

Uploading Your Files to the NYTD Application

This technical update is intended to provide instruction on the latest method for uploading a file to NYTD. This new file upload process will be required for the upcoming 2024A Corrected period, 2024B Regular submission period and all subsequent reporting periods thereafter. States will upload NYTD files directly through the “Upload File” button on the NYTD Transmissions Page. This new and improved process has eliminated the need for the NYTD Data Review Utility (NDRU) and replaces the need to submit NYTD files through the National Institute of Health (NIH) servers.

To upload your file to NYTD:

1. Log into the NYTD Portal.
2. Access the Transmissions tab once you are logged in.
3. Click the “Upload File” button at the top right-hand corner of the page.
4. A pop-up window will open. Click the “Choose File” button and select the xml file you want to upload. Ensure that your file meets the formatting guidelines for NYTD files (see Section 3 of [NYTD Technical Bulletin #1](#) for more information).
5. Click the “Upload” button. You will receive an upload confirmation on the next screen.
NOTE: You will receive an email notification noting that your transmission was either successful or unsuccessful. If you receive an unsuccessful transmission notification, you will need to make the necessary corrections and re-upload the file.
6. If your upload was successful, return to the Transmissions tab. The transmitted file should appear in the Results table. Depending on the file size, processing times may vary.
7. If determined to be necessary, you may delete the file by clicking the “Delete” button. Otherwise, click the “Select” button next to the file to move forward with the submission process.
8. A pop-up window will open. Click the “Submit” button to confirm the file for submission. You will receive a confirmation message on the next screen.

Transmissions Page

The screenshot shows the NYTD Transmissions Page interface. At the top, there are navigation tabs: Home, Messages, Transmissions (which is highlighted), Penalties, and Reports. Below the tabs, a breadcrumb trail reads "You are here: Home | Transmissions". The main heading is "Transmissions". Underneath, there is a "Search" section with three filter dropdown menus: "Compliance Status" with "-- All --", "File Type" with "-- All --", and "Report Period" with "-- All --". Each dropdown menu has a downward-pointing arrow.

"Upload File" Feature

Transmissions

[Upload File](#)

Search

Compliance Status: Start Date (MM/DD/YYYY):

File Type: End Date (MM/DD/YYYY):

Report Period: File Number:

View Only Submissions:

View Active Submissions:

Number of results per page
 25 50 100 All

[Search](#) [Clear](#)

A pop-up window will open when you click on the Upload File button. Select and upload the file.

NYTD File Upload

Choose a xml file to upload

[Choose File](#) No file chosen

[Cancel](#) [Upload](#)

Users will receive a confirmation message once their file is uploaded to the NYTD application.

Sample Upload Confirmation Notice

You are here: [Home](#) | [Transmissions](#) | [Upload Confirmation](#)

NYTD File Upload Confirmation

████████████████████.xml has been successfully uploaded. If the file is processed successfully, you will be able to view the data on the Transmissions table. If the file is not processed successfully, an email will be sent with details.

[Click here to return to the Transmissions Page.](#)

Select the uploaded file for submission.

Results Table on the Transmissions Tab

Results

Export Table Print-Friendly

Disclaimers

Submission Status	Delete Transmission	Transmission Date & Time ▲	File Number	Report Period	File Type	Records in File	Compliance			# of Data Quality Advisories	Potential Penalty
							Status	Meets File Submission Standards?	Meets Data Standards?		
Select	Delete	05/29/2024 12:11:14 ET	[REDACTED]	2023B	Subsequent	[REDACTED]	Compliant	Yes	Yes	None	0.00%
Active		04/17/2024 13:58:10 ET	[REDACTED]	2023B	Corrected	[REDACTED]	Non-Compliant	No	Yes	None	2.50%
Active		04/17/2024 10:30:50 ET	5057	2023A	Subsequent	3113	Compliant	Yes	Yes	236	0.00%

File Submission Pop-Up Window

You have chosen the following transmission for submission.

File Number: [REDACTED]

File Name: [REDACTED]

Compliance Status: Compliant

Potential Penalty: 0.00%

Report Period: 2023B

File Type: Subsequent

You have selected file [REDACTED] for submission for the 2023B report period. This file will become the "active" submission of record for this report period for monitoring and data analysis purposes. In addition, regular and corrected file submissions will be reviewed for compliance with NYTD standards by ACF.

To cancel your selection, click "Cancel".
To designate this file as the State's official submission to ACF, click "Submit".

Submit Cancel

Users will receive a confirmation message once the file is successfully submitted.

Please contact the NYTD Help Desk at NYTDhelp@acf.hhs.gov or call 877- 565-NYTD (877-565-6983) if you have questions or require additional assistance.

