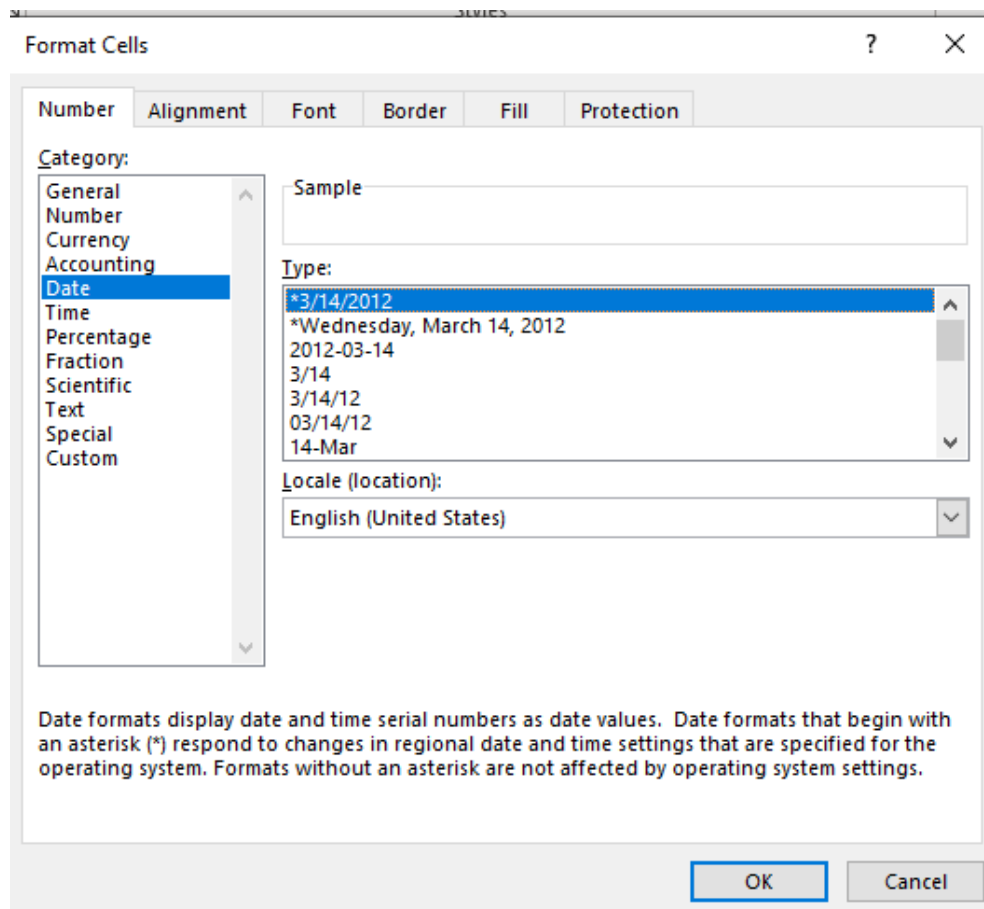
- Select **"More Numbers Format"**



- Under the **“Number”** tab select **“Date”** then select under **“Type”** the **03/14/12** Format. Then click OK. WE recommend also to save the current document so that your changes



are saved for future data entry. **You must do this step for both your Start Date and End Date.**



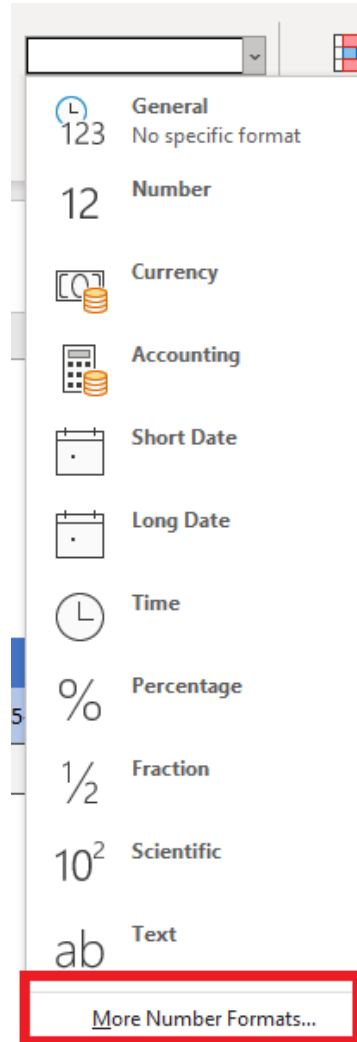
### Formatting QBS identifier

- You will know your QBS identifier is formatted correctly because your QBS number is aligned to the right. **If this is the case, you will not have to do the steps below.**
- To make sure your form successfully uploads to QBS you must double check that data values are entered and set in the correct format.

Falls Data Collection	
QBS Identifier	123456
Start Date	04/01/22
End Date	04/30/22

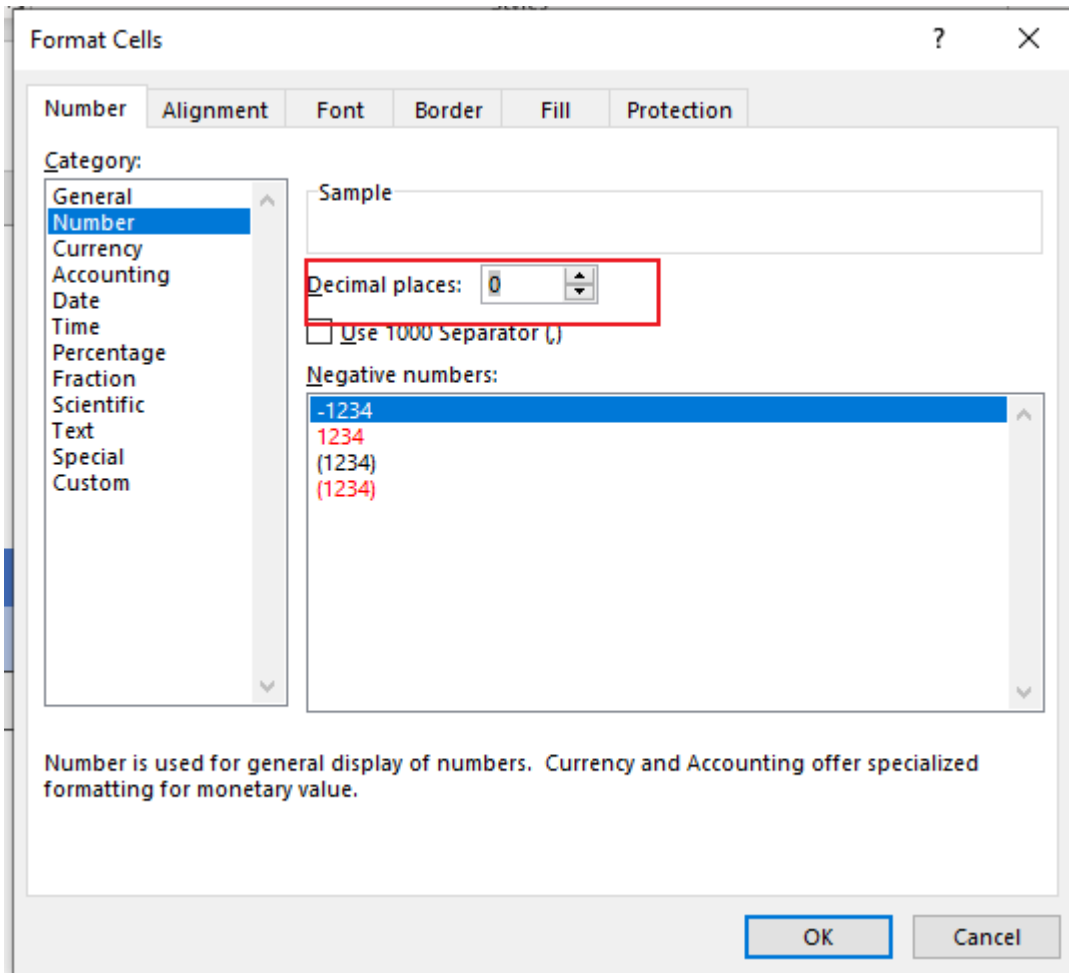
mm/dd/yyyy

- QBS Identifiers must be set as Numbers format to verify the in **“Forms”** tab click on where you entered the QBS identifier.
- If your identifier is not reflecting this format. In the top ribbon of you excel file go to the drop-down list for data formatting.



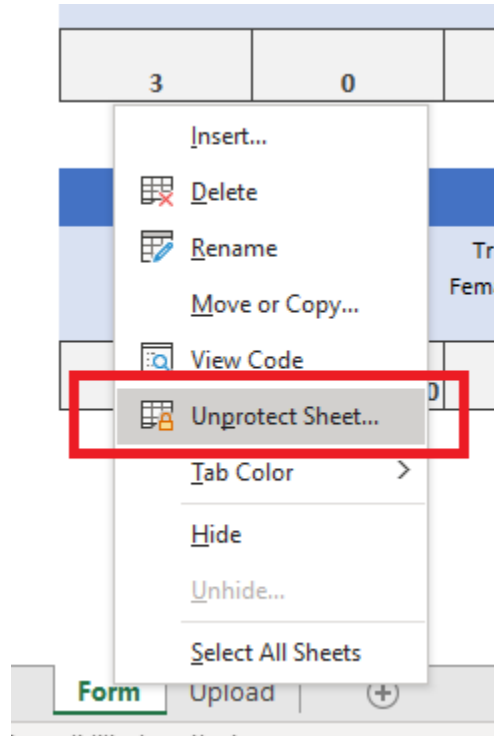
- Select **“More Numbers Format”**, Select **“Number”**

- **Set Decimal Places to zero.** Then **click OK.** We recommend also to save the current document so that your changes are saved for future data entry.

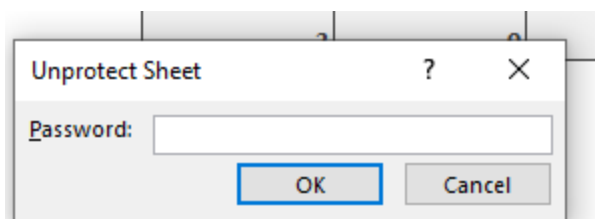


## Appendix C. Unlocking Sheet

- If desired, you can customize or edit your excel sheet by unlocking the protected sheets.
- Right -click on the desired tab in excel and Select **“Unprotect Sheet”**

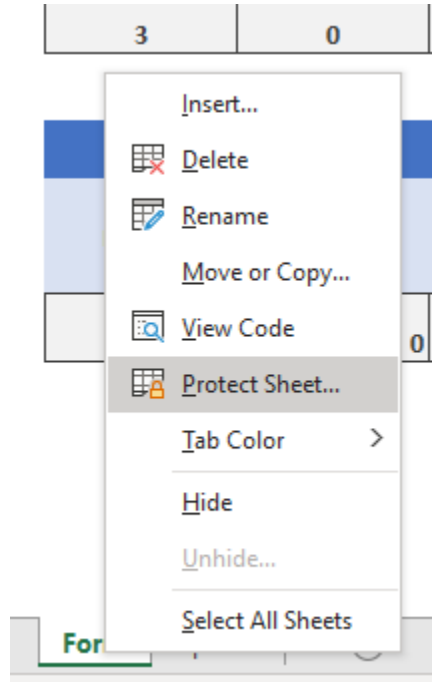


- Enter the password: **2022** then click Ok. This unlocks the sheet protection and will allow you to edit.

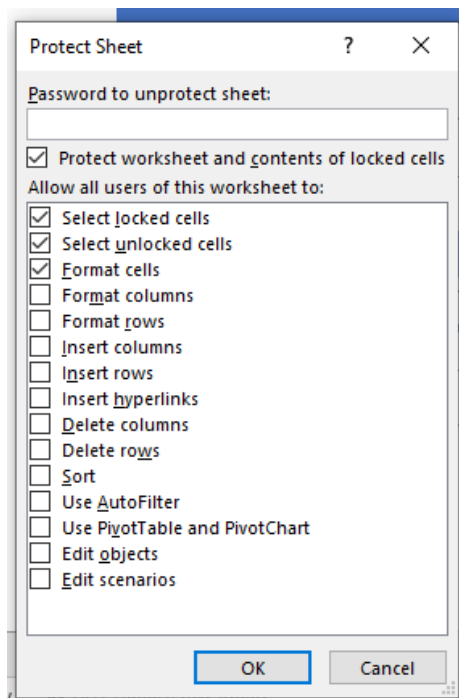


## Locking the Sheet

- To Lock the sheet again Right-Click on the tab select “**Protect Sheet**”



- Enter a password of choice.



- Reenter your password again. Then click **Ok**.

