

# CARES State Data Collection & Auditing Process

## Role of the State Coordinator (SC) in data collection & auditing

- Trains local EMS agency and hospital contacts on the data entry and audit process, and oversees local data collection and audit feedback
- Ensures all EMS agencies & hospitals enter data according to the CARES timeline
- Reviews all EMS and hospital data for accuracy and completeness via the auditing algorithm, following a two-month lag
- Provides feedback to EMS agencies, as needed, for ongoing QI
- Supports the EMS agency in training field providers on CARES dataset

### EMS Agency Contact

- Ensures all data is complete and clean in alignment with CARES data entry schedule
- Provides ongoing QI/QA to field providers as needed
- Supports SC in hospital participation

### Hospital Contact

- Enters patient outcome data at least once a month
- Provides updated info if medical record conflicts with pre-hospital data

### State Coordinator

- Conducts monthly automated audit
- Completed records are “scrubbed” of patient identifiers
- Follows-up with agencies/hospitals when records need additional review

## Role of CARES Associate Director

- Uses initial pilot agency to train the State Coordinator on the data collection and auditing process
- Answers questions and provides ongoing support to the State Coordinator
- Ensures State Coordinator follows CARES timeline for data collection and auditing process