**Instructions and Attestation**

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

**Preparing for Data Curation**

1. Revise the ETL programs as needed to adhere to the current [CDM v6.0 specifications](https://pcornet.imeetcentral.com/p/ZgAAAAAAycel) (including the specifications and the current parseable file) and [PCORnet Data Checks v9.](https://pcornet.imeetcentral.com/p/aQAAAAAEUrV8) If you are not adhering to the Implementation Guidance, be prepared to explain why in the ETL Annotated Data Dictionary (ETL ADD). For fields with undefined field lengths (e.g. PATID), set the lengths as short as possible to minimize the space needed, and harmonize the lengths across all tables. **Failure to harmonize field lengths will result in an exception to the Required Data Check 1.15 in the Empirical Data Curation report.**
2. If you have made any modifications to your CDM data structure, run the [CDM Diagnostic Query v6.00](https://pcornet.imeetcentral.com/p/aQAAAAAEUwhI) to ensure table-level and field-level conformance to CDM v6.0, including harmonization of field lengths.
3. If your data is stored in SAS datasets, consider using the [Create Indexes v2](https://pcornet.imeetcentral.com/p/aQAAAAAEFKRn) program to improve run times.
4. Include the most recent data available, ideally through 3 months prior to the query run date or later. Failure to include recent data will result in an exception to Investigative Data Checks 3.07 and 3.11 in the Empirical Data Curation report.
5. Include new data for as many tables as possible and ETL changes as needed.
6. Populate optional fields, especially those examined by the data checks, as completely and accurately as possible.
7. 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/aQAAAAAD85av) Confirm that the REFRESH\_DATES are the most recent date on which data were extracted, transformed and loaded into the CDM. **DataMarts with an incorrect CDM\_VERSION field will not be approved.**
8. Data are expected to persist across refreshes. Selected data persistence issues will result in an Investigative Data Check exception in the Empirical Data Curation report.
9. Consider running the self-service [CDM Value Set Conformance Query v6.00](https://pcornet.imeetcentral.com/p/aQAAAAAEUwjv) to identify and resolve value set conformance errors prior to running the data curation query. This query examines the values populated in the fields which have defined value sets (142 fields in 21 tables) and fields which are required to be populated (70 fields in 23 tables). The query allows users to designate which table(s) to check, and produces a PDF file reporting field-level evaluation results and SAS datasets and CSV files of the non-conforming records if any are present.
10. Create a static copy of the SAS version of your DataMart.

**Actions to take after running the Potential Code Errors Query**

1. Review the log file for warnings and errors and remediate any errors.*Note*: statements with the word \_ERROR\_ or the phrase “set the ERROR detection macro variable” are acceptable.
2. Review the Potential Code Errors report. These results are used for Required Data Check 1.13 and Investigative Data Check 1.16.

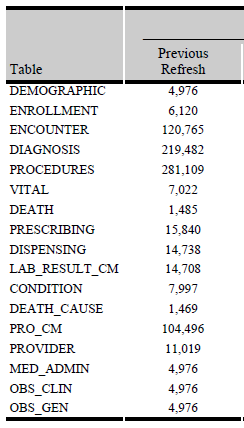
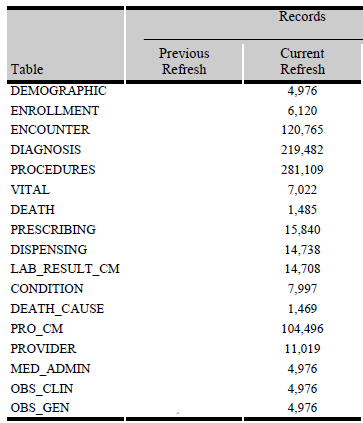
**Actions to take after running the Data Curation Queries**

1. Review the log file(s) for warnings and errors and remediate any errors.
2. Review the data curation query output tables. At a minimum, review the following tables:

* ***Basic metadata*:** DATAMART\_ALL, XTBL\_L3\_METADATA, XTBL\_L3\_DATES
* ***Code type frequencies****:* DIA\_L3\_DXTYPE, COND\_L3\_TYPE, MEDADM\_L3\_TYPE, OBSCLIN\_L3\_TYPE, OBSGEN\_L3\_TYPE, PROCM\_L3\_TYPE, PRO\_L3\_PXTYPE, IMMUNE\_L3\_CODETYPE
* ***Highest volume codes*:** DIA\_L3\_DX, DISP\_L3\_NDC, LAB\_L3\_LOINC, LAB\_L3\_SNOMED, LABHIST\_L3\_LOINC, MEDADM\_L3\_CODE\_TYPE, OBSCLIN\_L3\_CODE\_TYPE, OBSGEN\_L3\_CODE\_TYPE, PRES\_L3\_RXCUI, PRO\_L3\_PX, IMMUNE\_CODE\_CODETYPE

**Actions to take after running the Empirical Data Curation Query**

1. Review the log file for warnings and errors and remediate any errors.
2. Review the entire Empirical Data Curation (EDC) report. Verify that all tables and charts which are relevant for your DataMart are present and that all information is accurate.
3. Address the following items in the EDC report.
   1. **Low cell counts and date obfuscation:** Exceptions to the CRN Statement of Work expectations regarding low cell count suppression and date obfuscation are highlighted in orange on Page 1 and in Table 1F.
   2. **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 explained in the ETL ADD. Exceptions should not be classified as “warrants further investigation” for more than one cycle.
   3. **Data Persistence Checks**: For Data Check 4.01, 4.02 and 4.03, confirm that the data in the Previous Refresh column matches the ‘Current Refresh’ in the previous refresh’s EDC report Table VA, Table VB and Table VC as illustrated below.



Previous EDC Report Table VA

Current EDC Report Table VA

**Completing the ETL ADD and submitting results**

1. Update all sections of the online ETL ADD with information about the current DataMart refresh. The ETL ADD must include the name and email of the person who assessed the implications of changes between refreshes and Investigative Data Check exceptions and approved the submission.
2. Sign and date this document and return it with the other query documents as instructed in the Work Plan.

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

*Name Date*