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| SCT Supplemental Manual Data Collection Data Dictionary |
| **High Cost Drugs** |
| **7/1/2021** |

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# Version Control

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Description | TFS# | Owner |
| July 26, 2017 | Data Dictionary Drafted | n/a | Robert McLeod |
| October 4, 2017 | Updated definition for Total Thiotepa Administered | n/a | Robert McLeod |
| October 2, 2019 | Addition of Defibrotide option for High Cost Drug | n/a | Robert McLeod |
| January 20, 2020 | Increased valid values for Total\_Defibrotide\_Administered to from 9999mg to 99999mg | n/a | Robert McLeod |
| January 22, 2020 | Updated to clarify Defibrotide administration post-transplant for severe SSO VOD and should be reported in the quarter that the treatment concluded. | n/a | Robert McLeod |
| April 1, 2021 | Various minor changes to language and format. Removal of Date\_Cancelled data element. Renamed Date\_Transplant to Date\_Transplant\_or\_Cancelled. Changes to file naming convention. | n/a | Jing Dong,  Robert McLeod |
| July 1, 2021 | Various minor changes. | n/a | Jing Dong,  Robert McLeod |

# Data Elements for High Cost Drugs

| **#** | **Data Element** | **COLUMN\_ NAME** | **Definition (Description)** | **Format** | **Valid values (Notes)** | **Applies to** | **Purpose and Use** | **Mandatory** | **Business key (Unique-ness)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Health Card Number | Health\_Card\_Number | Patient’s Ontario Health Card Number. | CHAR(10) | Valid Ontario HCN  Must be an exact 10-digit numerical value  Please note: version code should not be included in entry. | All | Unique patient identifier. Linkage to other OH-CCO data assets. | Yes | Yes |
| 2 | Patient chart Number | Patient\_Chart\_Number | Facilities internal unique patient identifier. | CHAR (12)  Cell must be in ‘Text’  Category in  Format Cells option in  Excel. | Must be  alphanumeric  (i.e. no  punctuation, must have numbers and/or characters only). | All | For investigations: chart number will be provided in log file for the records with errors. This will allow facilities to link data in log file with their data sets. | Yes |  |
| 3 | Date of Birth | Date\_Of\_Birth | Patient birth date | CHAR (8) YYYYMMDD | Valid Date  Must be between 1900-01-01 and Date\_Transplant\_or\_Cancelled | All | To calculate patient age (e.g., to ensure patient is over 18 years of age at time of procedure/treatment for funding). | Yes |  |
| 4 | Postal Code | Postal\_Code | Patient’s residential postal code. | CHAR(10) | See [Appendix-1](#_Appendix_1:_Facility) | All | For geographical distribution reporting and performance metrics. | Yes |  |
| 5 | Facility Number | Facility\_Number | Submitting facility number | CHAR(3) | Valid Ontario facility number as per MOHLTC classification Valid values listed in [Appendix-2](#_Appendix_2:_Facility) | All | Planning and performance metrics. To determine which facility performed procedure/treatment. | Yes | Yes |
| 6 | Cancelled Flag | Cancelled\_Flag | Identifies patient as no longer a candidate for transplant. | CHAR(3) | Yes/No | All | For funding reports. | Yes | Yes |
| 7 | Date of Transplant or Cancellation | Date\_Transplant\_or\_Cancelled | Date the transplant procedure (infusion of cells) was performed or date patient was cancelled from the transplant pathway.   * A patient can be considered cancelled when they are no longer a candidate for SCT and they have reached any of the following milestones. * Auto: Successful or unsuccessful mobilization attempt. * Allo-R/Haplo: Related donor seen for evaluation. Date of donor evaluation.   Allo-U: Unrelated donor activation. Date unrelated-donor activated. | CHAR(8) YYYYMMDD | Valid date | All | For funding reports. | Yes | Yes |
| 8 | Total Thiotepa Administered | Total\_Thiotepa\_Administered | Total amount of Thiotepa administered as part of the pre-transplant conditioning regimen. Reported in the same quarter as transplant. | CHAR(4) | Valid values:  1-9999 | Cases where Thiotepa administered. | For reimbursement. | Yes, when Thiotepa administered. |  |
| 9 | Total Carmustine Administered | Total\_Carmustine\_Administered | Total amount in milligrams of Carmustine administered in preparation for transplant.  Reported in the same quarter as transplant. | CHAR (4) | Valid values:  1-9999 | Cases where Carmustine was administered. | For reimbursement. | Yes, when Carmustine was administered. |  |
| 10 | Total Defibrotide Administered | Total\_Defibrotide\_Administered | Total amount in milligrams of Defibrotide administered post-transplant for severe SSO VOD.  Reported in the quarter that the treatment concluded. | CHAR (5) | Valid values:  1-99999 | Cases where Defibrotide was administered. | For reimbursement. | Yes, when Defibrotide was administered. |  |

# 

# Quality Assurance Checks

The validations checks are grouped by number as follows:

Level 100: - **File level** validations**:** Entire file is rejected (except Err#106)

Level 200: - **Field format error** validations: Entire record is rejected.  
Level 300: - **Rejected content error** validations: Entire record is rejected.  
Level 400: - **Non-rejected content error** validations: Entire record is retained, including erroneous field.  
Level 500: - **Apparent duplicate records warning** validations: Entire records are rejected.

## Level 100: File Level Validations

The following rules will be applied and checked against every file submitted.

| **#** | **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 | File name mask | File name does not follow the convention for file name mask:  **SCT-HCD\_nnn\_ffff\_ffffQx.xlsx**  Where:  SCT-HCD: a fixed string indicating the program data needed (Stem Cell Transplant – High Cost Drugs)  nnn: the three-digit code of the submitting facility (e.g. 947)  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: for an excel spreadsheet.  **Example**: SCT-HCD\_947\_2021\_2022Q3.xlsx  ***Note****: This validation should be non-case-sensitive so that, for example, the string "SCT-HCD" can also be sent as "sct-hcd".* | File Error - File is incorrectly named. | Yes |
| 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 quarter. Warning is issued as a precaution.* | Warning - No data submitted. If there are data records, please resubmit. | No |

## Level 200: Field Format Errors Validations

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Entity** | **Data Element** | **Condition** | **Error Message** | **Reject** |
| 201 | All | All Fields | Data field is not the correct length (either too long or too short) | Invalid field length  *(For non 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 non mandatory date fields, ignore if null)* | Yes |

## Level 300: Content Errors, Record Rejected Validations

| **#** | **Element #** | **Data Element** | **Column\_Name** | **Condition** | **Error Message** | **Reject** |
| --- | --- | --- | --- | --- | --- | --- |
| 301 | 01 | Patient Health Card Number | Health\_Card\_Number | Is Null | Invalid - Null Value | Yes |
| 302 | 01 | Patient Health Card Number | Health\_Card\_Number | Is not a valid Ontario 10-digit HCN | Invalid – HCN must be a valid Ontario Health Card Number | Yes |
| 303 | 02 | Patient Chart Number | Patient\_Chart\_Number | Is Null | Invalid - Null Value | Yes |
| 304 | 02 | Patient Chart Number | Patient\_Chart\_Number | Contains non-alphanumeric characters, (i.e. must contain numbers and/or characters only) | Invalid - Patient Chart Number Contains non alpha numeric characters | Yes |
| 305 | 02 | Patient Chart Number | Patient\_Chart\_Number | Cell format is not ‘Text’ in Excel. Cells formated as ‘Text’ are treated as text even when a number is in the cell. The cell is displayed exactly as entered. | Invalid cell format | Yes |
| 306 | 03 | Date of Birth | Date\_Of\_Birth | Is Null | Invalid - Null Value | Yes |
| 307 | 03 | Date of Birth | Date\_Of\_Birth | Date is before 1900-01-01 | Invalid - Date is before 1900-01-01 | Yes |
| 308 | 03 | Date of Birth | Date\_Of\_Birth | Patient birth date is after Date of Transplant or Cancellation | Invalid - Date is after Date of Transplant or Cancellation | Yes |
| 309 | 04 | Postal Code | Postal\_Code | Is Null | Invalid - Null Value | Yes |
| 310 | 04 | Postal Code | Postal\_Code | Does not match mask: ANANAN, NNNNN, NNNNN-NNNN, AA | Invalid Postal Code- Invalid mask | Yes |
| 311 | 04 | Postal Code | Postal\_Code | Matches mask ANANAN but begins with D, F, I, O, Q, U, or W. | Invalid - Postal Code has an invalid Initial Letter | Yes |
| 312 | 04 | Postal Code | Postal\_Code | Matches mask of AA but does not match any entry in [**Appendix-1**](#_Appendix_1:_Valid) (Prov/State Codes) | Invalid - Postal Code (Prov/State) - consult lookup table in template. | Yes |
| 313 | 05 | Facility Number | Facility\_Number | Is Null | Invalid - Null Value | Yes |
| 314 | 05 | Facility Number | Facility\_Number | Does not match any legal entry in [**Appendix-2**](#_Appendix_2:_Facility) | Invalid Facility Number - consult lookup table in template. | Yes |
| 315 | 05 | Facility Number | Facility\_Number | Facility number in record does not match the facility number associated with MFT folder permissions | Facility number in the data does not match with the facility number associated with MFT folder permissions | Yes |
| 316 | 06 | Cancelled Flag | Cancelled\_Flag | Is Null | Invalid - Null value | Yes |
| 317 | 06 | Cancelled Flag | Cancelled\_Flag | Is not Yes or No | Invalid - should be the value (Yes / No) in dropdown list in Template | Yes |
| 318 | 07 | Date of Transplant\_or\_ Cancellation | Date\_Transplant\_or\_Cancelled | Is Null | Invalid - Null value | Yes |
| 319 | 07 | Date of Transplant\_or\_ Cancellation | Date\_Transplant\_or\_Cancelled | Is not in current reporting quarters | Invalid - Date of transplant or cancellation is not in the quarter being submitted | Yes |
| 320  321  322 | 08  09  10 | Total Thiotepa Administered  Total Carmustine Administered  Total Defibrotide Administered | Total\_Thiotepa\_Administered  Total\_Carmustine\_Administered  Total\_Defibrotide\_Administered | Total\_Thiotepa\_Administered,  Total\_Carmustine\_Administered, and Total\_Defibrotide\_Administered are all be Null | Invalid - Total Thiotepa Administered, Total Carmustine Administered and Total Defibrotide Administered cannot all be Null. | Yes |
| 323 | 08 | Total Thiotepa Administered | Total\_Thiotepa\_Administered | Is not a valid value (1-9999) when it is not Null | Invalid – Value for High Cost Drug Total Thiotepa Administered  must be between 1 and 9999. | Yes |
| 324 | 09 | Total Carmustine Administered | Total\_Carmustine\_Administered | Is not a valid value (1-9999) when it is not Null | Invalid – Value for High Cost Drug Total Carmustine Administered  must be between 1 and 9999. | Yes |
| 325 | 10 | Total Defibrotide Administered | Total\_Defibrotide\_Administered | Is not Null when Cancelled\_Flag is Yes | Invalid – Defibrotide is funded for post transplant use only and cannot be submitted when Cancelled\_Flag is Yes. | Yes |
| 326 | 10 | Total Defibrotide Administered | Total\_Defibrotide\_Administered | Is not a valid value (1-99999) when Cancelled\_Flag is No | Invalid – Value for High Cost Drug Total Defibrotide Administered must be between 1 and 99999 when Cancelled\_Flag is No. | Yes |

## Level 400: Content Errors, Record Not Rejected Validations

| **#** | **Element #** | **Data Element** | **Condition** | **Error Message** | **Reject** |
| --- | --- | --- | --- | --- | --- |
| 400 | 03 | Date\_Of\_Birth | Patient is less than 18 years of age at Date of transplant or cancellation | Warning: This record is for a person less than 18 years of age.  Please note OH-CCO does not fund cases where patient age is less than 18 years. | No |

## Level 500: Duplicate or Apparent Duplicate Records Validations

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Element  #** | **Data Element** | **Condition** | **Error Message** | **Reject** |
| 501 | 1  5  6  7 | Health\_Card\_Number  Facility\_Number  Cancelled\_Flag Date\_Transplant\_or\_cancelled | Uniqueness: The four data elements (Health Card Number, Facility Number, Date\_Transplant\_or\_cancelled and Cancelled\_Flag) are the same for two or more records in the same file. | Error: Apparent duplicate records | Yes |

# Appendix 1: Valid 2-digits Postal Codes[[1]](#footnote-1)

1. Must match any of these format masks: ANANAN, NNNNN, NNNNN-NNNN, AA

2. If matches mask ANANAN, then can’t begin with D,F,I,O,Q,U, or W

3. If matches mask of AA, then should match any entity

The table below provides list of valid 2 digit postal codes for province and State codes.



**Source:** Cancer Care Ontario's Data Book - 2021-2022, Appendix B - Province and State codes, at link <https://www.cancercare.on.ca/ext/databook/db2122/databook.htm>

# Appendix 2: Facility Numbers[[2]](#footnote-2)

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Program Title** | **Submitting Hospital** | **Facility Number** |
| 1 | Stem Cell Transplant | Kingston Health Sciences | 978 |
| London Health Sciences | 936 |
| Hamilton Health Sciences Corporation | 942 |
| University Health Network | 947 |
| The Ottawa Hospital | 958 |
| Health Sciences North | 959 |

## MOHLTC Master Numbering System[[3]](#footnote-3)

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 Cancer Care Ontario's Data Book - 2021-2022, Appendix A: MOHLTC Master Numbering System, at link <https://www.cancercare.on.ca/ext/databook/db2122/documents/Appendix/CCO_Appendix_A_APR_12.pdf>).

1. Appendix 11 on databook [↑](#footnote-ref-1)
2. Appendix 3 on databook [↑](#footnote-ref-2)
3. Appendix 13 on databook [↑](#footnote-ref-3)