**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. Changes in Cycle 13 are highlighted in yellow. 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/aQAAAAAE5Py9) (including the specifications and the 2021\_11\_29 parseable file) and [PCORnet Data Checks v13](https://pcornet.imeetcentral.com/p/aQAAAAAE_bPN) (the changes to the Data Checks for this cycle are described in this document). For fields with undefined field lengths (e.g. PATID), harmonize lengths across all tables and use the minimum length needed to store the data in order to save storage space and reduce query processing time. Field lengths for non-RAW fields should not exceed 256 characters unless this is necessary.
2. If you have made any modifications to your CDM data structure, run the [CDM Diagnostic Query v6.00](https://pcornet.imeetcentral.com/p/aQAAAAAE5PyW) 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 v2.1](https://pcornet.imeetcentral.com/p/aQAAAAAE5Pob) 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, 3.11, and 3.14.
5. Include new data for as many tables as possible and ETL changes as needed.
6. Populate optional fields, especially those examined by Investigative Data Checks 3.03, 3.08, and 3.09, 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/aQAAAAAE5Py5) Confirm that the REFRESH\_DATES are the most recent date on which data were extracted, transformed and loaded into the CDM. Failure to populate the REFRESH\_DATES will result in an exception to Data Check 1.18.
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 v6.02](https://pcornet.imeetcentral.com/p/aQAAAAAE5PpI) 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. Verify that all records conform to the CDM specifications for the following fields: ENCOUNTER.FACILITY\_LOCATION, LDS\_ADDRESS\_HISTORY.ADDRESS\_ZIP5 and LDS\_ADDRESS\_HISTORY.ADDRESS\_ZIP9. Invalid values will result in an exception to Data Check 1.17, but they will not be detected by the Value Set Conformance Query since these fields do not have defined value sets.
11. 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. Refer to the [Query Package Issues Tracker](https://pcornet.imeetcentral.com/p/aQAAAAAE5RS7) to see if the log message is a known issue. You must remediate any errors and/or email [drnoc@pcornet.org](mailto:drnoc@pcornet.org) to determine if warnings are acceptable.*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.

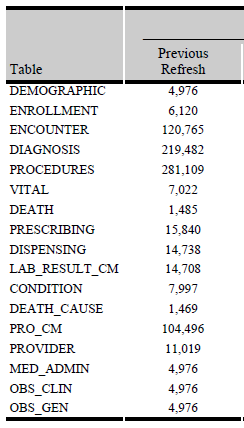
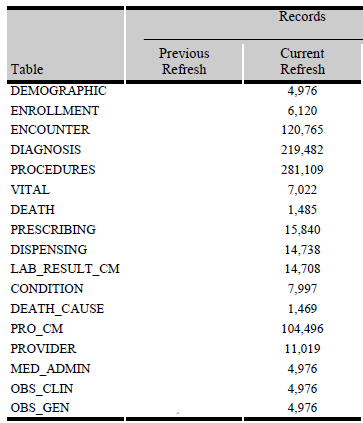
**Actions to take after running the Data Curation Queries**

1. Review the log file(s) for warnings and errors and remediate them as described previously.
2. Review the data curation query output tables. At a minimum, review the following tables to ensure that they accurately represent your source data.

* ***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 them as described previously.
2. Review the entire Empirical Data Curation (EDC) report. Verify that all tables and charts that 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. **CDM Version**: Exceptions to the value set for the HARVEST.CDM\_VERSION field are highlighted in redon Page 1 and must be corrected before returning results.
   3. **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.
   4. **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

**Actions to take prior to submitting results**

1. Ensure that the additional approval criteria are met. The approval criteria and the exemption request form are located on [iMeet](https://pcornet.imeetcentral.com/p/aQAAAAAE6tZU) and are included in the Zip file distributed with the query request. If a criterion is not met, please remediate this issue. In the rare circumstance that this criterion cannot be met, you must email a completed exemption request form to [drnoc@pcornet.org](mailto:drnoc@pcornet.org) prior to submitting your data curation package. The DRN OC will review the request and inform you if the exemption is approved. Please DO NOT submit results until the DRN OC makes a determination.
2. Update all sections of the ETL ADD survey (link distributed via email) 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.
3. 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*