

Massachusetts Data Analysis Center (Mass-DAC) Cardiac Study

Data Submission Checklist

Cardiac Surgery (CS)

CS Data Harvest Procedures: Each harvest must include all CS surgeries for the harvest period. For example, the June 2012 harvest includes surgery dates from the first quarter of 2012, January 1, 2012, through March 31, 2012. The first data submission for the harvest must be received by Mass-DAC in the secure document repository <https://hcpweb.med.harvard.edu/massdac/>, by the 1st business day of the harvest month. Resubmissions must be sent in within 30 days after receiving a data quality report from Mass-DAC and the final resubmission must be received within three months of the original harvest month, so for the June 2012 harvest, the close-out date for the final submission is October 1, 2012.

Checklist of steps needed to complete the submission process:

- Complete data entry using vendor software for submission quarter.
- Complete your data quality edit and checking procedures.
- Complete the Mass-DAC *Submission Verification* form to include with the zipped submission data. The number and type of submission data files vary by vendor. It may be one of the following:
 - One combined STS/Mass-DAC text delimited file,
 - Two text delimited files, one with STS data, the other with Mass-DAC data
- Upload the STS/Mass-DAC data files and verification form in a PGP signed and encrypted file to your hospital's Data Submission folder on the Mass-DAC Secure Document Repository, <https://hcpweb.med.harvard.edu/massdac/>. You must be logged in to the Harvard Medical School secure VPN, <https://secure.med.harvard.edu> to access the site. If PGP is unavailable a password protected zip file using a 256-bit AES encryption method is acceptable. Mass-DAC is auto-notified that a file has been deposited in the Data Submission folders.
- The PGP file must have the public keys for both the Mass-DAC Data Manager, Matthew Cioffi, cioffi@hcp.med.harvard.edu and the Project Assistant Caroline Wood, wood@hcp.med.harvard.edu.

Checklist of steps after receiving the Data Quality Report:

When the data quality reports are uploaded to the Report Pickup folder on the Mass-DAC Secure Document Repository, you will receive an automated e-mail informing you that a file is available for downloading. The e-mail contains a description field that provides comments or important notes about the report you should be aware of.

- Review the data report PDF and Excel files for any identified issues. Make necessary corrections to your data through your vendor interface and resubmit your data within 30 days.
- Every submission of data to Mass-DAC requires a *Submission Verification* form.
- If you will not be sending anymore submissions, you may e-mail Matthew Cioffi stating so. At the close of each harvest period, Mass-DAC will send out an Excel spreadsheet of any final issues/errors that either need to be corrected or verified as correct as submitted. Once the final Excel spreadsheet is uploaded to the secure document repository, no additional changes may be made to the data without permission from Mass-DAC.

Mass-DAC

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