**Instructions and Attestation**

This Check List is designed to facilitate the completion of key items for each data curation submission. *Carefully review the Work Plan and Check List and sign the attestation below prior to submitting the Data Curation response. Submissions which do not conform to these requirements will not be approved.*

*I confirm that I have followed the instructions and met the requirements defined in the Work Plan and Check List.*

*Name Date*

**Preparing for Data Curation**

1. It is expected that data are refreshed prior to each Data Curation submission. Include the most recent data available, ideally through October 31, 2017 or later. If you have not refreshed the data or made any ETL changes since the prior submission, do not respond to this query.
2. *If you centralize data from multiple institutions, please ensure that data from all data contributing partners are included. If not, please note this in your ETL ADD.*
3. If you populate the LAB\_RESULT\_CM table, include all results and map as many as possible to LAB\_LOINC. *If you do not currently include all results, document the inclusion/exclusion criteria in the ETL ADD.*
4. Ensure that ICD10 diagnosis and/or procedure codes are assigned to the correct code type.1
5. *Populate the following data provenance variables as precisely as possible: PX\_SOURCE, DX\_SOURCE, DX\_ORIGIN, VITAL\_SOURCE, CONDITION\_SOURCE, and DEATH\_SOURCE.*
6. Verify the accuracy of **all** fields in the HARVEST table. These data are used extensively by the Coordinating Center to characterize and analyze DataMart-level attributes. The DataMart and Network IDs and Names are listed in the [HARVEST Reference Table](https://pcornet.imeetcentral.com/p/aQAAAAAC-f60).
7. Create a static copy of the SAS version of your DataMart.

**After running the Code Errors Query**

1. Check the log file for warnings and errors.2
2. *Review the Potential Code Errors report. If more than 5% of the records for any given code type are potentially erroneous, investigate to determine the source of the error and provide comments in the Other Questions section of the ETL ADD*.

**After running the Data Curation Query**

1. Check the log file for warnings and errors.2
2. Review the data curation query output tables. At a minimum, review the following:
   1. *Basic metadata*: DATAMART\_ALL, XTBL\_L3\_METADATA, XTBL\_L3\_DATES
   2. *Code frequencies*: DIA\_L3\_DX, DISP\_L3\_NDC, LAB\_L3\_LOINC, PRES\_L3\_RXCUI, PRO\_L3\_PX
   3. *New queries*: dia\_l3\_dxtype\_adate\_y1, disp\_l3\_dispamt\_dist, enr\_l3\_chart, lab\_l3\_rdate\_y, lab\_l3\_rdate\_y, lab\_l3\_dcgRoup, Lab\_l3\_loinc\_result\_num, LAB\_L3\_RAW\_NAME, pro\_l3\_pxtype\_adate\_y1, pres\_l3\_rxqty\_dist, PRES\_L3\_RXREFILL\_DIST, XTBL\_L3\_RACE\_ENC

**After running the Empirical Data Curation Query**

1. Check the log file for warnings and errors.2
2. Review the EDC report. Verify that all tables and charts which are relevant for your DataMart are present (see Section V of the Work Plan).
3. At a minimum, review the following:
   1. **Data Check exception summary**: Exceptions to required data checks are highlighted in red and must be corrected before returning results. Exceptions to investigative data checks are highlighted in blue and must be investigated and documented in the Investigative Data Checks section of the ETL ADD. Every data check that is highlighted in blue must be addressed in the ETL ADD with both a classification and explanation. *Additionally, as part of your PCORI milestones, exceptions due to source data limitations should be summarized and submitted to your Program Officer.*
   2. **Table ID**: Verify the count of patients *and records* in each table. Confirm that the number of patients and records has remained stable or increased since the previous DataMart refresh. *An increase or decrease of more than 5% since the prior refresh must be explained in the Table Population page in the ETL ADD. Also, if one or more of the CDM tables are not populated, an explanation needs to be provided on the same page in the ETL ADD.*
   3. **All charts**: Investigate significant inflection points and other unexpected patterns and explain them in the ETL ADD.

**Completing the ETL Annotated Data Dictionary (ETL ADD)**

1. Update the REDCapTM **ETL Annotated Dictionary** with information about the current DataMart refresh.
2. Verify that the information regarding date obfuscation is consistent with the information provided in the HARVEST table.
3. Email [drnoc@pcornet.org](mailto:drnoc@pcornet.org) if you have any questions about how to complete the ETL ADD.

**Submitting the query response**

After completing all items in this Check List, sign and date this form. Zip the files in the *drnoc* folder and the signed Check List. Return the zipped file containing the following files to the DRN OC via the DataMart Client.

|  |  |
| --- | --- |
| *1* | *[DATAMARTID]\_[RESPONSE\_DATE]\_ pcornet\_code\_errors.log* |
| *2* | *[DATAMARTID]\_[RESPONSE\_DATE]\_potential\_code\_errors.pdf* |
| 3 | [DATAMARTID]\_[RESPONSE\_DATE]\_data\_curation.cpt |
| 4 | [DATAMARTID]\_[RESPONSE\_DATE]\_dc\_norm.cpt |
| 5 | [DATAMARTID]\_[RESPONSE\_DATE]\_data\_curation.pdf |
| 6 | [DATAMARTID]\_[RESPONSE\_DATE]\_data\_curation\_query.log |
| 7 | DATAMARTID]\_[RESPONSE\_DATE]\_normalization.log |
| 8 | [DATAMARTID]\_[RESPONSE\_DATE]\_ EDCRPT.log |
| 9 | [DATAMARTID]\_[RESPONSE\_DATE]\_EDCRPT.rtf |
| *10* | *Data Curation Query Package v3.12 Checklist (signed and dated)* |