Basic Functions

Enroll a patient

1. Click the **ENROLL** button in the Navigation Pane
2. Click the **ADD CANDIDATE** button
3. Enter Initials, DOB, gender and click **SUBMIT**
4. Review the entry and click **Enroll** for the intended patient
5. Confirm enrollment and click **GO TO 1ST VISIT**, *or*

Start data entry

1. Click **PATIENTS** button
2. Click on the intended **<u>Patient Number</u>**
3. Select the Assessment and CRF and click the **Traffic Light** to go to the data entry screen.
4. After entering data, select **SUBMIT** to **SAVE** it.

Note: Click another form to continue data entry, *or* ***YELLOW ARROW UP*** to see traffic lights for the form you just created.

Add a Follow-Up Visit

1. Click **PATIENTS** button
2. Find the intended patient & click the **traffic light** under FOLLOW UP
3. On the bottom of the follow-up visit screen, click the **NEW** button
4. Enter a visit date and answer the detail questions

Navigate directly to a patient's record

1. Click the **PATIENTS** button from the navigation pane & identify intended patient and select the **traffic light** for the intended visit *OR*
2. Select a patient from the list at the bottom left corner of the **HOME** screen

Drilldown within a patient record

1. Click **PATIENTS** button
2. For each patient, the **traffic lights** for each visit show a roll-up of data status for all forms within that Visit.
3. Click on the patient number to drill-down to **Time and Events Schedule** to view of data status of every form
4. Click the **traffic light** on a specific form for a specific visit to display that form

Navigate within a visit

1. Use the form **Tabs** to navigate directly to another form

Navigate from form to Time and Events Schedule

1. Click the '**Yellow Arrow Up**' beside the **Visit Timeline**

Navigate across visits *(Baseline, Trauma, Followup)*

1. Click the form name on the **Visit Timeline** to navigate between visits

Navigate between Follow-up Visits

1. Click the **visit date drop down menu** on the bottom of the screen & select the intended date.

Check status of a form

1. Hold mouse over form tab; look for "CRF not started", "CRF missing data" or "CRF has queries".

Help

Online Core Data Set Help

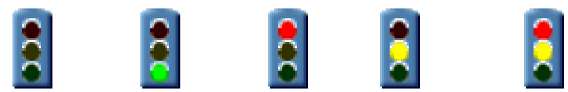
In the Navigation pane, click **Documents.** The **Help tab** has detailed instructions about completing the **eCRF** (**electronic case report forms**). It also has Information about many of the questions on the forms.

Online InForm Help

In the Navigation pane, click Help and select Index or Contents on the bottom of the screen. **Contents** allows you to browse by category. **Index** allows you to browse alphabetically by topic.

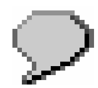
Icons

Visit/eCRF Status Icons

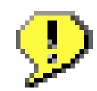


Not Started	Completed	Active Queries	Missing Values	Active Queries & Missing Values

Comment Icons

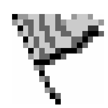


No Comment Exists – Click to Enter a Comment

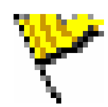


Comment Exists – Click to Update or View Existing Comment

Query Icons

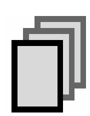


No Query Exists – Click to Enter a Query

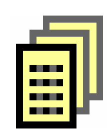


Query Exists – Click to Update or View an Existing Query

Audit Trail Icons



No Changes have been made to this Item



Item has been changed - Click to View Audit Trail

NCTSN The National Child Traumatic Stress Network

CORE DATA SET

Quick Reference Guide

https://inform.dcri.duke.edu/nctsn/

The **Core Data Set** will assist Centers with gathering and reporting data that supports the NCTSN in meeting its mission:

> **"To raise the standard of care and improve access to services for traumatized children, their families and communities throughout the United States."**

Getting Started

Your password

1. Your password is specifically assigned to you, nobody else knows it – not even the help desk.
2. It must be changed after initial login and can be changed anytime by clicking the NCTSN logo in the upper left of all screens.
3. Use the "Forgot Password" feature to reset your password if you forget it!

New user accounts

E-mail your completed **User Account Request form** to:**edchelp@mc.duke.edu**

Questions?

E-mail: NCTSN@dcri.duke.edu

Call: 1-888-372-7743 or 1-919-668-8182

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Clinical Assessments

TSCC-A (Briere)

The **Trauma Symptom Checklist for Children (Alternate)** is a youth self-report measure of posttraumatic distress and related psychological symptomatology.

- Provides a broad assessment of posttraumatic effects
- Designed to be completed by the child (alone), but may be read to youth who cannot complete it independently
- Appropriate for youth who are 8 – 16 years old
- Scoring produces T-scores based on normative sample
- If Total Missing is >3, then all Tests will have a result of 'Not Applicable e.g., NA when 4 or more responses are left blank.'
- Produces 5 clinical scales: Anxiety, Depression, Anger, Posttraumatic Stress, Dissociation

CBCL

The **Child Behavioral Checklist** is a widely used assessment of behavioral and emotional problems in children and adolescence.

- Versions for younger children (1.5-5 years) and older children (6 -18 years)
- Widely used and tested with a variety of populations
- Designed to be completed by parents, but may be read to parents who cannot complete it independently
- Scoring produces T-scores to indicate clinical severity
- Score of 'Not Applicable' when 8 or more responses are blank or unknown
- Produces overall score, 2 broad-band subscales (Internalizing problems; Externalizing problems), as well as domain-specific subscale scores

PTSD

The **Post-traumatic Stress Disorder Reaction Index** provides a quick assessment to screen for likelihood of a PTSD diagnosis.

- May be used categorically (to assess likelihood of meeting PTSD diagnostic criteria) or continuously (for more finely graded discrimination of symptom level)
- Appropriate for youth who are at least 7 years old
- Designed to be completed by the child (alone), but may be read to youth who cannot complete it independently
- Has been used extensively in clinical evaluation, trauma research, and post-trauma screening
- Includes subscales for key domains of PTSD diagnosis: Intrusion, Avoidance, Arousal
- Score of 'Not Applicable' when 4 or more responses are left blank

Reports

Assessment Result Scores

View Online

1. Click **REPORTS** tab on the top of the home page
2. Select **"NCTSN Scoring Report View Only"**
3. Enter the full patient ID (CenterID-SubcenterID-Patient #)
4. Click **Submit**

Print to paper:

1. Click **REPORTS** tab
2. Select "**NCTSN Scoring Report Print by visits**"
3. Enter the full patient ID (CenterID-SubcenterID-Patient#)
4. Select a set of four visits to be printed
5. Click **Submit**