

Lung Screening Study

Specifications for Completion of the Missing Data Form (MDF)

A SC staff member should complete a Missing Data Form (MDF) to document the absence of a study data collection form. This MDF will cancel expectations for the noted missing form(s) and any other related expectations. This missing data may be due to a variety of reasons such as participant refusal, inability to locate the participant, death of the participant, inability to obtain medical records, etc.

Specifications for completing each item of the form are given below:

Administrative Section:

Date: Record the date the Missing Data Form was completed. Month and day should be zero filled, and the last two digits should be recorded for the year (e.g., 12/07/2000).

Screening Center: In the left box on the upper portion of the form, record the 2-digit SC ID.

Screening Center Staff ID: Record your 4-digit staff ID number.

Participant ID: Affix a PID label to the space provided in the upper right portion of the form.

Barcode: This is the three-character form identifier (MDF) in barcode format preprinted in the upper right portion of the form. The barcode will be read by a barcode reader (wand) during the receipt of the form at the CC.

Missing Data Section:

Study Form: Put a check in the box next to all data forms that are missing, i.e., all forms which will not be completed by or for the participant in the study, and therefore will not be receipted at CC.

Reason Code: For each missing form, complete this item to document the reason the data form is missing. Refer to the Reason Codes printed below for the list of possible reasons the data form is missing. Enter the code corresponding to the reason a data form is missing as follows:

01 = Refused Procedure/Activity: The participant would not complete one or more study forms, would not allow screening examinations to be performed, repeatedly cancelled or did not show up for visits by January 31, 2001. Use this code for DE if a participant will not be seeking diagnostic evaluation or treatment.

02 = Can't Locate: The SC is unable to locate the participant during the study period, despite tracing efforts.

03 = Deceased: An MDF should be completed with this reason code to “turn off” the expectations for study activities that require participant contact (such as exams and forms).

04 = Records Could Not Be Obtained: The medical records necessary for the completion of the DE form are not available. Possible reasons for this unavailability are:

- lost records
- institutional refusal
- foreign or non-local institution
- participant cannot be found to determine whether or not s/he had follow up

88 = Other (Specify) Write reason for missing data beside this item.

After completing the form:

- Send the form to the CC in the weekly shipment.
- File a copy of the form in the participant's folder.