

DF/HCC Operations for Human Research  
Obtaining Missing Forms Reports**1. BACKGROUND:**

Study teams should follow this operation to obtain a missing forms report (i.e., CRF data expectancy report) for protocols where data is maintained by the DF/HCC.

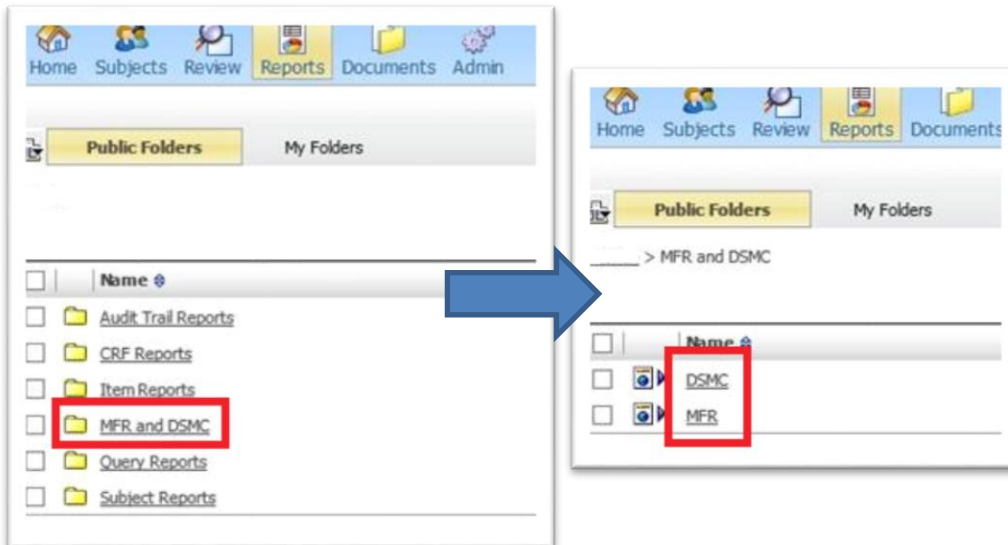
**2. ASSOCIATED DF/HCC POLICIES:**

2.1. [DATA-100](#)

**3. PROCEDURE:****3.1. Missing Forms Reports via InForm**

3.1.1. Beginning in 2017, many new InForm EDC trials were developed with the Missing Forms Reports (MFRs) available directly within InForm.

3.1.2. To access the MFR, log into InForm, click on “Reports”, then click the folder “MFR and DSMC”. A typical protocol will have an MFR report (select the site) and a separate DSMC report, where applicable.



3.1.3. Each report has multiple pages that are not immediately visible. To view all information, click on “page down” or view the full report by selecting the “View in PDF” function.

**3.1. Missing Forms Reports via OnCore**

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## DF/HCC Operations for Human Research Obtaining Missing Forms Reports

- 3.1.1. Your role and system access in OnCore determine what information and reports are available to you. You must have the appropriate privileges in OnCore to view a Missing Forms Report for a specific protocol.
- 3.1.2. To locate the Missing Forms Reports, go to the Reports Console and select Reports. Navigate to the Data Management section of the reports console.
- 3.1.2.1. Use the Schedule option in OnCore to schedule reports to run automatically for email delivery.
- 3.1.3. There are three MFR-related reports available in OnCore: MFR Summary Master, MFR Summary Detail, and MFR Listing.
- 3.1.3.1. The MFR Summary Master report provides a summary of total forms expected and missing across multiple protocols. The protocols visible in the report depend on your role and management group(s) in OnCore.

PROT	PI	OVERALL FORMS EXPECTED	OVERALL FORMS MISSING	PERCENT MISSING
<a href="#">99-991</a>	John Doe	2873	86	3
<a href="#">99-992</a>	Jane Doe	334	49	14.7
<a href="#">99-993</a>	Jim Doe	2301	143	6.2
<a href="#">99-994</a>	Jessica Doe	1122	5	0.4

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3.1.3.2. The MFR Summary Detail report provides a summary of missing forms for a single protocol, organized by site and type of form. The types of forms displayed will depend on CRF types used on a given protocol.

Form Type	# Missing Forms	# Expected Forms	% Missing Forms
Baseline	70	928	7.54%
Follow-up	187	1587	11.78%
Toxicity	31	400	7.75%
Treatment	3	133	2.26%
<b>Total</b>	<b>291</b>	<b>3048</b>	<b>9.55%</b>

3.1.3.3. The MFR Listing report provides a data expectancy report for a specific site broken down by subject and form type.

Case	Pt Init	Form Requested	# Forms Received	# Forms Expected
001	ABC	Baseline	1	2
002	DEF	Toxicity	16	17
003	GHI	Follow Up	0	1

### 3.2. Questions

3.2.1. For questions regarding the quantity of missing data, please contact [ODQDataManagement@dfci.harvard.edu](mailto:ODQDataManagement@dfci.harvard.edu).

3.2.2. For any questions regarding the InForm Reporting functionality and InForm access, please contact [dfciinform@dfci.harvard.edu](mailto:dfciinform@dfci.harvard.edu).

3.2.3. For questions regarding OnCore access, please submit a ServiceNow ticket to “OnCore – DFCI” or email [OncoreSupportService@partners.org](mailto:OncoreSupportService@partners.org).

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