Chapter 2.1 General Instructions for Data Transmission

Registries transmit data to Central Registry via a secure, password-protected data exchange web portal, accessible only to authorised EUROCAT members. Full members of EUROCAT transmit an electronic file of individual records of all cases of congenital anomaly occurring in the population surveyed by the registry in a single year. The full dataset is given in Chapter 2.2.1. Complete information on all core variables _must_ be transmitted, while information on non-core variables can be submitted if available in the local registry.

Associate members of EUROCAT transmit to the Central Registry an electronic file of case counts per anomaly subgroup, year, and type of birth. To ensure that cases are grouped according to the EUROCAT classification and minor anomalies are correctly excluded, registries are strongly encouraged to use the EUROCAT Data Management Software (DMS) to generate the aggregate data for each anomaly subgroup (see Chapter 2.2.4 for Associate Registry data collection template).

Full and associate members should transmit denominator information according to the template given in Chapter 2.3 of this Guide.

EUROCAT issued written guidelines for registration, which are available at the website. Guide 1.4 is a revision of Guide 1.3 for use for all births from 1st January 2013. Guide 1.3 should continue to be used for registration of cases of congenital anomalies born between 1st January 2005 and 31st December 2012. Guide 1.2 should continue to be used for births up to 31st December 2004.

The present Guide 1.5 is a revision of Guide 1.4, and includes updated EUROCAT subgroups and MCA flowchart. The new classification into EUROCAT subgroups applies to all cases in the EUROCAT Central Database.

Guide 1.5 is compatible with the EUROCAT Data Management Software (DMS).

All data files should be validated locally first using the EUROCAT Data Management Software (DMS). The DMS validates data using the validation routines specified in Chapter 2.4 of this Guide.

All data transmitted to the Central Registry must be exported from DMS. There are two possibilities for the transmission of data to EUROCAT Central Registry:

- The DMS is used for data entry. When you save your data entry, the software runs the validation and duplicate checks. Make any corrections necessary, and then use the "Share" function to create a file for transmission to the Central Registry.

- If you enter your data in your own local program, you should import your data into the DMS. The validation routines and duplicate checks are run automatically at the import. Check the list of import errors or warnings, correct your data according to the results of these checks, import the corrected file into DMS (after deleting the incorrect file), and then use the "Share" function to create a file for transmission to the Central Registry. This will mean that the Central Registry receives standardised data in terms of formatting and basic validation checks.

Instructions on how to use DMS will soon be available in a separate DMS User Manual available on the website. The software can be provided by e-mail by the Central Registry (JRC-EUROCAT@ec.europa.eu).

If you are sending updated records for previous years (years already transmitted to EUROCAT Central Registry), transmit the **complete set of records for that year**, not just the updated individual record(s). The Central Registry will REPLACE the old file with the new file for that year.

Core variables are the minimum EUROCAT dataset. Core variables are shaded in blue in the coding instructions (Chapter 2.2.1 of this Guide). As part of the validation routine, DMS will indicate where core data is missing so that you can make every effort to complete it. There is an option in the DMS for registries that choose to transmit only core variables to the Central Registry.

Last update: 31.05.2022