



May 14, 2020

To: CIBMTR Medical Directors and Data Managers

From: Eileen E. Tuschl, DNP, RN, ACNS-BC, APNP
Data Operations Sr. Manager, Customer Service & Education

Subject: **Reporting of Hematopoietic Cell Transplants (HCTs) to CIBMTR for Consecutive Transplant Audit (CTA) – Steps 2 and 3**

A [memo](#) from CIBMTR was sent to Transplant Centers providing updates on actions CIBMTR is taking to lessen the burden on centers. As a reminder, while CIBMTR suspended CPI requirements until further notice, CTA was not suspended. CTA was extended to December 31, 2020.

Transplant Centers received a [memo](#) 1/28/2020 outlining the new CTA process. Below are expanded directions and updated dates for Steps 2 and 3 of the new CTA process.

Step 2

Your center's **discrepancy file** (if applicable) is now available on the CIBMTR Portal. Sign into the CIBMTR portal (<http://portal.cibmtr.org/>) to retrieve your center's discrepancy file. Click [HERE](#) for directions on how to access and download your discrepancy file.

- What does it mean if I cannot see my file in the portal?
 - Your center either did not have any discrepancies, or
 - Your center has not provided your 2019 list of transplants as outlined in the 1/28/2020 memo.
 - This would be reflected on your weekly CPI Summary Report under CTA HCT List Reviewed and Approved: **Not Received**

Prior to **October 1, 2020**, review the discrepancy file and perform the following actions to be in Good Standing for the trimester ending December 31, 2020. Click [HERE](#) for directions for resolving your discrepancy file.

Where do I make discrepancy file corrections?

1. **New this year: ONLY** return the **discrepancy file** if your center needs to provide additional comments

2. Make any necessary corrections in FN3, if applicable
 - Update Patient data (sex, DOB) in CRID Assignment Tool and reprocess f2400 to update any auto-populated fields.
 - Update f2400 to make corrections to Donor Type
 - Update f2814/f2100/f2450 to make corrections to infusion dates
 - Correct Center HCT List (if errors were in original file) and resubmit only that list so it can be compared against FN3 again to confirm corrections have been made and all discrepancies have been resolved.

3. Make corrections in the **original** HCT list that were identified in the discrepancy file and return the corrected HCT List to CIBMTR Center Support
 - o **When submitting a corrected HCT List, use the original CIBMTR Center Support ticket** (see [Figure 1](#))

Once the above actions have been completed and approved by the CIBMTR, it will be reflected on your weekly CPI Summary Report under **CTA HCT Discrepancies Resolved: Good Standing**.

Step 3

CIBMTR will place queries for centers who have submitted their updated discrepancy file to ensure forms are reprocessed. Even if your center did not have discrepancies, a query report will be ran to ensure all forms are in alignment.

- Resolve all CTA2020 queries (found in your weekly Query Report) in FN3 no later than **December 1, 2020** to be in Good Standing for the CPI trimester ending December 31, 2020
 - For directions on how to resolve queries, please [access the eLearning here](#)
 - Once CIBMTR reviews and approves all your center's CTA queries, it will be reflected on your center weekly CPI Summary Report under **CTA HCT Queries Resolved: Good Standing**



CTA Completion

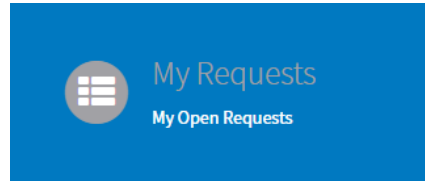
Once your center has completed all CTA steps for 2020, your weekly CPI report will reflect Good Standing in all CTA categories and your CTA CIBMTR Support Ticket in ServiceNow will be resolved.

CTA HCT List Reviewed and Approved: Good Standing
CTA HCT Discrepancies Resolved: Good Standing
CTA HCT Queries Resolved: Good Standing

We want to thank you center for your continued support of the CIBMTR research database! The CIBMTR research program could not be accomplished without your dedicated contributions and hard work. If you have any questions or concerns, please reach out via CIBMTR Center Support (<https://nmdp.service-now.com/csm>).

Figure 1
Submitting updated list in CIBMTR Center Support

1. **Click *My Requests*** to see your requests and the status of each one




2. **Click on the *ticket*** you want to open

My Requests Keyword Search

Number	State	Created	Description	Requestor	Requested For
CSM0001151	Closed Complete	2019-05-03 14:35:22	test test test	Eileen Tuschl	Eileen Tuschl
CSM0001150	Closed Complete	2019-05-03 14:34:25	test test test	Eileen Tuschl	Eileen Tuschl
CSM0001541	Closed Incomplete	2019-05-28 14:09:34	TEST TEST TEST	Eileen Tuschl	Eileen Tuschl

Note: A red arrow points to the first row of the table with the text 'Click anywhere in line'.

Attach any related documents by clicking on the paperclip 

Updates

Request a status or send an update to your ticket... Send

Type any notes you would like to add into the box here and click on the Send button

Name of CIBMTR staff working on ticket
The notes added by any CIBMTR staff member will appear in this area.
If the notes are very long, the box gets bigger instead of cutting off the note so you will always be able to read the entire note.

Images of attachments will also appear here in the Updates section

CM

Monique Ammi

When you comment on the ticket in the "Request a status or send an update to your ticket" box, it goes here when you click on the Send button.

Newest information is at the top

Monique Ammi

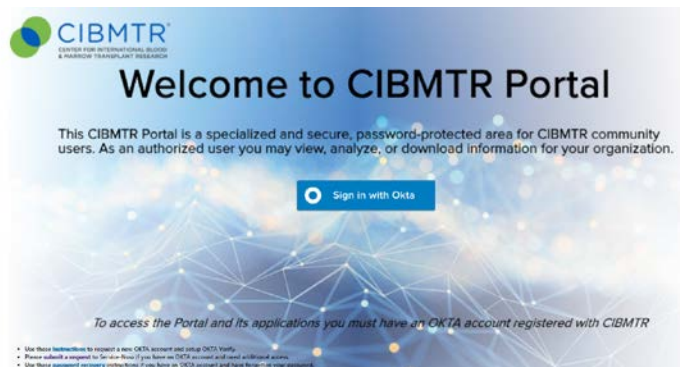
CSM0006688 Created

Start

The CIBMTR Portal now has an area for accessing your CTA discrepancy files. The CIBMTR Portal will be replacing the distribution email & files. This portal will ensure a secure domain to download your data and allow for an archive of historical CTA discrepancy files.

Steps for Logging in to the Portal

1. Go to the CIBMTR Portal landing page: portal.cibmtr.org
2. Click on Sign in with Okta*
3. Enter your FN3 username and password
4. Click on “Send Push”
5. Approve the push notification on your mobile device



Use these [instructions](#) to setup Okta Verify. If you do not have a user account, please ask your primary Data Manager to create one for you in the [Network Partner Portal](#).

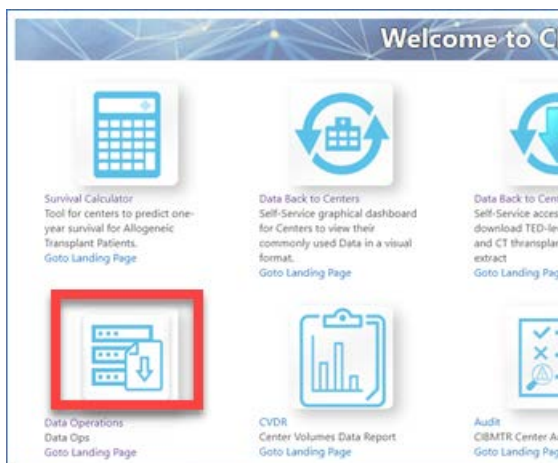
Please submit a request to [ServiceNow](#) if you have any **trouble accessing** the CIBMTR Portal or if you have a user account and **need additional access**. Choose category “CIBMTR Center Maintenance” and then “CIBMTR Portal Help.”

a. If you **do not have access to ServiceNow** please email cibmtr-portalhelp@mcw.edu instead.

*If you use an alternate form of multifactor authentication, you may also click on “Sign in with Okta” and follow the steps for access.

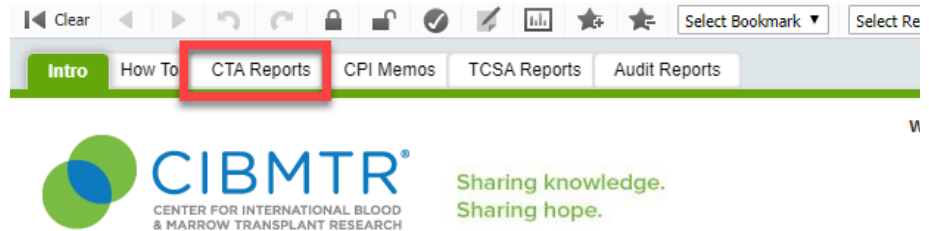
Steps for Accessing and Downloading the CTA Discrepancy File on the Portal

1. Click on the **Data Operations** tile on the CIBMTR landing page.

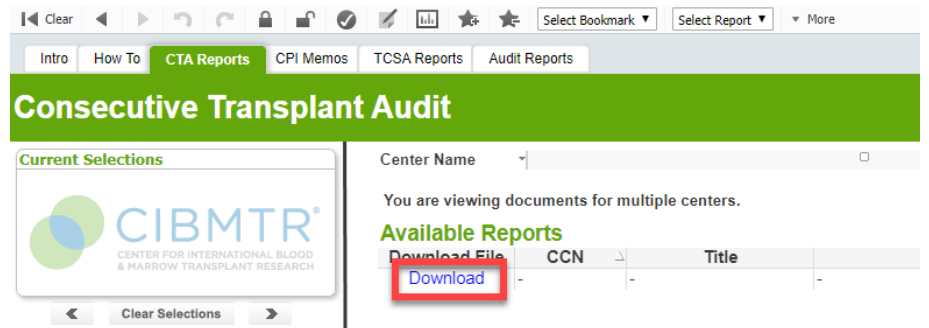


Accessing and Downloading CTA Discrepancy Files on the Portal

2. Click on the tab labeled **CTA Reports**



3. Click on the blue **Download** button to download the desired file



If further instructions are needed, please refer to the “How To” page at the top of the Data Operations landing page or please contact CIBMTR Center Support (<https://nmdp.service-now.com/csm>) if additional assistance is required.

Overview

The attached spreadsheet displays 13 columns; one each for your CCN and patient’s CRID. The next eight columns display the sex, DOB, HCT Date, and HCT type. Each variable will have a “Provided” column which is the provided variable received from your center’s consecutive transplant audit (CTA) list. Each variable will also have a “CIBMTR” column, which is the value CIBMTR has collected through FormsNet3. The last column displays what the discrepancy between the data you provided and the FormsNet3 data is. Please provide the correct answer(s) in column L and any additional center comments in column M.

Please do not return your file with the correct answers until all corrections needed, are made in FN3 by your center. Please note, multiple forms may need to be opened to refresh and capture changes you have made. If you need to report subsequent transplants, please be sure to report these on the correct forms. Once you have corrected any true discrepancies in FN3 or if no corrections were needed, please return the file with your correct answers.

Discrepancy Column Explanation

Discrepancy	Explanation
DOB (Date of Birth) Mismatch	The date of birth of the patient you provided in your CTA spreadsheet did not match what FormsNet3 *If any date of birth updates are made to the CRID Assignment Form (F2804), all forms that are FormsNet editable and capture patient DOB will need to be reprocessed. This includes F2400, 2000 (r3) and all F2450s (except r4). Error corrections may also be required.
Sex Mismatch	The sex of the patient you provided in your CTA spreadsheet did not match what FormsNet3 *If any sex updates are made to the CRID Assignment Form (F2804), all forms that are FormsNet editable and capture patient DOB will need to be reprocessed. This includes F2400, F2000 (r3) and all F2450s (except r4). Error corrections may also be required.
HCT Date Mismatch	The patient you provided in your CTA spreadsheet appears to exist in FormsNet3, but with a different transplant date
HCT Type Mismatch	The HCT type of the patient you provided in your CTA spreadsheet did not match with FormsNet3
HCT Date Missing	CIBMTR does not have a record of the HCT date (and type) you provided in your CTA spreadsheet

HCT Date Mismatch or Missing	CIBMTR could not determine if the HCT date and type you provided for a patient in your CTA spreadsheet is missing completely or if the HCT date provided to CIBMTR was just a date mismatch.
Missing CRID	CIBMTR does not have a record of the CRID you provided in your CTA spreadsheet. Please confirm correct CRID and/or enter CRID and HCT in FormsNet3