CASE REPORT FORM (CRF) COMPLETION GUIDELINES

The Case Report Forms will be mailed to DPH who will then forward them to the Data Coordinating Center (DCC) at Boston University, where software will read the forms and capture the data for the database. It is critical that the forms be completed neatly and accurately.

Please read the following instructions before completing any CRFs.

- If filling out the form by hand, use a pen with black ink. Blue ink or pencil will not be recognized by the software.

- **Unknown data**: When “unknown” is considered to be a possible response, an "unknown" checkbox has been provided.

- **Text**: All text must be legible to facilitate translation. Print your information in upper-case letters, and avoid contact with the edge of boxes.

- **Numbers**: All number fields (dates, number of doses etc.) need to be entered with leading zeros. For example, if the date is February 2nd, it should be entered as 02/02/2015, NOT 2/2/2015

- **Check boxes**: Completely fill in the check boxes. It is the safest way to ensure proper scanning of the field.

- **Corrections**: If you would like to change your answer, please line through the incorrect answer, draw an arrow to the correct answer, darken the correct square completely, and initial and date the change. Do not use correction fluid. Corrected forms will need to be resent to the DCC so that the database can be updated.

- Remember that the scanner will only read what is entered into the boxes. This means that anything written outside of the boxes will not become part of the study data set.

- There are black boxes in all 4 corners of the form. When printing out the form, make sure all 4 black corner boxes are fully showing, and that there is white space around the edges of the boxes.