

CTRx System User's Guide

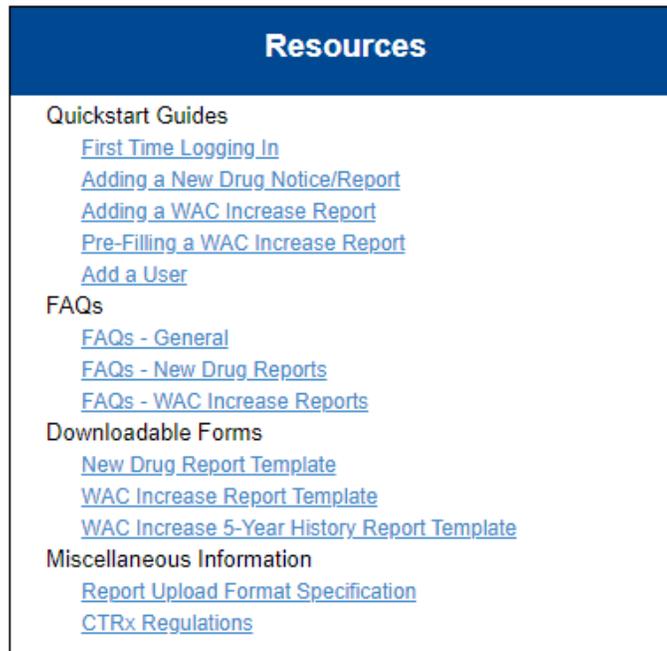
How to Upload Report Data Templates of Excel or Comma Separated Values (.csv) Files

Prescription drug manufacturers can upload electronic (Excel or.csv) files of report data by either using the pre-formatted Excel templates provided, or by creating the templates in Excel using the appropriate headers/labels. A .csv file may be used to automate the process for exporting report data.

Excel or .csv Templates

Download Pre-Formatted Templates

1. Login to SIERA-CTRx at <https://siera.hcai.ca.gov/>
2. In the *Resources* section of the Homepage, the templates are listed under *Downloadable Forms*. Click on the link of the desired template to download.



Note: There is a total of three templates that a data submitter can use to upload data to SIERA. The additional template for the WAC Increase Report is for the five-year WAC increase history data.

Helpful Tip: On the Submission screen, you can also download an empty submission to use as a template by clicking on the 'Download WAC Inc' button.

Create An Excel Template

1. On the SIERA-CTR_x Homepage, under the Resources section, click on the “Report Upload Format Specification” (document) link to open the file.
2. Open a new Excel workbook. Type the words from the list ‘Label’ to each column of the workbook consecutively.

FORMAT AND FILE SPECIFICATIONS
FOR SUBMISSION OF
PRESCRIPTION DRUG REPORTS
STANDARD RECORD FORMAT

Wholesale Acquisition Cost Increase Report:

Data Element	Label
NDC Number	NDC
Drug Product Description	DRUG_PROD_DESC
WAC Effective Date	WAC_EFFECTIVE_DATE
WAC Increase Amount	WAC_INCREASE_AMOUNT
WAC After Increase	WAC_AFTER_INCREASE
Patent Expiration Date	PATENT_EXPIRATION_DATE
Drug Source Type	DRUG_SOURCE_TYPE
Unit Sales Volume in U.S.	UNIT_SALES_VOLUME_US
Unit Sales Volume Nonpublic Indicator	UNIT_SALES_VOLUME_NONPUBLIC

	A	B	C	D
1	NDC	DRUG_PROD_DESC	WAC_EFFECTIVE_DATE	WAC_INCREA
2				
3				

Note: The document is your guide to creating the column headers in Excel and provides detailed information on the data element specifications.

Add the Data Elements to the Template

1. Once you have an Excel Template with the appropriate column headers, input the report data according to the ‘Data Element’ of the document.

Helpful Tips:

- The Format column indicates the format specification (i.e., alphanumeric, date, decimal, Boolean, etc.).
 - The Size column indicates the maximum number of characters allowed for the specified data element.
 - Page 2 of the document specifies the requirements for the Excel file and provides examples of some of the data values.
2. Finish entering the data for each report in the submission template and save the Excel file.

Upload the Pre-Filled Excel Files(s) to SIERA

WAC Increase/New Drug Report Template

You can upload an electronic template from either the *Submission* or the *Revision* screens. Depending on the type of report, click the 'Upload WAC Inc' button or the 'Upload New Drug' button.

Note: You can upload the pre-filled Excel file for WAC Increase and/or New Drug report(s) either by creating a new report submission or by adding the template to an existing submission that has not yet been submitted. If you upload the template to a report that has not yet been submitted, the template will overwrite any existing data.

Five Year History of WAC Increases Template

1. On the Five Year History page, click on the 'Upload 5 Yr History' button.
2. On the *Upload Submission Data* screen, click 'Choose File' button'. Select your Excel file and click 'Open' button.
3. Click 'Upload' button to export your data file to SIERA.
4. If the upload was successful, you will receive a notification in green.

Note: You should verify that all the information from the Excel file has been added to the table before submitting.

5. If the upload was unsuccessful, you will receive a message in red with the error(s) that SIERA has identified with your Excel file.

Upload process was unsuccessful. SIERA has identified the following error(s):

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- NDC should be a 11 digit number, Row: 1, Value: 2482113690
- NDC should be a 11 digit number, Row: 2, Value: 2482113690
- NDC should be a 11 digit number, Row: 3, Value: 2482113690

NDC	WAC_EFFECTIVE_DATE	WAC_INCREASE_AMOUNT	WAC_AFTER_INCREASE
2482113690	1/1/2016	65	945
2482113690	4/18/2018	25	970
2482113690	1/2/2020	99	1069

Note: Resolve the error(s) as indicated to successfully upload your Excel file.

Helpful Tips - If you are unable to upload your file to SIERA, double-check to confirm:

- Column headers on the Excel/.csv file are spelled correctly and have the appropriate underscore placement.
 - When copying and pasting data into the template, only copy and paste relevant data fields. Extra cells copied into the template will result in an error.
 - If a data element is not provided because it is not in the public domain or publicly available, it may need to be reported as Boolean, where '1' represents 'indicated' and blank represents 'not indicated' on the Nonpublic Indicator columns.
 - Dates are in a numeric format with month, day, and year (four digit) separated by slashes (/). For example, 1/28/2020.
 - Any currency amounts shall be reported in United States dollars, with two decimal points and no commas or dollar symbols, except Acquisition Price and Gross Sales which are to be reported as a whole dollar amount.
6. After you successfully upload the data, make sure to click on the 'Save and Validate' button to save the data. After saving the data, you will have the option to return to the submission and finish the report(s)/five-year history later.

Note: If you do not 'Save and Validate' after you upload, you will lose the data if you navigate away from the Submission screen.