

CARES Instructions to Vendors for XML Setup & Upload

Important note to all IT developers/programmers: Please ONLY use the XML Data Dictionary for reference in developing your XML Import file, rather than the CARES Clinical Data Dictionary PDF which is ONLY for CARES end users and coordinators. Test data should not contain any PHI.

Required fields that **must** be passed in the XML file for CARES purposes are CARES Elements 1-11, 13-22, 25-27, and 29-32. Optional elements to pass in the XML file are CARES Elements 12, 23-24, 28, 33-46, and 60-69. If the agency is a CARES/HeartRescue site, all CARES Required and Optional elements 1-46 and 60-69 must be passed. To view PDFs of the CARES elements, please refer to “CARES Required Elements” and/or “CARES Required and Supplemental Elements” links under the Vendors > XML Upload Process > Upload Resources for v3 Submissions page on the CARES website.

1. The vendor IT developer should structure and code their CARES XML file according to the guidelines and requirements listed on this page for each applicable section:
https://mycares.net/cares_xml_upload_docs.jsp
2. Once XML development is complete, the vendor contact should let their CARES liaison know which agency will be the pilot agency for testing XML data extraction (if an agency is not already decided) and they will send the vendor contact the upload.ini file that is necessary for file uploads.
3. Beta REST submissions should go to: <https://beta.mycares.net/servlet/TransferImports>
Production REST submissions should go to: <https://mycares.net/servlet/TransferImports>
Beta SOAP submissions should go to: <https://beta.mycares.net/NemsisWsService/Nemsis3WS>
Production SOAP submissions should go to: <https://mycares.net/NemsisWsService/Nemsis3WS>
4. If the vendor does not have a mechanism to upload via REST or SOAP web service, they can then use the documents: “Setting up the Extraction Process” and “Link to Generic Upload Utility” as applicable, to load the files to the server. Alternatively, they can use the HTML form supplied by the CARES liaison. We suggest only loading 10 records for beta testing and/or the same number for production to verify all fields look accurate before loading an entire month of data. **Note:** Once data is uploaded to the production site, it will not be deleted.
5. The CARES agency contact and/or vendor contact review the CARES records for blank fields and compare the CARES data to ensure the information coded matches the codings in the original PCRs. CARES staff will review beta data and provide summary feedback on documentation versus potential mapping errors.
6. If discrepancies are found in the data, fixes should be made and an upload of 10 more records completed for review. Repeat Steps 4-6 until all parties agree on data quality.
7. Once the final fields are embedded into the ePCR software, the vendor should send screenshots to the CARES liaison of the CARES fields for review, so that field language can be confirmed and training materials be developed, if necessary.
8. If all looks complete and accurate, the vendor, agency contact, and CARES should identify the agency’s upload schedule according to volume: daily, weekly, or monthly.
9. The CARES agency contact (and State Coordinator, if in place) monitors records uploaded to CARES daily to ensure the extract is working smoothly and data looks accurate.