

# Duke Clinical Research Institute

## The STS Data Warehouse

### The Harvest

This section of the manual is designed to give you an overview of the entire harvest process that occurs in the spring and fall of each year. It has been compiled by the Clinical Data Specialist (CDS) staff located at the STS Data Warehouse at Duke Clinical Research Institute (DCRI). While we have attempted to make this all encompassing, there may still be questions that arise. Those questions should be directed to your specific CDS.

Each participant is assigned a unique five-digit identification number by the STS Headquarters. As a minimum, four database roles should be defined by you locally. These include the Primary Surgeon, Primary Data and File Contact (PDFC), Backup Data and File Contact (BDFC), and Report Recipient (RR). The Data Warehouse is most frequently in contact with the PDFC to provide any updated information and/or notification of specific database events. While one individual may perform more than one role, ideally the Backup Data and File Contact should be a different individual than the Primary Data and File Contact. Any changes to these assignments should be documented immediately by completing the Contact Edit Form found on the STS website and faxing the updated information to the Data Warehouse. To access the form, go the STS website at [www.sts.org](http://www.sts.org), click on Database, and then click on Adult Cardiac Surgery. Scroll down the page until you get to STS Contact Information and click on the Contact Edit Form. You will need Adobe Acrobat to download the form. It is important that the contact database remain as accurate as possible. A sample copy of this form is located at the end of this document.

Based on the state/province/country where you are located, you are assigned a CDS to provide you with assistance. New members to the database are assigned this individual at the time of joining. CDS Contact Information and a national map showing the specific CDS assignments can be found on the STS website with links right below the Contact Edit Form. Assistance by the CDS staff includes, but is not limited to, questions on the harvest process. Clinical interpretation of definitions, to assist in accurate data entry into your database, should be directed to the clinical question submission section of the STS Web site. See Tab #24. Any questions related to HIPAA, contractual, or payment issues should be directed to Lauracyn Montgomery. Lauracyn is the Coordinator of Quality, Research, and Development and should be your first contact for those responses.

DCRI serves as the Data Warehouse and Analysis Center. Twice yearly, during the spring and fall, data are harvested and sent to the warehouse for processing and analysis. A Harvest Notification is sent to the PDFC approximately one month prior to the start of each harvest. This notice includes a schedule of events to take place during the harvest. Each harvest contains a two-year rolling window of procedure dates to include. In-house data clean-up should be performed prior to preparation of your exported data file. Your exported data file is sent to the warehouse via e-mail along

with the Harvest Verification Form that is sent via fax. **Questions related to the export process itself must be directed to your software vendor.** Upon completion of data processing, a Data Quality Report is sent to the PDFC via e-mail. This report should be thoroughly reviewed and any necessary data clean-up completed. At that point, if necessary, your data may be resubmitted to the warehouse. This process may be repeated as many times during the harvest as you choose before the harvest closes. A new Data Quality Report will be generated for each file processed. **Please note: A new Harvest Verification Form is required with each data file submitted.** Failure to follow these guidelines will cause a delay in processing of your data file. Once satisfied with the quality of your data, you are asked to notify the warehouse to include your data in analysis by completing the Analysis Sign-off Form and Hospital Name Clarification Report.

Once the harvest ends, the analysis data file is prepared and processed by the Data Warehouse. When this process is completed, the site-specific final reports are then prepared and shipped to all eligible participants. These reports are sent to the individual identified as the Report Recipient in the database.

All the enclosed information that follows appears in a revised format each harvest on the STS website ([www.sts.org](http://www.sts.org)). Because these documents are specific for each harvest, we encourage you to go to the website before each harvest and download the documents before beginning the harvest process. The documents enclosed are only samples and should not be considered as final format for any upcoming harvests.

Copies of the following **sample harvest** documents are included in this manual:

1. Harvest Notification – an e-mail is sent to the person identified as the participant's Primary Data and File Contact approximately one month prior to the beginning of each harvest.
2. Harvest Instructions and Information – the timeline for each harvest.
3. Current Harvest Procedural Checklist – for those that have participated in several harvests, this document provides an abbreviated list of steps to follow.
4. Complete Data Submission Instructions – it is recommended that everyone, including those familiar with the harvest process review this document. It provides detailed information on the harvest process and should be invaluable in answering most, if not all, questions concerning the harvest process.
5. Harvest Verification Form – this form must be completed and faxed to the Data Warehouse each time a data file is submitted during the harvest.
6. Data File Inclusion in Analysis Sign-off Form - this document should only be completed and faxed to the warehouse when you do not plan to submit another data file for that particular harvest. It must be associated with the last Data Quality Report you received from the Data Warehouse.
7. Hospital Name Clarification Report - this document should only be completed and faxed to the warehouse when you do not plan to submit another data file for

that particular harvest. It must be associated with the last Data Quality Report you received from the Data Warehouse.

8. STS Contact Edit Form - this document is used to notify the Data Warehouse of any and all contact information changes. It should be faxed any time the information on any contacts for your facility needs to be updated.