Appendix B: Trauma Registry Program Overview

Introduction

NCTTRAC, in collaboration with the DFWHC Foundation, has sponsored the development of a new regional trauma registry to provide member organizations with the opportunity to access a robust data repository and report generating platform supporting multiple service lines. This new registry will grant access to data and reporting capabilities for regional emergency & acute healthcare system development and performance improvement initiatives. The primary objective of this registry is to enhance patient care, improve outcomes, and inform evidence-based decision-making for trauma system stakeholders.

Trauma Committee Data Initiative

Further information covering committee-specific requirements regarding member active participation in the Trauma Data Initiative can be found in **Section 7** of the **Trauma Committee Standard Operating Procedures (SOP)**.

Eligibility

Facilities must meet the following criteria each fiscal year to enroll and remain in the NCTTRAC Trauma Registry:

- Be a documented representative of a NCTTRAC member in good standing, as defined in the NCTTRAC Membership and Participation SOP, including:
    - Membership application submitted
    - Membership dues paid
    - NCTTRAC Board of Directors approved
- Have the following fully executed NCTTRAC agreements:
    - NCTTRAC Consolidated Regional Programs Participation Agreement (RPPA) and Business Associate Agreement (BAA)
      OR
    - Standalone NCTTRAC BAA with associated amendments AND standalone NCTTRAC RPPA with associated amendments
- Be a DSHS Trauma Designated facility or "In Active Pursuit" of a trauma designation.
- Have an internal trauma registry capable of exporting XML files compliant with the Texas Department of State Health Services Emergency Medical Services & Trauma Registry (EMSTR)

Access will be terminated for facilities that do not meet these requirements by the end of the first quarter of each fiscal year.

Accessibility

All reports and visible data available to participating facilities within the Trauma Registry will be de-identified in compliance with the HIPAA Privacy Rules. As approved by the NCTTRAC Trauma Committee Core Group, data elements within the Trauma Registry will include facility name and other agreed upon elements; data elements designated as TQIP Process of Care Measures will be aggregated based on facility designation for reporting, and Hospital Complications are not available for reports. For a detailed list of visible and reportable data elements within the registry please refer to Exhibit A: Regional NCTTRAC Trauma Registry Data Dictionary. Levels of Accessibility are as follows:

- IQSC & Trauma Registry Active Data Participant
- Trauma Registry Active Participant Only
- IQSC Active Data Participant Only

Participant data accessibility is further defined in Exhibit B: DFWHC Foundation & NCTTRAC Data Collaboration Data Access.

Designated NCTTRAC staff will have access to all program data for the purpose of report and dashboard development as requested by NCTTRAC member organizations, committees, subcommittees, workgroups, task forces, etc. Development of reports and dashboards will be completed in compliance with the following:

- Dallas-Fort Worth Hospital Council Education and Research Foundation Information and Quality Services Center: Service Agreement,
- NCTTRAC Business Associate Agreement (BAA), and
- NCTTRAC Regional Programs Participation Agreement (RPPA)

When reports and dashboards using data sourced from the Trauma Registry are shown in NCTTRAC Trauma Committee (and associated subcommittee, Work Group, and Task Force) meetings, the facility names will be unblinded. When these reports and dashboards are posted on NCTTRAC online platforms, access to the reports will be restricted to facilities who are submitting data to the NCTTRAC Trauma Registry and facility names within these dashboards and reports will be unblinded. All requests for use of Trauma Registry data that are not covered above will be subject to review and approval by the Trauma and Executive Committees.

Registry Enrollment & Access

Eligible facilities will submit a request the NCTTRAC Ticket System by following the steps below:

1. Visit our website at http://ncttrac.org/
2. Click on the SUPPORT icon, upper right corner
3. Click on the TICKETS icon
4. Click on 'Start Ticket'
5. In the DEPARTMENT drop-down box, choose 'Data Initiative Enrollment Request' and 'Continue'
6. Complete the ticket information and click 'Submit Ticket'
7. You will then receive a confirmation email

Once NCTTRAC staff has verified facility eligibility and level of registry access, the requestor will receive the appropriate enrollment packet and account request form link.

Individuals affiliated with eligible facilities may request account access to the following:

- Secure FTP (SFTP) – Platform for file submission
- Data Reservoir – Row level data to be utilized for creating custom reports
- QlikView – Visual reports and dashboards

Requestors must submit a request form for each individual login. Facilities are responsible for maintaining registry accounts and must request account creation and/or inactivation. Once approved, account holders will be sent further information regarding accessing and using the component of the system that they have been given access to.

If at any point registry enrollment is denied, staff will contact the requestor with the disqualifying factors and next steps to become eligible.

Data Submission Process

Facilities will submit data files, adhering to the 2020 or 2023 NTDB Texas data standards, that have already been validated and submitted to the Texas DSHS EMSTR. It is important to note that submission to the NCTTRAC Trauma Registry will not fulfill the TAC 157.25 requirement and facilities will still be required to submit to the Texas DSHS EMSTR.

A facility's *first submission after enrollment* shall be from **January 1st, 2020** – **Date of Last Texas DSHS EMSTR submission**. Subsequent submissions will be expected on a quarterly basis at minimum, however it is recommended to submit monthly.