SARTCORS Cycle Data Correction SOP

**Purpose**: To address requests for data correction received by SART

**Definitions**

Preliminary CSR cycle finalization deadline: This is the date that outcomes for the reporting year must be submitted to SART. Delayed cycles are exempt and are reported the following year.

Final CSR cycle finalization deadline: This is the date that outcomes for delayed cycles must be submitted to SART. This deadline is one year after the Preliminary CSR cycle finalization deadline.

Program directors should take signing off on clinical data seriously so that mistakes are uncommon. Our bylaws call for the member clinics to report “accurate patient-specific data to SART” of “all ART cycles performed in a year”. Rarely, errors may be discovered after submission or publication of clinic data.

1. If a SART member clinic has discovered significant errors in the cycle data after the Preliminary CSR cycle finalization deadline and within four months of the CSR publication, the SART member clinic should notify the SART registry committee and provide a written explanation of the error. The SART registry committee will not accept requests for data correction submitted after the Final CSR cycle finalization deadline.
2. The registry committee will review the request. If the registry committee agrees that a legitimate error has occurred, it will submit a proposal for correction to the SART executive committee.
3. The SART registry committee chair will notify the SART member clinic of the SART executive committee’s decision. If data correction was approved, the clinic will be provided with an estimate for the costs that will be borne by the clinic and the requirements for data correction. The costs will include all travel fees and honorariums for a clinic validation and a $10,000 charge for data correction which will impact both the center’s CSR and the national CSR.
4. If the clinic wishes to pursue correction of their report, the following steps will be taken:
5. The cycles will be identified and the cycles will be opened for editing.
6. After editing is completed, a full validation visit will take place auditing the data from the clinic.
7. The results of the validation visit will be reported to the Registry committee. The Registry committee will determine whether or not to accept the data corrections and revise the CSR. Their decision will be communicated to the Executive Committee.
8. If, after the validation visit, the Registry committee agrees that the data correction should be accepted, the Preliminary CSR will be revised and a flag will be placed on the CSR stating that the data has been corrected and validated.

Approved by the SART Executive Committee May 17, 2016