Section 14. Study Reporting Plan

14.1 Purpose of Reporting Plan

The purpose of this reporting plan is to describe the reports that will be generated for MTN-027.

The specific purposes of this plan are:

- To identify the purpose and content of each report;
- To identify those responsible for the preparation and distribution of each report;
- To identify who should review the reports so that corrective action (if necessary) is taken; and

This reporting plan was prepared by the MTN-027 SDMC Project Manager in collaboration with other MTN-027 SDMC staff.

14.2 Study Reports

Table 14-1 lists the reports the SDMC will produce and distribute via email. Table 14-2 lists the reports the SDMC will produce and make available via the MTN-027 Atlas web page:

https://atlas.scharp.org/cpas/project/MTN/027/begin.view?
Following the tables is a description of each report that includes the purpose and components of the report.

**Table 14-1: MTN-027 SDMC Reports Distributed via Email**

<table>
<thead>
<tr>
<th>Report Title</th>
<th>Distribution Frequency</th>
<th>Email Distribution List</th>
</tr>
</thead>
</table>
| Data Quality Control (QC)                         | Biweekly               | • Site Staff as designated by each site  
• SDMC Project Managers                           |
| Clinical Queries                                  | As needed (as queries are identified) | • Site Staff as designated by each site  
• SDMC Project Managers                           |
| Unresolved Adverse Experiences (AEs)              | Monthly                | • Site Staff as designated by each site  
• SDMC Project Managers                           |
| Unresolved Product Holds                          | Monthly                | • Site Staff as designated by each site  
• SDMC Project Managers                           |
| Unresolved Social Harms                           | Monthly                | • Site Staff as designated by each site  
• SDMC Project Managers                           |
| LDMS Specimen Monitoring                          | Monthly                | • Site LDMS Laboratory Staff  
• Network Lab Representative  
• SDMC Project Managers                           |

**Table 14-2: MTN-027 SDMC Reports Posted on Atlas**

<table>
<thead>
<tr>
<th>Report Title</th>
<th>Update Frequency</th>
<th>Atlas Viewing Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen Out</td>
<td>Daily</td>
<td>Unsecure</td>
</tr>
<tr>
<td>Enrollment</td>
<td>Daily</td>
<td>Unsecure</td>
</tr>
<tr>
<td>Retention</td>
<td>Daily</td>
<td>Unsecure</td>
</tr>
<tr>
<td>Procedure Completion</td>
<td>Daily</td>
<td>Unsecure</td>
</tr>
<tr>
<td>Missed Visit</td>
<td>Daily</td>
<td>Unsecure</td>
</tr>
<tr>
<td>Data Management Quality</td>
<td>Monthly</td>
<td>Unsecure</td>
</tr>
<tr>
<td>Data Summary</td>
<td>Monthly</td>
<td>Unsecure</td>
</tr>
<tr>
<td>Protocol Deviations - Listing</td>
<td>Daily</td>
<td>Secure</td>
</tr>
<tr>
<td>Protocol Deviations – Summary</td>
<td>Monthly</td>
<td>Secure</td>
</tr>
<tr>
<td>PSRT (Safety)</td>
<td>One week prior to each scheduled PSRT call</td>
<td>Secure</td>
</tr>
<tr>
<td>AE Listings</td>
<td>Daily</td>
<td>Secure</td>
</tr>
<tr>
<td>SMC</td>
<td>Every 4-6 months</td>
<td>Secure</td>
</tr>
</tbody>
</table>
1. **Data Quality Control (QC Report)**

   **Purpose:** To identify missing and inconsistent data
   **Components:** Quality control notes; overdue visit reminders, missing page reminders

2. **Clinical Queries**

   **Purpose:** To identify inconsistencies/questions identified in safety or clinical data
   **Components:** Queries containing clinically-based questions about safety and clinical data

3. **Unresolved Adverse Experiences (AEs)**

   **Purpose:** To identify those AEs that have been continuing for 21 or more days (per the AE Log CRF) so that AE status updates are made as needed
   **Components:** Listing of AEs that have had a “continuing” status for 21 or more days

4. **Unresolved Product Holds**

   **Purpose:** To identify those clinical product holds that have been continuing for 21 or more days (per the PH Log CRF) so that product status updates are made as needed
   **Components:** Listing of product holds that have been ongoing for 21 or more days

5. **Unresolved Social Harms**

   **Purpose:** To identify social harms that have been ongoing for 21 or more days (per the Social Impact Log) so that status updates are made as needed
   **Components:** Listing of Social Harms that have been ongoing for 21 or more days

6. **LDMS Specimen Monitoring**

   **Purpose:** To identify stored specimens whose information in LDMS does not match corresponding information collected per the CRFs
   **Components:** Listing of those specimens whose LDMS information does not match the information recorded on CRFs or are listed on CRFs as not having been collected; listing of specimens designated as “collected” per CRF but missing from LDMS; listing of specimens in LDMS from PTIDs who did not enroll

7. **Screen Out**

   **Purpose:** To summarize the number of participants screened for the study, the number enrolled, and the reasons participants were not enrolled
   **Components:** Number screened, number enrolled, number screened out per reason listed on the Eligibility Criteria CRF

8. **Enrollment**

   **Purpose:** To report on participant accrual as reflected by data received and data entered at the SDMC
   **Components:** By site, activation date, date of first and last enrollments, duration of accrual, enrollment target, total number screened, total number enrolled, screening to enrollment ratio, average number of enrollments per week, percentage of site target enrolled
9. Retention

Purpose: To report on participant retention as reflected by data received and data entered at the SDMC
Components: By site and by visit, the number of participants expected and not expected for the visit. For expected visits, the number and percentage of visits completed not completed will be listed. For the expected visits listed as not completed, the number and percentage of missed visits, and Early Terminations will be provided.

10. Procedure Completion

Purpose: To provide visit adherence information on completion of required study procedures during follow-up
Components: By site, listing of number and percentage of completed required follow-up visit procedures. Listed procedures may include specimen storage, laboratory assay testing, pelvic exam completion and behavioral assessments. This does not include visits that are missed.

11. Missed Visit Report

Purpose: To provide a summary of the total and by site number of missed visits
Components: Site-specific cumulative listing of missed visits cumulative and within the past month. A visit is considered missed if a Missed Visit CRF has been completed for that visit and the visit window has closed.

12. Data Management Quality Report

Purpose: To provide information on site performance with regard to key data management and quality metrics
Components: By site, for cumulative and previous month time periods, the total number of CRF pages received, total number of QCs created, QC rate per 100 CRF records, % QCs resolved (cumulative report only), % CRFs received within 5 days, and mean days to fax in AE Log CRFs

13. Data Summary Reports

Purpose: To provide summary information on site performance regarding data management quality, enrollment, retention, and selected procedure completion
Components: Cumulative enrollment and retention data, cumulative procedure completion data for selected study procedures, and cumulative and monthly data management quality data

14. Protocol Deviations Listing

Purpose: To provide MTN Regulatory with a listing of all protocol deviations reported for the study
Components: Each of the fields/data items as listed on the Protocol Deviations Log

15. Protocol Deviations Summary Table

Purpose: To provide MTN Regulatory with a summary table of cumulative protocol
deviations.
Components: Cumulative protocols deviations by type of protocol deviation and by site

16. AE Listings

Purpose: To provide the MTN-027 Safety Physicians with a cumulative listing of all adverse events in order to monitor participant safety.
Components: Cumulative listing of all adverse events reported to the SDMC per the AE-1 log CRF.

17. PSRT (Safety) Reports

Purpose: To help the Protocol Safety Review Team monitor participant safety as reflected by adverse experiences and clinical product hold reported to the SDMC
Components: Cumulative AE, product hold data reported to the SDMC

18. Study Monitoring Committee (SMC) Reports

Purpose: To provide information on study conduct and ability to answer study objectives to key Protocol Team members and Site Investigators
Components: Summary by site and overall of baseline characteristics, data management quality, protocol deviations, accrual, retention, completion of primary and main secondary endpoint assessments, study or lab issues, and, in closed report, safety data by arm of the study, and other components as requested by the SMC