CIBMTR INSTRUCTIONS ON ACCESSING CRITICAL FIELD SPREADSHEETS

To assist with internal audits, critical field lists are now available on the CIBMTR Portal. To download them, log into the CIBMTR Portal at <u>https://portal.cibmtr.org</u>. Go to the **Audit Data Section** (Figure 1). On this page you should see a new area with a list of Excel documents, with the header **Critical Fields** (Figure 2). These spreadsheets include all of the critical fields on the current versions of the CIBMTR forms.

The spreadsheets include four types of fields in the **Audit Status** column: Critical, Random, Show, and Excluded.

- **Critical** fields are always selected for audit and count towards the audit critical field error rate. The critical field error rate determines whether a center passes or fails a CIBMTR audit.
- **Random** fields are eligible to be randomly selected for audit. These do not count towards the critical field error rate, but are included in the random field error rate and overall error rate.
- **Show** fields may be viewed and changed during an audit, but are never selected as a critical or random fields. Changes in these fields will not count towards audit error rates.
- Excluded fields are never included in an audit and are not visible to the auditors.

There is some variation in which questions on the form are critical fields depending on the product type, disease subtype, etc. Use the tabs at the bottom of each spreadsheet to navigate to these different questions trees (Figure 3). To assist with calculating error rates, the top of each spreadsheet includes a count of all the critical fields on that form (Figure 4).

If you have questions about the CIBMTR Portal, email CIBMTR-portalhelp@mcw.edu.

CIBMTR Portal	DBtC	eDBtC	Center Volume	Survival Calculator	CPA	Cord Blood	Audit Data	Sign Out
Welcome to the CIBMTR Portal The CIBMTR Portal is a specialized and secure, password-protected area for CIBMTR community users. As an authorized user, you may view, analyze, or download information for your center by accessing different applications:								
 CVDR (Center Volumes Data Report) – View details regarding your center's transplant volume in prior years. Survival Calculator – Create a one-year predicted survival for allogeneic transplants based on the three year transplant center specific survival dataset. This application is only available to Medical Directors, Physicians, and Center Administrators. DBtC (Data Back to Centers) – Access TED-level data your center submitted through FormsNet. eOBtC (enhanced Data Back to Centers) – Analyze, filter, or download select center CRF- and TED-level data from 2008 to present. CPA (Center Performance Analytics) – Comparatively analyze your transplant center specific survival data relative to aggregated data from other US centers. Audit Data - Historical records of CIBMTR audit reports and accompanying documents. To access the Portal and its applications, you must have a Google account registered with the CIBMTR. If you have a Google account, you can get one through Google. If you have a Google account but have not yet registered with the CIBMTR, please email your Google email address to the CIBMTR Portal Help Desk. If you have forgotten your Google password, you can get help from Google. 								

Figure 1

CIBMTR INSTRUCTIONS ON ACCESSING CRITICAL FIELD SPREADSHEETS



Figure 2

23	15	Specify the r	Specify the number of prior HCTs:				
24	16	Autologous					
		2400 r5 (Allo)	2400 r5 (Auto)	+			

Figure 3

A	В	С	D	E	F	G
Question Number	Question Text	Audit Status		Total # of	Critical Fields	89
Key Field	Sequence Number:	Show				
Key Field	Date Received:	Show				
Key Field	CIBMTR Center Number:	Show				
Key Field	EBMT Code (CIC):	Show				
Key Field	Hospital:	Show				
Key Field	Unit	Show				
Key Field	CIBMTR Research ID:	Show				
1	Date of birth:	Critical				
2	Sex	Show				
3	Ethnicity	Critical				
A	Daga	Critical				