NCTSN Core Data Set Reference Manual

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Table of Contents

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?

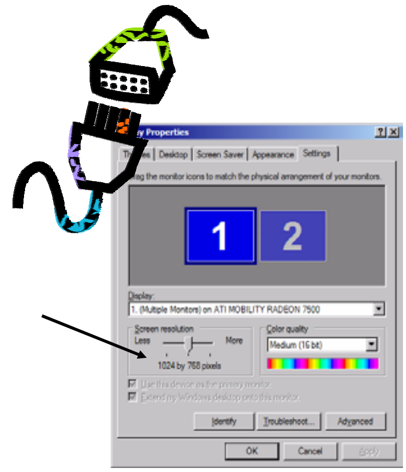
– Web-based Electronic Data Capture (EDC) tool selected by the NCTSN to use for the Core Data Set

– 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"

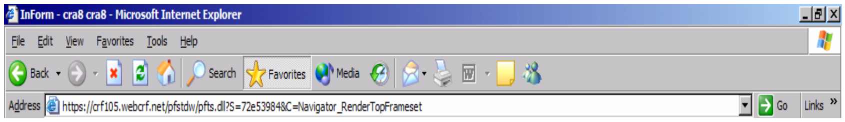
Select "Text Size"

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

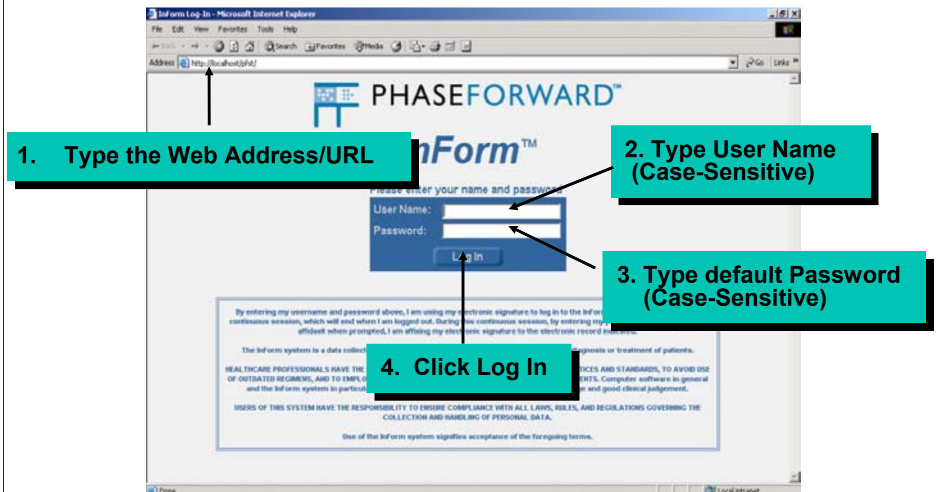
Browser Basics



- **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

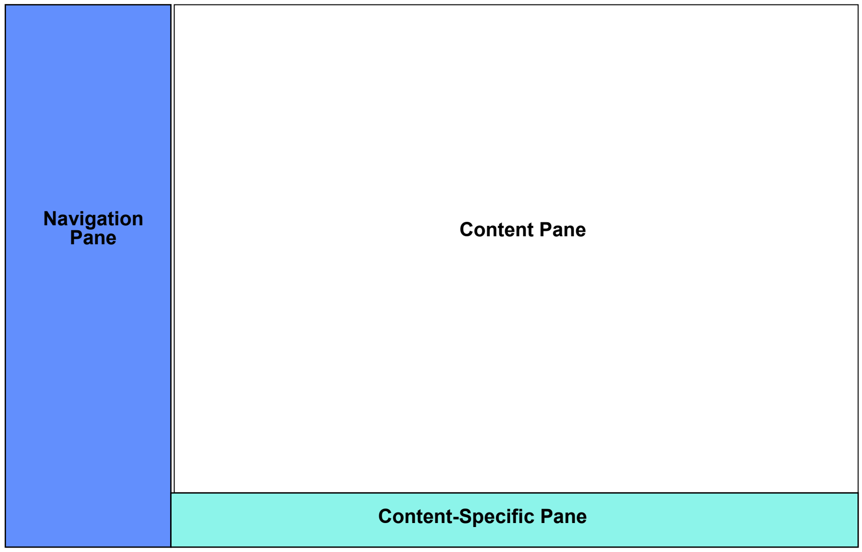
Access & Log-in



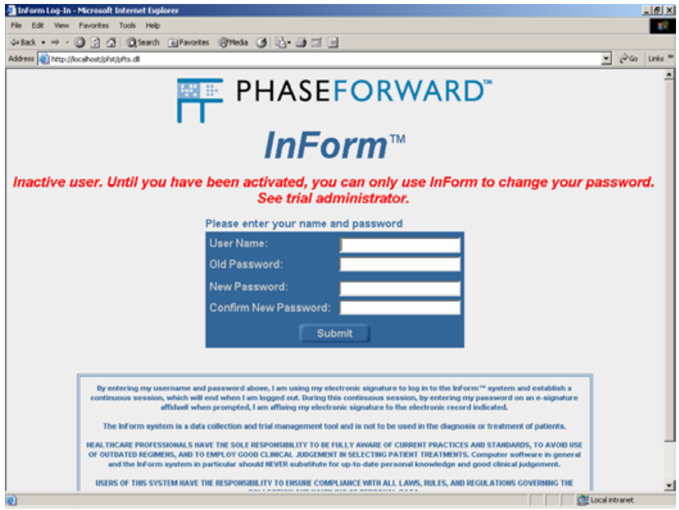
Training System can be found at **https://www.webcrf.net/trainnctsn/.**
Use the Training ID and Password assigned by the Data Center.

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



- 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**)

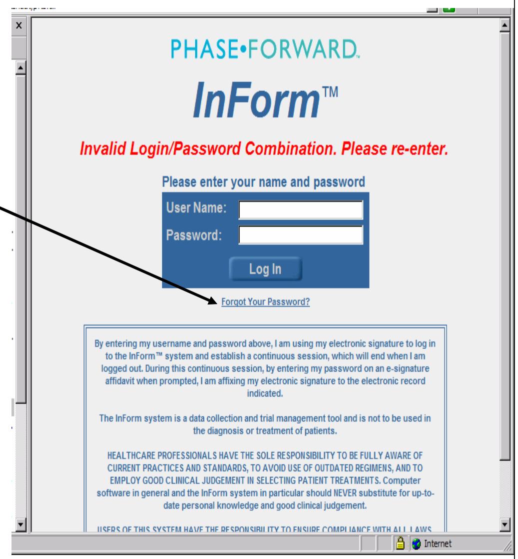
- As a security feature, you'll be asked to **change your password every 120 days**. The system will prompt you to do so at the appropriate time.

- After 3 unsuccessful log-in attempts, your account will be inactivated. Call **919-668-8182** or email **NCTSN@dcri.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.



•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 ****

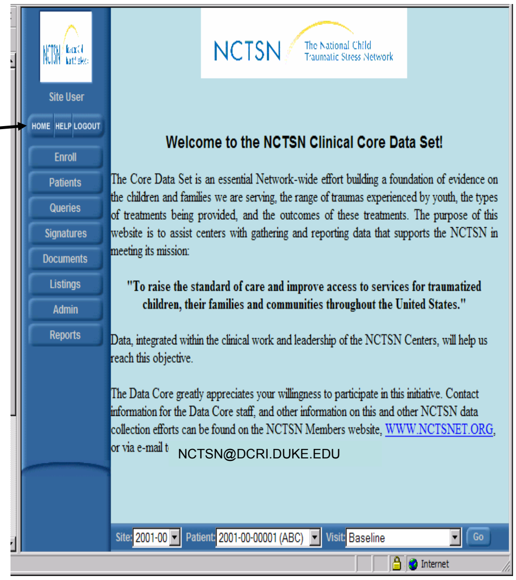
"At Will" Password Change

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

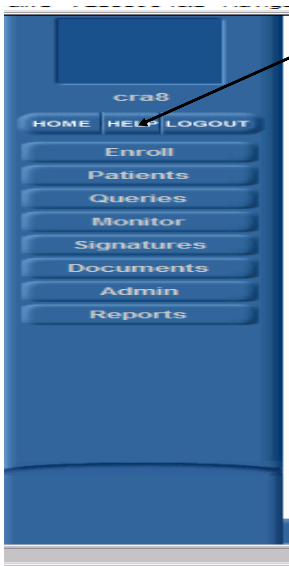
1. Click the NCTSN logo
2. Enter your old password
3. Enter your new password
4. Enter your new password again to "confirm" it
5. Enter a "Trigger" question that will help you recall your password in the event that you forget it.
6. Enter the answer to your question

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.

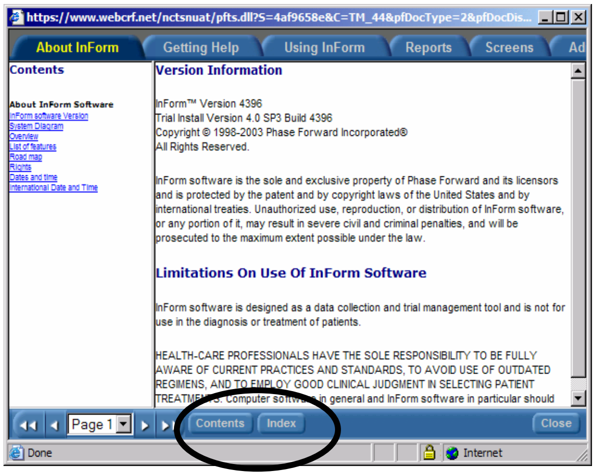
HELP button on the Navigation pane:

- **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!

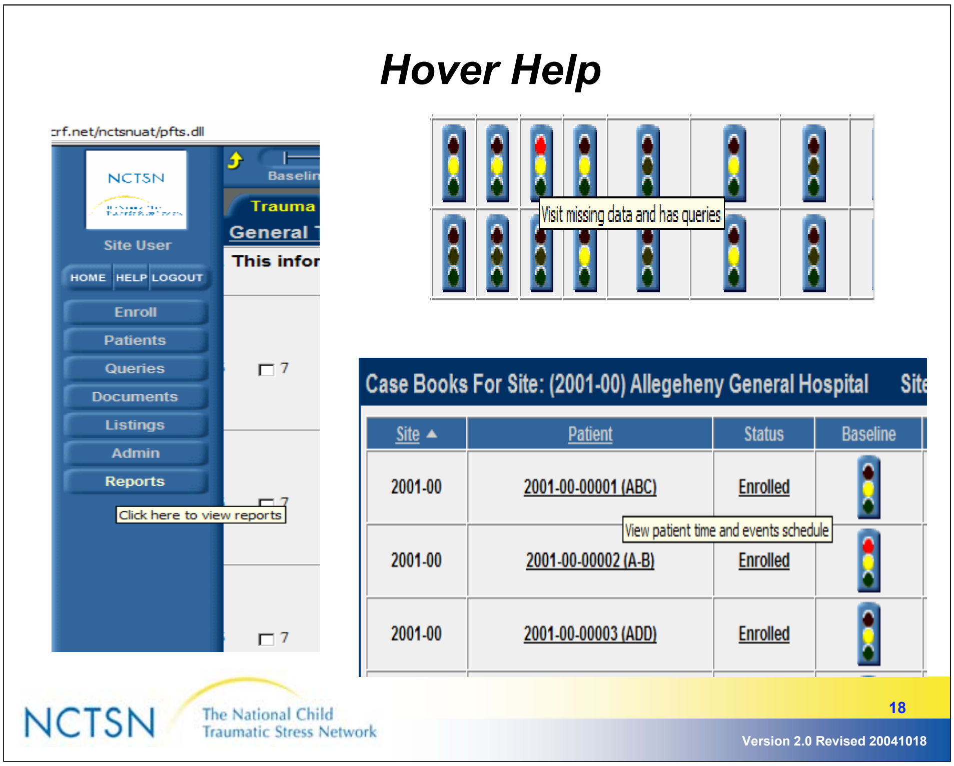


Find topics using the “Table of Contents” view or the “Index” view.

HELP

Table of Contents View

Index View

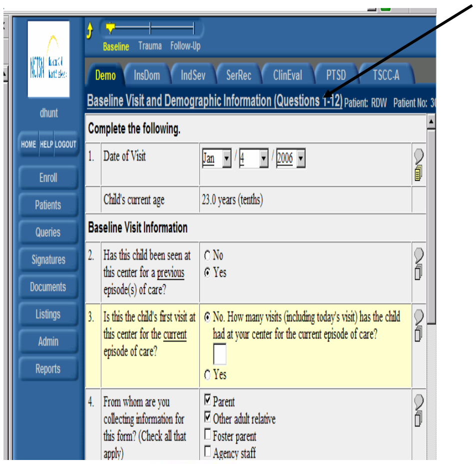


Position your mouse over any button, icon, or underlined text. A message describing it displays for a short time then disappears.

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.

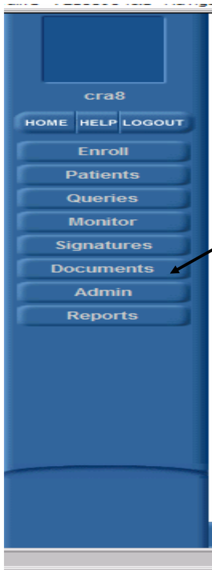


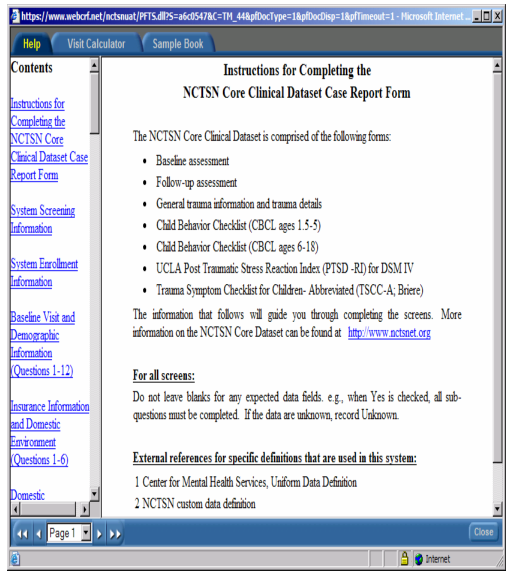
Baseline Assessment and Demographic Screen

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

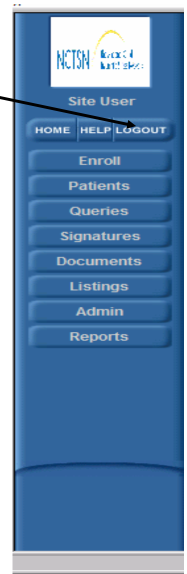




LogOut

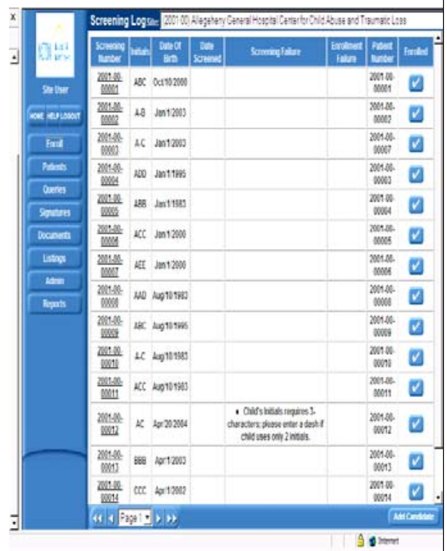
Use the Log-out button to tell InForm that you've finished using the system.

- 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.



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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.

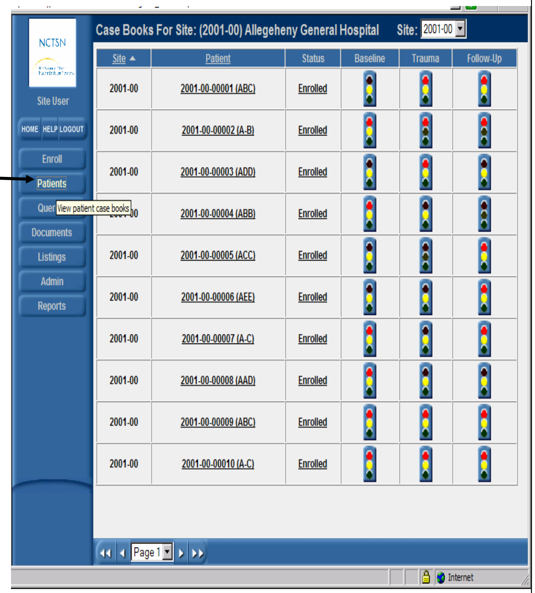
Note: The Patient Number is your Center ID + Subcenter id (if applicable, or 00) + sequential number generated by the InForm beginning with 00001. The screening number is created first as a placeholder until the Enrollment process is complete.

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.



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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:

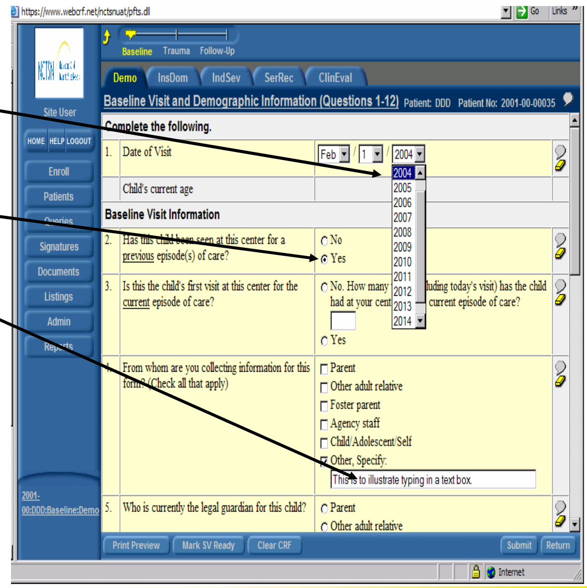
A click on the patient number (ie 2001-00-00004 (ABB)) takes you to the Time and Events schedule where you see complete list of forms for that patient

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**



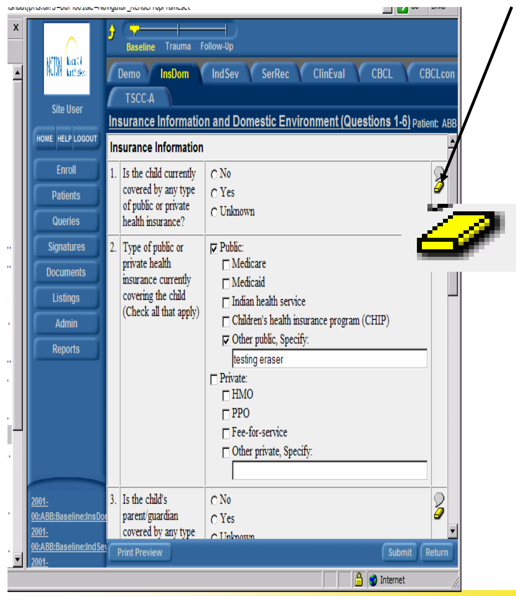
Edit = Change

3 ways to CHANGE data

1. Click the data field and backspace over the current entry

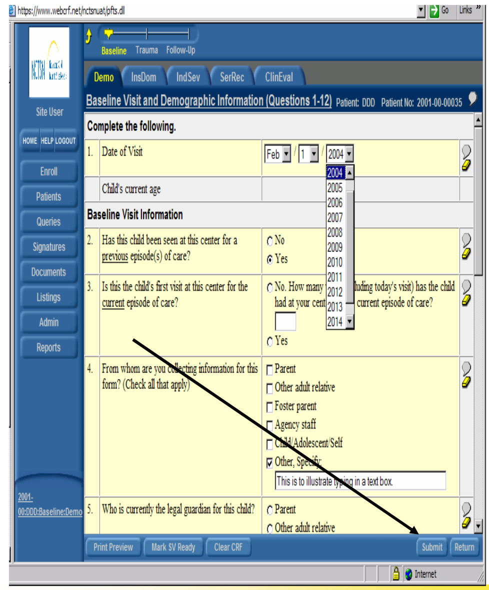
2. Highlight the incorrect entry and use the Delete key on your keyboard

3. Click the Eraser Icon (looks like a Bar of Gold or Bar of Butter)



Submit = Save

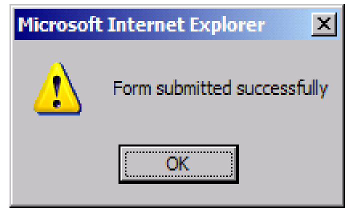
- The Submit button is the method used for sending data to the InForm database.
- Packets of information are encrypted and sent across the Internet to the InForm server



Submit = Save

- Microsoft sends a confirmation message that lets you know the data reached the database successfully

- Click OK to continue



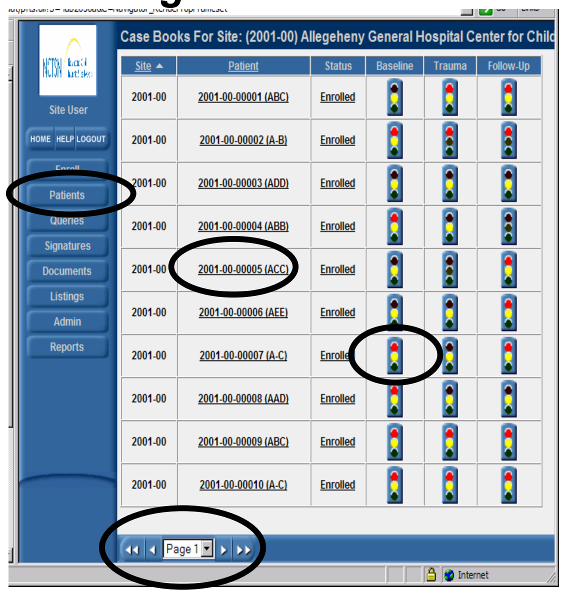
Navigate through InForm

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.



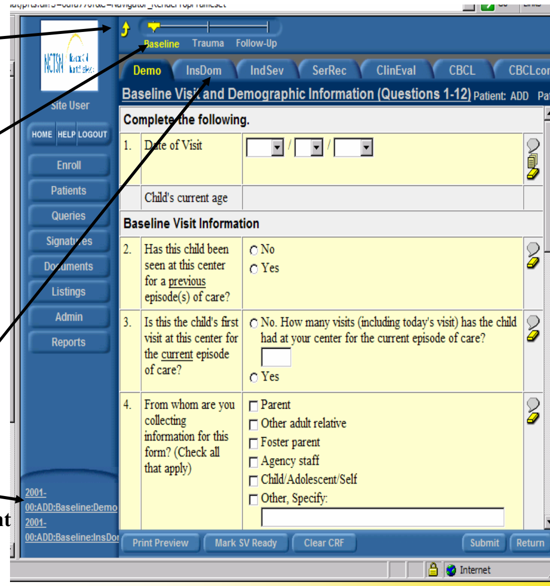
Navigate through InForm

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

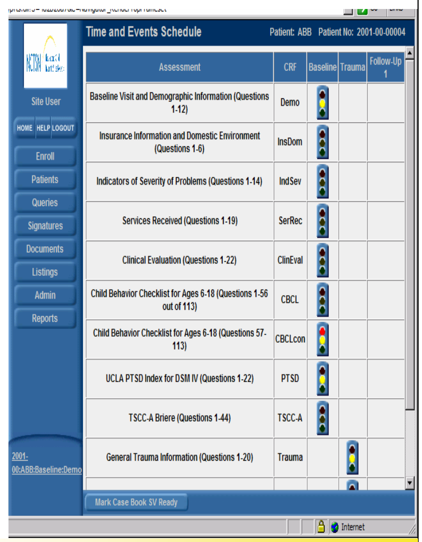


Time and Events Schedule

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 <u>"1001-00-00002")</u>** 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

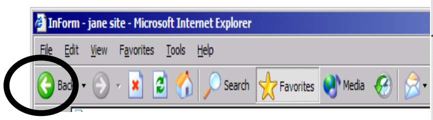
To reach a **data entry screen** from the **Time and Events Schedule**:

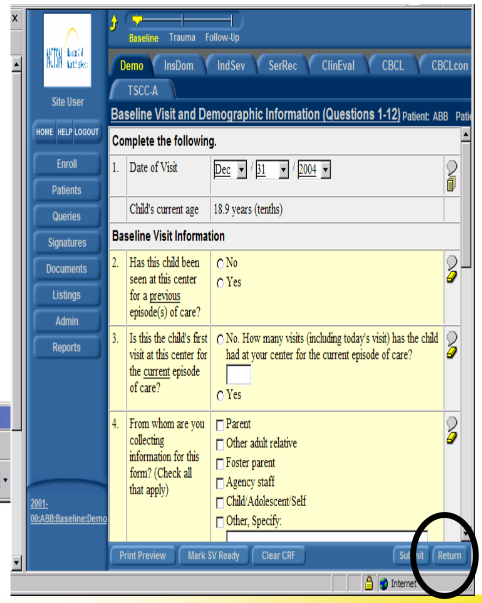
Click a **traffic light** by the intended form under the intended visit (Baseline, Trauma, or Follow-up)

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.

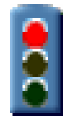
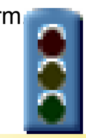




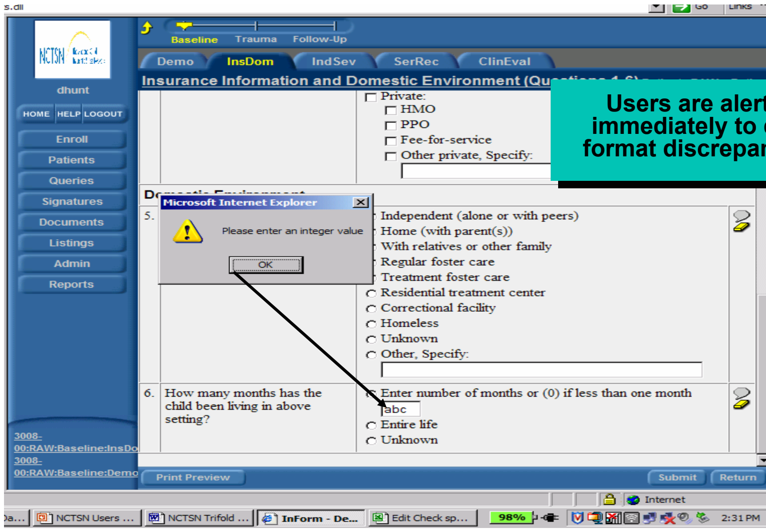
Use the Return button in InForm; do not use the Back button on your Browser toolbar.

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



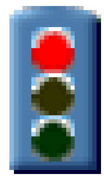
Users are alerted immediately to data format discrepancies

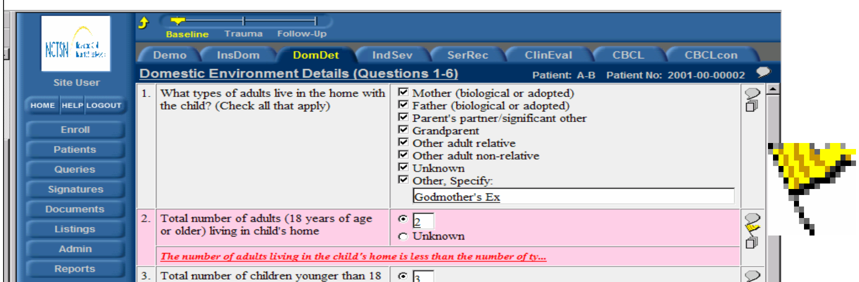
- Prevents data submission until data are corrected
- Ensures data format is correct
    - Numbers vs. Characters
    - Decimal requirements
    - Valid Ranges

Queries

Queries are “Questions about the data”.

3 ways to know you have a query:
- Red traffic lights
- Red data fields
- Yellow flag





Two types of Queries

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

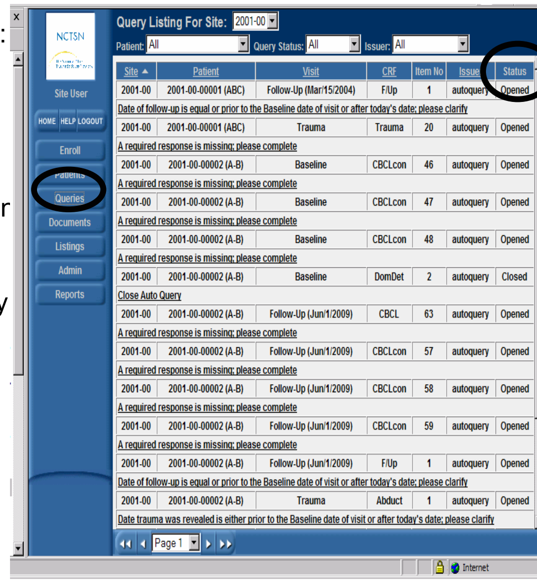
Manual Queries - created by Data center and issued for Centers to review

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.



Queries have the following states:

<u>Opened Queries</u>

Active queries awaiting a response by Center personnel

<u>Answered Queries</u>

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

<u>Closed Queries</u>

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"**

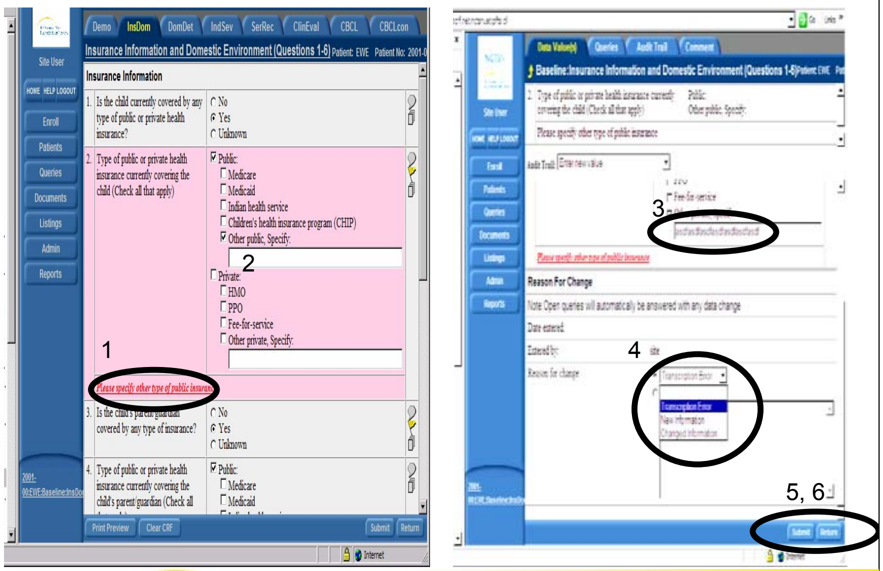
InForm recognizes new value is within range. Status changes to **Query Status = Closed**

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



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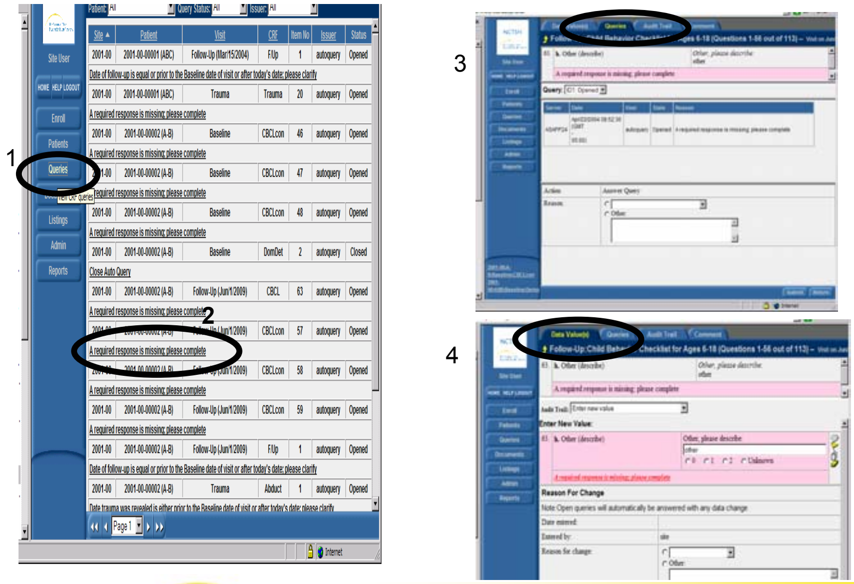
Version 2.0 Revised 20041018

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



To answer queries from the List of Queries:

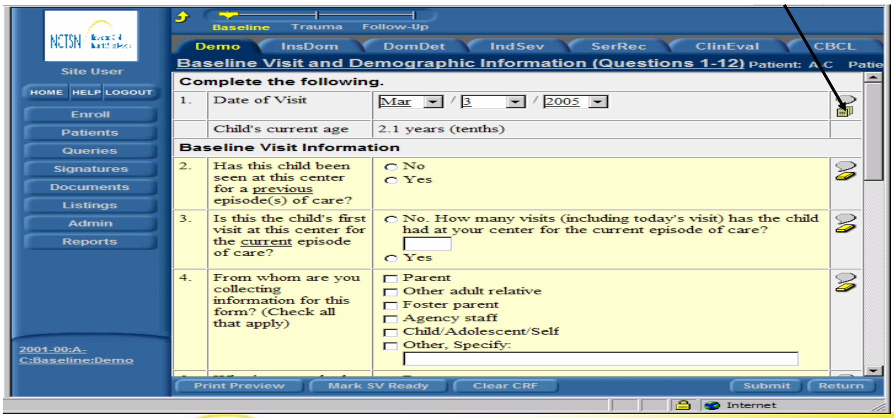
1. Click the **Queries** button on the Navigation pane.
2. Select the intended patient and query from the list. Note, all queries for all patients from your Center are on this list. There may be more than one query for the intended patient. Scroll through the list to find the intended query.
3. Click 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

Item Has Been Changed -- Click to View Audit Trail



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.

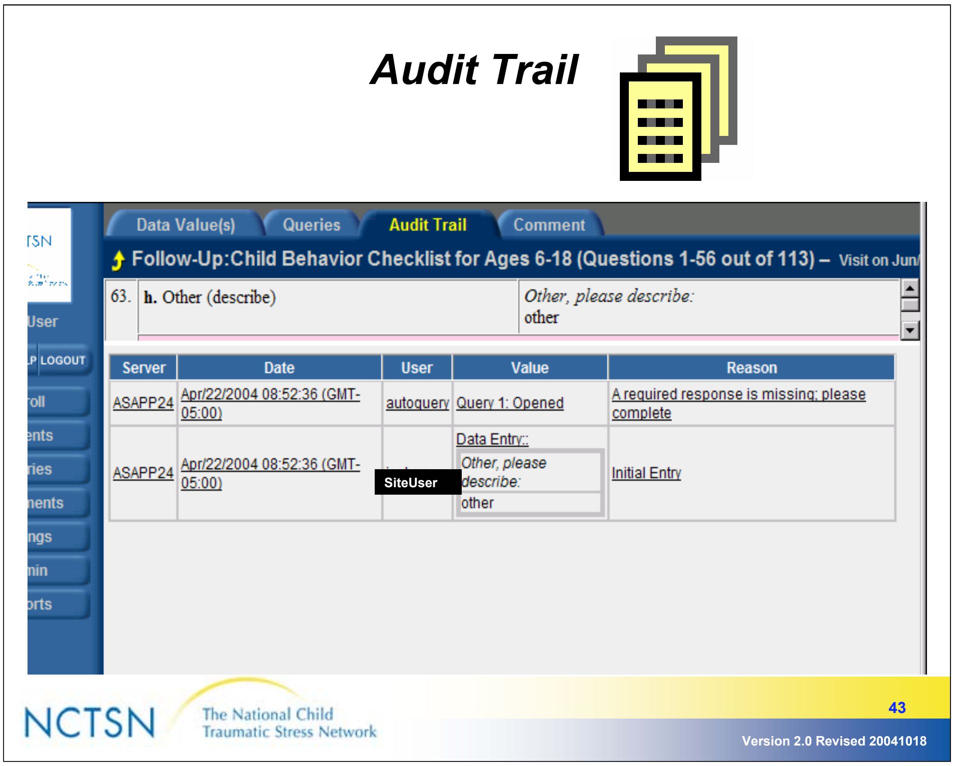
Remember, “Once entered, always there…”!

Audits contain the following information:

Full Date, Time, User and Reason for Change

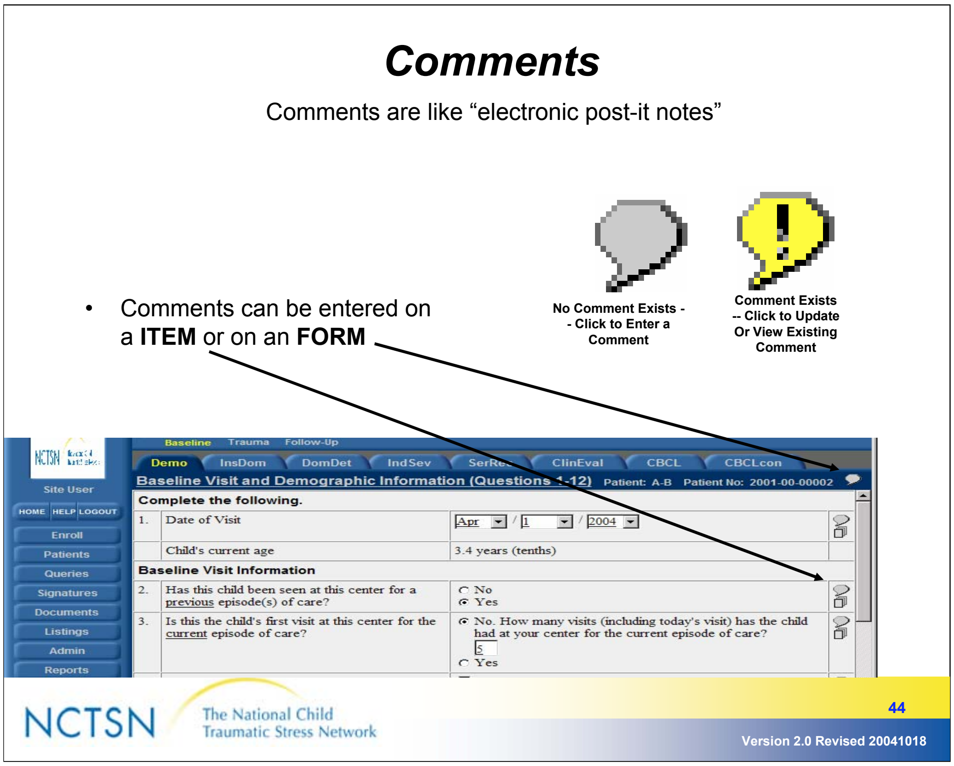
Full Chronological Recording with no Obscured Records

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



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.



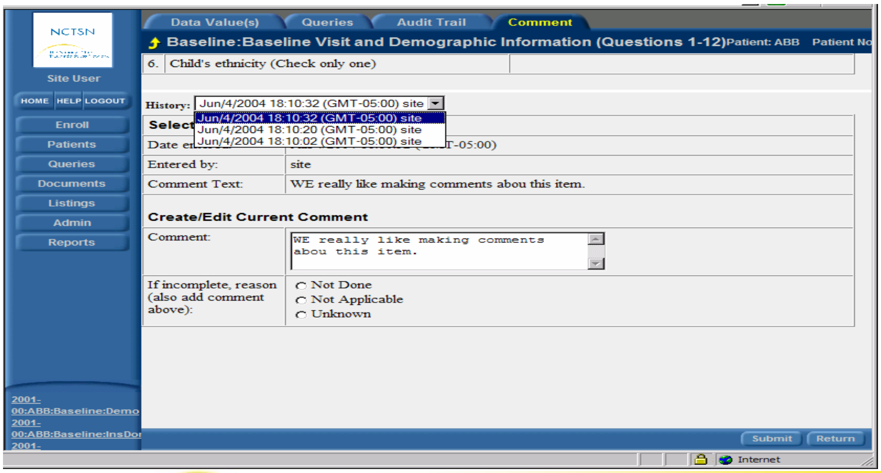
To enter a **Form Level** Comment,

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



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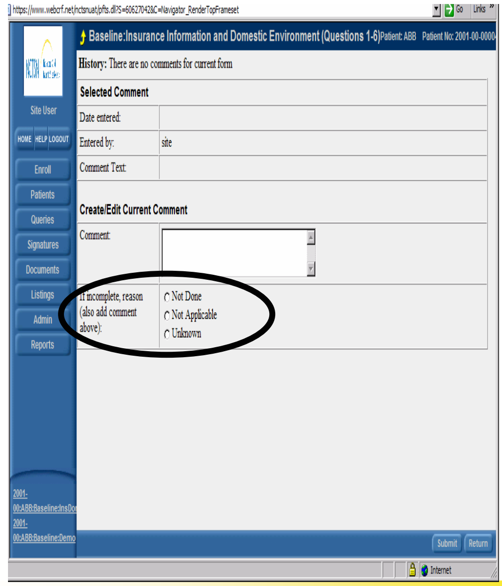
This is an example of Comments & the comment history. Multiple comments can be made. To review the comment history, select from the drop down list.

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

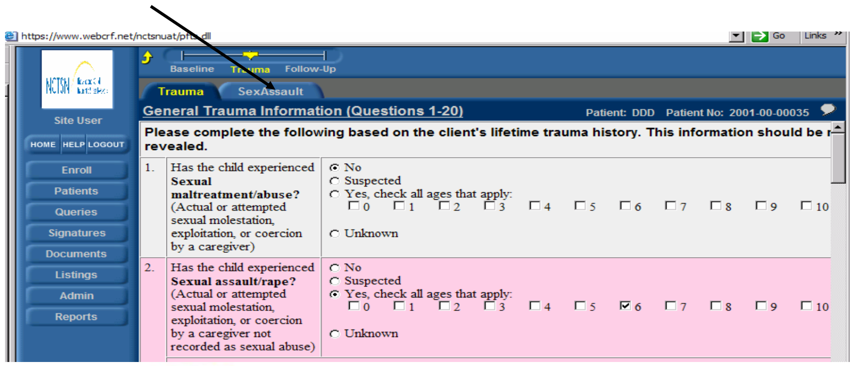
Use "**Not Done**" if you are unable to get the data for that screen and do NOT plan to (or cannot) get that data at another visit.



Dynamic Forms

Dynamic Forms

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



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.

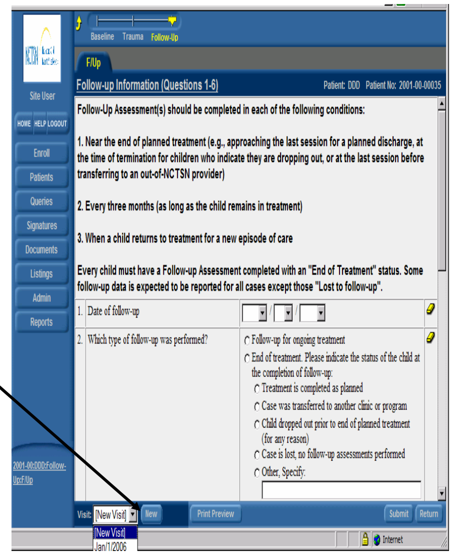
CBCL 1.5-5 YOA

CBCL 6-18 YOA

PTSD & TSCC-A 7-18 YOA

Create a New Follow-up Visit Form

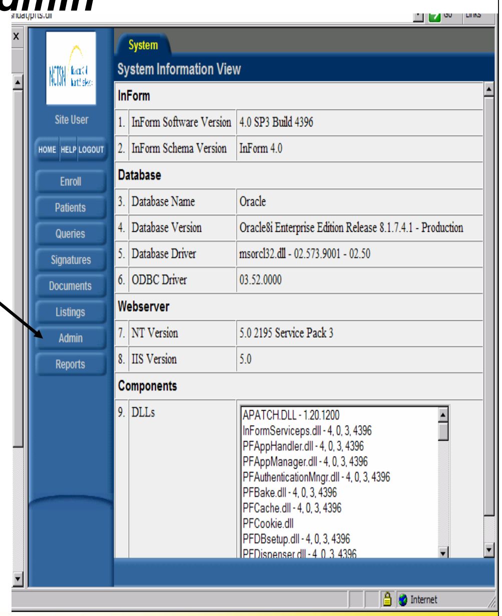
- Select "**New**" in the bottom left corner of the Follow-up Visit form
- Enter the follow-up visit date and other data.
- Click "**Submit**".
- Select visits from the drop-down box to see list of follow-up visits.



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

Admin

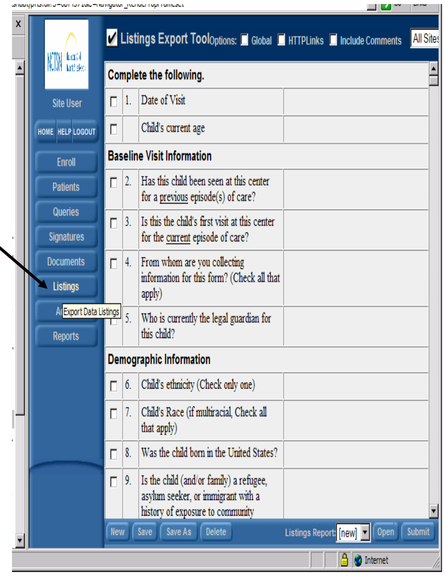
- ADMIN button provides information about the version of InForm you are using



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 fo the screen.

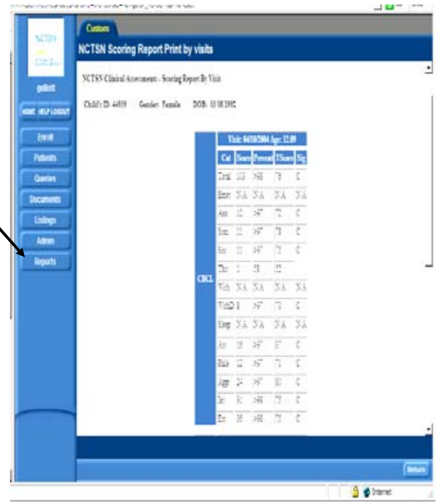
Click **Submit**

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.

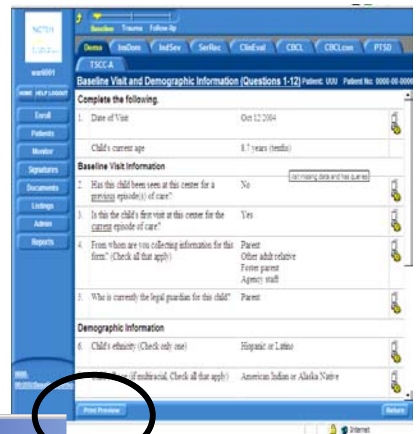
If you're having trouble seeing the entire screen (or the entire report on a screen), set your monitor to 1024x768 resolution to assure that you're seeing the entire InForm data entry screen.

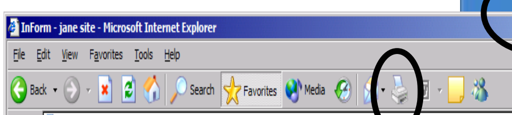
To check the resolution on your monitor:
Click the Start button in the bottom left corner
Click Control Panel
Click Settings
Click Display
Make sure you see 1024 x 768.

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





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

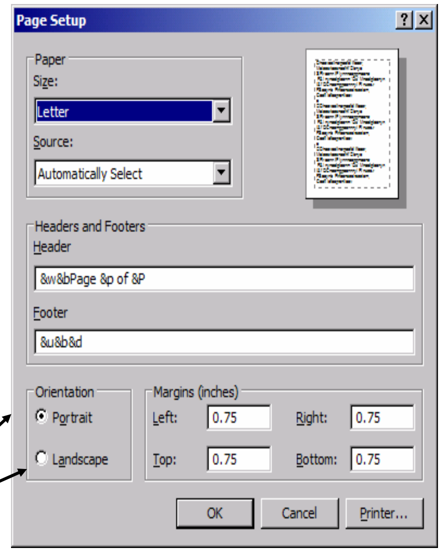
Complete the following.			
1.	Date of Visit	Oct / 12 / 2004	
	Child's current age	8.7 years (tenths)	
Baseline Visit Information			
2.	Has this child been seen at this center for a previous episode(s) of care?	◉ No ○ Yes	
3.	Is this the child's first visit at this center for the current episode of care?	○ No. How many visits (including today's visit) has the child had at your center for the current episode of care? ◉ Yes	
4.	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:	
5.	Who is currently the legal guardian for this child?	◉ Parent ○ Other adult relative ○ State ○ Emancipated minor (self)	

More on Printing

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

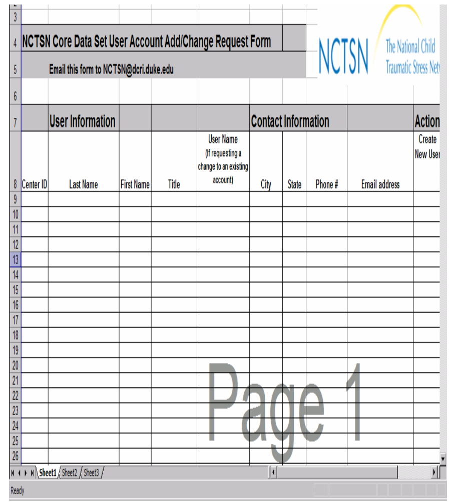
- Use **Landscape** orientation for Reports and the General Trauma Information eCRF.

- 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@dcri.duke.edu**



NCTSN Core Data Set User Account Add/Change Request Form

Email this form to NCTSN@dcri.duke.edu

	User Information				Contact Information				Action
Center ID	Last Name	First Name	Title	User Name (If requesting a change to an existing account)	City	State	Phone #	Email address	Create New User

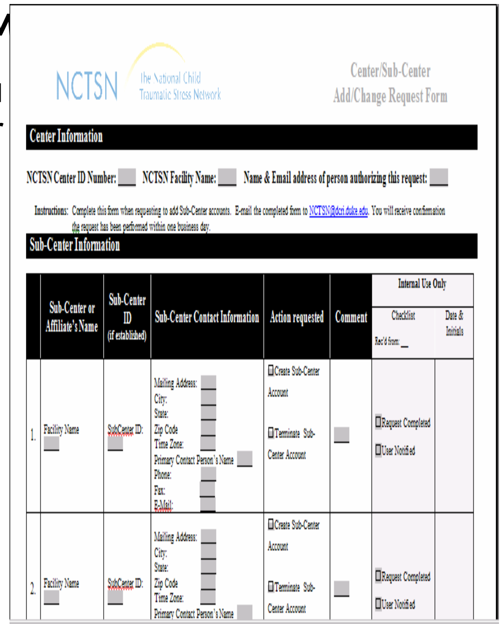
Page 1

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**



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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. You will receive confirmation the request has been performed within one business day.

Sub-Center Information

	Sub-Center or Affiliate's Name	Sub-Center ID (if established)	Sub-Center Contact Information	Action requested	Comment	Internal Use Only: Checklist Rec'd from: _	Internal Use Only: Date & Initials
1.	Facility Name	SubCenter ID:	Mailing Address: City: State: Zip Code Time Zone: Primary Contact Person's Name Phone: Fax: E-Mail:	☐Create Sub-Center Account ☐Terminate Sub-Center Account		☐Request Completed ☐User Notified	
2.	Facility Name	SubCenter ID:	Mailing Address: City: State: Zip Code Time Zone: Primary Contact Person's Name	☐Create Sub-Center Account ☐Terminate Sub-Center Account		☐Request Completed ☐User Notified	

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Version 2.0 Revised 20041018

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