

Completing the new DDSI

Many of the features of the previous form remain in this new deployment, the login has changed and the location. First for the login, a temporary generic login has been created for use until users can get their own account and we can integrate more methods such as using the CTEP-IAM account. To login the user name is : **irocuser** and the password is : **submitddsi1**

A link can be found at: <http://www.rtog.org/CoreLab/RTQASubmissionInformation.aspx>
The form itself is located at: <https://cr-rtqa-web.acr.org/ddsi>

Once in the form, it features the ability to recall contact and treatment planning system information by protocol number and NCI number. Populate these two fields and choose 'Lookup Last Form' and this information will be returned if there is a match. (note this is only for forms submitted in this version. Previous forms are not contained here.)

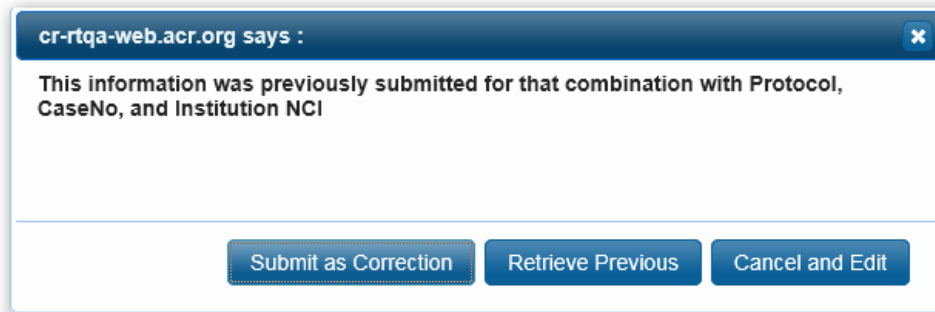
The screenshot shows the DDSI form interface. At the top is the IROC logo (IMAGING AND RADIATION ONCOLOGY CORE) with the tagline 'Global Leaders in Clinical Trial Quality Assurance'. Below the logo is the 'Protocol Submission Information' section, which includes a dropdown menu for 'Protocol Sponsor/Number' (set to NRG-BN-001), a text input for 'Case Number', a text input for 'Patient Initials #', and radio buttons for 'Submission Type#' (Initial, Final, Correction). Below this is the 'Contact information' section, featuring a text input for 'Institution NCI #' (set to PA141) and a 'Lookup LastForm' button. A note at the bottom states: 'Requires Protocol selection and NCI #then returns data form last submitted'.

If a case number is added when searching and there is a match of all 3 elements, the protocol number, Case number and NCI number, the entire previously submitted form will be returned and allow you to edit. 'Lookup Last Form' is not required and does not need to be used and is just in place to help eliminate the need to re-enter common data.

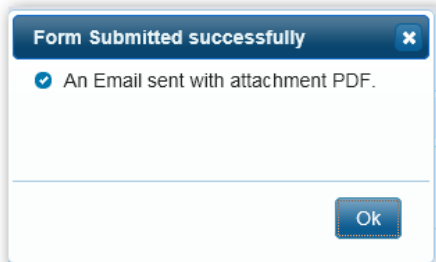
The Brachy section of the form is only enabled when a Brachy submission is enabled.

The screenshot shows the 'Brachytherapy Only' section of the form. It is divided into two columns. The left column contains radio buttons for 'HDR Intra-catheter Brachy' (checked), 'Proton Therapy', 'N/A', and 'Other(Please Specify)'. Below these are fields for 'Prescription Dose for this Patient' (Gy), 'No. of Catheters', 'Source Strength', 'Isotope Used', 'Manufacturer', and 'Model'. The right column contains fields for 'Manufacturer', 'TPS System', 'Software Version', and 'Dose calc Algorithm'. Below these are 'Implant Techniques' (Mesh, Double Suture, N/A, Other) and 'Implant Dimension' (Length and Width in cm).

If a submission is not marked as a correction and is being submitted for a matching case number, protocol number and NCI number, and was also not recalled, a message warning of this will be given to the submitter, allowing them the option to submit it as a correction, edit the form as they had filled it out, or retrieve a copy of the previously submitted form to edit it for submission.



Successful submission will generate the following message along with an emailed copy of the submission to all staff listed in the contact area of the form.



Finally some notes:

- Patient initials need to be only alphabetic characters, up to 3 characters long, no spaces, no dashes, no numbers
- At least one contact person is required in the form. That contact must have a name, phone number and email listed
- For any contact listed a name, phone number and email are required
- If the form is half complete and then you choose the lookup last form option and there is a match, just the recalled data will be returned to the form
- No matches to your lookup will return the following:



Thank you for your time and welcome to the NCTN and IROC.

