

## **STS Congenital Cardiac Surgery Database 2003 Harvest Procedural Checklist**

- Complete data entry through December 31, 2002.
- Complete local data quality control procedures.
- Complete export and ensure data file is named properly **xxxxxcon.dat** where **xxxxx** represents your 5-digit Participant ID number. Contact your vendor for specific technical questions.
- Complete the Harvest Verification Form and fax it to **(919) 668-7074**.
- Submit your data file to the warehouse as an e-mail attachment. The e-mail is sent to [sts.dcri@onyx.dcri.duke.edu](mailto:sts.dcri@onyx.dcri.duke.edu).  
**Note:** Files sent directly to your Clinical Data Specialist will be returned unprocessed.
- The subject line of the e-mail message must read:  
**Congenital Harvest Participant ID = xxxxx**  
Where “xxxxx” is your five-digit Participant ID number.
- A confirmation of receipt message will be sent to the e-mail of the sender of the data file within 24 hours.  
**Note:** If this message is not received, contact your Clinical Data Specialist.
- A Data Quality Report will be sent from the Data Warehouse within three (3) days of initial data file submission.
- Review the Data Quality Report for any identified problems. Make any necessary corrections and resubmit your data file. A Data Quality Report will be sent to you within three (3) days if no problems are encountered with data processing or transmission.
- Note:** This process may be repeated as many times as you wish before July 25, 2003.
- Once you are satisfied with the quality of your data as reflected in the Data Quality Report, notify the Data Warehouse to include that file in the 2003 Harvest for analysis by completing the Data File Inclusion in Analysis Sign-off Form and faxing it along with the Hospital Name Clarification Report back to the Data Warehouse at **(919) 668-7074**.
- A confirmation of receipt message will be sent via e-mail to the Primary Data and File Contact indicating the Sign-off forms were received.
- If you have any questions, your Clinical Data Specialist will be available for assistance. Please contact them directly.  
**Leigh Ann Jones**  
**leigh.jones@duke.edu**  
**(919) 668-8299**

Thank you.  
The STS Data Warehouse  
Duke Clinical Research Institute