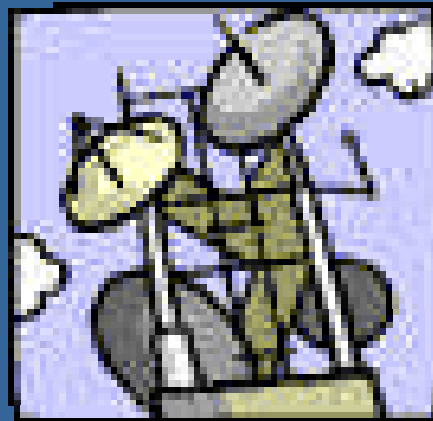


MTN 016 Training

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 0544/00H0: 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, 22:40:03)
-- 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)

**Date,
time
received**

**Unique
Tracking
ID Number
and # of
pages
received**

- 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
Subject: CTS: CRF-validation report for Wed, 2 Nov. 2005, 11:09:59 (PT)
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).

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)

CRFs received,
visit, fax ID,
fax page #

- 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.

CTS2 Problem Solving

- 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???

