



CCASAnet 3.0 Data Submission SOP

v. 9 September 2020

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, 2020- 2021

Center	Cohort	Core Data Due	Receive Queries	Respond to Queries
Brazil-UNIFESP	Peds	1 October 2020	+4 weeks	+4 weeks
Honduras-HE	Adult+Peds	2 November 2020	+4 weeks	+4 weeks
Argentina-CMH	Adults	1 December 2020	+4 weeks	+4 weeks
Happy Holidays!				
Peru-IMTAvH	Adults	1 March 2021	+4 weeks	+4 weeks
Chile-FA	Adults	1 April 2021	+4 weeks	+4 weeks
Haiti-GHESKIO	Adult+Peds	3 May 2021	+4 weeks	+4 weeks
Mexico-INCMNSZ	Adults	1 June 2021	+4 weeks	+4 weeks
Brazil-INI	Adults	1 July 2021	+4 weeks	+4 weeks
Brazil-UFGM	Peds	1 September 2021	+4 weeks	+4 weeks