

# NCTSN Core Data Set Reference Manual

## ***Table of Contents***

<b>Topic</b>	<b>Page Number</b>
Glossary	4
System overview	5
System requirements	6
Security features	7
Browser basics	8
Access and Log-in	9
Screen layout	10
Passwords	11
NCTSN-InForm Home page	14
Help!	15
Log-out	21
Enroll a client	22

## ***Table of Contents***

<b>Topic</b>	<b>Page Number</b>
Enter, edit & save data	24
Navigate through InForm	28
Queries	36
Audit Trail	42
Comments	44
New follow-up visit form	48
Admin	49
Exports (Listings)	50
Reports	51
Printing	52
New User Accounts	55
New Center Sub-Center Accounts	56

# ***Glossary of InForm Terminology***

**Case Report/Record Form (CRF)**

Paper version of a data collection form

**eCRF**

Electronic data collection form/screen

**Case Book/Case Record Book (CRB)**

Complete set of all data collection forms or screens

**Enroll**

Create a case book for a client/patient

**Return**

Go back to the previous screen

**Submit**

Save data in the database

**Patient**

Client/child who is or will be enrolled in the Core Data Set

**Listings**

Files of client data for review & interim analysis

**Reports**

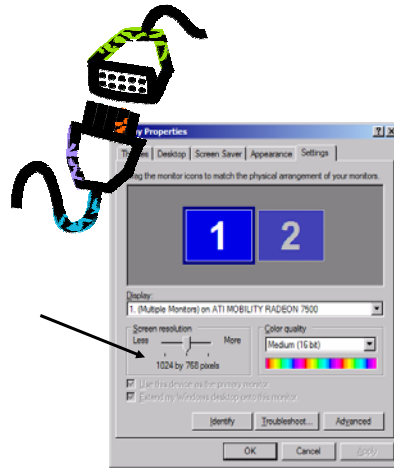
Client level summaries of standard assessment scores

## ***Overview: What is InForm?***

- **Web-based Electronic Data Capture (EDC) tool selected by the NCTSN to use for the Core Data Set**
- **Enables NCTSN Centers to enter client data into an electronic Case Record Form**
- **Data are automatically stored and maintained in a database via the Internet**

# System Requirements

- **Pentium II processor**
- **Display 1024 x 768 resolution**
- **64 MB memory**
- **6GB hard drive**
- **MS Windows 98 or later**
- **High Speed Internet connection**
- **Microsoft Internet Explorer version 5.5 or higher**



Set your monitor to 1024x768 resolution to assure that you're seeing the entire InForm data entry screen.

To check the resolution on your monitor:

Click the Start button in the bottom left corner

Click Control Panel

Click Settings

Click Display

Make sure you see 1024 x 768.

If you're still having trouble, check your web browser font size. Make sure it's set to "smallest".

On your Browser Toolbar:

Select "View"

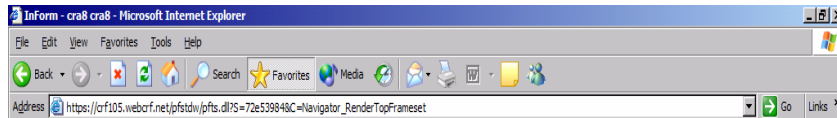
Select "Text Size"

Select "Smallest". This is especially important if you want to view NCTSN patient level reports.

## ***Security Features***

- **Password (PW) Protected:** Each user has a unique ID and PW. This combination acts as an electronic signature.
- **InForm requires re-identification of User after 5 minutes of inactivity**
- **InForm requires re-identification of User after 120 minutes of continuous activity**
- **128 bit encryption like the banks use**

# Browser Basics



- **Recommended Internet Browser:**
  - Microsoft Internet Explorer, Version 5.5 SP 2 or higher
- **The InForm web application:**
  - Is a **Mouse-driven** application
  - Is a **One-Click** system (use the left button on your mouse)
  - Supports *only* the **PRINT** button of the Internet Browser
  - **Do not use** the **BACK** or **FORWARD** button on the Browser toolbar
  - **Do not use** "keyboard" **shortcuts** (ctrl + C, etc)
  - **4 ways** to know the system is "**thinking**" vs "**not responding**":
    - Hourglass
    - Spinning globe icon in top right corner
    - Status bar with Java script near the bottom of the screen
    - Progress bar changes from gray to blue as the forms load



# Access & Log-in

The screenshot shows a Microsoft Internet Explorer window titled "Inform Log-In - Microsoft Internet Explorer". The address bar displays "http://localhost/jaf/". The main content area features the "PHASEFORWARD™" logo and the "Inform™" logo. Below the logos, there is a login form with the following elements:

- 1. Type the Web Address/URL**: An arrow points to the address bar.
- 2. Type User Name (Case-Sensitive)**: An arrow points to the "User Name:" input field.
- 3. Type default Password (Case-Sensitive)**: An arrow points to the "Password:" input field.
- 4. Click Log In**: An arrow points to the "Log In" button.

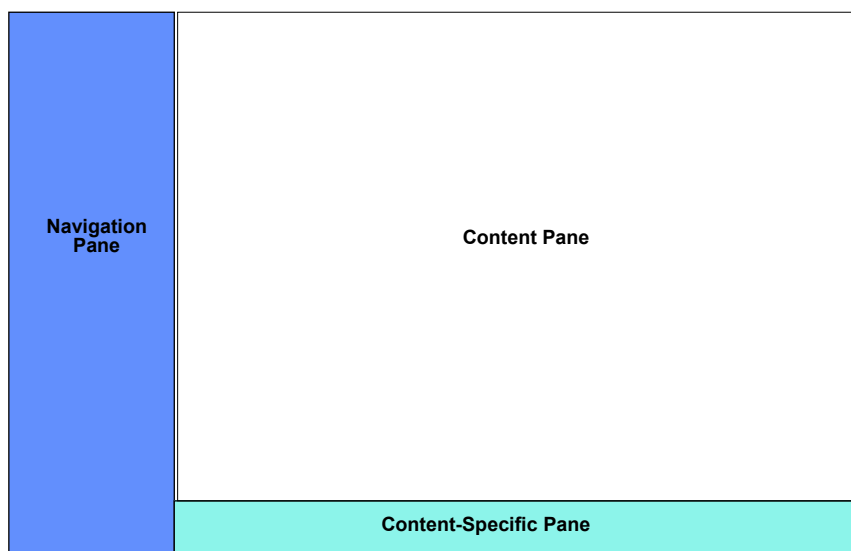
Below the login form, there is a disclaimer text: "By entering my username and password above, I am using my electronic signature to log in to the Inform system, which will end when I am logged out. During the session, by entering my password when prompted, I am affirming my electronic signature to the electronic record system." Below this, there is a section titled "The Inform system is a data collection system used for the diagnosis or treatment of patients. REALTIME PROFESSIONALS HAVE THE RESPONSIBILITY TO ENSURE COMPLIANCE WITH ALL LAWS, RULES, AND REGULATIONS GOVERNING THE COLLECTION AND HANDLING OF PERSONAL DATA. Use of the Inform system signifies acceptance of the foregoing terms."

At the bottom of the page, there is a footer with the NCTSN logo and the text "The National Child Traumatic Stress Network". The page number "9" is visible in the bottom right corner, and the version "Version 2.0 Revised 20041018" is displayed at the bottom right.

**Training System** can be found at <https://www.webcrf.net/trainnctsn/>.  
Use the Training ID and Password assigned by the Data Center.

You'll be notified of the URL for the "Production" website and will receive an ID and Password for that system after you've completed the training exercises.

## ***InForm Screen Layout***



# Passwords

**PHASEFORWARD™**  
**InForm™**

*Inactive user. Until you have been activated, you can only use InForm to change your password. See trial administrator.*

Please enter your name and password

User Name:

Old Password:

New Password:

Confirm New Password:

By entering my username and password above, I am using my electronic signature to log in to the InForm™ system and establish a continuous session, which will end when I am logged out. During this continuous session, by entering my password on an e-signature affidavit when prompted, I am affixing my electronic signature to the electronic record indicated.

The InForm system is a data collection and trial management tool and is not to be used in the diagnosis or treatment of patients.

HEALTHCARE PROFESSIONALS HAVE THE SOLE RESPONSIBILITY TO BE FULLY AWARE OF CURRENT PRACTICES AND STANDARDS, TO AVOID USE OF OUTDATED RECORDS, AND TO EMPLOY GOOD CLINICAL JUDGEMENT IN SELECTING PATIENT TREATMENTS. Computer software in general and the InForm system in particular should NEVER substitute for up-to-date personal knowledge and good clinical judgement.

USERS OF THIS SYSTEM HAVE THE RESPONSIBILITY TO ENSURE COMPLIANCE WITH ALL LAWS, RULES, AND REGULATIONS GOVERNING THE

NCTSN

The National Child  
Traumatic Stress Network

11

Version 2.0 Revised 20041018

- User Name and Password are required to use InForm.
- The User ID and Password ensure that only authorized personnel gain access to the NCTSN Core Data Set.
- They also allow InForm to track activity during data entry or amendments
- You'll be assigned a user name and an initial password
- You'll be asked to change your password the first time you use it to log in. Change it by using this process:
  1. Enter your User Id
  2. Enter the old password
  3. Create and enter a new password (Do NOT use the Caps Lock button)
  4. Confirm the new password
  5. Click "submit"
- The password should meet the following criteria:
  1. Use a combination of letters (upper and lower case) and numbers (8-32 characters)
  2. Passwords are case sensitive. Do **NOT** use caps lock
  3. Easy for you to remember but difficult for someone else to guess
  4. Do not write down or share your password (**Fraud**)
- As a security feature, you'll be asked to **change your password every 120 days**. The system will prompt you to do so at the appropriate time.
- After 3 unsuccessful log-in attempts, your account will be inactivated. Call **919-668-8182** or email **NCTSN@dcric.duke.edu** & ask for it to be re-activated.
- Passwords can only be used once. You may not reuse the same password.

## Forgotten Passwords

- InForm has a built in mechanism that you can use to get a new password if you forget the old one.
- After the First Failed Log-in Attempt, the Forgot Password feature will display on your Log-in Screen.
- This feature works ONLY if you've entered a "trigger" question during the Password change process.

The screenshot shows a web browser window with the InForm login interface. At the top, it says 'PHASE•FORWARD. InForm™'. Below this, a red error message reads: 'Invalid Login/Password Combination. Please re-enter.' The login form has fields for 'User Name:' and 'Password:', followed by a 'Log In' button. Below the login form, there is a link that says 'Forgot Your Password?'. An arrow from the text 'After the First Failed Log-in Attempt...' points to this link. At the bottom of the form, there is a large block of legal disclaimer text.

- Click the **"Forgot Your Password"** hyperlink.
- Read the Trigger Question that displays & type in your answer.
- Click the **"Get New Password"** button

InForm (nobody@webcrf.net) will send you an email with a system generated password. Use it to log in and reset your password to something you can remember easily, but that will be hard for someone else to guess. Remember, Passwords are case specific. Don't use caps lock.

The email reads like this:

\*\*\*\* PLEASE DO NOT REPLY TO THIS MESSAGE \*\*\*\*

Dear XXXXXXXX,

This email confirms that your temporary password is the following:

Temporary Password: KOWoH8Ry

Please note this password is case sensitive and must be entered exactly as it appears above.

Use this password the next time you login. After logging in, you will be prompted to change your password.

For further inquires, please contact trial administrator.

\*\*\*\* PLEASE DO NOT REPLY TO THIS MESSAGE \*\*\*\*

## ***“At Will” Password Change***

**Use the NCTSN Logo on the Home Page to change your password if necessary.**

1. Click the NCTSN logo
2. Enter your old password
3. Enter your new password
4. Enter your new password again to “confirm” it
5. Enter a “Trigger” question that will help you recall your password in the event that you forget it.
6. Enter the answer to your question

dhunt

HOME HELP LOGOUT

Enroll

Patients

Queries

Signatures

Documents

Listings

Admin

Reports

**Password change**

1. User Name: dhunt

2. Password: \*\*\*\*\*

3. New Password:

4. New Password confirmation:

Email and forgot password data

5. Email: dhunt@nctsn.org

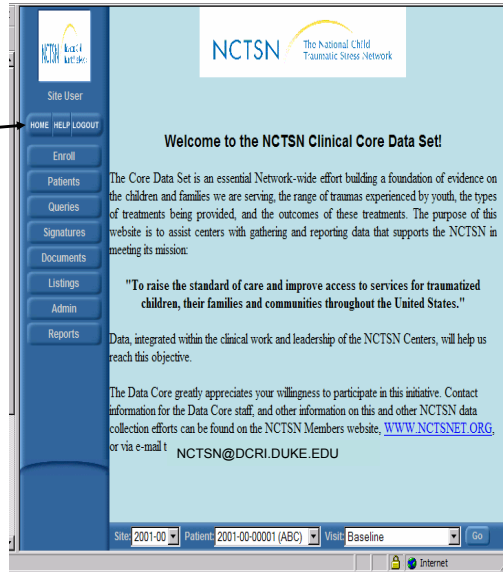
6. Hint Question:

7. Answer:

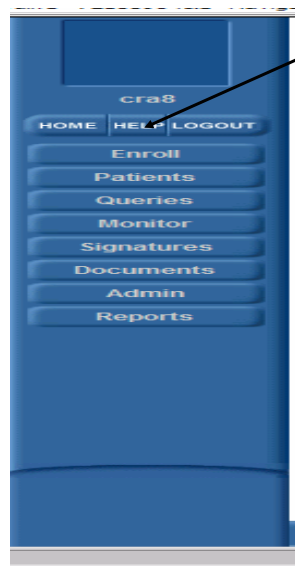
Submit Cancel

## NCTSN Home Page

The HOME button takes you to the NCTSN Core Data Set Homepage



## ***HELP!***



If you have questions regarding the InForm system, use InForm's ***HELP*** functionality to find your answers.

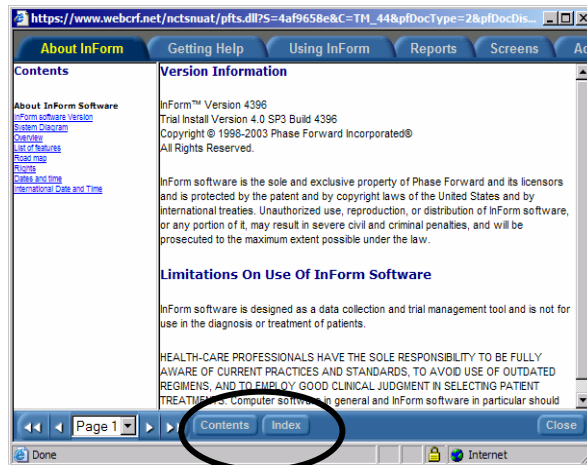
### **HELP** button on the Navigation pane:

- **Content view:** Like the table of contents of a book; broad subject areas (i.e. Chapter on “Meat” in a cookbook)
- **Index view:** Like the index of a book; more specific areas (i.e. Recipe for Santa Fe Chicken)

**Hover help:** Hold your mouse button over an icon & note the descriptive message that displays briefly

**eHelp:** Underlined text will often take you to a page with additional information about that item

# HELP!



Find topics using the “Table of Contents” view or the “Index” view.



# HELP

## Table of Contents View

## Index View

https://crf105.webcrf.net

About InForm

**Contents**

**InForm Software Administration**

- Administering events
- Administering groups
- Administering software patches
- Administering rights
- Administering rules
- Administering sites
- Administering users
- Creating synchronization connections
- Setting configuration options
- Scheduling synchronization
- Specifying synchronization default values
- System administration overview
- Viewing synchronization history logs
- Viewing system information

**InForm Software Administration Screens**

- Advanced Settings
- Change Members in Group
- Change Members in Rights Group
- Change Members in Site
- Change Password
- Connection Settings
- Default Advanced Settings
- Default Settings
- Event
- Event View
- Group
- Group View
- Log Detail
- Log Screen
- Log Summary
- Patch Information
- Patch Settings
- Patch Status
- Rights Group

Page 1

Done

https://crf105.webcrf.net

About InForm

**Index**

A B C D E F G H I  
J K L M N O P Q  
R S T U V W X Y Z

↑ A

- Add Entry screen
- admin reports
- administering events
- administering groups
- administering remote updates
- administering rights groups
- administering rules
- administering sites
- administering software patches
- administering users
- administration system
- Advanced Settings screen
- application windows
- associating forms
- audit trail icons
- Audit Trail screen
- audit trail viewing
- automatic queries

↑ B

- browser requirements

↑ C

- candidate query
- candidate scrolling
- candidate screening
- Case Book list screen
- Case Book list viewing
- Case Book freezing
- Case Book signing
- Case Record reports
- Case Report Form screen
- Change Members in Group screen
- Change Members in Rights Group screen

Page 1

Done

## Hover Help

The screenshot displays the NCTSN website interface. On the left is a blue sidebar with navigation buttons: HOME, HELP, LOGOUT, Enroll, Patients, Queries, Documents, Listings, Admin, and Reports. A yellow tooltip 'Click here to view reports' is shown over the Reports button. The main content area shows a grid of traffic light icons. A yellow tooltip 'Visit missing data and has queries' is shown over one of the icons. Below this is a table titled 'Case Books For Site: (2001-00) Allegheny General Hospital'. The table has columns: Site, Patient, Status, and Baseline. It lists three patients: 2001-00-00001 (ABC), 2001-00-00002 (A-B), and 2001-00-00003 (ADD), all with status 'Enrolled'. A yellow tooltip 'View patient time and events schedule' is shown over the Patient ID '2001-00-00002 (A-B)'. The footer includes the NCTSN logo, 'The National Child Traumatic Stress Network', the page number '18', and 'Version 2.0 Revised 20041018'.

Site	Patient	Status	Baseline
2001-00	<u>2001-00-00001 (ABC)</u>	Enrolled	
2001-00	<u>2001-00-00002 (A-B)</u>	Enrolled	
2001-00	<u>2001-00-00003 (ADD)</u>	Enrolled	

Position your mouse over any button, icon, or underlined text. A message describing it displays for a short time then disappears.

The examples on this slide display when you hover over a **Traffic Light**, **underlined patient ID #** or the **'Reports'** button. There are many other locations where "Hover help" is available.

## eHelp

**Underlined text** often take you somewhere else in the system.

Click this one to go to information about the Baseline Visit and Demographics screen.

Baseline Visit and Demographic Information (Questions 1-12) Patient: RDW Patient No: 3

Complete the following.

1. Date of Visit	Jan	2006
Child's current age	23.0 years (months)	

**Baseline Visit Information**

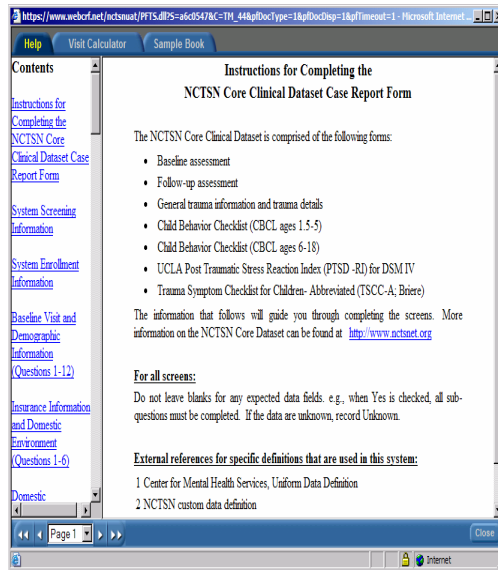
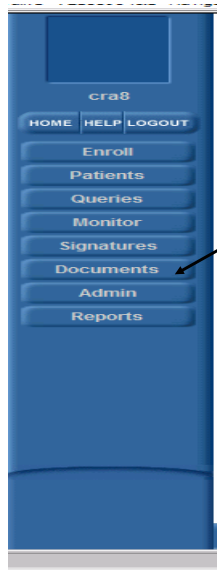
2. Has this child been seen at this center for a previous episode(s) of care?	<input type="radio"/> No <input checked="" type="radio"/> Yes
3. Is this the child's first visit at this center for the current episode of care?	<input checked="" type="radio"/> No. How many visits (including today's visit) has the child had at your center for the current episode of care? <input type="text" value="1"/> <input type="radio"/> Yes
4. From whom are you collecting information for this form? (Check all that apply)	<input checked="" type="checkbox"/> Parent <input checked="" type="checkbox"/> Other adult relative <input type="checkbox"/> Foster parent <input type="checkbox"/> Agency staff

### Baseline Assessment and Demographic Screen

Complete a *Baseline Assessment* for each NEW patient treated under the auspices of the National Child Traumatic Stress Initiative. A Baseline Assessment should only be completed once for each child. If new information is learned after the **Baseline Assessment** is complete, it should be recorded on the follow-up assessment. Information that changes (ie zip code) after the *Baseline Assessment* has been completed should be recorded on the *Follow-up Assessment*.

**NOTE:** NCTSN defines "New Patient" as any patient who is coming to your clinic for their first episode of care at your Center OR any patient who is returning for treatment of a new episode of care.

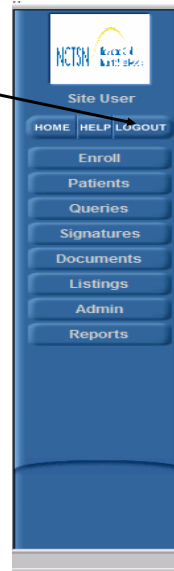
## HELP with NCTSN-specifics



## LogOut

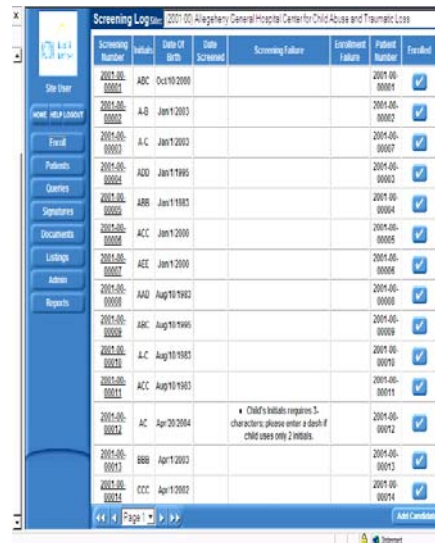
Use the Log-out button to tell InForm that you've finished using the system.

- NOTE: Closing your Internet Browser window does NOT log you out of InForm.



## Enroll a New Client

Screening and enrolling is the process InForm uses to **create an electronic Case Book** for the clients who will participate in the Core Data Set.



The screenshot shows the 'Screening Log' window for the '2017-00 Allegheny General Hospital Center for Child Abuse and Traumatic Loss'. The interface includes a navigation pane on the left with buttons for 'Site User', 'Home', 'Info/Logout', 'Enroll', 'Patients', 'Queries', 'Signatures', 'Documents', 'Lutings', 'Admin', and 'Reports'. The main area displays a table with the following columns: 'Screening Number', 'Initials', 'Date of Birth', 'Date Screened', 'Screening Status', 'Enrollment Status', 'Patient Number', and 'Enrolled'. The table contains 14 rows of data, with the last row (2017-00-00014) highlighted. A note at the bottom of the table states: 'Child's Initials requires 3 characters please enter a dash if child uses only 2 initials.' The bottom of the window shows a 'Page 1' indicator and an 'Add Candidate' button.

Screening Number	Initials	Date of Birth	Date Screened	Screening Status	Enrollment Status	Patient Number	Enrolled
2017-00-00001	ABC	Oct 10 2000				2017-00-00001	<input checked="" type="checkbox"/>
2017-00-00002	A-B	Jan 1 2003				2017-00-00002	<input checked="" type="checkbox"/>
2017-00-00003	A-C	Jan 1 2003				2017-00-00003	<input checked="" type="checkbox"/>
2017-00-00004	ADJ	Jan 1 1995				2017-00-00004	<input checked="" type="checkbox"/>
2017-00-00005	ABH	Jan 1 1983				2017-00-00005	<input checked="" type="checkbox"/>
2017-00-00006	ACC	Jan 1 2000				2017-00-00006	<input checked="" type="checkbox"/>
2017-00-00007	ACE	Jan 1 2000				2017-00-00007	<input checked="" type="checkbox"/>
2017-00-00008	ADJ	Aug 10 1992				2017-00-00008	<input checked="" type="checkbox"/>
2017-00-00009	ABC	Aug 10 1990				2017-00-00009	<input checked="" type="checkbox"/>
2017-00-00010	A-C	Aug 10 1983				2017-00-00010	<input checked="" type="checkbox"/>
2017-00-00011	ACC	Aug 10 1983				2017-00-00011	<input checked="" type="checkbox"/>
2017-00-00012	AC	Apr 20 2004				2017-00-00012	<input checked="" type="checkbox"/>
2017-00-00013	BBB	Apr 1 2003				2017-00-00013	<input checked="" type="checkbox"/>
2017-00-00014	CCC	Apr 1 2003				2017-00-00014	<input checked="" type="checkbox"/>

Follow these steps:

Click **Enroll** on the Navigation pane

Click **Add Candidate** in the bottom right corner of the screen

Enter the **client's initials, date of birth & gender**

Click **Submit**

Find your client in the list & click the **Enroll** button on the far right

Select the checkbox asking if you want to **Enroll** this client and click **Submit**.

Click **Enroll** on the bottom of the screen if you want to proceed.

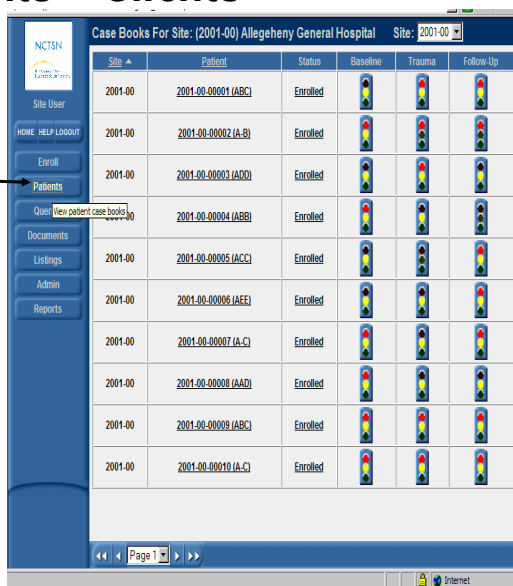
Note: The Patient Number is your Center ID + Subcenter id (if applicable, or 00) + sequential number generated by the InForm beginning with 00001. The screening number is created first as a placeholder until the Enrollment process is complete.

Note: To see the enrollment information for your client from other screens in the system, follow these steps:

1. Click the **"Enroll"** button in the Navigation pane & see the **"Screening Log"**
2. Click the underlined **Screening Number** for your patient

## Patients = Clients

Click the '**PATIENTS**' in the navigation pane to see the list of all clients from your Center who are enrolled in the Core Data Set.



The screenshot shows the NCTSN Case Books interface for Site: (2001-00) Allegheny General Hospital. The navigation pane on the left includes links for Site User, HOME, HELP, LOGOUT, Enroll, Patients (highlighted), Query View patient case books, Documents, Listings, Admin, and Reports. The main table displays a list of patients with columns for Site, Patient ID, Status, Baseline, Trauma, and Follow-up. Each cell in the Baseline, Trauma, and Follow-up columns contains a traffic light icon indicating the data entry status.

Site	Patient	Status	Baseline	Trauma	Follow-up
2001-00	2001-00-00001 (ABC)	Enrolled			
2001-00	2001-00-00002 (A-B)	Enrolled			
2001-00	2001-00-00003 (ADD)	Enrolled			
2001-00	2001-00-00004 (ABB)	Enrolled			
2001-00	2001-00-00005 (ACC)	Enrolled			
2001-00	2001-00-00006 (AEE)	Enrolled			
2001-00	2001-00-00007 (A-C)	Enrolled			
2001-00	2001-00-00008 (AAD)	Enrolled			
2001-00	2001-00-00009 (ABC)	Enrolled			
2001-00	2001-00-00010 (A-C)	Enrolled			

Note: You can see the following at a glance:

- List of Clients/children who are enrolled from your Center
- The Visits for which they have data entered (Baseline, Trauma, Follow-up)
- The status of their data (Traffic lights)

If you are responsible for clients at multiple Centers, select the Site of choice or "All" from the dropdown box in the top right corner of your screen to see more clients.

Note:

A click on the patient number (ie 2001-00-00004 (ABB) ) takes you to the Time and Events schedule where you see complete list of forms for that patient

A click on a traffic light takes you directly to the data entry screens for that Visit

## Enter Data

### 3 ways to Enter data

1. Select from **Drop Down Box**
2. Click on a **Radio Button**
3. Type into a **Text Field**

Complete the following.

1. Date of Visit: Feb 1 2004

Child's current age: 2004

Baseline Visit Information

2. Has this child been seen at this center for a previous episode(s) of care? ☐ No ☒ Yes

3. Is this the child's first visit at this center for the current episode of care? ☐ No. How many had at your center? ☐ Yes. Including today's visit, has the child had at your center? ☐ No ☐ Yes

From whom are you collecting information for this form? (Check all that apply)

☐ Parent ☐ Other adult relative ☐ Foster parent ☐ Agency staff ☐ Child/Adolescent/Self ☒ Other, Specify: This is to illustrate typing in a text box.

5. Who is currently the legal guardian for this child? ☐ Parent ☐ Other adult relative

Print Preview Mark SV Ready Clear CRR Submit Return



## Edit = Change

### 3 ways to CHANGE data

1. Click the data field and backspace over the current entry
2. Highlight the incorrect entry and use the Delete key on your keyboard
3. Click the Eraser Icon (looks like a Bar of Gold or Bar of Butter)

The screenshot shows a web-based form titled "Insurance Information and Domestic Environment (Questions 1-6) Patient: ABB". The form is part of a "TSCC-A" assessment. It contains three main questions:

- 1. Is the child currently covered by any type of public or private health insurance? (Radio buttons: No, Yes, Unknown)
- 2. Type of public or private health insurance currently covering the child (Check all that apply).
  - Public: ☒ Medicare, ☐ Medicaid, ☐ Indian health service, ☐ Children's health insurance program (CHIP), ☒ Other public, Specify: [text field]
  - Private: ☐ HMO, ☐ PPO, ☐ Fee-for-service, ☐ Other private, Specify: [text field]
- 3. Is the child's parent/guardian covered by any type of health insurance? (Radio buttons: No, Yes, Unknown)

An eraser icon, which looks like a bar of gold or butter, is highlighted with a yellow box and a black arrow. The eraser icon is located in the bottom right corner of the form, next to the "Submit" and "Return" buttons.

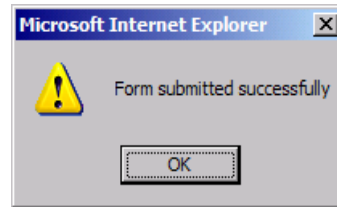
## Submit = Save

- The Submit button is the method used for sending data to the InForm database.
- Packets of information are encrypted and sent across the Internet to the InForm server

The screenshot shows a web browser window with the URL <https://www.webofnet.net/inform/jsp/sd>. The page title is "Baseline Visit and Demographic Information (Questions 1-12)". The form is titled "Complete the following." and contains five numbered questions. Question 1 is "Date of Visit" with a dropdown menu showing "Feb", "1", and "2004". Question 2 is "Child's current age" with a dropdown menu showing years from 2004 to 2014. Question 3 is "Has this child been seen at this center for a previous episode(s) of care?" with radio buttons for "No" and "Yes". Question 4 is "Is this the child's first visit at this center for the current episode of care?" with radio buttons for "No" and "Yes". Question 5 is "From whom are you collecting information for this form? (Check all that apply)" with checkboxes for "Parent", "Other adult relative", "Foster parent", "Agency staff", "Child/Adolescent Self", and "Other, Specify". A text box below question 5 contains the text "This is to illustrate typing in a text box." At the bottom right of the form area is a "Submit" button. The page also includes a "Print Preview" button, a "Mark SV Ready" button, and a "Clear CR" button. The footer of the page displays "NCTSN The National Child Traumatic Stress Network" and "Version 2.0 Revised 20041018".

## ***Submit = Save***

- Microsoft sends a confirmation message that lets you know the data reached the database successfully
- Click OK to continue



# Navigate through InForm

## **PATIENTS button**

Click to see a list of all clients enrolled from your Center

## **Patient Number**

Click to see the Time and Events Schedule (all forms for that client)

## **Traffic Lights**

Click to go to a specific set of forms

## **Arrows beside the Page Number**

Click to display additional clients who have been enrolled by your Center.

Case Books For Site: (2001-00) Allegheny General Hospital Center for Child

Site	Patient	Status	Baseline	Trauma	Follow-Up
2001-00	2001-00-00001 (ABC)	Enrolled			
2001-00	2001-00-00002 (A-B)	Enrolled			
2001-00	2001-00-00003 (ADD)	Enrolled			
2001-00	2001-00-00004 (ABB)	Enrolled			
2001-00	2001-00-00005 (ACC)	Enrolled			
2001-00	2001-00-00006 (AEE)	Enrolled			
2001-00	2001-00-00007 (A-C)	Enrolled			
2001-00	2001-00-00008 (AAD)	Enrolled			
2001-00	2001-00-00009 (ABC)	Enrolled			
2001-00	2001-00-00010 (A-C)	Enrolled			

Navigation: Page 1

## Navigate through InForm

### Yellow Arrow Up

Click to see the Time and Events Schedule

### Visit Ruler Bar

Click to go quickly to each set of forms (Baseline, Trauma & Follow up)

### Tabs

Click to move on to a new form (screen)

### List of most recently used records

Click to see recently used forms for a client

The screenshot displays the InForm software interface. At the top, there are tabs for 'Baseline', 'Trauma', and 'Follow-Up'. Below these, a 'Demo' tab is selected. The main form area is titled 'Baseline Visit and Demographic Information (Questions 1-12)'. It contains several sections: 'Complete the following.' with a date picker and age field; 'Baseline Visit Information' with questions about previous visits and current episode; and a section for 'From whom are you collecting information for this form?'. A sidebar on the left contains a 'Visit Ruler Bar' with buttons for 'Enroll', 'Patients', 'Queries', 'Signatures', 'Documents', 'Listings', 'Admin', and 'Reports'. At the bottom, there is a 'List of most recently used records' showing two entries: '2001- 00-A00-Baseline:Demo' and '2001- 00-A00-Baseline:InsDom'. The bottom of the interface has buttons for 'Print Preview', 'Mark SV Ready', 'Clear CRF', 'Submit', and 'Return'.

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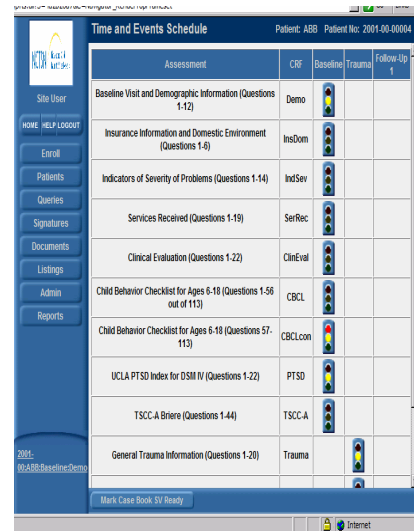
## Time and Events Schedule

A “Tree-top” view of all forms (eCRF’s) for a particular patient

From the data entry screen, click the  
**“Yellow Arrow Up”** to display it.



From the list of patients, click the  
**patient’s number** (ie **“1001-00-00002”**)  
to display it.



The “Yellow Arrow Up” is located beside the Visit Ruler Bar in the top right corner of the eCRF’s (data entry screens).

Click a **traffic light** to go to a specific eCRF

## Visit Ruler Bar

Takes you quickly to sets of forms/screens



**Baseline:** Collected near the beginning of treatment.

- Demographics
- Insurance & Domestic Environment
- Indicators of Severity
- Services Received
- Clinical Evaluation
- Standard assessments (PTSD, TSCC-A, CBCL)

**Trauma:** Completed at baseline & updated during treatment as new information is learned.

- General Trauma Information
- Trauma Details

**Follow-Up:** Completed during and at the completion of treatment

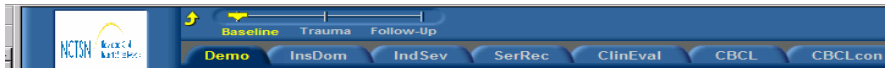
- Follow-up visit information
- Treatment by NCTSN Center
- Standard assessments (PTSD, TSCC-A, CBCL)

Instructions about completing each set of forms are found by clicking the “Documents” button on the navigation pane. See slide #20.

Click a **traffic light** to go to a specific eCRF

# Tabs

Take you quickly to a new form (screen)



**Tab names** are abbreviated names of the **forms**. Each tab corresponds to a particular section of the Core Data Set.

These **tabs** are examples of those found in the **Baseline Visit**:

**Demo** = Demographic information

**InsDom** = Insurance & domestic environment

**IndSev** = Indicators of severity

**SerRec** = Services received

**ClinEval** = Clinical evaluation

**CBCL** = Child Behavior Checklist

Refer to the **Time and Events Schedule** in InForm to see a complete list of Form names and abbreviations found on the **Tabs**.

To reach the **Time and Events Schedule** from a Data entry screen:

Click the “**Yellow Arrow Up**” located at top of the screen beside the Visit Ruler Bar located near the top of your screen.

To reach the **Time and Events Schedule** if you’re not on a data entry screen:

Click Patients

Click the underlined patient number

To reach a **data entry screen** from the **Time and Events Schedule**:

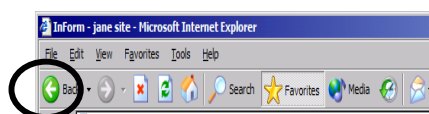
Click a **traffic light** by the intended form under the intended visit (Baseline, Trauma, or Follow-up)



## Return = Back

RETURN takes you back to the screen you were using just prior to the current screen.

- It's the same as the "Back" button/green arrow on your Browser toolbar.

A screenshot of the NCTSN InForm web application. The form is titled 'Baseline Visit and Demographic Information (Questions 1-12)'. It contains several sections: 'Complete the following.' with a date picker for 'Date of Visit' (Dec 61 2004) and a text field for 'Child's current age' (18.9 years); 'Baseline Visit Information' with radio buttons for 'Has this child been seen at this center for a previous episode(s) of care?' (No/Yes) and 'Is this the child's first visit at this center for the current episode of care?' (No/Yes); and a section for 'From whom are you collecting information for this form?' with checkboxes for Parent, Other adult relative, Foster parent, Agency staff, Child/Adolescent Self, and Other. At the bottom right of the form, the 'Return' button is circled with a black line. The top navigation bar includes links for Baseline, Trauma, Follow-up, Demo, InsDom, IndSev, SerRec, ClinEval, CBCL, and CBCL.com. The left sidebar lists various site user functions like Enroll, Patients, Queries, Signatures, Documents, Listings, Admin, and Reports.

Use the Return button in InForm; do not use the Back button on your Browser toolbar.

# ***Traffic Lights***

Traffic lights tell you the **status of the data**

- **Red light** = Query/Question about the data



- **Yellow light** = Missing data



- **Green light** = Form is Complete.



- **Black light** = No data has been entered on that form



# Data Validation

5.01

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dhunt

HOME HELP LOGOUT

Enroll

Patients

Queries

Signatures

Documents

Listings

Admin

Reports

3008-00:RAW:Baseline:InsDo

3008-00:RAW:Baseline:Demo

Baseline Trauma Follow-Up

Demo InsDom IndSev SerRec ClinEval

Insurance Information and Domestic Environment (Questions 4-6)

Private:

☐ HMO

☐ PPO

☐ Fee-for-service

☐ Other private, Specify:

5. Please enter an integer value

OK

Independent (alone or with peers)

Home (with parent(s))

With relatives or other family

Regular foster care

Treatment foster care

☐ Residential treatment center

☐ Correctional facility

☐ Homeless

☐ Unknown

☐ Other, Specify:

6. How many months has the child been living in above setting?

☐ Enter number of months or (0) if less than one month

abc

☐ Entire life

☐ Unknown

Print Preview Submit Return

Microsoft Internet Explorer

Internet

98%

2:31 PM

- Prevents data submission until data are corrected
- Ensures data format is correct
  - Numbers vs. Characters
  - Decimal requirements
  - Valid Ranges

# Queries

Queries are “Questions about the data”.

3 ways to know you have a query:

- Red traffic lights
- Red data fields
- Yellow flag



NCTSN Data Entry System

Baseline Trauma Follow-Up

Demo InsDom DomDet IndSev SerRec ClinEval CBCL CBCLcon

Domestic Environment Details (Questions 1-6) Patient: A-B Patient No: 2001-00-00002

1. What types of adults live in the home with the child? (Check all that apply)

- ☒ Mother (biological or adopted)
- ☒ Father (biological or adopted)
- ☒ Parent's partner/significant other
- ☒ Grandparent
- ☒ Other adult relative
- ☒ Other adult non-relative
- ☒ Unknown
- ☐ Other Specify: Godmother's Ex

2. Total number of adults (18 years of age or older) living in child's home

☐ 2 ☐ Unknown

The number of adults living in the child's home is less than the number of ty...

3. Total number of children younger than 18

☐ 2

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36

Version 2.0 Revised 20041018

## Two types of Queries

Automatic Queries - generated when you submit data that lies outside the parameters set for that data item.

Manual Queries - created by Data center and issued for Centers to review

## Status of Queries

3 possible states of queries:

- Opened
- Answered
- Closed

Click the “Queries” button on the Navigation pane to see a list of queries for your Center. There may be more than one query for each patient.

Status is found in the far right column.

Site	Patient	Visit	CSE	Item No	Issue	Status
2001-00	2001-00-00001 (A-B)	Follow-Up (Mar/15/2004)	FUp	1	autoquery	Opened
Date of follow-up is equal or prior to the Baseline date of visit or after today's date; please clarify						
2001-00	2001-00-00001 (A-B)	Trauma	Trauma	20	autoquery	Opened
A required response is missing; please complete						
2001-00	2001-00-00002 (A-B)	Baseline	CBCLcon	46	autoquery	Opened
A required response is missing; please complete						
2001-00	2001-00-00002 (A-B)	Baseline	CBCLcon	47	autoquery	Opened
A required response is missing; please complete						
2001-00	2001-00-00002 (A-B)	Baseline	CBCLcon	48	autoquery	Opened
A required response is missing; please complete						
2001-00	2001-00-00002 (A-B)	Baseline	DomDet	2	autoquery	Closed
Close Auto Query						
2001-00	2001-00-00002 (A-B)	Follow-Up (Jun/1/2009)	CBCL	63	autoquery	Opened
A required response is missing; please complete						
2001-00	2001-00-00002 (A-B)	Follow-Up (Jun/1/2009)	CBCLcon	57	autoquery	Opened
A required response is missing; please complete						
2001-00	2001-00-00002 (A-B)	Follow-Up (Jun/1/2009)	CBCLcon	58	autoquery	Opened
A required response is missing; please complete						
2001-00	2001-00-00002 (A-B)	Follow-Up (Jun/1/2009)	CBCLcon	59	autoquery	Opened
A required response is missing; please complete						
2001-00	2001-00-00002 (A-B)	Follow-Up (Jun/1/2009)	FUp	1	autoquery	Opened
Date of follow-up is equal or prior to the Baseline date of visit or after today's date; please clarify						
2001-00	2001-00-00002 (A-B)	Trauma	Abduct	1	autoquery	Opened
Date trauma was revealed is either prior to the Baseline date of visit or after today's date; please clarify						

Queries have the following states:

### Opened Queries

Active queries awaiting a response by Center personnel

### Answered Queries

Queries which have been responded to by Center personnel and are awaiting review by the NCTSN Data Center

### Closed Queries

Queries which have been resolved and closed by InForm or the NCTSN Data Center

Use the dropdown boxes at the top of the list to **sort** the queries. You may sort by one variable at a time.

Sort by:

**Center ID** (if you have access to data at more than one Center)

**Status** of queries (open, answered, closed)

**Person** who issued (created) the query

## ***Answering Queries***

There are 2 possible responses:

### **Option 1**

- The data was entered incorrectly & must be changed

### **Option 2**

- The data was entered correctly, InForm just doesn't recognize it as a valid answer for that question.

# Answering Queries

Clinician enters 3 for "Number of adults living in child's home" but indicates that 4 types of adults live with the child.

Autoquery fires: *"Number of children living in child's home is fewer than number of Types of adults living with the child. Please clarify."*

## OPTION 1

Clinician reviews chart and corrects value to **4 in** and indicates Reason for Change: **"Transcription error"**

InForm recognizes new value is within range. Status changes to **Query Status = Closed**

## OPTION 2

Clinician reviews chart and confirms entry is correct; indicates **"Original Value is Correct"**. The data **"Is what it is"**.

InForm recognizes the query is answered, but value does not satisfy query. Status changes to: **Query Status = Answered**

## Answering Queries

The left screenshot shows the 'Insurance Information' screen. A red underlined message 'Please specify other type of public insurance' is circled in red. The right screenshot shows the 'Data Values' screen. A dropdown menu for 'Reason for Change' is open, showing options like 'Conception Error', 'New Information', and 'Changed Information'. The 'Submit' and 'Return' buttons are circled in red. Numbered callouts 1 through 6 are present on both screens to guide the user through the process.

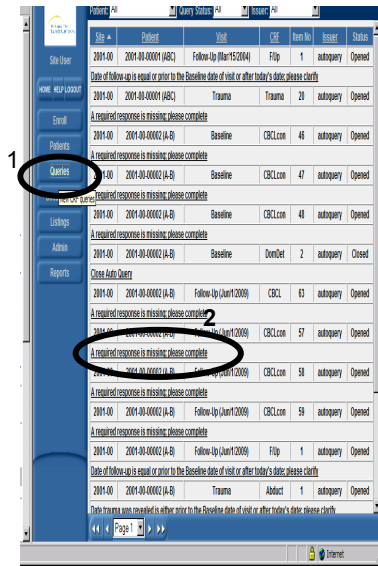
### To answer a query from the Data Entry Screen:

1. Read the red underlined message that tells you why the query fired.
2. Hover your cursor over the field where data needs to be changed and click once. InForm will take you to the **Data Values Tab** where the data can be changed.
3. Click the field a second time to correct the entry.
4. Scroll down and enter a reason for the change. InForm requires a reason for every change. You can select from the drop down list or enter your own in the "other" field located below the drop down box.
5. Click Submit.
6. Click Return to return to the data entry screen.



## Answering Queries

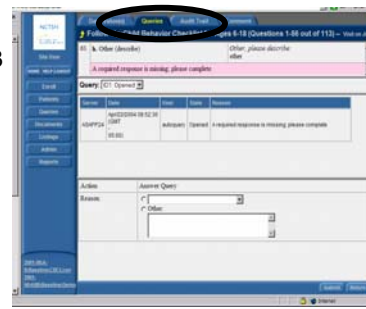
1



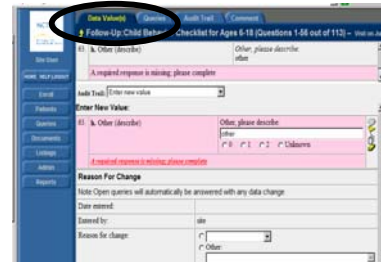
Seq	Patient	Visit	CSC	Item No	Status	Submit
2001-00	2001-00-00001 (A-R)	Follow-Up (Mar15/2004)	Fltp	1	outquery	Opened
Date of follow-up is equal or prior to the Baseline date of visit or after today's date please clarify						
2001-00	2001-00-00002 (A-R)	Trauma	Trauma	20	outquery	Opened
A required response is missing please complete						
2001-00	2001-00-00002 (A-R)	Baseline	CSCCLcon	46	outquery	Opened
A required response is missing please complete						
2001-00	2001-00-00002 (A-R)	Baseline	CSCCLcon	47	outquery	Opened
A required response is missing please complete						
2001-00	2001-00-00002 (A-R)	Baseline	CSCCLcon	48	outquery	Opened
A required response is missing please complete						
2001-00	2001-00-00002 (A-R)	Baseline	DonDet	2	outquery	Closed
Close Auto Query						
2001-00	2001-00-00002 (A-R)	Follow-Up (Jun7/2009)	CSCCL	63	outquery	Opened
A required response is missing please complete						
2001-00	2001-00-00002 (A-R)	Follow-Up (Jun7/2009)	CSCCLcon	57	outquery	Opened
A required response is missing please complete						
2001-00	2001-00-00002 (A-R)	Follow-Up (Jun7/2009)	CSCCLcon	58	outquery	Opened
A required response is missing please complete						
2001-00	2001-00-00002 (A-R)	Follow-Up (Jun7/2009)	CSCCLcon	59	outquery	Opened
A required response is missing please complete						
2001-00	2001-00-00002 (A-R)	Follow-Up (Jun7/2009)	Fltp	1	outquery	Opened
Date of follow-up is equal or prior to the Baseline date of visit or after today's date please clarify						
2001-00	2001-00-00002 (A-R)	Trauma	Abduct	1	outquery	Opened
Date trauma was completed is either prior to the Baseline date of visit or after today's date please clarify						

2

3



4



### To answer queries from the List of Queries:

1. Click the **Queries** button on the Navigation pane.
2. Select the intended patient and query from the list. Note, all queries for all patients from your Center are on this list. There may be more than one query for the intended patient. Scroll through the list to find the intended query.
3. Click the underlined description of the query message. This takes you to a **Query Tab**; Do not make any changes on this screen. Click the **"Data Values"** tab located to the right of the Query Tab.
4. Enter the correct data & provide a reason for change.
5. Click **Submit**, found on the bottom right corner of screen.
6. Click **Return** to return to the data entry screen. The **Return** button is on the bottom right corner of screen

# Audit Trail

Documents all activities with the data

- Creating
- Deleting
- Modifying

A screenshot of a web-based form titled 'Baseline Visit and Demographic Information (Questions 1-12)'. The form is part of the NCTSN (The National Child Traumatic Stress Network) system. It includes a sidebar with navigation links like 'HOME', 'HELP/LOGOUT', 'Enroll', 'Patients', 'Queries', 'Signatures', 'Documents', 'Listings', 'Admin', and 'Reports'. The main content area has tabs for 'Baseline', 'Trauma', and 'Follow-Up'. Under the 'Baseline' tab, there are sub-tabs for 'Demo', 'InsDom', 'DomDet', 'IndSev', 'SerRec', 'ClinEval', and 'CBCL'. The form contains several questions: 1. Date of Visit (Mar / 3 / 2005), 2. Child's current age (2.1 years), 3. Has this child been seen at this center for a previous episode(s) of care? (No/Yes), 4. Is this the child's first visit at this center for the current episode of care? (No/Yes), and 5. From whom are you collecting information for this form? (Parent, Other adult relative, Foster parent, Agency staff, Child/Adolescent/Self, Other Specify). At the bottom, there are buttons for 'Print Preview', 'Mark SV Ready', 'Clear CRF', 'Submit', and 'Return'. A status bar at the bottom shows '2004-00A: C:Baseline:Demo' and 'Internet'.

NCTSN

The National Child  
Traumatic Stress Network

42

Version 2.0 Revised 20041018

The Audit Trail is updated each time “**Submit**” is clicked. It tells you “Who did it” and “what they did”!

User ID, Date, Time and type of activity (create, delete, modify) are recorded.

Remember, “Once entered, always there...”!

Audits contain the following information:

Full Date, Time, User and Reason for Change

Full Chronological Recording with no Obscured Records

Audit trail is Read-Only Access – it cannot be modified.

# Audit Trail



FSN  
User  
P LOGOUT  
roll  
ents  
ries  
ments  
ngs  
min  
orts

Data Value(s)   Queries   **Audit Trail**   Comment

Follow-Up: Child Behavior Checklist for Ages 6-18 (Questions 1-56 out of 113) – Visit on Jun

63. h. Other (describe)   Other, please describe:  
other

Server	Date	User	Value	Reason
ASAPP24	Apr/22/2004 08:52:36 (GMT-05:00)	autoquery	Query 1: Opened	A required response is missing; please complete
ASAPP24	Apr/22/2004 08:52:36 (GMT-05:00)	SiteUser	Data Entry: Other, please describe: other	Initial Entry

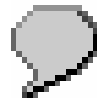
NCTSN   The National Child Traumatic Stress Network   43   Version 2.0 Revised 20041018

The audit trail icon displays on the far right side of each item/question after changes have been made. Click it to see details about the changes made to the item.

Note: You can move easily from the **audit trail** to the **Data Values** tab to make additional changes to the item if necessary.

# Comments

Comments are like “electronic post-it notes”



No Comment Exists -  
- Click to Enter a  
Comment



Comment Exists  
-- Click to Update  
Or View Existing  
Comment

- Comments can be entered on a **ITEM** or on an **FORM**

Baseline Visit and Demographic Information (Questions 1-12) Patient: A.B Patient No: 2001.00.00002

Complete the following.

1. Date of Visit	Apr / 1 / 2004
Child's current age	3.4 years (tenths)

**Baseline Visit Information**

2. Has this child been seen at this center for a previous episode(s) of care?	<input type="radio"/> No <input checked="" type="radio"/> Yes
3. Is this the child's first visit at this center for the current episode of care?	<input checked="" type="radio"/> No. How many visits (including today's visit) has the child had at your center for the current episode of care? 5 <input type="radio"/> Yes

NCTSN The National Child Traumatic Stress Network

44

Version 2.0 Revised 20041018

To enter a **Form Level** Comment,

Click on the Comment Icon in the top right corner of each screen.

To enter an **Item Level** Comment,

Click on the Comment Icon located on the far right side of the line item.

## Comments



The screenshot shows the NCTSN Baseline Visit and Demographic Information form, specifically the Comments tab. The form is titled "Baseline: Baseline Visit and Demographic Information (Questions 1-12)" and is for Patient: ABB. The form is divided into several sections:

- Header:** Data Value(s), Queries, Audit Trail, Comment.
- Form Content:**
  - Question 6: Child's ethnicity (Check only one)
  - History: Jun/4/2004 18:10:32 (GMT-05:00) site
  - Select: Jun/4/2004 18:10:32 (GMT-05:00) site
  - Date entered: Jun/4/2004 18:10:02 (GMT-05:00) site
  - Entered by: site
  - Comment Text: WE really like making comments about this item.
  - Create/Edit Current Comment
    - Comment: WE really like making comments about this item.
    - If incomplete, reason (also add comment above):
      - ☐ Not Done
      - ☐ Not Applicable
      - ☐ Unknown
- Footer:** Submit, Return

The NCTSN logo and "The National Child Traumatic Stress Network" text are visible at the bottom left. The page number "45" is at the bottom right. The version "Version 2.0 Revised 20041018" is at the bottom right.

This is an example of Comments & the comment history. Multiple comments can be made. To review the comment history, select from the drop down list.

Note you can move easily to the **Audit** tab and **Data Values** tab to see the history of changes or to edit the data.

***Not Done, Not Applicable, Unknown***

These fields are found on the **Form Comment** screen or the **Item Comment** screen when **NO** data has been entered

Use “**Not Done**” if you are unable to get the data for that screen and do NOT plan to (or cannot) get that data at another visit.

https://www.wabos.net/chronus/jspfs/dl5-40627V42C-4/wabater\_fenderTopFrameet

Baseline: Insurance Information and Domestic Environment (Questions 1-5) Patient: AB8 Patient No: 2004-00-00

History: There are no comments for current form

Selected Comment

Date entered:	Entered by:	Comment Text:
	site	

Create/Edit Current Comment

Comment:

is incomplete, reason (false add comment above):

- ☐ Not Done
- ☐ Not Applicable
- ☐ Unknown

2004: WABAS Baseline System

2004: WABAS Baseline System

Submit Return

Internet

# Dynamic Forms

## Dynamic Forms

- Are created upon data submission; Triggered by answers to certain questions

https://www.webcrf.net/nctsnuat/patientall

Baseline Trauma Follow-up

Trauma SexAssault

General Trauma Information (Questions 1-20) Patient: DDD Patient No: 2001-00-00035

Please complete the following based on the client's lifetime trauma history. This information should be revealed.

1. Has the child experienced Sexual maltreatment/abuse? (Actual or attempted sexual molestation, exploitation, or coercion by a caregiver)

☒ No  
☐ Suspected  
☒ Yes, check all ages that apply:  
☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10  
☐ Unknown

2. Has the child experienced Sexual assault/rape? (Actual or attempted sexual molestation, exploitation, or coercion by a caregiver not recorded as sexual abuse)

☐ No  
☐ Suspected  
☒ Yes, check all ages that apply:  
☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10  
☐ Unknown

NCTSN The National Child Traumatic Stress Network

47

Version 2.0 Revised 20041018

**Example:** On the General Trauma Information form, if you answer “YES” to “Has child experienced Sexual Assault/maltreatment?” & click Submit, the Trauma Detail form for Sexual Assault/Maltreatment is created. The “SexAssault” tab is now behind the “Trauma” tab.

**Another example:** Inform creates a CBCL, PTSD &/or TSCC-A based on the age of your client. Age is calculated using the Date of Birth entered on the Enrollment screen and the Date of Visit on the Baseline or Follow-up Assessment form. The standard assessments forms display only when the client meets the age criteria established for the assessment.

CBCL 1.5-5 YOA

CBCL 6-18 YOA

PTSD & TSCC-A 7-18 YOA

## Create a New Follow-up Visit Form

- Select **"New"** in the bottom left corner of the Follow-up Visit form
- Enter the follow-up visit date and other data.
- Click **"Submit"**.
- Select visits from the drop-down box to see list of follow-up visits.

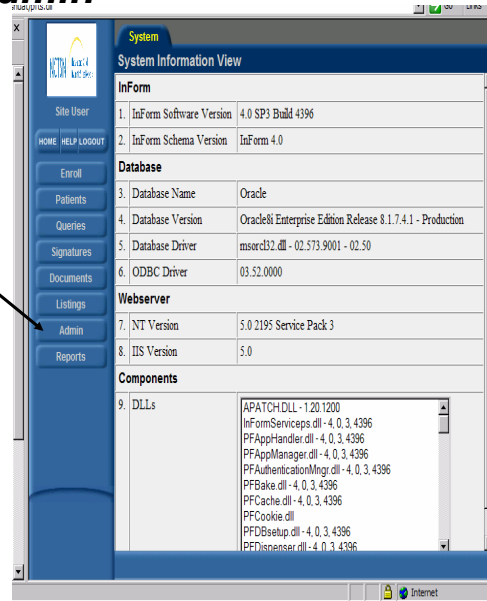
The screenshot shows a web-based form for NCTSN. The form is titled "Follow-up Information (Questions 1-6)" and includes instructions for when to complete assessments. It has a "Visits" dropdown menu at the bottom left with "New Visit" selected. A black arrow points from the "New" button in the bottom left corner of the form to the "New Visit" option in the dropdown menu.

Note: Additional pages/screens for the Follow up assessment are created when the data on the initial form has been submitted.



## Admin

- ADMIN button provides information about the version of InForm you are using



This is an informational screen. It's View Only.

## Export Data to Excel (Listings)

- The Listings function outputs data from the InForm to an Excel spreadsheet
- Listings provide access to selected data for:
  - Review purposes
  - Interim analysis
- Users can define items to output and recall the Listing (by name) for future use
- Output can be saved locally to an .xls file or .csv file

1. Click the **Listings** button on the navigation pane
2. Click the **checkbox** beside each item you'd like to export
3. Select a **Visit** (All Visits, Baseline, Trauma, or Follow-up)
4. Click **Submit**
6. Click **Download**
7. Click **Open** if you'd like to look at the file
8. **Save** the file to your PC if desired.

If you'd like to create a Listing that can be used repeatedly,  
Complete steps 1-3 above

Click "**Save**" in the bottom left corner & give your Listing a short name.  
InForm will create a list of Listings that display in the dropdown box  
beside Listing Report on the bottom right side of the screen.

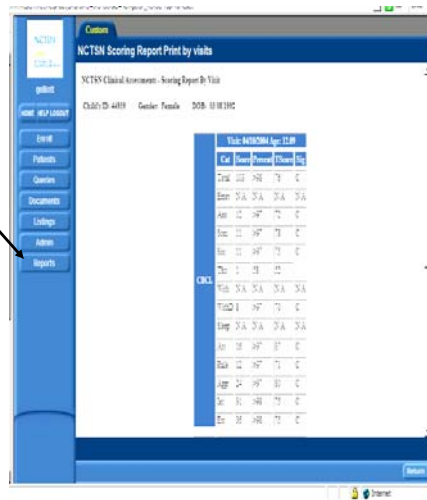
Click **Submit**

Click **Download**

Click **Open** if you'd like to see your file OR click **Save** and identify a location  
if you'd like to save the data from your Listing to your PC.

# NCTSN Reports

- Custom reports available
  - Scores for the standard assessments
    - CBCL
    - TSCC-A (Briere)
    - PTSD



1. Click **REPORTS** in the Navigation Pane
2. Select the intended report
  - **NCTSN Scoring Report View Only**
  - **NCTSN Scoring Report Print by Visit**
3. Enter **complete patient ID number** (Center ID – Subcenter ID – Patient number)
4. Select **VISITS** (required only for Print by Visit)
5. Click **SUBMIT**

**Note: Scores are generated only when a designated percentage of questions have been answered.**

If you're having trouble seeing the entire screen (or the entire report on a screen), set your monitor to 1024x768 resolution to assure that you're seeing the entire InForm data entry screen.

To check the resolution on your monitor:

Click the Start button in the bottom left corner

Click Control Panel

Click Settings

Click Display

Make sure you see 1024 x 768.

If you're still having trouble, check your web browser font size. Make sure it's set to "smallest".

On your Browser Toolbar:

Select "View"

Select "Text Size"

Select "Smallest". This is especially important if you want to view NCTSN patient level reports.

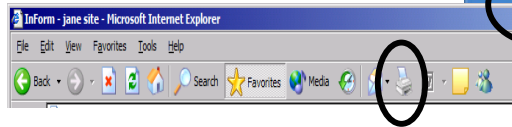
## Printing from InForm

- eCRF's and Reports may be printed

– Click the “Print Preview” button

– Then click the Printer icon on your Browser Toolbar

The screenshot shows the InForm web application interface. The main content area displays a form titled 'Baseline Visit and Demographic Information (Questions 1-12)'. The form is divided into several sections: 'Complete the following', 'Baseline Visit Information', and 'Demographic Information'. The 'Baseline Visit Information' section contains questions about the child's current age, previous visits, and current status. The 'Demographic Information' section contains questions about the child's ethnicity and legal guardian. A 'Print Preview' button is located at the bottom right of the form area, circled in red.



## More on Printing

- An example of the output from "Print Preview"

THIS IS NOT A CRF \*\*\* THIS IS NOT A CRF \*\*\* THIS IS NOT A CRF \*\*\* THIS IS NOT A CRF

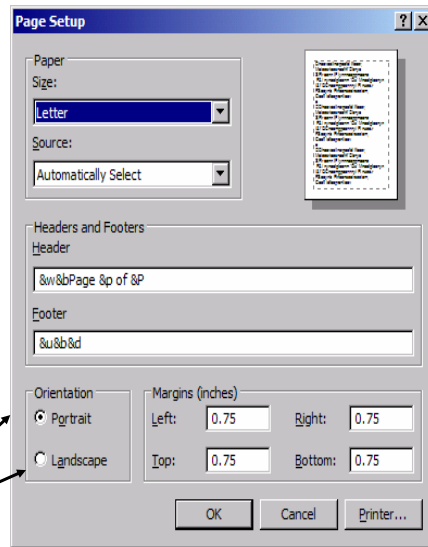
Baseline Visit and Demographic Information (Questions 1-12)  
 Site: (0000-00) TRAINING SITE  
 Patient: UUU Patient No: 0000-00-00004  
 Visit: Baseline

Complete the following.		
1. Date of Visit	Oct / 12 / 2004	
Child's current age	8.7 years (tenths)	
Baseline Visit Information		
2. Has this child been seen at this center for a <u>previous</u> episode(s) of care?	<input checked="" type="radio"/> No <input type="radio"/> Yes	
3. Is this the child's first visit at this center for the <u>current</u> episode of care?	<input type="radio"/> No. How many visits (including today's visit) has the child had at your center for the current episode of care? <input type="text"/> <input checked="" type="radio"/> Yes	
4. From whom are you collecting information for this form? (Check all that apply)	<input checked="" type="checkbox"/> Parent <input checked="" type="checkbox"/> Other adult relative <input checked="" type="checkbox"/> Foster parent <input checked="" type="checkbox"/> Agency staff <input type="checkbox"/> Child/Adolescent/Self <input type="checkbox"/> Other, Specify: _____	
5. Who is currently the legal guardian for this child?	<input checked="" type="radio"/> Parent <input type="radio"/> Other adult relative <input type="radio"/> State <input type="radio"/> Emancipated minor (self) <input type="radio"/> Other, Specify: _____	

## More on Printing



**Page Setup** (under the “File” menu on your Browser Toolbar) may need to be adjusted for optimal printing.

- Use **Landscape** orientation for Reports and the General Trauma Information eCRF.
- Use **Portrait** orientation for other eCRF's



## ***Request a New User Account***

- Complete the information requested on the NCTSN User Account Add/Change Form.
- **Email to: [NCTSN@dcric.duke.edu](mailto:NCTSN@dcric.duke.edu)**

3	NCTSN Core Data Set User Account Add/Change Request Form								 	
4	Email this form to NCTSN@duke.edu									
5										
6										
7	User Information				Contact Information				Action	
8	Center ID	Last Name	First Name	Title	City	State	Phone #	Email address	Create New User	
9				User Name (if requesting a change to an existing account)						
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25										
26										
Page 1										
Page 1 of 1 NCTSN Core Data Set User Account Add/Change Request Form										


This form is found in your packet of training materials & on the CD.

## Request a new

Complete the information requested on the **NCTSN Center\_Sub-Center Add Change Request Form**.

- Use the Comment field to indicate which user accounts should have access (Read/Write or View only) to data at the requested Sub-Center
- Email to: **NCTSN@dcri.duke.edu**

Center/Sub-Center  
Add/Change Request Form



**Center Information**

NCTSN Center ID Number:  NCTSN Facility Name:  Name & Email address of person authorizing this request:

Instructions: Complete this form when requesting to add Sub-Center accounts. E-mail the completed form to [NCTSN@dcri.duke.edu](mailto:NCTSN@dcri.duke.edu). You will receive confirmation the request has been performed within one business day.

**Sub-Center Information**

	Sub-Center or Affiliant's Name	Sub-Center ID (if established)	Sub-Center Contact Information	Action requested	Comment	Internal Use Only	
						Checklist	Date & Initials
1	Facility Name: <input type="text"/>	Sub-Center ID: <input type="text"/>	Mailing Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip Code: <input type="text"/> Time Zone: <input type="text"/> Primary Contact Person's Name: <input type="text"/> Phone: <input type="text"/> Fax: <input type="text"/> Email: <input type="text"/>	<input type="checkbox"/> Create Sub-Center Account  <input type="checkbox"/> Terminate Sub-Center Account	<input type="text"/>  <input type="text"/>	<input type="checkbox"/> Request Completed <input type="checkbox"/> User Verified	
2	Facility Name: <input type="text"/>	Sub-Center ID: <input type="text"/>	Mailing Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip Code: <input type="text"/> Time Zone: <input type="text"/> Primary Contact Person's Name: <input type="text"/>	<input type="checkbox"/> Create Sub-Center Account  <input type="checkbox"/> Terminate Sub-Center Account	<input type="text"/>  <input type="text"/>	<input type="checkbox"/> Request Completed <input type="checkbox"/> User Verified	

This form is found in your packet of training materials & on the CD.