



Ontario Health
Cancer Care Ontario

Specialized Services Oversight (SSO) Data Dictionary

Manual Data Collection – CAR T-cell Therapy Post Treatment
Tocilizumab Utilization 2020/21

Effective
8/14/2020

Contents

Version Control.....	3
CAR T-cell Therapy Post Treatment Tocilizumab Utilization Data Elements.....	4
Quality Assurance Checks.....	5
Validations: File Format Errors (Level 200)	6
Validations: Content Errors, Record Rejected (Level 300)	6
Validations: Content Errors, Record Not Rejected (Level 400)	8
Validations: Duplicate or Apparent Duplicate Records (Level 500)	8
Data Submission, Validation and Error Reporting Schedule	8
Appendix 1: Facility number of CAR T-cell infusion centre	9
Appendix 2: MOHLTC Master Numbering System	9

Version Control

Date	Description	Owner
June 22 , 2020	First draft developed	SSO
August 14, 2020	Data dictionary finalized	SSO

CAR T-cell Therapy Post Treatment Tocilizumab Utilization Data Elements

#	Entity	Data Element	COLUMN_NAME	Definition (Description)	Format	Valid values(Notes)	Applies to	Purpose and Use	Mandatory	Business key (Uniqueness)
1	CAR T-cell Therapy Tocilizumab	Health Card Number	Health_card_number	Patient's most recent health insurance number assigned by their province of residence	CHAR(10) Alpha-numeric	Valid 10-digit provincial health card number Please note: version code should not be included in entry.	All	To identify OHIP vs. non-OHIP patients. To link data with other CCO data holding areas. Foundational to most measures and indicators	Yes	Yes
2	CAR T-cell Therapy Tocilizumab	Patient chart Number	Patient_chart_number	Patient identifier that is unique within the healthcare facility	CHAR (12) Alpha-numeric	Must be alpha-numeric (i.e. no punctuation, must have numbers and characters).	All	Uniquely identifies a patient. Necessary to determine a case for hospital tracking.	Yes	Yes
3	CAR T-cell Therapy Tocilizumab	Date of Birth	Patient_birth_date	Patient birth date	CHAR(8) YYYYMMDD	Valid date only Patient birth date is between Jan 01 1900 and date of infusion	All	Uniquely identifies patient. For analyses involving patient age. To link data with other CCO data holding areas.	Yes	Yes
4	CAR T-cell Therapy Tocilizumab	Facility number of CAR T-cell infusion centre	CAR_T-cell_infusion_centre	Facility number of CAR T-cell infusion centre	CHAR(4)	Valid MOHLTC facility numbers (facilities providing CAR T-cell infusion) listed in the Facility number of CAR T-cell infusion centre table (Appendix-1) An additional leading zero is acceptable.	All	For funding and program planning	Yes	Yes

#	Entity	Data Element	COLUMN_NAME	Definition (Description)	Format	Valid values(Notes)	Applies to	Purpose and Use	Mandatory	Business key (Uniqueness)
5	CAR T-cell Therapy Tocilizumab	Date of infusion	Infusion_date	Date that infusion of CAR T-cells was performed	CHAR(8) YYYYMMDD	Valid date only. Date of infusion is after patient birth date	All	For reimbursement: to uniquely identify procedure for a patient.	Yes	
6	CAR T-cell Therapy Tocilizumab	Tocilizumab Utilization	Tocilizumab_utilization	Total milligram usage post infusion	NUM(5)	Must be a valid number between 0-99999	All	For planning, reporting, quality assurance and funding	Yes	

Quality Assurance Checks

The QA checks are grouped by number as follows:

100's - **File level checks**

200's - **File format errors:** Entire record is rejected.

300's - **Rejected content errors:** Entire record is rejected.

400's - **Non-rejected content errors:** Entire record is retained, including erroneous field.

500's - **Apparent duplicate record warnings:** These are not necessarily errors, but could be.

Built-in Data Assurance Checks within the Manual Submission Template

Cells in the submission template will light up **red** for data elements that are mandatory based on the treatment data being submitted on each row of the template. Cells in the submission template will light up **yellow** when the format of the data elements, which are dates, are incorrect. For all other data elements, an error message will appear if the format is incorrect.

Validations: File Level Validations (Level 100)

The following rules will be applied and checked against every file submitted for the SSO program.

#	Type	Condition	Error Message	Reject
101	Invalid Header	Header list in excel file is incorrect	File Error- Header list is incorrect.	Yes
102	Incorrect number of Columns	Record in file has incorrect number of data elements	File Error- Record has incorrect number of data elements.	Yes

103	Quarterly File name mask	<p>File name does not follow the convention for file name mask: CAR_T_TOCILIZUMAB_nnn_ffff_ffffQx.xlsx</p> <p>Where:</p> <ul style="list-style-type: none"> CAR_T_TOCILIZUMAB: a fixed string indicating the program data needed (CAR T-cell Therapy Tocilizumab data) nnn: the three-digit code of the submitting site (e.g. 942) ffff_ffff: the two calendar years that make up the fiscal year separated by an underscore character (e.g. 2020_2021) Q: a fixed character for Quarter x: the quarter within the fiscal, which is always an integer number between 1 and 4 (e.g. 3) .xlsx: a fixed string indicating that the file includes comma-separated values. <p>Example: CAR_T_TOCILIZUMAB_942_2020_2021Q3.xlsx</p> <p>Note: This validation should be non-case-sensitive so that, for example, the string "CAR_T_TOCILIZUMAB" can also be sent as "car_t_tocilizumab".</p>	File Error - File is incorrectly named.	Yes
104	Empty	<p>File is empty</p> <p>Note: files with only one row (i.e. the header row is present and not patient level data) are considered valid. This error applies only when there is no such header.</p>	File Error - invalid number of data columns in "file_name" file.	Yes
105	No Data	<p>File includes only one line, and that line is a valid header line.</p> <p>Note: This is a valid submission if there were no procedures in the reported quarter, so we issue a warning just to make sure.</p>	Warning - No data submitted. If there are data records, please resubmit.	No

Validations: File Format Errors (Level 200)

Number	Entity	Data Element	Condition	Error Message	Reject
201	All	All Fields	Data field is too long	Invalid field length	Yes
202	All	All Date Fields	Date is not in YYYYMMDD format	Invalid - Must be in YYYYMMDD format	Yes

Validations: Content Errors, Record Rejected (Level 300)

Number	Element #	Data Element	Column	Condition	Error Message	Reject
301	1	Health Card Number	Health_card_number	Is Null	Invalid - Null Value	Yes
302	1	Health Card Number	Health_card_number	Is not a valid ten-digit HCN	Invalid Health Card Number	Yes

Number	Element #	Data Element	Column	Condition	Error Message	Reject
303	2	Patient chart Number	Patient_chart_number	Is Null	Invalid - Null Value	Yes
304	2	Patient chart Number	Patient_chart_number	Contains blanks or special characters (e.g. *,/,}) or is more than 12 characters	Invalid Patient Chart Number - Contains non alpha numeric characters or is more than 12 characters	Yes
305	2	Patient chart Number	Patient_chart_number	Contains a cell format that is not the 'Text' Category in Excel. Text format cells are treated as text even when a number is in the cell. The cell is displayed exactly as entered.	Invalid cell format	Yes
306	3	Date of Birth	Patient_birth_date	Is Null	Invalid - Null Value	Yes
307	3	Date of Birth	Patient_birth_date	Is before 1900-01-01	Date is before 1900-01-01	Yes
308	4	Facility number of CAR T-cell infusion centre	CAR_T-cell_infusion_centre	Is Null	Invalid - Null Value	Yes
309	4	Facility number of CAR T-cell infusion centre	CAR_T-cell_infusion_centre	Does not match the valid facility number from the MOHLTC classification listed in Appendix-1	Invalid Facility Number - consult lookup table in template.	Yes
310	5	Date of infusion	Infusion_date	Is Null	Invalid - Null Value	Yes
311	5	Date of infusion	Infusion_date	Date of infusion is on or before Patient_birth_date	Date of infusion cannot be on or before date of birth	Yes
312	6	Tocilizumab Utilization	Tocilizumab_utilization	Is Null	Invalid - Null Value	Yes
313	6	Tocilizumab Utilization	Tocilizumab_utilization	Is not a valid value (0-99999)	Invalid – Value for total dose administered. Must be within 0 and 99999 in milligrams.	Yes

Validations: Content Errors, Record Not Rejected (Level 400)

Number	Element #	Data Element	Column	Condition	Error Message	Reject

Validations: Duplicate or Apparent Duplicate Records (Level 500)

No.	Entity	Data Element	Condition	Error Message	Reject
501	Uniqueness of record	Health_card_number Patient_chart_number Patient_birth_date CAR_T-cell_infusion_centre	The four data elements (Health card number, Patient chart number, Patient birth date, and CAR T-cell infusion centre) are the same for two records in the same file.	Error: Apparent duplicate records	Yes
502	Facility number	CAR_T-cell_infusion_centre	Facility number in the data does not match with the facility number associated with MFT Tumbleweed folder permissions.	Facility number mismatch	Yes

Data Submission, Validation and Error Reporting Schedule

CAR-T Manual Data Collection Submission Timelines

Quarter or Month	Corresponding Time Frame	Submission Window	Initial Data Validation and Error Report Send Back for all submissions received	Second Data Validation and Error Report Send Back	Data Resubmission Window Open (Optional) with data validation for all submissions received
Q1	April 1-June 30	July 15-30	Every Friday from July 15 to August 30	September 1 – 21	N/A
Q2	July 1 - September 30	October 15–30	Every Friday from October 15 to November 30	December 1 - 21	N/A
Q3	October 1 - December 31	January 15-30	Every Friday from January 15 to February 28	March 1 – 21	N/A

Q4	January 1 - March 31	April 15-30	Every Friday from April 15 - May 30	June 1 – 21	N/A
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Appendix 1: Facility number of CAR T-cell infusion centre

Facility Number	Facility Name
942	Hamilton Health Sciences Centre
947	University Health Network – Princess Margaret Cancer Centre
958	Ottawa Hospital (The)

Appendix 2: MOHLTC Master Numbering System

The Master Numbering System has been developed for the purpose of bringing together all Health Facilities and Programs under one system of identification. The list is a composite of health and health related units, facilities, clinics, programs and services. Each such organization has been assigned a unique four digit identifying code.

(For details, please refer to Ontario Health Cancer Care Ontario's Data Book - 2020-2021, Appendix A: MOHLTC Master Numbering System, at link <https://ext.cancercare.on.ca/ext/databook/db2021/databook.htm>).