



Electronic Submission of CALGB Data Forms

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For CALGB Participants Only

Objectives

- Advantages to electronic submission
- Types of data submitted electronically
- Steps to submit data electronically
- Resources

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Advantages to Electronic Data Submission

- Data will be received and entered in the database more quickly
 - DSMB
 - CDUS
- Decrease chance of “lost data”
- Less postage
- Reduce need for TeleForm® data entry

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Who Can Submit Data Electronically?

- Anyone with access to CALGB website who is authorized by institution to submit data.
- Summer 2007

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Data Types Submitted Electronically

- CALGB data forms that are in TeleForm format, including amended data.
- Any form that has a "Submit to CALGB" button.

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Data Types Not Submitted Electronically

- Supporting documentation
- Non-TeleForm forms (no barcodes or cornerstones)

* * Continue submitting by fax or mail

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How To Submit Data Electronically

- Technical requirements:
 - Internet Explorer® (or other browser)
 - Adobe Acrobat Reader® (at a minimum)
- Acrobat Reader® — You cannot save data in the form to submit later. You must submit before closing the form.
- Acrobat Professional® — Allows you to save data in the form on computer and submit later. (See Job Aid.)

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How To Submit Data Electronically

- Access forms via www.calgb.org.
- Use forms listed individually (not from all-forms file).
- Complete the form.
- Print copies for your records.
- Click "Submit to CALGB"- only once.
- Use Confirmation of Form Submission page to ensure forms were submitted.
- Note date form submitted for later reference.

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How To Submit Data Electronically

- "Submit to CALGB" button is located on the bottom center.
- Located on the last page of multi-page forms.
- "Reset" button will delete all data entered into form, but not the data submitted.
- Paper copies of the forms do not need to be submitted.
- CALGB will maintain electronic and paper copies of submitted data.

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How To Submit Data Electronically

The screenshot displays a web browser window with a Microsoft Internet Explorer address bar showing a file path. The main content area shows a form titled "CALGB: NEW MALIGANCY FORM" with the following elements:

- Form Header:** "CALGB: NEW MALIGANCY FORM" and "15075".
- Instructions:** A block of text providing guidelines for completing the form, including instructions on marking answers and printing.
- Form Fields:**
 - Patient Initials:** A field with a dropdown menu.
 - Participating Group:** A dropdown menu set to "CALGB".
 - Diagnosis date of new malignancy:** A date field showing "08/26/2004".
 - Are data amended?:** A checkbox labeled "Yes".
- Footer:**
 - Form: C-1001 v2
 - Date form completed: 08/26/2004
 - Page 1 of 1
 - Buttons: "Submit to CALGB" and "Reset" (circled in red).

Below the form, there are two bullet points:

- * Secondary AML/MDS malignancies must also be reported to NCI/CTEP on NCI/CTEP Secondary AML/MDS Report Form.
- * Report non AML/MDS secondary malignancies on adverse event or follow-up form per protocol submission requirements.

Confirmation Page

<https://www.calgbapps.org/teleform/tfsubmit>



Cancer and Leukemia Group B

Confirmation of Form Submission

Form:	C-1001 v2 (CALGB: NEW PRIMARY CANCER FORM (v2))
CALGB Study:	999999
CALGB Patient:	999999

Please review the contents of this receipt carefully. If you feel that any of this information is in error, please contact the CALGB Help Desk by email at calgb-support@calgb.duhs.duke.edu, or by phone at 1-877-44CALGB.

Source: CALGB PRODUCTION as of Thu May 31 15:47:41 EDT 2007

Resources

- Electronic Submission of CALGB Data Forms Job Aid (www.calgb.org)
- CALGB Helpdesk
 - Phone: 919-668-9300
 - E-mail: calgb-support@calgb.duhs.duke.edu
- Data Coordinator

Summary

- Electronic submission of CALGB data forms will be available in the summer of 2007.
- See Job Aid or contact CALGB Helpdesk

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