Metadata Creation Tool Content Template for Data Stewards

> *Instructions for use*: Please complete all sections in each table below under the 'FIELD CONTENT' column. The cells associated with each field in the table will automatically expand to accommodate all of the text that is either typed into the 'FIELD CONTENT' column or pasted in from other documents. An * next to a field name indicates that it is mandatory for information to be entered into the adjacent 'FIELD CONTENT' cell. *Italic text* in the 'FIELD' column denotes that additional information can be added if available. Do not alter any of the field labels in any of the tables. Please use either the Metadata Creation Tool User Guide or the Metadata Content Guidance Document to assist you with completing each cell. If you need further assistance, please call Jeff Patridge (573) 522-8330 or e-mail him Jeff.Patridge@dhss.mo.gov.

I.   IDENTIFICATION TAB

A. CITATION PAGE

FIELD	FIELD CONTENT
* CATEGORY	
* PUBLICATION DATE	20090126
*TITLE	Maryland Health Services Cost Review Commission (HSCRC) asthma and acute myocardial infarction inpatient hospitalizations
URL	N/A
* NATIVE DATASET ENVIRONMENT	Oracle 10g, Microsoft Server 2003 R2 Enterprise Service Pack 2

B. DESCRIPTION PAGE

FIELD	FIELD CONTENT
* ABSTRACT	This inpatient hospitalization dataset was acquired from the Saint Paul Computer Center, Glen Burnie, MD, after approval to release the data was given by Maryland HSCRC. Maryland health code requires all hospitals to report quarterly to the HSCRC on all treated inpatients who are admitted as inpatients in Maryland hospitals. As the name implies, the Maryland Legislature established the HSCRC in 1971 to monitor and control medical care costs, http://www.hscrc.state.md.us/. In addition to costs for different medical procedures, this dataset includes demographic measures on age, sex, race, admission and discharge dates, residential zip code and ICD-9-CM codes for asthma and acute myocardial infraction (MI). Data are available for 2000 through 2006. Note that data made available from the Maryland Tracking Network (MTN) has been stripped of variables which could be used to identify individual patients, and the observations have been aggregated into county totals, stratified on a limited number of variables mentioned below.
* PURPOSE	Inpatient hospitalization data are used as a basis to focus on inpatient visits for

	asthma or acute MI. Queries can be constructed on the MTN to display totals, percents and rates per 10,000 persons over time (years) and location (counties). Rates for these two chronic conditions can be selected and displayed in maps.
SUPPLEMENTAL INFORMATION	For Maryland this is a population-based source of inpatient hospitalization data on asthma and MI. It is a useful Environmental Public Health Tracking (EPHT) data set because it includes space-time descriptors for two chronic diseases that can be impacted by environmental hazards.
* PROGRESS	Complete for 2000 through 2006.
* UPDATE FREQ.	Annually

C. TIME & DATE PAGE

FIELD	FIELD CONTENT
* CURRENTNESS	Maryland hospitals submit medical record data to HSCRC each quarter. Data verification and formatting are completed before a completed dataset becomes available for external use. Quarterly dataset updates are available for an additional fee. The version of the HSCRC dataset that is available through the Maryland EPHT Program's MTN is limited to annual updates. Most recent inpatient hospitalization dataset is for all of 2007.
* DATE TYPE	YYYYMMDD
* SINGLE DATE	20061231
* MULTIPLE DATES	
Date 1	
Date 2	
Date 3	
* RANGE OF DATES	FROM: 20000101 TO: 20061231

D. GEOGRAPHIC AREA PAGE

FIELD	FIELD CONTENT
* WEST COORDINATE	-79.505026
* EAST COORDINATE	-75.013536
* NORTH COORDINATE	39.747020
* SOUTH COORDINATE	37.891235

E. KEYWORDS PAGE

FIELD	FIELD CONTENT
* THEME	ICD-9-CM
* THEME KEYWORD	Asthma (493)
THEME 2	ICD-9-CM
THEME 2 KEYWORD	Acute MI (410)
THEME 3	
THEME 3 KEYWORD	
* PLACES	FIPS 5-2 (State)

* PLACES KEYWORD	Maryland (24)
PLACES 2	FIPS 5-3 (Counties/Baltimore City)
PLACES 2 KEYWORD	Allegany (001), Anne Arundel (003), Baltimore (005), Calvert (009), Caroline (011), Carroll (013), Cecil (015), Charles (017), Dorchester (019), Frederick (021), Garrett (023), Harford (025), Howard (027), Kent (029), Montgomery (031), Prince George's (033), Queen Anne's (035), St Mary's (037), Somerset (039), Talbot (041), Washington (043), Wicomico (045), Worcester (047), Baltimore City (510)
PLACES 3	
PLACES 3 KEYWORD	

F.   SECURITY PAGE

FIELD	FIELD CONTENT
* SECURITY CLASSIFICATION SYSTEM	Maryland HSCRC
* CLASSIFICATION	Confidential for individual records; only de-identified and county aggregated totals are presented on the MTN. The latte type of data set is not restricted because it has been formed to make it possible to determine the identities of individual patients included in the confidential file.
* SECURITY HANDLING DESCRIPTION	Guidelines are in place for the release of data and how results are presented. Requests to obtain individual record data in the inpatient confidential file have to be sent to the HSCRC. Aggregated file has to have at least six records per cell. Another requirement, as stated above, is to make it impossible to determine the identities of the patients in the aggregated file.
* ACCESS CONSTRAINTS	See above for "Security Handling Description". Only the de-identified aggregated file will be available from the MTN. Likewise, a de-identified and county aggregated data set was sent to the Centers for Disease Control and Prevention's tracking program, for use on the National Tracking Network (NTN).
* USE CONSTRAINTS	No constraints for use of hospitalization data on asthma or acute MI from the MTN public site. Other data requests are handled on a case by case basis. Persons interested in obtaining data beyond what is available from the MTN should contact the Environmental Health Coordination Program (EHCP) at the Maryland Department of Health and Mental Hygiene (DHMH) through the MTN coordinator/ epidemiologist, at the address given below. To satisfy data access requirements, the person has to describe what analysis will be carried out and how the results are going to be reported. For each approved data request, permission has to be obtained before results can be made public. Approval has to be obtained from the EHCP.

II.   DATA QUALITY TAB

FIELD	FIELD CONTENT
* PROCESS DATE	20080901
* PROCESS DESCRIPTION	Data quality checks and file formatting are completed prior to the release of the annual datasets by the HSCRC subcontractor. Additional dataset manipulations that include record de-identification and aggregation are carried out by the coordinator/epidemiologist of the Maryland EPHT Program prior to making the asthma and MI files available from the MTN and NTN.
PROCESS DATE	
PROCESS DESCRIPTION	
PROCESS DATE	
PROCESS DESCRIPTION	
PROCESS DATE	
PROCESS DESCRIPTION	
PROCESS DATE	
PROCESS DESCRIPTION	
PROCESS DATE	
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PROCESS DATE	
PROCESS DESCRIPTION	
* LOGISTICAL CONSISTENCY REPORT	Record integrity is confirmed by carrying out descriptive analyses on variable content. These checks also include event dates and location information. Dates and date-derived variables are examined to establish internal consistency, e.g., reported and computed age. County names and residential zip codes are evaluated against official State master file. Accuracy of time and location variables is important for using such measures in a map.
* COMPLETENESS REPORT	Record completeness is established by the HSCRC sub-contractor before each inpatient hospitalization file is released.

III.   ENTITY AND ATTRIBUTES TAB

FIELD	FIELD CONTENT
* OVERVIEW	Each de-identified and aggregated asthma or acute MI inpatient hospitalization file includes this subset of variables: Age Category, Gender, Race, Ethnicity, Year and County of residence.
* DETAILED CITATION	See above in "Overview".

IV.   DISTRIBUTION TAB

FIELD	FIELD CONTENT
RESOURCE DESCRIPTION	Maryland HSCRC asthma and myocardial infarction inpatient hospitalization file refers to the de-identified and aggregated file created for use on the MTN. This dataset is based on records in the Maryland HSCRC Inpatient Confidential file.
LIABILITY	Anyone can access the asthma and acute MI hospitalization data presented over the MTN through the query or map. The user is responsible for the selection and interpretation of the results. The EHCP or the MTN is not responsible for the improper use of the results on reaching conclusions not supported by the results or the nature of the original data. If results are based on a special data request, the release of results in publications, reports or other documents has to be pre-approved by the EHCP.
CUSTOM ORDER PROCESS	Download data from MTN.

V. METADATA TAB

FIELD	FIELD CONTENT
* DATE CREATED	20080510
* STANDARD NAME	EPHTN TEMPLATE VERSION 1.1
* ACCESS CONSTRAINTS	None
* USE CONSTRAINTS	None

VI. CONTACTS TAB

A. MATRIX PAGE

FIELD	FIELD CONTENT
* CONTACT 1 NAME	John T. Braggio, PhD, MPH
* CONTACT 1 TYPE	EPHT Coordinator/Epidemiologist
CONTACT 2 NAME	
CONTACT 2 TYPE	
CONTACT 3 NAME	
CONTACT 3 TYPE	
CONTACT 4 NAME	
CONTACT 4 TYPE	

B. ORIGINATORS PAGE

FIELD	FIELD CONTENT
* PERSON	John T. Braggio, PhD, MPH
* ORGANIZATION	Maryland EPHT Program, Maryland Department of Health and Mental Hygiene
* TITLE	Coordinator/Epidemiologist
USERID	
HOURS	8:00 a.m. to 4:30 p.m.

FIELD	FIELD CONTENT
INSTRUCTIONS	
* PHONE NO. 1	410-767-6661
PHONE NO. 2	
* FAX	410-333-5995
* E-MAIL	jbraggio@dhmh.state.md.us
TDD/TTY	
* STREET ADDRESS	3rd Floor, 201 West Preston Street
* CITY	Baltimore
STATE	Maryland
COUNTRY	U.S.A.
* ZIP	21201

C. DISTRIBUTORS PAGE

FIELD	FIELD CONTENT
* PERSON	John T. Braggio, PhD, MPH
* ORGANIZATION	Maryland Department of Health and Mental Hygiene
* TITLE	Coordinator/Epidemiologist
USERID	
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D. METADATA CONTACTS PAGE

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