Utah Blood Lead CSV Uploader Guide

In order to use this feature, you must be able to produce a file in CSV format that follows our template. Before you are given access to upload your results, you must put together a test CSV file and send it to edx@utah.gov for review. Only once your csv file format has been approved, will you be given the permissions to upload the CSV file into our portal.

CSV files that are emailed to edx@utah.gov should not contain any real patient names and dates of birth unless the files are sent securely.
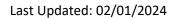
CSV Specifications

- The first row of your CSV file must contain the headers listed in the template. **The columns in row 1 should not be rearranged or renamed, and no additional columns should be added.**
- Columns designated as "required" MUST have a value present for each row.
- Values must match the acceptable values EXACTLY. Values are case-sensitive and must not contain any leading or trailing spaces. If they do not match the value we have listed, that row will not upload, and you will have to fix it.
- Phone numbers must be formatted appropriately.
  - Valid formats include: 8013334444, (801) 333-4444, 801-333-4444.
  - 801.333.4444 is an invalid format.
- Dates must be formatted appropriately.
  - Valid formats include: YYYY-MM-DD or MM/DD/YYYY.
  - MM.DD.YYYY and MM/DD/YY are invalid formats.

With this document you will receive a CSV template. In this template, Row 1 contains the column headers/data fields. Row 2 contains the acceptable values, where applicable. You may need to expand row 2 to see all values.

Any data populated in those fields must match one of the acceptable values.

The acceptable values are also listed on the following page.

Prior to upload we strongly recommend you review the Documentation and Help Page. This is available in the Portal front page. Please make sure that you are submitting complete and accurate information.

Data Element Values- Common Errors and Troubleshooting

Please pay close attention as you fill out the .csv spreadsheet. The following fields in the CSV that you upload must use one of the specific values listed below. Your file must match the acceptable values EXACTLY as we have formatted them. The Values are case-sensitive and must not contain any leading or trailing spaces. Please keep this document open as you are filling out the data spreadsheet.

- The first row of your CSV file must contain the headers listed in the template. The columns should not be rearranged or renamed, and no additional columns should be added.
- Columns designated as "required" MUST have a value present for each row.
- Values must match the acceptable values EXACTLY. Values are case-sensitive and must not contain any leading or trailing spaces.
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Result_type

- Quantitative
  In **result_text** fill out a Value *<example 3.3>* it will automatically be measured be mcg/dL

The following fields below are where we find the most common errors. The copy and paste function will be helpful.

state (column L)

- The state must be fully written out. Do not abbreviate the state, or use all caps.
  - Correct Examples: Arizona, Washington, Utah, Idaho, Washington, etc…

birth_sex (column E)

- Female
- Male
- Unknown

ethnicity (column G)

- Hispanic or Latino
- Not Hispanic or Latino
- Other

● Unknown

race (column F)

- ● Alaskan Native
- ● American Indian
- ● Asian
- ● Black / African-American
- ● Native Hawaiian / Pacific Islander
- ● Unknown
- ● White

specimen_source (column W)

Valid if the Test Type is

- ● Capillary   Absolute Value, LeadCare II
- ● Venous   Absolute Value

test_type (column AA)

- ● Absolute Value
- ● LeadCare II

Result_type (column AB)

- ● Equivocal / Borderline / Indeterminant / Inconclusive
- ● Negative / Non-reactive
- ● Positive / Reactive

test_status (column S)

- ● Corrected or Amended
- ● Final
- ● Pending
- ● Preliminary result

abnormal_flag (column AF)

- ● Above absolute high-off instrument scale
- ● Above high normal

- Above upper panic limits
- Below absolute low-off instrument scale
- Below lower panic limits
- Below low normal
- Better
- Blood/Lead Result Type
- High
- Intermediate
- Low
- Moderately susceptible
- No range defined, or normal ranges don't apply
- Normal
- Qualitative
- Quantitative
- Resistant
- Significant change down
- Significant change up
- Susceptible
- Very abnormal
- Very susceptible
- Worse

Uploading the .CSV Spreadsheet

Once you are logged into the portal, you will go to the Navigation bar and select "Upload Blood Lead"

When you are ready to upload, make sure that your spreadsheet is saved as a .csv (comma delimited) file.

Once you upload your file, you will receive a message indicating if the file was successfully uploaded or not.

It will tell you if there were rows that could not be uploaded, and if so why.

If you do end up receiving an error, you will want to

1. Isolate the rows that were not imported,
2. Correct the errors
3. Create a new spreadsheet and copy/paste the rows with the errors (including line 1 with the headers), and re-upload the spreadsheet. This is to ensure we do not receive any duplicates of results.