



Washington State Department of Health
Office of Community Health Systems
Emergency Medical Services and Trauma System

Collector Basics
Data Entry
Using the Collector System
for the
Washington State Trauma Registry

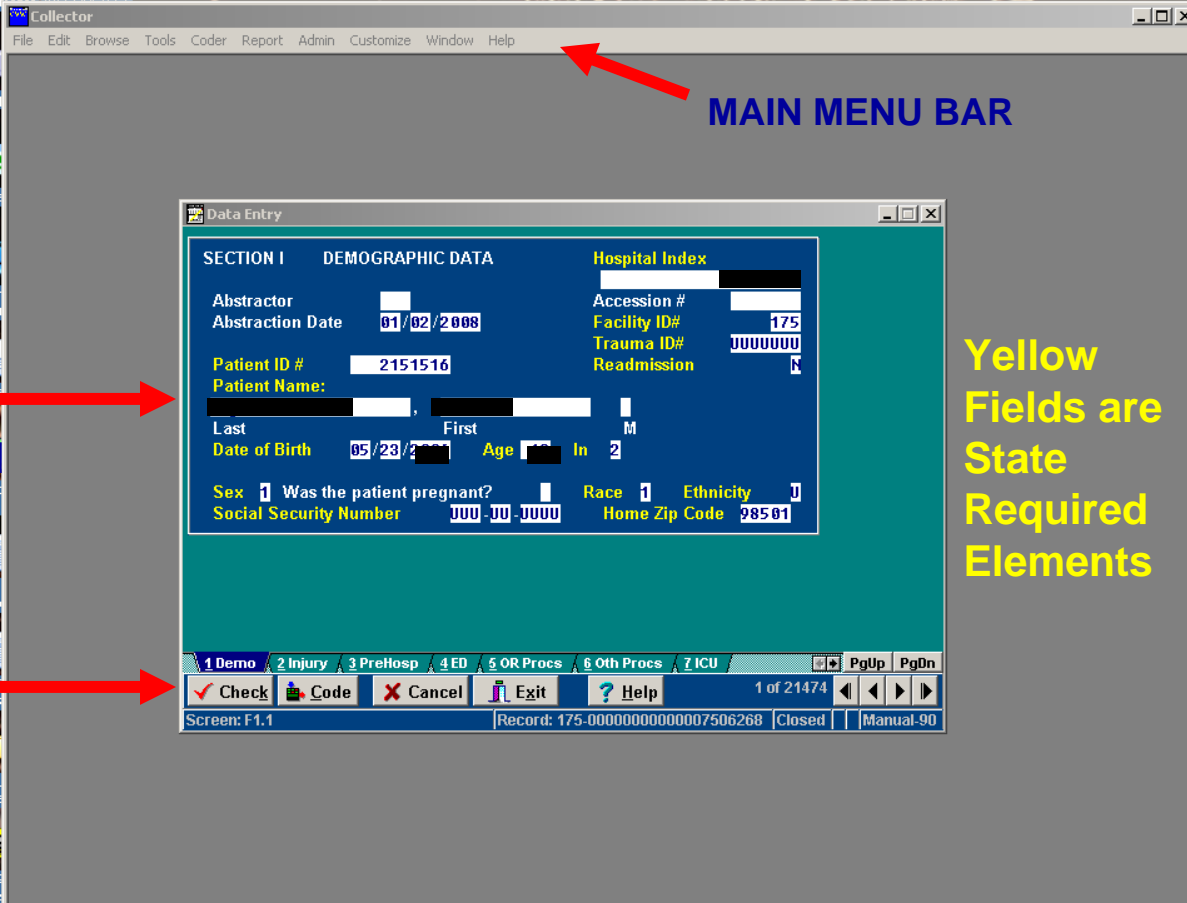
The Washington State Trauma Registry uses the Collector system to:

- Provide data for injury surveillance, analysis and prevention programs.
- Monitor and evaluate the outcome of care of major trauma patients.
- Support statewide and regional QA activities.
- Assess compliance with state trauma care standards.
- Provide information for resource planning, system design and management.
- Provide a resource for research and education.

COLLECTOR OVERVIEW

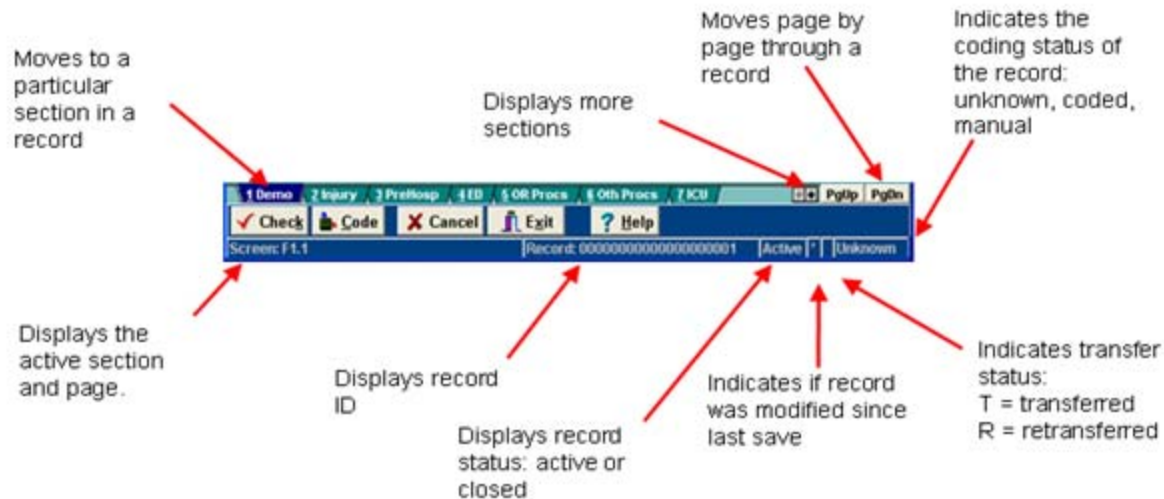
- Window / Screen Layout
- Abstracting Data and Adding Records
- Coding and Error Checking
- Transferring Records
- Email Data submission

Window and Screen Layout



The screenshot displays the 'Collector' application window. At the top is the 'MAIN MENU BAR' with options: File, Edit, Browse, Tools, Coder, Report, Admin, Customize, Window, Help. A red arrow points to this bar. The central 'Data Entry' window is titled 'SECTION I DEMOGRAPHIC DATA' and contains several fields. A red arrow points to this window with the label 'DATA ENTRY SCREEN'. The fields include: Abstractor, Abstraction Date (01/02/2008), Patient ID # (2151516), Patient Name (Last, First, M), Date of Birth (05/23/2000), Age, Sex (1), Was the patient pregnant? (checkbox), Race (1), Ethnicity (J), Social Security Number (UUU-UU-UUUU), Hospital Index, Accession #, Facility ID# (175), Trauma ID# (UUUUUUU), and Readmission. A red arrow points to the bottom of the Data Entry window with the label 'STATUS BAR'. The status bar shows a tabbed interface with '1 Demo', '2 Injury', '3 PreHosp', '4 ED', '5 OR Procs', '6 Oth Procs', and '7 ICU'. Below the tabs are buttons for Check, Code, Cancel, Exit, and Help. The status bar also displays '1 of 21474' and navigation arrows. At the very bottom, it shows 'Screen: F1.1', 'Record: 175-0000000000007506268', 'Closed', and 'Manual-90'. On the right side of the screen, yellow text reads 'Yellow Fields are State Required Elements'.

Status Bar



Abstracting Guidelines

- Read the entire chart, notes, reports and consults.
- Record ALL injuries accurately and completely.
- Be as descriptive and concise as the record allows.
- Avoid using “injury”. Use actual term-*laceration, avulsion, fracture, etc.*

Data Entry Tips

- Yellow highlighted fields are required data elements for the state
- Use the “U” or “I” in records where information is unknown or missing.
- Make sure the cursor is in the correct record field when entering data

Diagnosis Coding Guidelines

- Enter one, complete injury description per line.
- Common abbreviations may be used.
- Include ALL details.
- Enter ALL of the patient's injuries. (Include the injury side whenever possible; it may affect the codes assigned)
- Only definitive diagnoses (DO NOT include rule-out, possible or probable injuries unless you begin with @)

Data Dictionaries

- Washington State Department of Health Trauma Registry Hospital Data Dictionary
<http://www.doh.wa.gov/hsqa/emstrauma>
- National Trauma Data Standard Data Dictionary
<http://www.ntdsdictionary.org>

Record Checking

- This option checks a record for completeness and accuracy of data.
- Records must be checked before they can be closed and sent to the central site for processing.

Record Checking

- Select the CHECK button to begin checking the current record. The Checks Window will notify you of any problems with your data.
- Edit the record to correct the data or fill in missing data and an OK message will appear in the Checks window.
- Select the NEXT CHECK button to move to the next check.
- If the data is correct, or no data is available, select VALIDATE to validate (override) the check and move to the next check. (Once the record has passed all checks, you will be prompted to close the record)
- Select YES to close the record or NO to keep it active.
- Select EXIT when finished to return to the previous window.

Quarterly Data Submission Schedule

Designated trauma services are required to submit data no later than ninety days after a quarter has been completed. The schedule of reporting dates for the calendar year is listed below.

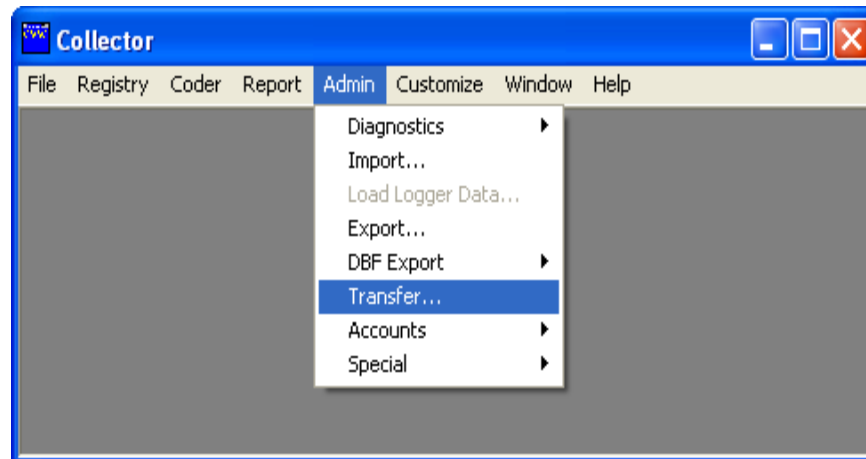
<u>Quarter</u>	<u>Covering the Period</u>	<u>Due Date</u>
1st Quarter	January 1 to March 31	June 30
2nd Quarter	April 1 to June 30	September 30
3rd Quarter	July 1 to September 30	December 31
4th Quarter	October 1 to December 31	March 31

****NOTE:** Data may be submitted at any time during the quarter. Some facilities submit weekly, monthly or quarterly. The Collector software sorts by ED arrival dates for each quarter, and does not record duplicate records.

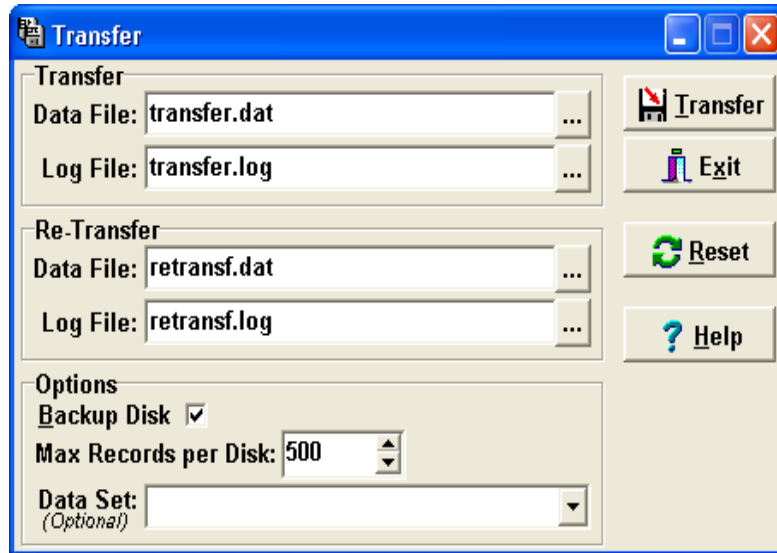
Records Transfer Process

The Collector Transfer function generates data files which can be sent to a central site. Only closed records are included in the data file. Previously sent records which have been modified and re-closed are included as re-transfers.

1. To create a transfer file, select “Transfer” from the *Admin menu*.



The “Transfer” screen will appear.



Click the “Data File” and “Log File” menu buttons to define the storage locations for each.

Important Note: Make sure the storage location (the location where the files are saved) is the same for each file.

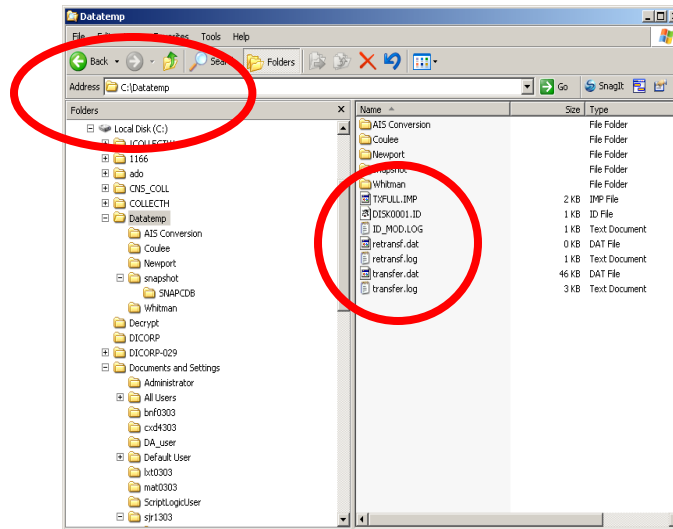
Transfer Confirmation

Verify that the following files generated during the transfer process are sent to the central site:

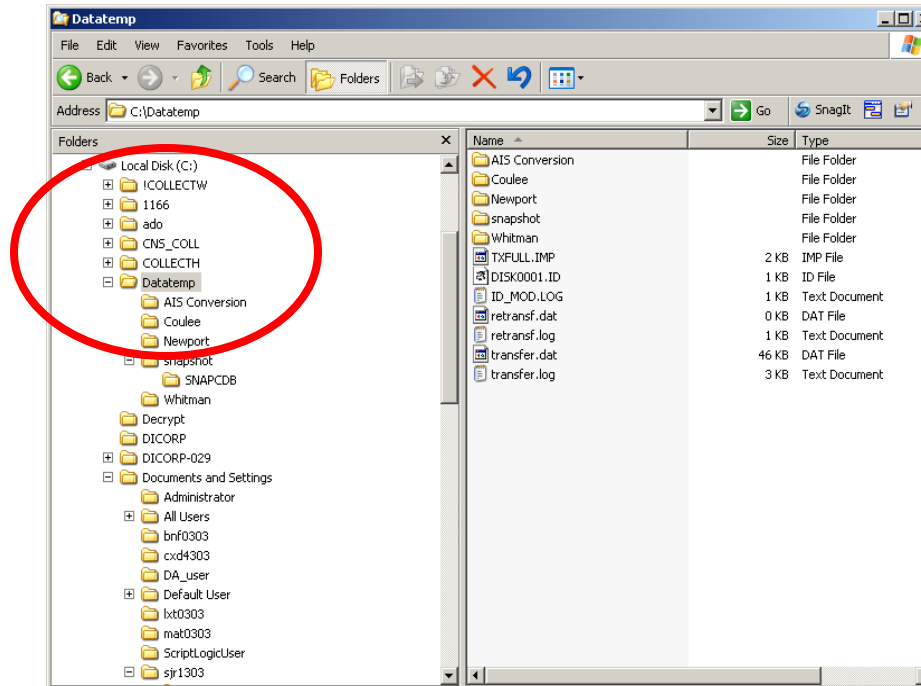
“transfer.dat”	Data for first-time transfers.
“transfer.log”	Log for first-time transfers.
“retransf.dat”	Data for re-transfers.
“retransf.log”	Log for re-transfers.
“id_mod.log”	List of re-numbered or deleted records
“Disk0001.id”	Transfer disk sequence identifier.
“transfer.imp”	Import format specifications file (Required Data Set).
“txfull.imp”	Import format specifications file (Full Transfer Set).

Saving Collector Transfer Files

- Make sure the Collector Transfer data files are saved to the same drive location on your computer or network.
- **NOTE:** If your IT staff have set up the location for the files, make sure you know where they are, and that they are in one, easy to find location.
- Locate the files when ready to email your data submission to DOH.



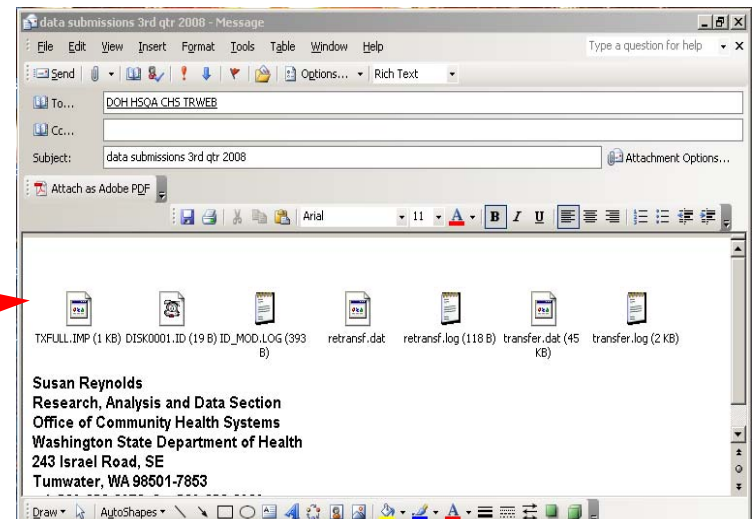
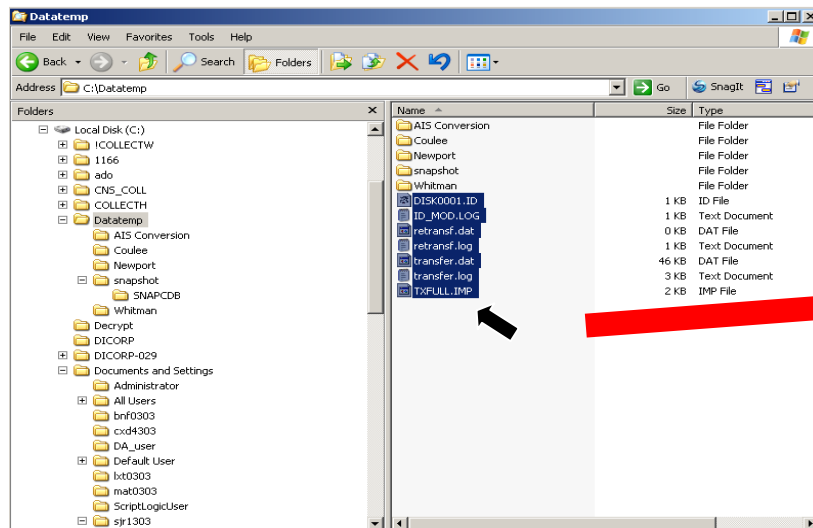
NOTE: The shared drive or network drive location should be the same for all of the Transfer files, and easy to find. (HINT: Do not “bury” the files in a hard to locate folder, or large folder such as My Documents.



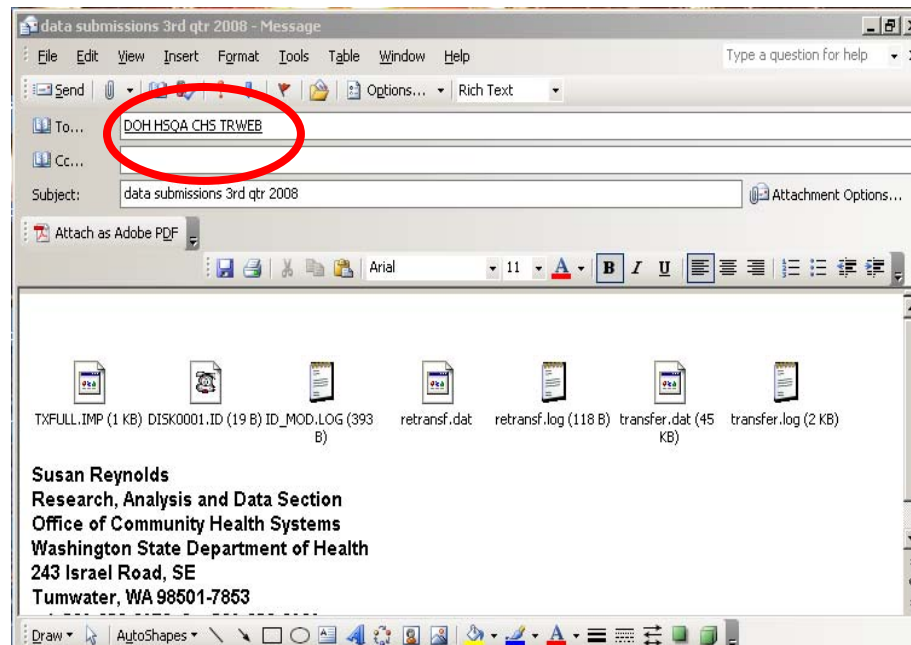
In this example: The transfer files are in the C:\Datatemp folder.

How to Email Data Submissions

Select the transfer files and attach the entire group of files to the body of an open email message.

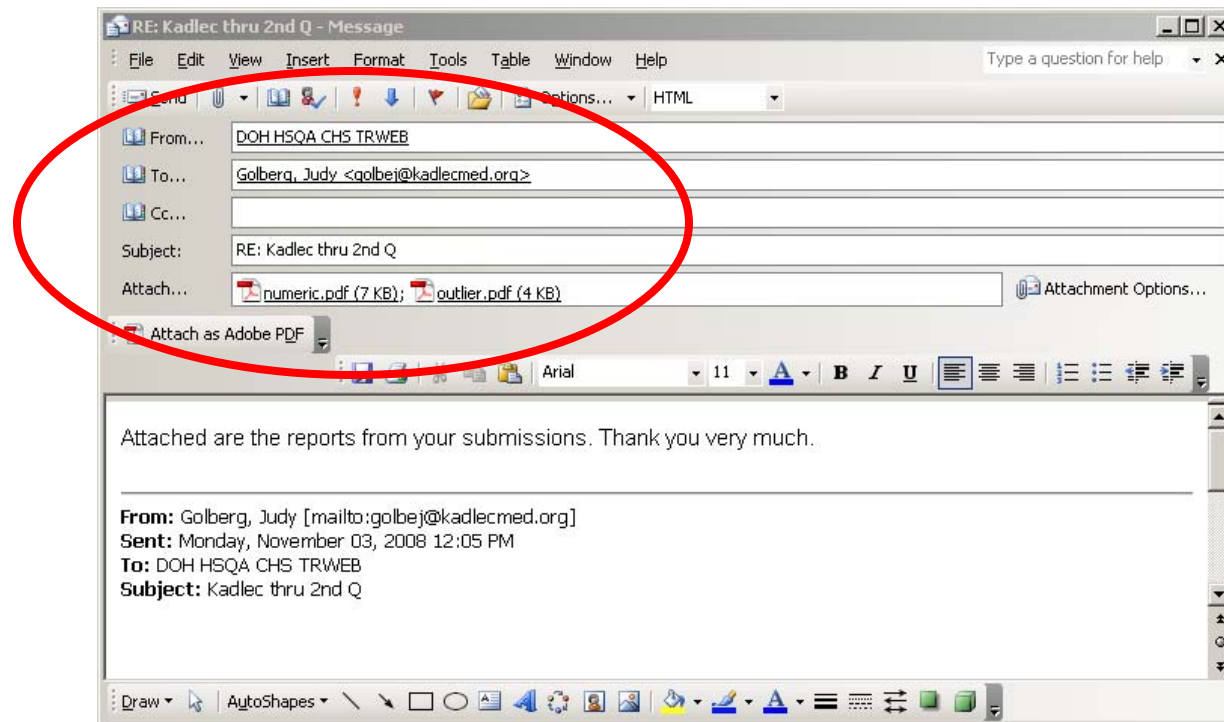


SEND the email with the attached files to:
TRWEB@doh.wa.gov
using the SEND command button.



Submission Confirmation

- The Trauma Registry Administrator will reply to your original email, and attach the reports from your data submissions.
- This is your confirmation that the files were received and successfully transferred.



Trauma Registry Contact Information

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