



Information Systems Overview

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For CALGB Participants Only

On-line Modules IS Question and Answer Session

- We listen to feedback
 - IS training presentations are now available on-line
- IS Question and Answer Session
 - Available from 4:15 p.m. – 6:30 p.m. today
 - Answer your questions – any IS topic
 - View CALGB Web application sessions
 - Face-to-face CALGB Help Desk expertise available
 - Please stop by

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Definitions

- **CALGB Web application:** Program you will use to provide data to CALGB
- **Participant:** Person registered at CALGB to assist with CALGB studies and other mission-related tasks
- **Authorized participant:** Participant with a need to know who has been granted access by CALGB management – access permission based upon role and work assignment

Information Systems (IS)

- Develops CALGB Web applications
- Manages the CALGB database
- Manages the CALGB Web site

Objectives

- You will be able to:
 - List names/functions of CALGB Web applications
 - Describe how to access CALGB Web applications
 - List tips for addressing issues the CALGB Help Desk receives calls about

CALGB Web Applications

- Patient Registration
- Patient Pre-Registration
- LabTrak
- Reporting System
- Secure mail

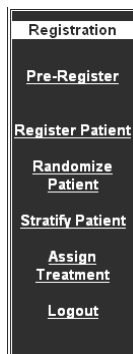
Patient Registration Purpose

- To electronically receive data that registers patients to CALGB studies
- To provide patient and study data that can be used by authorized participants and other applications
- To provide a unique patient identifier used in CALGB Web applications
- Generate treatment assignment

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Patient Registration Application Functionality



- CRA can:
 - Pre-Register a patient
 - Register a new patient or existing patient to a study
 - Randomize or stratify a patient
 - Assign treatment

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Patient Pre-Registration Purpose and Functionality

- Required for a number of studies
- **Purpose:** Ability to obtain Patient ID, usually in order to submit samples prior to actual registration. Samples are used to determine eligibility.
- **Functionality:** Application similar to Patient Registration, but patient is not officially registered and no treatment is assigned.
- If patient is later registered to the study, enter Patient ID obtained from Pre-Registration and complete the registration process.
- Read study protocol to determine if Pre-Registration is required.

Purpose of LabTrak

- Logs samples
- Logs information that describes the shipping and receipt of samples
- Provides unique sample and shipment IDs
- Provides sample data that can be used by authorized CALGB participants and other applications
- Should be used by all CALGB institutions that log, ship, and/or receive CALGB samples

LabTrak

Application Functionality



- CRA can:
 - Record a new patient sample
 - Change sample entry
 - Record shipping information
 - Change shipping information
 - Launch Reporting System
 - Pre-register a patient

Reporting System Purpose

- Gives authorized CALGB participants access to reports containing information needed to support their jobs
- Examples are:
 - Sample submission reports
 - Institutional contact information
 - Study accrual

Reporting System Functionality

- For reports you are authorized to see, you can:
 - View lists of reports
 - Run reports
 - Schedule reports to be run
 - View reports you have run
 - Delete reports you have run
 - View report descriptions

Secure Mail

- Means for sending Protected Health Information (PHI) within an email
- Use when sending PHI information (i.e., sending PHI to Data Coordinators at CALGB)
- Encrypted transmission of email contents
- Log in with User Name and Password to write or view emails
- Tracks status of email messages
- Avoid sending unnecessary PHI

Accessing Secure Mail

You have received a secure message from Notifications@calgb.duhs.duke.edu entitled, "Study 40302 - Endocrine tx +/- inhib of EGF & HER2 growth factor receptors: Confirmation of Patient Registration". You will be asked to provide a password in order to access the message.

You may view the message (before 09/03/2008) at the following web address:
<https://dusky.duhs.duke.edu/messenger/smsg?x=d-594691-gHlkagGE>

Click view message link in body of the email message.

On the CALGB.org welcome page, click **CALGB Secure Mail** link.

Quick Links
• National Cancer Institute
• Cancer Therapy Evaluation Program
• Division of Cancer Prevention
• Coalition of National Cancer Cooperative Groups
• Cancer Trials Support Unit
• Trial Check
• Office of Human Subjects Protections
• CALGB Pathology Coordinating Office
• CALGB Leukemia Tissue Bank
• CALGB Secure Mail

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Accessing Web Applications



- Type www.calgb.org
- Press the **Enter** key

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Accessing Web Applications

Cancer and Leukemia Group B *Tomorrow's Cancer Treatments Today*

Home **Member Site** Clinical Trials Publications Meetings Advocacy Links Membership CALGB Foundation

Thursday March 13, 2008

CALGB Web Search [calgb.org > CALGB Web Site Home](#)

Welcome to the Cancer and Leukemia Group B Web Site

The Cancer and Leukemia Group B (CALGB) is a national clinical research group sponsored by the [National Cancer Institute](#), with the [University of Chicago](#) and its [Statistical Center](#) located at [Duke University](#). The CALGB was founded in 1956 with a goal of bring and laboratory investigators to develop better treatments for cancer. Since 1956, [CALGB has grown](#) into a national network of 25 225 community hospitals and more than 3000 oncology specialists who collaborate in clinical research studies aimed at reducing cancer, relating the biological characteristics of cancer to clinical outcomes and developing new strategies for the early detection [\(continued\)](#)

Web Site Help

- Log into the Member Site
- Password Help
- Web Site FAQs
- Web Site Feedback

Quick Links

- National Cancer Institute

CALGB News

Winter 2007 Issue of CAL-GAB Newsletter Now Available
December 18, 2007, 12:02:14 pm in [Publications](#).
[Full Text](#)

- Click **Member Site** tab

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Accessing Web Applications

Connect to [www.calgb.org](#)

CALGB Member Site

User name:

Password:

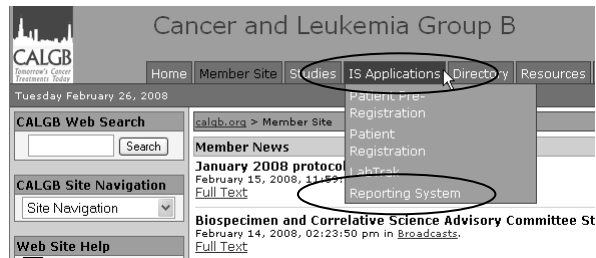
Remember my password

- Enter your **User Name** (PIN) and Member Site **Password**
- Click **OK**

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Accessing Web Applications



- Click **IS Applications** tab
- On drop-down list, click to choose a CALGB Web application

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Accessing Web Applications

The screenshot shows the login page for the 'Reporting System'. The breadcrumb trail at the top reads 'calqb.org > Member Site > Reporting System'. The login form contains two input fields: 'User Name' with the value '999999' and 'Password' with masked characters. A 'Login' button is positioned below the password field. Below the form, there is a message: 'Please contact the CALGB Help Desk with user name and password questions.'

- Enter your **User Name**
- Enter your Web applications **Password**
- Click Login

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Other IS Projects

- **E-submit:** Lets you submit forms electronically (to be described in the *Protocol and Forms Overview* Breakout Session)
- **caBIG Adverse Event Reporting System (caAERS):**
Under development
 - NCI-coordinated application for electronic adverse event reporting
 - Single point of entry for routine and expedited adverse events
 - Helps to determine if expedited reporting is necessary
 - Built-in error checking
 - Replaces RAERS

Most Common Help Desk Calls

- Passwords
- Reporting System
- LabTrak

Passwords

- Three passwords
 - **Member site password:** First received from CALGB Central Office when you became a participant
 - **CALGB Web applications password:** Set when you call the CALGB Help Desk to activate your Web applications account
 - **Secure mail:** Usually received at same time as CALGB Web applications password
- Tip
 - For best practice, use 8-12 characters consisting of a combination of letters, numbers, one special character, and at least one capital letter.
Examples: **Cr@sr0ck**, **CureC@nc3r**

Passwords

- Changing passwords
 - **Member Site:** www.calgb.org-->Web Site Help-->Password Help
 - **Web applications:** Change password link on the application login page
 - **Secure mail:** Log in to Secure mail, and click the **Change Password** link
- Do not share passwords. It violates HIPAA.

Reporting System

- You need Adobe Reader software to view reports.
- Can not access a report you need? Call the CALGB Help Desk at (877) 442-2542.



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LabTrak

- **CRA ships sample but never receives an email that it is received:** Call the lab and have them use LabTrak to mark sample as received
- **Duplicate records made to correct an error:** Call lab and have them delete the incomplete record, then you can delete the record from LabTrak



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Summary

- Listed names/functions of CALGB Web applications
 - Patient Registration
 - Patient Pre-Registration
 - LabTrak
 - Reporting System
 - Secure Mail
- Described how to access CALGB Web applications
- Provided tips for addressing common Help Desk issues

Resources Training and Documentation

- On-line training for Patient Registration, LabTrak, and the Reporting System is on the Member Site, under the **Training** Tab, under the *CALGB Online Training: CALGB IS Applications* heading.
- On-line training for the Secure mail system is contained within the CALGB HIPAA Training module.
- Documents that describe use of all CALGB applications under the **Training** tab – under the **Technical Documentation** heading.

Resources

- Judy Hall, CALGB Information Systems
 - Email: judy.l.hall@duke.edu
 - Phone: (919) 668-9302
 - Fax: (919) 668-9320
- CALGB Help Desk
 - Phone: (877) 442-2542 or (877) 44-CALGB
 - Email: calgb-support@calgb.duhs.duke.edu
 - CALGB Help Desk available Monday through Friday, 8:00 a.m. – 5:00 p.m. ET

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