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

Yellow Fields are State Required Elements
Status Bar

- Moves to a particular section in a record
- Displays the active section and page
- Displays record ID
- Displays record status: active or closed
- Moves page by page through a record
- Indicates if record was modified since last save
- Indicates the coding status of the record: unknown, coded, manual
- Indicates transfer status: T = transferred, R = retransferred
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-\textit{laceration}, \textit{avulsion}, \textit{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.

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

**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.

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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).

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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.

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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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360.236.2872

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