



MEMORANDUM

TO: Medical Directors, Primary Data Contacts

FROM: J. Douglas Rizzo, MD MS, Senior Scientific Director, CIBMTR

DATE: Mar 3rd, 2020

SUBJECT: Pre-Transplant Data Review for 2020 Transplant Center-Specific Outcomes Report

The CIBMTR greatly appreciates the focus and hard work that your center has been giving towards completing forms and correcting data for the 2020 Transplant Center Specific Analysis. The patients included in this year's analysis are those who received their first allogeneic transplant between 2016 through 2018. Attached to this email are instructions for downloading the documents from the CIBMTR Portal for review by the center in preparation for this year's analysis. Please review these documents and/or coordinate the review with the data professional staff at your center. Deadlines for data corrections are included below.

Complete Data Files for Review

New for 2020: CIBMTR has implemented a portal for accessing your TCSA raw data files. The CIBMTR Portal will be replacing the email distribution of the files. This portal will ensure a secure domain to download your files and allow for an archive of historical Transplant Center-Specific Outcomes reports. Instructions for accessing the portal are attached.

The spreadsheets contain descriptive patient, disease, and transplant-related data for the patient population from your center as reported to the CIBMTR through Feb. 13, 2020. Any changes made to data in FormsNet after this date will not be reflected in the attached files. To make it easier for your staff to review the data, separate spreadsheets have been prepared for ALL, AML, MDS, Multiple Myeloma/Plasma Cell Disorders, CML, Other Leukemia, Lymphoma, & Inherited abnormalities of erythrocyte differentiation or function and donor demographics. These data, together with one-year survival, will be used to support this year's analysis.

The "raw" data fields (data as submitted by the center) used to calculate variables tested in the analysis are included for your review. In some cases, there may be data reflected in the tables for which we have an active query to your data professional staff - they should already be aware of these queries. These forms will be in QRY status in FormsNet3.

To assist you in your review, we have prepared the datasets with colored highlights to identify data that appears to be discrepant or missing. All CRIDs with a discrepancy will be highlighted in yellow. The column(s) with the data in question will also be highlighted in yellow. Please note that these highlighted fields only represent the data that CIBMTR identified as possibly incorrect based on other data reported. Upon careful review, your center may identify other incorrect data not readily apparent to the CIBMTR, compared to your center's data and protocols.

Data Corrections

- With the exception of forms that have been locked for audit, all corrections should be made online in FormsNet3
- If forms have been locked for audit, (Form status AUD) please make corrections using error correction forms. PDFs of the error correction forms are located at <https://www.cibmtr.org/datamanagement/datacollectionforms/pages/index.aspx>. Error correction forms should be returned to Center Support via the ServiceNow application. <https://nmdp.service-now.com/csm> These will be forwarded to the auditors for approval and data entry. Please make sure to select the Transplant Center Specific Analysis (TCSA) category in the ticket so that it is given high priority. Multiple error correction forms may be submitted in the same ticket.

Corrections need to be submitted by **March 30th, 2020** in order to have the data updated for the final dataset. Submit all questions to CIBMTR Center Support (<https://nmdp.service-now.com/csm>) under TCSA.

Data Files for Review

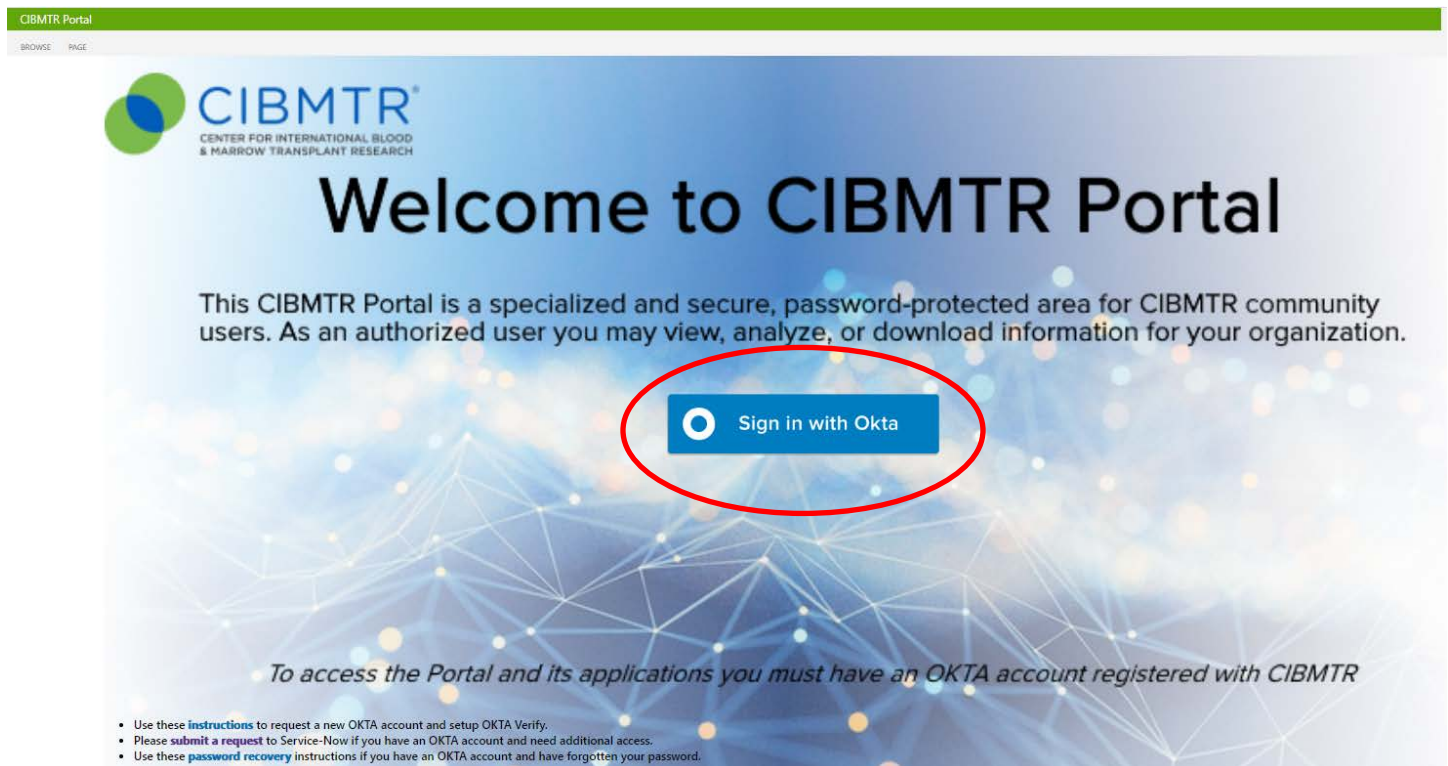
TCSA2020_main_CCNxxxxx.xlsx (Recipient demographics, HCT history, and comorbidities)
TCSA2020_ALL_CCNxxxxx.xlsx
TCSA2020_AML_CCNxxxxx.xlsx
TCSA2020_MDS_CCNxxxxx.xlsx
TCSA2020_PCD_CCNxxxxx.xlsx
TCSA2020_CML-OL-LYM-IEA_CCNxxxxx.xlsx
TCSA2020_Donor_CCNxxxxx.xlsx

TCSA 2020 Data Dictionary – use as a reference for fields in Data File

The CIBMTR Portal now has an area for accessing your TCSA raw data files. The CIBMTR Portal will be replacing the distribution email & files and was implemented in February 2020. This portal will ensure a secure domain to download your data and allow for an archive of historical Transplant Center-Specific Outcomes reports.

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 username and password
- 4) Click on “Send Push”
- 5) Approve the push notification on your mobile device

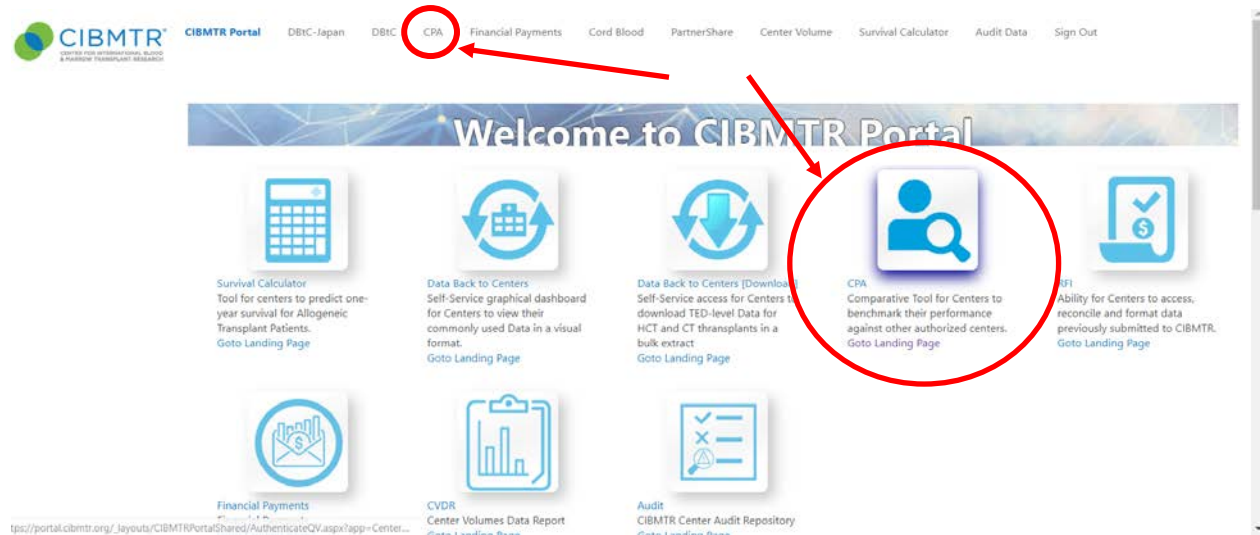


- a. Use these [instructions](#) to setup Okta Verify. If you do not have a user account, please ask your primary Data Manager to create one for you in the [Network Partner Portal](#).
- b. Please submit a request to [ServiceNow](#) if you have any **trouble accessing** the CIBMTR Portal or if you have a user account and **need additional access**. Choose category “CIBMTR Center Maintenance” and then “CIBMTR Portal Help.”
 - i. If you **do not have access to ServiceNow** please email cibmtr-portalhelp@mcw.edu instead.

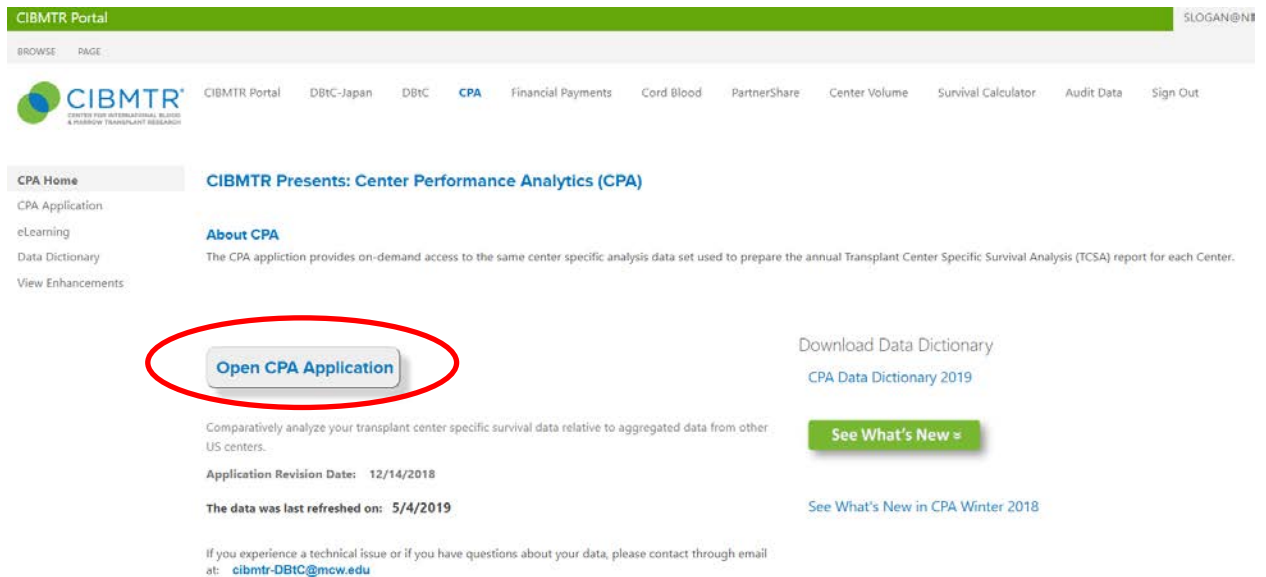
*If you use an alternate form of multifactor authentication, you may also click on “Sign in with Okta” and follow the steps for access.

Steps for accessing the TCSA Raw Data files on the portal:

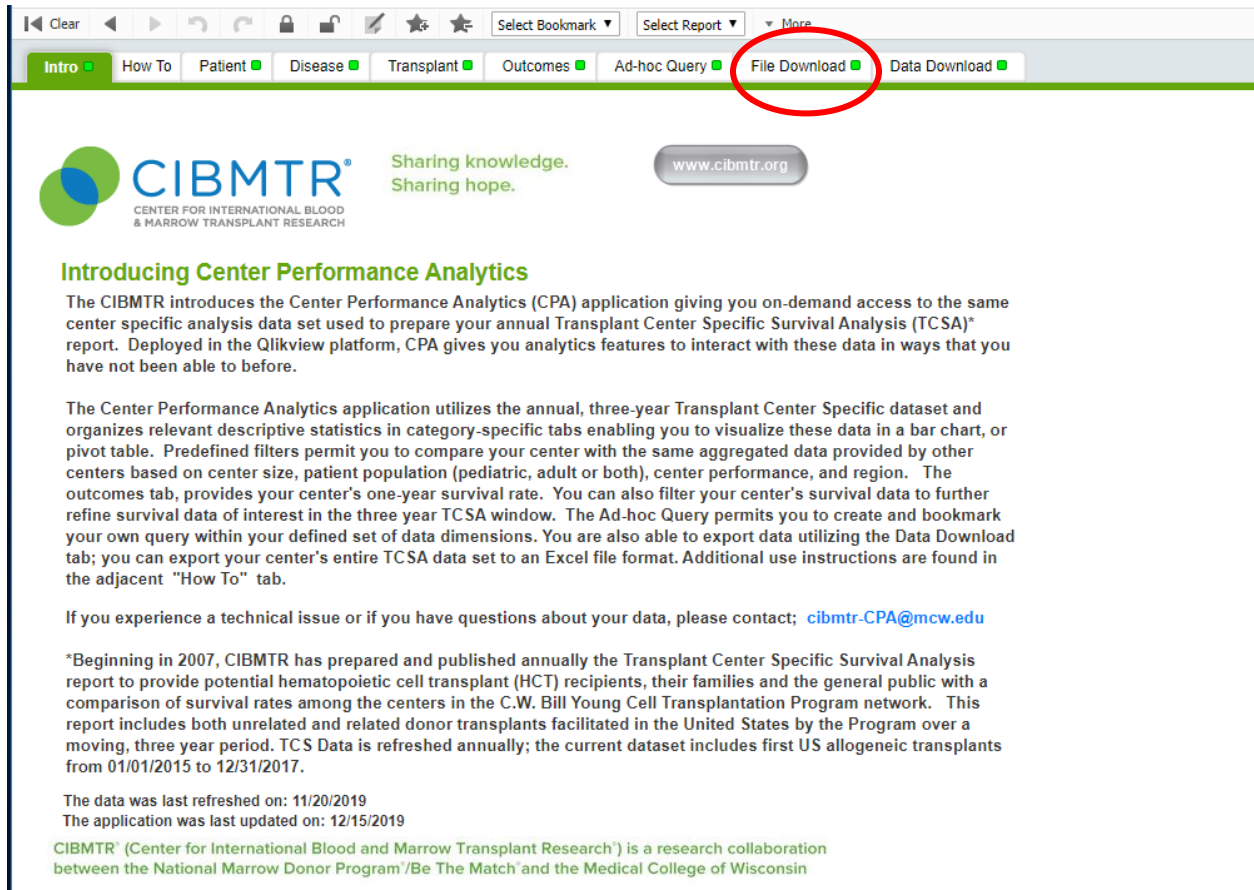
- 1) Click on the **CPA tab** at the top of the CIBMTR landing page. This will direct you to the CPA landing page.



- 2) Once you arrive at the CPA landing page, click on the **Open CPA Application** button. This link will direct you to your center's CPA page to download your center's raw data files.



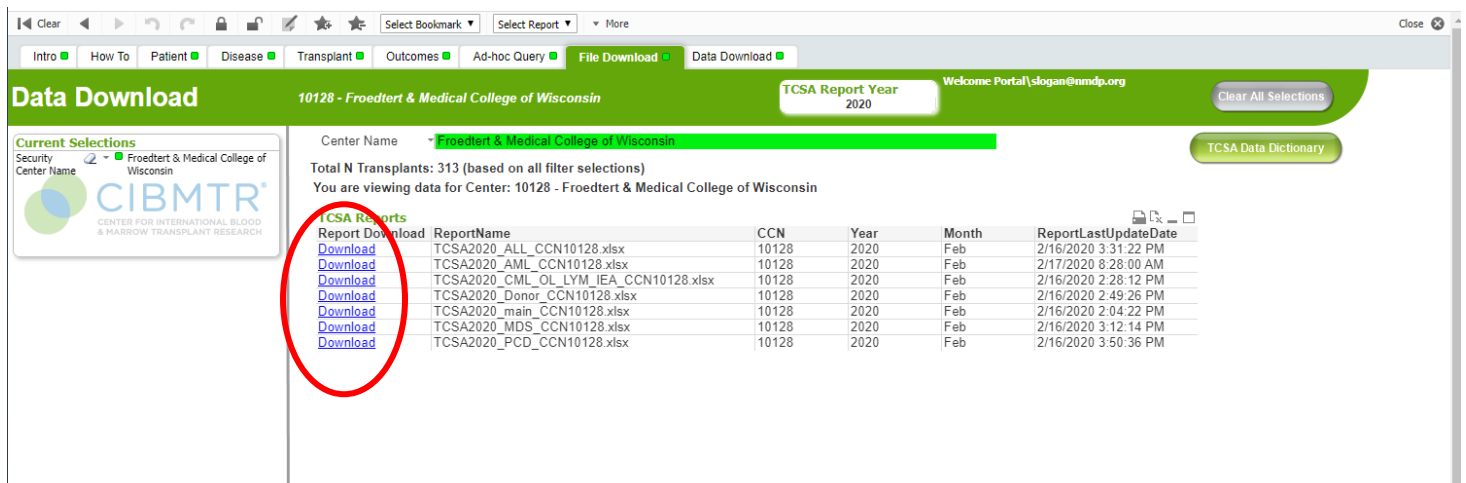
6) Next click on the **File Download** tab.



On your center’s CPA page, the name of your center will be auto-populated. If you are associated with more than one center, you will have access to all those centers as well.

Steps for Downloading Raw Data spreadsheets:

1) Under “TCSA Reports” there is a list of spreadsheets that are available to download. Click on the blue download button to download the desired file.



CIBMTR Portal: TCSA Raw Data Files

2) Click on the **Data Dictionary** button to download the TCSA Data Dictionary

The screenshot shows the CIBMTR Data Download portal interface. The top navigation bar includes links for Intro, How To, Patient, Disease, Transplant, Outcomes, Ad-hoc Query, File Download, and Data Download. The main content area displays the center name '10128 - Froedtert & Medical College of Wisconsin' and the report year '2020'. A 'Clear All Selections' button is visible in the top right. The 'Current Selections' sidebar on the left shows the center name and the CIBMTR logo. The main content area displays the total number of transplants (313) and a table of TCSA Reports. A red circle highlights the 'TCSA Data Dictionary' button, with a red arrow pointing to it.

Data Download 10128 - Froedtert & Medical College of Wisconsin TCSA Report Year 2020 Welcome Portal \slogan@nmdp.org Clear All Selections

Center Name: Froedtert & Medical College of Wisconsin

Total N Transplants: 313 (based on all filter selections)
You are viewing data for Center: 10128 - Froedtert & Medical College of Wisconsin

TCSA Reports

Report Download	ReportName	CCN	Year	Month	ReportLastUpdateDate
Download	TCSA2020_ALL_CCN10128.xlsx	10128	2020	Feb	2/16/2020 3:31:22 PM
Download	TCSA2020_AML_CCN10128.xlsx	10128	2020	Feb	2/17/2020 8:28:00 AM
Download	TCSA2020_CML_OL_LYM_IEA_CCN10128.xlsx	10128	2020	Feb	2/16/2020 2:28:12 PM
Download	TCSA2020_Donor_CCN10128.xlsx	10128	2020	Feb	2/16/2020 2:49:26 PM
Download	TCSA2020_main_CCN10128.xlsx	10128	2020	Feb	2/16/2020 2:04:22 PM
Download	TCSA2020_MDS_CCN10128.xlsx	10128	2020	Feb	2/16/2020 3:12:14 PM
Download	TCSA2020_PCD_CCN10128.xlsx	10128	2020	Feb	2/16/2020 3:50:36 PM

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