Dear WISEWOMAN Program Managers and Data Managers,

These are the instructions for the submission of Minimum Data Elements (MDE):

- The MDE submission is due on Friday, June 28, 2024.
- For the June 28, 2024, submission, submit data using the WISEWOMAN Data Management System (DMS) 3.0 located at https://wwwn.cdc.gov/WISEWOMAN/.
- Submit data to the DMS 3.0 by: 1) logging into the system; 2) clicking on the MDE tab at the top of the page; and 3) clicking the blue "Upload a New MDE File" button. For step-by-step submission instructions, see the Quick Reference Guide, which is available in the DMS 3.0 document library.
- Submit ALL data for all participants (e.g., Complete, BP+, and Incomplete records). It is important to account for all WISEWOMAN services provided through funding dollars.
- For the June 28, 2024, submission, submit only one cumulative file containing records for assessment visits that took place between 9/30/2023 and 3/31/2024 (since the beginning of the cooperative agreement).
  - Data related to healthy behavior support service (lifestyle programs (LSP), health coaching (HC), and tobacco cessation) sessions and referrals and social support and service referrals that took place after 03/31/2024, but before 06/28/2024 can be included in the MDE file if associated with a screening record that occurred before 03/31/2024.
- For recipients choosing to submit Supplemental LSPHC data for referrals and sessions that exceed the capacity of the MDE file, please read the instructions found in the Data TA Documentation under the DOCS tab once you access DMS 3.0. The companion Excel spreadsheet can be filled out to list all supplemental LSP/HC data and then submitted online under the MISC tab in the Supplemental Forms box. If additional guidance is needed, the CDC Data team is available to help and can be reached by submitting a TA request in Awards Management Platform (AMP).
- Upload the MDE submission to the DMS 3.0 as a fixed-format ASCII text file. Files should be named using the format PPYYMM where PP is the program abbreviation, and YYMM is the date of the submission. YY is the two-digit year, and MM is the month from 01 to 12. When specifying years and months between 01 and 09 use leading zeros. An example of a valid file name is SC2406.
  Ensure that the data are complete and accurate by validating the data at least four weeks prior to the submission date. After the submission, the CDC Data team will contact recipients about any errors or inconsistencies identified in the submitted data. Recipients will be asked to update their data to address these issues and upload their data again into DMS 3.0. Corrections made to data will be incorporated into analyses and reporting.
- Recipients should complete the Validation of Data form to explain errors on values that have been confirmed by the program. For example, if a participant's weight is flagged with an error, but the provider has confirmed the value is correct, this can be explained on the form. This form is available under the MISC tab in DMS 3.0.
- If a participant's unique participant ID (EncodeID) changes, recipients should submit the Participant ID change form, found under the MISC tab in DMS 3.0.
- For purposes of MDE data reporting and analysis, CDC considers records to be "final" after two six-month time periods elapse from the time period associated with the record's assessment visit date (MDE: 12a: BPDate). For example, records from time period 1 (09/30/2023 through

03/31/2024) that were submitted in this June 2024 submission can still be updated during the June 2025 submission.

- For questions or concerns about the June 2024, submission please reach out to your project officer and the CDC data team through AMP.

CDC Data Team Helpful Resources

The following resources are available:

1. Quick Reference Guide: Step-by-step instructions on how to access DMS 3.0, upload and validate a file, review the validation summary, submit the file, and access miscellaneous reporting forms.
2. DMS Video Demo: A live demonstration of how to navigate the DMS 3.0.
3. MDE Manual: This manual, last shared in December 2023, specifies each of the minimum data elements (MDEs), including the description, formatting, and how the item is used. Appendices contain guidance on data validation, submission, and data quality.
4. SQL Edits Spreadsheet: This resource, last shared in December 2023, specifies the quality checks and errors that can be triggered during the validation process. When reviewing your validation results, this resource will explain why you are receiving certain errors and quality checks.
5. LSPHC Supplemental Reporting Guidance: This resource provides guidance for recipients that choose to submit data for lifestyle program and health coaching (LSPHC) referrals and sessions that exceed the capacity of the MDE file.
6. LSPHC Supplemental Reporting Form: This is the template that should be used if recipients choose to submit data for LSPHC referrals and sessions that exceed the capacity of the MDE file.

As always, you can reach out to the CDC Data Team through AMP with any questions.

Submitting the file

When you are ready to submit your file, follow these steps:

1. Log into the DMS 3.0 system: https://wwwn.cdc.gov/WISEWOMAN/.
2. Click the MDE tab at the top of the page.
3. Click the blue "Upload a New MDE File" button.
4. Click the blue "Submit File to CDC for Final Submission" button.

After you submit your file

After the June submission, the CDC Data team will contact recipients about any inconsistencies or errors identified in the submitted data. Recipients will be asked to update their data to address these issues and upload their data again into DMS 3.0. While CDC encourages recipients to review and correct data errors before the submission, the CDC Data team may follow-up about additional issues such as the following:

- Duplicate records: MDE file includes records that appear to be duplicates based on unique participant IDs (EncodeIDs) and clinical assessment dates (BPDates).
- Missing or Invalid BPDate: MDE file includes records with a missing or invalid clinical assessment date (BPDate).

- Invalid LSPHCID: MDE file contains one or more invalid LSPHCID(s).
- Missing RefDate when one or more Intervention date is valid: MDE file contains records where the LSPHC referral date (RefDate) was missing or invalid, but one or more LSP/HC session attendance dates (Intervention) were valid.
- Refdate occurred before the BPDate: MDE file includes records where the LSPHC referral date (Refdate) took place before the participant's screening date (BPDate).
- Records with a valid date of Social Service and Support Utilization (22c: SocSerUtil) but missing or invalid Social Service ID (22a: SocSerID) or Social Service Referral Date (22b: SocSerDate).
- Invalid Type: MDE file contains records with invalid screening type.
- Missing EncodeID: MDE file contains records with a missing EncodeID.
- Supplemental LSPHC submission problems: Supplemental LSPHC spreadsheet contains records that do not map to an assessment visitrecord in the main MDE file for July 2024 or the supplemental LSPHC spreadsheet is not formatted correctly.
- Records with no baseline assessment visit: One or more EncodeID(s) in the MDE file have an associated Re-assessment visit (Type = 2) or Follow-up visit (Type = 3 or 4) record but do not have a baseline (Type = 1) record.
- Records that share the same EncodeID but have different birthdays (MYB): MDE file contains one or more EncodeID(s) that appeared in multiple screening records with different birthdays.
- Out-of-Range Values: One or more records in the MDE file have out-of-range values, and the recipient did not submit an accompanying Validation of Data form to verify these entries.
- New Records that were not included in previous submissions: The CDC Data Team will flag new records for a time period that has already been finalized to ask why these records were newly added.
- Records submitted in previous submissions but not included in the current submission: The CDC Data Team will identify records that were included in a previous submission but excluded from the current submission and ask whether these records should be added.

Timeline for MDE Submission and Corrections

Date	Activities conducted
Before the submission deadline	Prepare and validate MDE files.
By the submission deadline	Submit MDE files and supplemental materials, such Supplemental LSP/HC spreadsheets, Participant ID Change forms, and Validation of Data entries.
≈ 1 week after the submission deadline	The TA team contacts data managers with questions about potential data quality issues, including: • Duplicate records • Records with missing or invalid entries for critical files, such as the blood pressure measurement date (12a: BPDate) and unique participant ID number (3a: EncodeID) • Records with an invalid lifestyle program (LSP) or health coaching (HC) ID (19c: LSPHCID)

	• Records with a valid date of LSP or HC session (19b: Intervention) but missing or invalid LSP or HC referral date (18a: Refdate) Records with a valid date of Social Service and Support Utilization (22c: SocSerUtil) but missing or invalid Social Service ID (22a: SocSerID) or Social Service Referral Date (22b: SocSerDate) • Out of range values not verified in the validation of data form • Other major issues identified during MDE file review Recipients have 1 – 2 weeks to respond to inquiries about their MDE file
≈ 2.5 weeks after the submission deadline	Recipients may be asked to upload corrected files, if required.