



CCASAnet 3.0 Data Submission SOP

v. 02 Aug 2016

Purpose

This Standard Operating Procedure (SOP) for CCASAnet Data Submission defines a process to standardize the submission of routine clinical data in CCASAnet Data Transfer Protocol (DTP) format for CCASAnet and leDEA-wide studies.

Scope

This Data Submission SOP applies to the CCASAnet 3.0 funding cycle (July 2016-June 2021). This Data Submission SOP applies to all sites for all Core Tables of the CCASAnet Data Transfer Protocol. These include the following tables: Required Core tables: tblBASIC, tblFOLLOW, tblVISIT, tblLAB_CD4, tblLAB_RNA, tblART, tblICE (for core CEs, as defined in the DTP), tblICE_CANCER. Bonus tables: tblIMED, tblLAB, tblPREG, (tblICE_TB)

Responsibility

The following CCASAnet members have responsibilities according to this SOP.

- Site PI: ensure complete site data (all tables) is submitted by site due date.
- Site data manager: submit complete site data by site due date. Respond to data queries within 4 weeks.
- VDCC data manager: review site data and send queries within 3-4 weeks.
- VDCC PI: ensure data cycle is being maintained for VDCC and all sites.

Procedure

Sites should prepare their clinical data according to the CCASAnet DTP and submit full data sets by the due date specified below. Data managers should check to make sure all data tables are included before submission and fill out the form fields associated with the Secure REDCap Uploader linked below.

Data Upload

Data files should be uploaded by the due date to the Secure REDCap Uploader as spreadsheets (CSV, XLS, XLSX) or MS Access (MDB) files. Other file formats are acceptable upon agreement with the VDCC data manager. Multiple files can be combined in a ZIP or other archive file to simplify uploading.

Table 1. Data Submission Cycle for CCASAnet 3.0

Center	Cohort	Core Data Due	Receive Queries	Respond to Queries
CCASAnet 2.0 Data Catch-up		July 2016		
CCASAnet 2.0 Data Queries		1 August 2016	+4 weeks	+4 weeks
Peru-IMTA vH	Adults	1 September 2016	+4 weeks	+4 weeks
Brazil-UFMG	Peds	3 October 2016	+4 weeks	+4 weeks
Brazil-UNIFESP	Peds	1 November 2016	+4 weeks	+4 weeks
Honduras-HE	Adults	1 December 2016	+4 weeks	+4 weeks
Happy New Year!		January 2017		
Haiti-GHESKIO	Adult+Ped	1 February 2017	+4 weeks	+4 weeks
Argentina-HF/HCE	Adults	1 March 2017	+4 weeks	+4 weeks
Chile-FA	Adults	3 April 2017	+4 weeks	+4 weeks
Mexico-INCMNSZ	Adults	1 May 2017	+4 weeks	+4 weeks
Honduras-HE	Peds	1 June 2017	+4 weeks	+4 weeks
Brazil-INI	Adults	3 July 2017	+4 weeks	+4 weeks