



<b>603a</b>	<b>Policy on Resolving National Database Data Collection and Coding Questions</b>	
Approved: TBIMS Project Directors	Effective Date:	4/1/2009
Attachments: None	Revised Date:	Transferred to SOP Template 9/16/08
Forms:	Reviewed Date:	12/12/2008
Review Committee	SOP Committee	

**Introduction:**

The TBIMS are committed to a process of systematic and timely resolution of data collection and coding questions. This will be done in order to: (1) provide a consistent data collection and coding methodology; 2) utilize a multidisciplinary approach; 3) allow for input from all stakeholders; and 4) maintain the highest level of data quality in the TBIMS National Database.

**Purpose:**

To establish procedures for assuring optimal and timely resolution of data collection and coding questions to maintain the highest level of data quality in the TBIMS National Database.

**Scope:**

Data Collection and/or coding questions related to the TBIMS National Database proposed by TBIMS staff.

**Responsibilities:**

The Data Collector and/or TBIMS where data collection and coding question has arisen will submit the question to the NDSC and the following procedural steps will be taken.

**Procedural steps:**

1. All questions about data collection or coding will be submitted to the NDSC, via email, phone, or Data listserv.
2. Local centers will not “hold” cases with pending questions but will code their problematic variables as “Unknown” and keep track of these cases and update them once the questions are resolved.
3. Within 5 business days of receiving a data collection or coding question, the NDSC will either answer the question or provide notification via the appropriate listserv(s) that satisfactory resolution of the question will require further steps.



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4. Further steps are required to obtain satisfactory resolution of a question when either:
  - a. The NDSC does not have the expertise needed to answer the question, or
  - b. Resolving the question involves changes to the syllabus that require TBIMS approval. (See SOP 603b – Procedure for Implementing Changes to Database)
5. In cases where the NDSC does not have the expertise needed to answer a question:
  - a. The question will be forwarded to the Data Committee Chair within 5 business days and the originator of the question will be cc'd as notification of the status of the question.
  - b. If within 10 business days the Data Committee is unable to develop an answer to the question, the Chair will immediately forward the question via email to the "Databusters" [as of 7/2005, the Databusters are: Allen Brown (MN), Ramon Diaz-Arrastia (TX – N), Sureyya Dikmen (WA), Jeff Englander (CA), Gale Whiteneck (CO)] and the originator of the question will be cc'd as notification of the status of the question.
  - c. If within 10 business days the Databusters are unable to develop an answer to the question, they will immediately notify the Data Committee Chair to seek assistance from persons within and/or external to the TBIMS. They will then obtain an answer within 10 business days and notify the NDSC of the answer.
  - d. The NDSC will forward the answer to the originator of the question within 5 business days of receiving it from the Data Committee.
  - e. Answers requiring revisions to the syllabus will follow SOP 603b – Procedure for Implementing Changes to Database.

### **Training requirements:**

None

### **Compliance:**

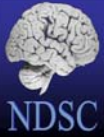
All TBIMS centers, longitudinal follow-up centers and the NDSC will comply with this procedure.

### **References:**

None

### **History:**

- 1) Version used to create this SOP = 04/08/05
- 2) Transferred to SOP template = 9/16/08



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- 3) SOP Review Committee Recommended moving sections related to changes to the national database syllabus to SOP 603b – Procedure for Implementing Changes to Database = 09/16/08.
- 4) Approved by SOP Review Committee = 12/1/08.
- 5) Approved by Planning Committee and Project Directors 12/12/2008

**Review schedule:** At least every 5 years.