

Complete Data Submission Instructions

What do I need to participate?

- STS approved software adhering to **STS version 2.35, 2.41 and/or 2.52.1 data specifications**

The file produced by the software must:

- be an ASCII text file, be delimited by the **vertical bar** (a.k.a. “pipe”) character “|”, and have as the first record, a header record containing the short field names as defined in the data specifications

What data are included in the harvest?

- First time submission? Send **all** surgical procedures that meet version 2.35, 2.41 and/or 2.52.1 specifications through **June 30, 2007**
- Submitted data in the past? Submit the required data capture window:
 - Surgery dates: **July 1, 2006 through June 30, 2007 (at a minimum)**.
NOTE: All data for this time period **MUST** be in version 2.52.1 format of the data specifications. If your data does not cover the data capture window, submit what data you have through **June 30, 2007**.

What are the procedures for submitting data to the STS Data Warehouse?

- The harvest begins on **Monday, August 20, 2007**
- Run all in-house data quality checks before harvesting
- Extract your data into an ASCII text file following vendor guidelines
 - Harvest file name should be **xxxxxadt.dat** (where **xxxxx** is your Participant ID)
- The STS Data Warehouse at Duke Clinical Research Institute now provides a secure web site for submission of data files during the harvest. The Harvest Verification form documentation is included as part of the process. The location of the website is **<https://stsdatawarehouse.dcri.duke.edu>**. **This is the only method for submitting data. When using the secure website it will no longer be necessary to zip or password protect your file submission.**
- When you connect to the web site, you will be prompted for a UserID and Password. You should use the following information:
 - UserID = estsdata**
 - Password = harvest**
- After successfully logging in, you will be asked for your Participant ID, e-mail address, and name of your data file (click on the Browser button to help locate your file). Enter this information and click on the Submit button. That’s it! All of the encryption and authentication will be done for you behind the scenes and your data file will be securely sent to the Data Warehouse.
- You will also receive an e-mail message from the Data Warehouse confirming receipt of your data file. If you don’t receive this message within 24 hours, please contact your Clinical Data Specialist.
 - **If your facility requires the technical information related to the security of this site, simply click on the “Security Information” button. This information can be obtained without submitting a data file.**
- A Data Quality Report is sent to all the Data Quality Report Recipients (within three business days, if there are no problems encountered in processing the file).
- Review the Data Quality Report. This ensures the data received at the STS Data Warehouse is of high quality, complete and contains the correct number of procedures.

Complete Data Submission Instructions

- If there are any problems with your data, correct and resubmit the complete data file. This process may be repeated as many times as needed before **September 21, 2007**.
- Only when you are satisfied that your site's data is as complete and accurate as possible do you send in the **Hospital Name Clarification Report** and the **Analysis Sign-off Form**. Fax both forms to: (919) 668-7074. A confirmation of receipt of these documents will be sent via e-mail to the designated Primary Data and File Contact. Failure to return the faxes before the STS Data Warehouse closes can result in your data being excluded from analysis. These forms must be received by **September 28, 2007** to ensure your data is included in the analyses.
- Your site-specific National report will be distributed to your site's 'National Report Recipient' in **December 2007**.

If you have any questions, please contact your Clinical Data Specialist:

Haywood Allen	haywood.allen@duke.edu	(919) 668-8303
Carolyn Lumpkins	carolyn.lumpkins@duke.edu	(919) 668-8762