**FACT Data Management**

**B9: Response Report Template**

1. **Overview/Summary:**

*Provide an overview of the most recent CIBMTR data audit:*

* *Append Appendix D from the most recent CIBMTR Audit Results report.*
* *All supporting documents should be appended to this report and referenced.*

*TIP: write the response report, convert to a pdf, and add appendices*

*Example:*
The *ABC Bone Marrow Transplant Program’*s most recent CIBMTR data audit was performed on *February 23, 2018* and resulted in a critical field error rate of 3.4%. Systemic errors were identified during the CIBMTR audit:

* 54.3% of all critical field errors occurred in reporting *disease status* data fields.
* 35.6% of all critical field errors occurred in reporting *HCT Product and Infusion* data fields

The errors in the *disease status* data fields were mostly due to *[insert explanation].*

Refer to page 4*,* Appendix A, for details as outlined in appendix D of the CIBMTR Audit Results report.

1. **Corrective Action Plan (CAP)**

*Provide summary of CAP submitted to CIBMTR in response to the most recent CIBMTR data audit.
Note: CAP due to Consent and Missing Documentation are not required to be submitted to FACT.*

*Append a copy of the CAP submitted to CIBMTR.*

*Example:*

Refer to page *11,* Appendix B, for the CAP submitted to CIBMTR.

1. **Implementation Progress**

*Insert CAP implementation progress here:*

* *First time data audit submissions: provide implementation progress since CAP was submitted to CIBMTR.*
* *Subsequent submissions: provide implementation progress since your last progress report to FACT.*

*Append evidence of implementation progress (e.g., meeting minutes, CIBMTR certificates, implemented documents, training documentation)*

*TIP: For education and training documentation, complete the* [*Educational Activities Form*](http://factwebsite.org/EducationalActivitiesForm/) *or submit other documentation that contains the equivalent information for each activity.*

1. **Internal Audit Addressing Effectiveness of CAP**

*Provide a summary of an audit report, recently performed, that includes recent data.*

*Append the complete audit report.*

*Example:*

Refer to page 21 (Appendix D) for the complete audit report.

*TIPS:*

* *Verify that all required elements of an audit report are present.*
* *Verify the audit assess errors identified in the most recent CIBMTR data audit and compare.*
* *Document verification of accuracy of data fields and corrections submitted to CIBMTR.*