



January 27, 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)**

Consecutive reporting of HCTs ensures the continued epidemiological integrity of the CIBMTR outcomes registry. CIBMTR is obligated to provide the US government with an accurate assessment of transplant activity. CIBMTR meets the definition of a Public Health Authority (PHA) under the Health Insurance Portability and Accountability Act (HIPAA). The PHA designation also allows transplant centers, which fit the definition of covered entities, to disclose these data to CIBMTR under 45 CFR 164.512 (Privacy Rule) without the direct consent or authorization of the recipient.

Annual reporting of consecutive transplants is a component of Continuous Process Improvement (CPI). The HCT list must be a Microsoft Excel file (use attached template) and contain **ONLY** following data elements:

1. CRID – provided in a **NUMBER** format
2. DOB – must be formatted as a DATE FIELD (**yyyy-mm-dd**)
3. Sex – **M, F** (M indicating Male, F indicating Female)
4. Date of HCT – must be formatted as a DATE FIELD (**yyyy-mm-dd**)
5. HCT Type – **Allo_R, Allo_U, Auto** (provided in this format)

Do **NOT** include recipient names or any other variables. In addition, do **NOT** leave **any fields blank**.

The CTA submission and resolution process has been split into specific steps to improve efficiency and transparency. Please review the steps and due dates below.



Step 1

To guarantee enough time for CIBMTR to review and process your center HCT List, complete the following by **April 1, 2020**:

- Submit via CIBMTR Center Support (<https://nmdp.service-now.com/csm>) (see *Figure 1*), a *complete and accurate* list of all HCTs performed at your center between the dates of **January 1, 2019 – December 31, 2019**. **This includes patients with one or multiple HCT transplants.**
 1. Do **NOT include** the following in your center HCT list:
 - If you perform, but do not report autologous HCTs to CIBMTR
 - Cellular therapies, including CAR-T and DCI/DLIs
 2. The completeness, accuracy, and format of the five variables in the HCT list are essential in order to be in Good Standing for the CPI trimester ending April 30, 2020
 - CIBMTR will review your HCT list and respond within 3 business days
 - If the list is accepted, you will see this reflected on your weekly CPI Summary Report under **CTA HCT List Reviewed and Approved**.
 - If the list is not accepted, you will receive an explanation and a request to submit a revised list via CIBMTR Center Support (<https://nmdp.service-now.com/csm>) **no later than April 30, 2020** (see *Figure 2*).
- Enter in FormsNet all HCTs, including subsequent transplants, performed from January 1, 2019 to December 31, 2019 not already reported to CIBMTR by **April 1, 2020**
 1. Any subsequent transplants performed in 2019 should be reported on the follow-up form (2100, 2450, 4100) that covers the reporting period in which the infusion happened. That form will need to be complete and error free in order to fully report the subsequent infusion to CIBMTR.



Step 2

CIBMTR will provide a **discrepancy file** (if applicable) for your center the week of **May 11, 2020**. Sign into the CIBMTR portal (<http://portal.cibmtr.org/>) to retrieve your center discrepancy file. Retrieval directions will be sent the week of May 11th via an eBlast.

Prior to **August 1, 2020**, review the discrepancy file and perform the following actions in order to be in Good Standing for the trimester ending August 31, 2020

- Update Patient data (sex, DOB) in CRID Assignment Tool and reprocess f2400 to update any auto-populated fields.
- Update f2814/f2100/f2450 to make corrections to infusion dates
- Update f2400 to make corrections to Donor Type
- Correct Center HCT List (if errors were in original file)
 - When submitting a corrected Center HCT List, use the original CIBMTR Center Support ticket (see *Figure 2*)

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**.

Step 3

If any outstanding discrepancies are found, CIBMTR will place queries beginning the **week of May 11th** to ensure forms are reprocessed.

- Resolve all *CTA HCT 2020* queries in FN3 no later than **August 31, 2020** order to be in Good Standing for the CPI trimester ending August 31, 2020
 - 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**

If any step in the CTA process has not been completed, your center will remain in Not Good Standing for CPI.

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>). See *Figure 3*.

Appendix

Figure 1
Submitting initial list in CIBMTR Center Support

Center Type

Transplant

*CCN

What is your question regarding?

CTA

Relating to:

CTA HCT List Submission

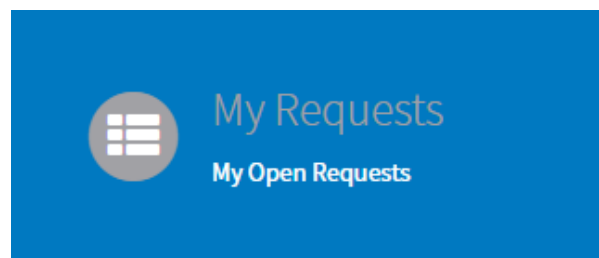
Describe your question in detail

Make sure to provide form, detailed question, and/or CRID# if applicable

2020 CTA HCT List

Figure 2
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
CSM0001151	Closed Complete	2019-05-03 14:35:22	test test test	Eileen Tuschl
CSM0001150	Closed Complete	2019-05-03 14:34:25	test test test	Eileen Tuschl
CSM0001541	Closed Incomplete	2019-05-28 14:09:34	TEST TEST TEST	Eileen Tuschl



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

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

CIBMTR® is a research collaboration between the National Marrow Donor Program® (NMDP)/Be The Match® and the Medical College of Wisconsin

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Figure 3
Submitting CTA process questions in CIBMTR Center Support

Center Type

Transplant

* CCN

What is your question regarding?

CTA

Relating to:

CTA Process Question