The eDCF Program

Helpful hints and a walk through
(updated Sept. 09)
Accessing eDCF Program

Below is the link to the ECOG Web Application Portal:

https://webapps.ecog.org/AuthWorld/

Note: Please make sure your pop-up blocker is turned OFF before accessing this site
Enter CTEP Username and Password

CTEP Username: [blank] (Not your CTEP ID)
CTEP Password: [blank]

Submit

Don't have a CTEP Account? You may either register with CTEP or you may login with your ECOG account if you have one.

For CTEP Username and password:
https://eapps-ctep.nci.nih.gov/iam/
If you are an ECOG member

You may choose to log in with your ECOG user name and password if you are an ECOG member.

To log in with your ECOG account, click here.
Select “Primary Institution for this Session”

Please specify your primary institution for this session. If there is only one simply select it and click continue.

- Fenway Park Hospital (MA000|MA001)
- Massachusetts Ave Hospital (MA000|MA243)

If the ECOG Web Application Portal prompts you to select a primary institution for the session, select the institution or parent (main) institution for the patients whose DCFs you wish to view.
Click on eDCF link

Access the eDCF FAQ or this eDCF tutorial
Helpful links you can access from eDCF main screen

- Go home to www.ecog.org
- Walk-through instructions on using eDCF application
- Frequently Asked Questions
- Connects you to the eDCF support e-mail

Note: These are found in upper-left corner of eDCF main screen
In this example, the group “RTOG” was chosen, and there are 3 institutions available to choose from.
In this example, the group “ECOG” was chosen, and there is 1 institution available to choose from.
Please note that choosing different groups will make different institutions and protocols available to choose from.
If your institution is a....

- **Main Institution**
  - You can access the DCF’s that are open for your institution AND all your affiliates.

- **Affiliate**
  - You can only access the DCF’s that are open for your institution

Note: For the institution in the example on the previous 3 slides, it was an affiliate in the group “ECOG”, and could only look at the DCF’s for its own institution. It was a main institution in the group “RTOG”, and could look at itself or any of its affiliates.
More about groups

- Only groups that your institution works with will be available choices.
- Selecting a group will only display the patients that are enrolled through that group.
Select your institution

If applicable, you can choose “SELECT ALL” to look at all the open DCF’s at all the institutions listed.
Click on Submit Request

Select Cooperative Group
○ CALGB ○ ECOG ○ GOG ○ RTOG

Select Institution ~ (Parent NCI ID | NCI ID)
Fenway Park Hospital ~ (MA000/MA001)

Select Protocol

SELECT ALL

Submit Request

SELECT ALL
Select your study

Select Cooperative Group
- CALGB
- ECOG
- GOG
- RTOG

Select Institution ~ (Parent NCI ID | NCI ID)
- Fenway Park Hospital ~ (MA000/MA001)

Select Protocol
- E1501
- E3501
- E5592
- E3601
- E3901
- E3902

SELECT ALL
SUBMIT REQUEST
If applicable, you can choose “SELECT ALL” to look at all the open DCF’s for the patients in all of the protocols listed.
Please note:

The only protocols that will be listed are protocols that have DCF’s open

For example, if your institution participates in 4 protocols within a particular group, but only 2 of those protocols have patients with open DCF’s, only those 2 protocols will be listed as possible choices under “Select Protocol”
Eastern Cooperative Oncology Group

Select Cooperative Group
- CALGB
- ECOG
- GOG
- RTOG

Select Institution ~ (Parent NCI ID | NCI ID)
- Fenway Park Hospital ~ (MA000/MA001)

Select Protocol
- E1501
- E3504
- E5592
- E3801
- E9302
- E3901

Click on Submit Request
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Lists all of the DCF’s that are open for the group, institution(s), and protocol(s) that were selected.
Sort your eDCF's

By clicking on the arrows next to the different column titles (New, Date Created, Study: Case, and Special Status), you can sort the eDCF's for your institution.
Date DCF was made

Group, Institution and Affiliate #

Patient #

Protocol #

DCF ID # *

*Found at the bottom of every page of the DCF
**What's this?**

ECOG shows the following Data Clarification Form(s) are still open. Click the links below.

If no link is provided, you need an online Data Clarification Form to be generated, please call the Study's Data Associate at (617) 632-3610 and we will make one available online.

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This green check mark indicates that this DCF has been received at the ECC, but has not been fully processed.
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This is the date that a completed DCF was mailed in to the ECC – this date is entered by someone at your site.

ECOG
How to enter in the “Date Mailed”

1. When you complete a DCF, mail it to the ECOG Coordinating Center

2. Enter the date that the DCF was mailed in this box

3. Click on “SAVE Mailed to ECOG Date(s)” at the bottom of the screen

Note: this column is for your reference only and will not prevent further requests for an outstanding DCF
Enter the date you mailed DCF

Click on “SAVE Mailed to ECOG Date(s)”
ECOG shows the following Data Clarification Form(s) are still open Click the Links below.

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If you click on ViewLog, it tells you who in your institution has looked at that particular DCF

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<tr>
<td>John Smith</td>
<td>Fenway Park Hospital</td>
<td>2008-12-30 08:47:09.0</td>
</tr>
<tr>
<td>Jane Doe</td>
<td>Fenway Park Hospital</td>
<td>2009-01-08 09:31:43.0</td>
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What if you can’t click on ViewLog?

This means either:

1. No one from your institution has viewed this DCF
   - OR -

2. The DCF is not available to view online
   • This means the ECC probably sent you a paper copy of the DCF. Call the ECC if you want access to this DCF.
ECOG shows the following Data Clarification Form(s) are still open. Click the Links below.

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This symbol means this DCF is overdue; all DCF’s are due to the ECC within 2 weeks of being created.
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This Data Clarification Form was just created, and a PDF file will be available online within an hour.
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This means that the DCF was recently created, but not yet viewed.

Note: Once someone views this DCF, the “NEW” symbol goes away.
When a new DCF is created...

Subject: ECOG Data Clarification: E1501 Patient 15022 DCF ID: 1896532
From: ECOG DCF@immy.harvard.edu
Date: 1/14/2009 10:15 AM
To: 
Cc: 

An ECOG Data Clarification Form has been posted for your response. Please click on the following link to access the DCF for ECOG B0092

Protocol: E1501 Case: 15022 DCF ID: 1896532

http://webapps.ecog.org/DCFClearingHouse/Central?cmd=RequestDCF&RequestedDCF=1896532

To access the form, you may be prompted to enter your CTIP username and password. The form is in Adobe Acrobat PDF format. Please print out the form and after addressing each issue, return to:

ECOG Coordinating Center (Attn: Data)
DIO Commonwealth Avenue
Boston, MA 02215

Please do not reply directly to this email. If you have questions about this DCF, please call the ECOG Coordinating Center at 617-602-3610 or email the Data Specialist at d@immy.harvard.edu Please adhere to HIPAA regulations when communicating patient information via email.

...an eDCF notification e-mail will be sent to your institution notifying you of this new DCF
Who receives these eDCF notification e-mails at your site?

The designated Data Administrator registered on the CTSU roster or the…

- Protocol-specific Data Manager
- ECOG-specific Data Manager
- Institution-level Data Manager

You now have the option of assigning these CTSU roles as an alternative e-mail contact to the Data Administrator!
Who receives these eDCF notification e-mails at your site?

When a new DCF is created, an e-mail will be sent to:

- Protocol-specific Data Manager
- ECOG-specific Data Manager
- Institution-level Data Manager

If role not assigned, e-mail will be sent to:

If none of these roles are assigned within the CTSU roster, the e-mail will be sent to the Data Administrator.
To assign or change a Data Administrator:

Either:

1. Submit CTSU Roster Update form to CTSU
   - Go to CTSU Members site
     - [https://members.ctsu.org/](https://members.ctsu.org/)
   - Log in with CTEP username and password
   - Go to “Regulatory” tab
   - Go to “Site Roles” subtab
   - Download “Roster Modification Form”

2. Contact the CTSU help desk and request an update to CTSU Admin/Data Admin roles
   - Help desk: 888-823-5923
To assign or change a Protocol-specific Data Manager:

Your CTSU Administrator or Data Administrator should:

- Go to CTSU Members site
  - [https://members.ctsu.org/](https://members.ctsu.org/)
- Log in with CTEP username and password
- Go to “Regulatory” tab
- Go to “Site Roles” subtab
- Choose CTSU from the “Select Roster to View” drop-down menu
- Add a Protocol-level Data Manager Role

Note: For more information on how to add Site Roles, click on the question-mark icon at the top of the CTSU site roles window.
To assign or change an ECOG-specific Data Manager:

Your CTSU Administrator or Data Administrator should:

- Go to CTSU Members site
  - https://members.ctsu.org/
- Log in with CTEP username and password
- Go to “Regulatory” tab
- Go to “Site Roles” subtab
- Choose CTSU from the “Select Roster to View” drop-down menu
- Add a Lead Organization-level Data Manager Role for lead group ECOG

Note: For more information on how to add Site Roles, click on the question-mark icon at the top of the CTSU site roles window.
To assign or change an Institution-level Data Manager:

Your CTSU Administrator or Data Administrator should:

- Go to CTSU Members site
  - https://members.ctsu.org/
- Log in with CTEP username and password
- Go to “Regulatory” tab
- Go to “Site Roles” subtab
- Choose CTSU from the “Select Roster to View” drop-down menu
- Add an Institution-level Data Manager Role for your site

Note: For more information on how to add Site Roles, click on the question-mark icon at the top of the CTSU site roles window.
Important:

It is your site’s responsibility to assign roles within the CTSU roster and to keep this information up to date!

This information is essential in order for your site to receive the eDCF alerts via email.
ECOG shows the following Data Clarification Form(s) are still open. Click the Links below.

If no link is provided, you need an online Data Clarification Form. To be generated, please call the Study’s Data Associate at (817) 632-3610 and we will make one available online.

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<th>Data Clarification Forms Details</th>
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Click on link to get a PDF version of the DCF.
You may disregard the first page of the DCF
Data Clarification Form

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<th>Form Name / Step / Visit Name</th>
<th>Page #</th>
<th>Date</th>
<th>Questions/Comments</th>
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<td>Step 1 3 Months after Registration</td>
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<td>On the 3 month Long-term Follow-up form, Sections II, V and VI were filled out. However, the instructions for these three sections state, “Skip this section if first progression was previously reported”. The patient progressed at the end of cycle 2, causing the patient to come off treatment.</td>
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Name of Respondent (Please Print) __________________________ Phone: __________________
Signature __________________________ Date: __________________

Page 1 of 2  DCF ID: 1255678 Revision #: 0
If no link is provided, the DCF was mailed to your institution. If you need an online DCF to be generated, please call the Study's Data Associate at (617) 632-3610 and we will make one available online.
Completing DCF’s

1. Click on the DCF hyperlink on the eDCF site
2. Print out the DCF
3. Answer all queries included on that DCF
4. Mail a hard copy back to the ECOG Coordinating Center
   - Do not fax DCF unless requested to do so by an ECOG data associate
   - You cannot submit responses online
Questions?

- Email
  
  ecog.dcfsupport@jimmy.harvard.edu

- Frequently Asked Questions
  
  http://www.ecog.org/general/edcf_faq.html