

Guidance: How to View Missing Forms Reports

Follow these instructions to view a report of missing data (i.e., data expectancy report) for protocols where data is managed by the DF/HCC Office of Data Quality (ODQ). For questions regarding the quantity of missing data, please read [ODQ's FAQ on Missing Forms](#) reports and [email us](#) with any remaining questions.

Missing Forms Reports in InForm

The missing forms report (MFR) for newer trials (some 15-XXX trials, all trials 16-XXX and later) trials is available directly within InForm. To access the MFR via InForm:

1. Log into InForm
2. Click on "Reports"
3. Click the folder "MFR and DSMC"
4. Choose either the MFR (site-specific) or DSMC summary report.

Each report has multiple pages. To see all details, click on the "page down" option. You can also view the full report by selecting the "View in PDF" function in the upper right corner.

Missing Forms Reports in OnCore

All active protocols where ODQ manages the data have MFR information available through OnCore. This information is more limited than what is available via InForm for newer studies.

Note: Your role and system access in OnCore determine what information is available to you. For questions regarding access, please submit a ServiceNow ticket to "OnCore – DFCI" or email [Oncore Support](#).

- 1) Go to the Reports Console and select Reports.
- 2) Navigate to the Data Management section. (In the reports console, you will see a list of report categories on the left.)
- 3) There are three MFR-related reports available: MFR Summary Master, MFR Summary Detail, and MFR Listing (See below for details on each.)
- 4) Use the **Schedule** link to schedule reports to run automatically for email delivery.

MFR Summary Master Report

Reports > Reports > Data Management > MFR Summary Master

The MFR Summary Master report provides a summary of total forms expected and missing for multiple protocols. The protocols visible in the report depend on your role and management group(s) in OnCore. The report contains the following information:

- **RUN_DT:** The data and time that data was last refreshed for this protocol.

- **SUCCESS:** “Y” indicates that the missing form report program ran successfully for this protocol. “N” indicates that a program could not be run successfully, and you may submit a Service Now ticket to CTRIO MFR DEV-DFCI for troubleshooting.
- **PROT:** The protocol number. If the report is run in HTML format, clicking on the protocol number will open an MFR Summary Detail report for that protocol.
- **ONCORE_PROT_STATUS:** The current protocol status in OnCore.
- **DOES_ODQ_MAINTAIN:** “InForm” indicates that the protocol uses electronic CRFs in InForm. “Ingres” indicates that the protocol uses paper CRFs that are then keyed into the Ingres database.
- **COORDINATING_CENTER:** The lead DF/HCC institution in OnCore.
- **PRIMARY_MANAGEMENT_GROUP:** The primary management group in OnCore.
- **PI:** The Overall PI in OnCore.
- **DATA_MONITORING:** Indicates whether a trial is monitored by the DSMB or DSMC.
- **OVERALL_FORMS_EXPECTED:** Total number of expected forms for all sites/subjects.
- **OVERALL_FORMS_MISSING:** Total number of missing forms for all sites/subjects.
- **OVERALL_FORMS_PERCENT_MISSING:** Percentage of expected forms that are missing.

MFR Summary Detail Report

Reports > Reports > Data Management > MFR Summary Detail

The MFR Summary Detail report provides a summary of missing forms for each site, broken down by type of form. The types of forms displayed will depend on CRF types used on a given protocol.

Example:

| 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% |
| Total | 291 | 3048 | 9.55% |

MFR Listing

Reports > Reports > Data Management > MFR Listing

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

Example:

| 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 |