



**Subject: North Carolina Trauma Registry (NCTR)  
Data Validation Policy**

**References:**

Resources for the Optimal Care of the Injured patient: 1999, Committee on Trauma –ACS Chapter 15, page 64-65.

**Purpose:**

The purpose of this policy is to provide guidelines for consistent data verification for the NC Trauma Registry in order to assure reliable and accurate registry data.

**Scope:**

This policy applies to all NC Hospitals who submit Trauma Registry data to the NC Central Data Collection Agency. (CDCA)

**Policy:**

The Trauma Registry is a North Carolina State mandated registry (NCGS .3301 (26). This policy was developed to standardize a data validation process and to provide the procedural framework for data validation. Data validation is divided into four phases: Single variable, Multiple variable, Data entry and Inter-rate reliability validation. The NC Trauma Registry Data Validation Committee has developed guidelines for customized data validation reports. Hospitals utilizing the NC Trauma Registry are encouraged to replicate these reports for data validation.

On a periodic basis the NC state trauma registrar will request the current ***validated through dates*** from each site via email.

List of NC Single Variable Validation Documents referenced in this policy:

- NCDVS1 Custom Report (shown in FOXFIRE and DI RW form)
- NCDVS 2 Custom Report (shown in FOXFIRE and DI RW form)
- Excel Validation Tool
- NC Trauma Registry Single Variable Data Validation Form
- NC Trauma Registry Single Variable Data Validation Worksheet

**Procedure:**

**Phase 1 Guidelines for Single Variable Data Verification**

1. Select and generate the NC Data Validation Custom Reports (refer to “NCDVS 1 Custom Report and “NCDVS 2 Custom Report” found on the NCOEMS website [www.ncems.org](http://www.ncems.org) to NCEMS News to Trauma for detailed set-up instructions and the minimum recommended data items).
2. Once reports are generated and exported from NTRACS, open files in Excel (NCDVS1.xls and NCDVS2.xls).
3. Run frequencies of selected variables (refer to Excel Validation Tool” found on the NCOEMS website [www.ncems.org](http://www.ncems.org) to NCEMS News to Trauma for detailed instructions).
4. Determine issues: outliers, discrepancies, missing data elements.
5. Check for valid responses and /or ranges for each data item (refer to “NC Trauma Registry Single Variable Data Validation Form for details of valid responses).
6. If a data issue is identified, audit the patient record or data collection form to verify and resolve issue.
7. Make the appropriate edits/additions in NTRACS. Change all default values to the appropriate responses.
8. Complete sections numbered 1-4 on the Single Variable Data Validation Worksheet (a copy of this form can be found on the NC Trauma Registrar website).
9. In section 5 of the worksheet, record and sum the number of data issues identified and corrections made for each data point on the “Single Variable Data Validation Worksheet” (a copy of this form is also located on the NC Trauma Registrar website).
10. In section 6 of the worksheet calculate and record data the validation accuracy rate.
11. Keep records of the “ Single Variable Data Validation Worksheet with the documentation of changes and accuracy rates. These worksheets are not to be sent to the CDCA, but are to be maintained on site to be produced if requested during consultation or reverification visits