MTN 016 Training

The SCHARP CRF Tracking System 2
So you just completed a visit, and you are ready to fax in those forms...

• You fax the forms…

How do you know if SCHARP actually received them??

You can use SCHARP’s CRF Tracking System 2!
What is the CRF Tracking System 2 (CTS2)?

- A tool used by the site to confirm the receipt of faxed Case Report Forms (CRFs) at SCHARP.

- This is an optional tool for sites, but is highly recommended.
How CTS2 Works

• DataFax CRFs are faxed to SCHARP in batches (groups) of multiple pages.

• Sites are notified that a fax was received via the Fax-reception Report

• Sites are notified which CRFs were received and *validated* via the CRF-validation report
Fax-reception Report

Date: Wed, 2 Nov. 2005 11:11:42 -0800 (PST)
From: support@scharp.org
To: sitestaff@site.org
Subject: CTS: Fax-reception report for Wed, 2 Nov. 2005, 20:00:01 (PT)

CRF-Tracking Reception Report for Site X (Seattle, USA)

This report describes faxes received by SCHARP between Tue, 1 Nov. 2005, 20:00:01 and Wed, 2 Nov. 2005, 20:00:01 (Pacific Time).

Fax location: Clinic A (Seattle)

- Fax 0544/00H1: 18 pages (received: Tue, 1 Nov. 2005, 22:35:42)
- Fax 0544/00H1: 17 pages (received: Tue, 1 Nov. 2005, 22:37:47)
- Fax 0544/00H2: 15 pages (received: Tue, 1 Nov. 2005, 22:39:33)
- Fax 0544/00K5: 27 pages (received: Wed, 2 Nov. 2005, 05:14:42)
- Fax 0544/00K7: 19 pages (received: Wed, 2 Nov. 2005, 05:17:16)
- Fax 0544/00K8: 21 pages (received: Wed, 2 Nov. 2005, 05:17:17)
- Fax 0544/00KB: 21 pages (received: Wed, 2 Nov. 2005, 05:19:59)

- displays faxes received during specified dates
- generated nightly and sent by e-mail
CRF-validation Report

Date: Wed, 2 Nov. 2005 11:11:48 -0800 (PST)
From: support@scharp.org
To: sitestaff@site.org

CRF-Tracking Fax-Contents Report for Site X (Seattle, USA)

This report describes CRFs validated by SCHARP between Tue, 1 Nov. 2005, 20:00:01 and Wed, 2 Nov. 2005, 20:00:01 (Pacific Time).

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Study PTN039 PH III HSV-2+
PTID: 002726732
- MA-1 - Interim/Unscheduled (1911) (fax 0544/00H0, page 5)
- MV-1 - Month 17 visit (fax 0544/00H0, page 6)

PTID: 002727911
- MSF-1 - Month 11 visit (fax 0544/00H0, page 16)
- FSC-1 - Month 11 visit (fax 0544/00H0, page 17)
- MA-1 - Month 11 visit (fax 0544/00H0, page 18)

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• displays CRFs validated during specified dates
• generated at the frequency of your choosing (nightly, weekly, etc.) and sent by e-mail
How to Use CTS2

• After receiving the Fax-reception Report, compare the number of pages received at SCHARP to the number faxed in the batch.

• If the number of pages received does not match the number of pages faxed, possible causes are:
  – the number of pages in the batch were miscounted
  – two or more pages in a batch stuck together during faxing

• When the numbers don’t match, wait for the CRF-validation Report for information about which CRF page(s) were received. Refax those CRF pages not listed.
Contact SCHARP support (support@scharp.org) if you do not receive the Fax-reception Report the day after you fax.

Information about individual CRF pages received will be included in the second report, the CRF-validation Report.

- Report is typically sent 1-3 days after the fax is sent (to allow time for data entry at SCHARP), but in rare occurrences may take up to 10 days.

If the CRF-validation Report identifies that one or more CRF pages were not received, either refax the form page(s) or contact SCHARP support (support@scharp.org).
How Do I Sign Up to Use the CTS2?

- Site completes a sign-up sheet, designating recipients of reports and report frequency.
  - fax from each machine you will use
  - no limit to number of site staff who can receive the e-mail reports
Questions???