![Ontario Health Cancer Care Ontario logo]

Specialized Services Oversight (SSO) Data Dictionary

Manual Data Collection – CAR T-cell Therapy Post Treatment
Tocilizumab Utilization 2021/22

Effective

8/5/2021

Contents

Version Control

Date	Description	Owner
June 22, 2020	First draft developed	SSO
August 14, 2020	Data dictionary finalized	SSO
June 29, 2021	Data dictionary updated	SSO

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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(12) Alpha-numeric	If HCN is issued by Ontario: Valid 10-digit Numeric Ontario health card number. Please note: version code should not be included in entry.	All	Patient identifier. To link data with other OH-CCO data holding areas.	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 etc., must contain numbers and/or characters only).	All	Uniquely identifies a patient within the healthcare facility. Necessary to determine a case for hospital tracking.	Yes	

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#	Entity	Data Element	COLUMN_NAME	Definition (Description)	Format	Valid values (Notes)	Applies to	Purpose and Use	Mandatory	Business key (Uniqueness)
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 01 Jan 1900 and date of infusion	All	Patient identifier. For analyses involving patient age.	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(3)	Valid MOHLTC facility numbers (facilities providing CAR T-cell infusion) listed in the Facility number of CAR T-cell infusion centre table (Appendix-1)	All	For funding and program planning	Yes	Yes
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.	All	For reimbursement: to uniquely identify procedure for a patient.	Yes	Yes

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#	Entity	Data Element	COLUMN_NAME	Definition (Description)	Format	Valid values (Notes)	Applies to	Purpose and Use	Mandatory	Business key (Uniqueness)
6	CAR T-cell Therapy Tocilizumab	Tocilizumab Utilization	Tocilizumab_utilization	Total milligram usage post infusion	CHAR(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**: Entire file is rejected except Err#106

200's - **Field 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 records warnings:** Entire records are rejected.

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.

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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	File name does not follow the convention for file name mask: **CAR_T_TOCILIZUMAB_nnn_ffff_ffffQx.xlsx** Where: 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. 2021_2022) Q: a fixed character for Quarter x: the quarter within the fiscal year, which is always an integer number between 1 and 4 (e.g. 3) .xlsx: indicates an Excel spreadsheet. **Example**: CAR_T_TOCILIZUMAB_942_2021_2022Q3.xlsx ***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".*	File Error - File is incorrectly named.	Yes

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#	Type	Condition	Error Message	Reject
104	Empty	File is empty ***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.*	File Error - File is empty	Yes
105	File name	Facility number in the file name does not match with the facility number associated with MFT folder permissions.	File Error - Facility number in the data does not match with the facility number associated with MFT folder permissions	Yes
106	No Data	File includes only one line, and that line is a valid header line. ***Note***: *This is a valid submission if there were no procedures in the reported period (Month), so we issue a warning just to make sure.*	Warning - No data submitted. If there are data records, please resubmit.	No

Validations: Field Format Errors (Level 200)

Number	Entity	Data Element	Condition	Error Message	Reject
201	All	All Fields Except HCN	Data field is not the correct length (either too long or too short)	Invalid field length (*For not mandatory fields, ignore if null*)	Yes
202	All	All Date Fields	Date is not in YYYYMMDD format	Invalid - Date must be in YYYYMMDD format (*For not mandatory date fields, ignore if null*)	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	2	Patient chart Number	Patient_chart_number	Is Null	Invalid - Null Value	Yes

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Number	Element #	Data Element	Column	Condition	Error Message	Reject
303	2	Patient chart Number	Patient_chart_number	Contains non-alphanumeric characters, (i.e. punctuation etc., must contain numbers and/or characters only).	Invalid Patient Chart Number - Contains non alpha numeric characters	Yes
304	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
305	3	Date of Birth	Patient_birth_date	Is Null	Invalid - Null Value	Yes
306	3	Date of Birth	Patient_birth_date	Is before 1900-01-01	Invalid - Date is before 1900-01-01	Yes
307	3	Date of Birth	Patient_birth_date	Is after Date of infusion	Invalid – Birth Date is after Date of infusion	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	4	Facility number of CAR T-cell infusion centre	CAR_T_cell_infusion_centre	Facility number in record does not match the facility number associated with MFT folder permissions	Invalid - Facility number in the data does not match with the facility number associated with MFT folder permissions	Yes

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Number	Element #	Data Element	Column	Condition	Error Message	Reject
311	5	Date of infusion	Infusion_date	Is Null	Invalid - Null Value	Yes
312	5	Date of infusion	Infusion_date	Is not in the current or previous reporting quarter	Invalid – Date of infusion is not in the current reporting quarter or one previous reporting quarter	Yes
313	6	Tocilizumab Utilization	Tocilizumab_utilization	Is Null	Invalid - Null Value	Yes
314	6	Tocilizumab Utilization	Tocilizumab_utilization	Is not a valid value between 0 and 99999	Invalid – Value for total dose administered must be between 0 and 99999 in milligrams.	Yes

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

Number	Element #	Data Element	Column	Condition	Error Message	Reject
401	1	Health Card Number	Health_card_number	Is not a valid Ontario ten-digit HCN	Warning: check if the HCN is issued by Ontario, if yes, then this is an invalid Ontario Health Card Number	No

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Validations: Duplicate or Apparent Duplicate Records (Level 500)

No.	Type	Data Element	Condition	Error Message	Reject
501	Uniqueness of record	Health_card_number CAR_T_ cell_infusion_centre Infusion_date	The 3 data elements (Health card number, CAR T_cell infusion centre, and Infusion_date) are the same for two or more records in the same file.	Error: Apparent duplicate records	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 three digit identifying code.

(For details, please refer to the Ontario Health (Cancer Care Ontario) Data Book - 2021-2022, Appendix A: MOHLTC Master Numbering System, at link https://ext.cancercare.on.ca/ext/databook/db2022/databook.htm).

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