15. How to Avoid Errors table of contents

When a form is entered into the FormsNet™2 application, by either the transplant center or the CIBMTR, it goes through a series of validation checks to make sure the data are valid. This process allows transplant centers to correct many errors immediately while source documents are available. If a data field does not pass one of the validation checks, an error report will be generated. Transplant centers can avoid generating errors by reviewing the form for potential errors prior to submitting the form to the CIBMTR. When reviewing the form, it is helpful to keep in mind the type of validation checks the form will go through when it is entered.

1. **Mandatory field validation:** Certain fields on the forms must be completed for all recipients (e.g., primary questions that lead into a box). Other fields must be completed depending on how a primary question is answered (e.g., "yes" to "developed acute GVHD" will make mandatory all acute GVHD questions). The FormsNet™2 application will check that all mandatory fields are completed.

2. **Range validation:** The FormsNet™2 application checks all laboratory values, drug doses, heights and weights against established upper and lower limits.

   For paper form submission, avoid generating range errors by following this procedure:

   a) After completing a form, check the established validation range (see appendix F).
   b) If the value falls outside the validation range, verify the reported value using the appropriate source document (e.g. laboratory values). Compare the unit of measure on the form with those documented on the laboratory report.
   c) If the value and units are correct, write a note in the margin of the form that the value has been verified and date and initial the verification. An error will not be generated.
   d) Attach a copy of the laboratory report to the form using the Log of Appended Documents (Form 2800).

3. **Consistency between forms: Consistency between forms:** The database checks for consistency between data reported on the current form and related data reported on a previous form. For example, on all forms, the contact date is validated against the HSCT date.

4. Consistency within a form: The database also checks for consistency between related data reported on the same form. For example, all dates are validated against the “date of last contact.”