



CIBMTR Reporting Application and Direct FHIR User Guide

1 — Last update: Apr 17, 2024

CIBMTR.org

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Welcome

CIBMTR Reporting Application Guide

The CIBMTR Reporting Application (CRA) registers hematopoietic cell transplant or cellular-therapy patients to CIBMTR for outcomes research and displays and reports laboratory data found in the EHR. This allows transplant centers that currently register transplant recipients manually through CIBMTR FormsNet3SM (FN3) to instead register these patients directly from the Epic EHR, increasing efficiency and decreasing the possibility of error.

CIBMTR Direct FHIR API User Submission Guide

This document supports users when they submit HL7 FHIR data electronically using available CIBMTR REST APIs. CIBMTR refers to data submitted directly to the CIBMTR FHIR API using a custom client as Direct FHIR data submission. Direct FHIR API allows transplant centers that currently register transplant recipients manually through CIBMTR FormsNet to instead register these patients directly from their local databases to CIBMTR, increasing efficiency and decreasing the possibility of error. This document should be used in combinations with the Direct FHIR for STU3 Guide which details information on submitting to our Direct FHIR endpoints using FHIR STU3.

CIBMTR Reporting Application Guide Updates

Sections of the CIBMTR Reporting Application Guide are frequently updated. When the guide is updated, the most recent updates will be found below. Go to the section and review the updated content.

Last modified: Mar 07, 2024

Order of Operations



The following steps **must be completed in the correct sequence**, in order for electronic data to successfully populate within FormsNet3.

STEP	SYSTEM	TASK
1	CRA / Direct FHIR	CRID association for patients
2	CRA / Direct FHIR	Data submission of priority variables for patient
3	FN3	Login to FN3 to complete the consent tool and indication form (2814), if appropriate
4	FN3	Complete the Contextual Data Wizard
5	DTE	Data Processing
6	FN3	Accessing data in FN3 Submit data for fields and other due forms not supported by DTI

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Accessing the CIBMTR Reporting Application (CRA)

Launch the CIBMTR Reporting App (CRA) from within Epic for a selected recipient

Log into the CIBMTR Reporting App:

1. Enter your **FN3 username** and **password**
2. Click **Sign In**
3. Click **Send Push**
4. Approve the push notification on your mobile device

If the user **manages** patient cases at multiple transplant centers

5. Select the Transplant Center to which the patient is associated
6. Click **Continue**

Transplant Center Selection		
<input checked="" type="radio"/>	12003	Test RC 3
<input type="radio"/>	12001	Test RC 1
<input type="radio"/>	12002	Test RC 2

Following successful login, a welcome page displays the recipient's demographic data.



CIBMTR Reporting version 1.4.0

CIBMTR Logout

Welcome ll fhirstester14 from Test RC 1

Ms. Kelly Newman

Associate Crid

- Date of birth: 1947-04-09
- Gender: female
- Identifiers:
 - CEID:AO1SGNZ2BH LRN4N
 - EPIC:E237738
 - EXTERNAL:Z5333
 - FHIR:Tjn.G6rCTiLXnJWtyjrZPuGntgkQyNGRL.3oxaa-VxkB
 - FHIR STU3:e.Evi4toMFqPiXu0iCJJ3MA3
 - INTERNAL: Z5333
 - MRN:31484
 - MYCHARTLOGIN:KELLY.NEWMAN
 - WPRINTERNAL:21

Last modified: Apr 17, 2024

CIBMTR Research ID (CRID) Association

CIBMTR data submission, whether by CRA or direct FHIR, requires that a CRID be associated to the recipient the first time data is submitted. Leveraging these five demographic data points, the system checks to see if a CRID already exists for the recipient:

1. CCN
2. First name
3. Last name
4. DOB (YYYY-MM-DD)
5. Sex

Based on the results, CIBMTR will either:

- Assign a new CRID for recipients not previously submitted to CIBMTR, or
- Retrieve a CRID previously assigned via FN3

Either option will associate a CRID to the recipient in CRA, after which data submissions may occur for the recipient.



Direct FHIR users should navigate to [Synchronize Data](#).

Last modified: Mar 06, 2024

Finalize CRID Association (CRA only)

Verify the information presented is the recipient for whom you would like to **associate** a CRID.

1. Click **Associate CRID**



The screenshot shows the CIBMTR Reporting application interface. At the top, there is a header bar with the CIBMTR logo on the left, the text "CIBMTR Reporting version 1.4.0" in the center, and a "CIBMTR Logout" button on the right. Below the header, a welcome message reads "Welcome l1 fhirstester14 from Test RC 1". The main content area displays a user profile for "Ms. Kelly Newman". To the right of the profile is a blue button labeled "Associate Crid" with a red speech bubble containing the number "1" above it. The profile information includes:

- Date of birth: 1947-04-09
- Gender: female
- Identifiers:
 - CEID:AO1SGNZ2BH1RN4N
 - EPIC:E237738
 - EXTERNAL:Z5333
 - FHIR:Tjn.G6rCTlDXnJWtyjrZPuGntgkQyNGRL.3oxaa-VxB
 - FHIR STU3:e.Evi4toMFqPiXu0iCJJ3MA3
 - INTERNAL: Z5333
 - MRN:31484
 - MYCHARTLOGIN:KELLYNEWMAN
 - WPRINTERNAL:21

Users will see a spinning circle appear on the  icon while the CRA processes the CRID association.

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CRA Associates a CRID (CRA only)

If the system finds a matching recipient record in FN3, it will retrieve and display that CRID in the upper right corner.

If the system *does not* find a matching recipient record in FN3, a new CRID will be created for the recipient and will display in the upper right corner.

! Data can fall out of sync between a center's EHR or database and FN3, resulting in the creation of a **second** CRID for the **same recipient**. If the displayed CRID is NOT the anticipated value, a duplicate CRID has been assigned the two CRID records in FN3 must be merged before submitting additional data. See the [Synchronize Data](#) section to rectify this issue before proceeding to the next step.

If the recipient **had a CRID previously assigned in FN3**, confirm that the displayed CRID matches the CRID previously assigned to this patient.

- If the displayed CRID is the anticipated value, click **Proceed**, or
- If the Recipient does not have a CRID previously assigned, the recipient now has an assigned CRID, click **Proceed**

The screenshot shows the CIBMTR Reporting Application interface. At the top, there is a header with the CIBMTR logo, the text "CIBMTR Reporting version 1.4.0", and a "CIBMTR Logout" button. Below the header, a welcome message reads "Welcome 11 fhirstester14 from Test RC 1". The main content area displays patient information for "Ms. Kelly Newman". On the right side of this area, a red box highlights the "CIBMTR Research ID (CRID): 3488170". Below the patient name, a list of identifiers is shown, including Date of birth, Gender, and various IDs like CEID, EPIC, EXTERNAL, FHIR, MRN, MYCHARTLOGIN, and WPRINTERNAL. At the bottom right of the interface, there is a red speech bubble icon with the number "1" and a blue "Proceed" button.

At this point, a CRID has been successfully retrieved or assigned. Each subsequent launch of the app will display the recipient's CRID.

Synchronize Data

Discrepancies in patient demographic information between the EHR or database and FN3 must be resolved **before** submitting data.

1. Open both EHR or database and FN3 to review the patient's first name, last name, DOB, and sex
2. Compare the values recorded for these data points in each of the two environments to identify discrepancies between the two environments
3. Update the data as needed to synchronize these data points

Submit a ticket via [CIBMTR Center Support](#) to request the two CRIDs to be merged

- Duplicate CRIDs may take up to five business days to resolve

1

Center Type

Transplant / Cord Blood Bank

2

* CCN

3

What is your question regarding?

?

Data Transformation Sites

4

Relating to:

?

Duplicate CRID

5

Topic/Subject of Question ?

Merge Duplicate CRIDs

6

Describe your question in detail ?

Enter the 2 CRIDs to be merged here

7

Submit

If you need to discuss this question via the phone, please enter your phone number and a good call back time

Keep in the Loop ?

User will receive an email notification once the duplicate CRID issue is resolved. Repeat the steps within the "Performing CRID Association" section in order for the correct CRID to be associated. This ensures accurate data submissions.

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Submitting Data

The CIBMTR Reporting App (CRA) and Direct FHIR allows centers to submit electronically.

Data eligible for electronic submission are categorized into data collections:

Direct FHIR

- The Direct FHIR API allows centers to submit electronic copies of laboratory results via FHIR observation bundles.
- CIBMTR is continually expanding support for more electronic data to pre-populate CIBMTR forms. The list of data that can be submitted and used to populate CIBMTR forms is provided in Appendix 1 of the Direct FHIR for STU3 Guide.
- When mapping electronic data to clinical codes, it is imperative that the correct code is used. It is recommended that someone with a clinical background review the mappings of EHR data to clinical codes to ensure accuracy.
- **Navigate to** [After the Lab Data has Been Submitted](#)

CRA

- **Priority Labs Collection:** The lab data contained within Priority Labs are a subset of the All Labs Collection. This subset includes the labs eligible to pre-populate specific questions on a limited set of forms.
- **All Labs Collection:** The data displayed here includes all lab results in the EHR for this recipient, including the labs contained within the Priority Labs Collections. The All Labs Collection typically contains a large volume of data and may take several minutes to load. Submission of these data will be rare and typically at the request of CIBMTR for a specific recipient.
- **Medication Request:** The data displayed here includes all medication requests in the EHR for this recipient. The Medication Request Collection may contain a large number of medication requests causing the collection to take several minutes to load. This set of data includes medications given to a patient prior to, at the time of, and after transplant. All data collected will be used to pre-populate questions on a limited number of forms.

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Temporal Filtering

The CRA allows centers to filter the time period of labs being submitted. This feature has been added to speed up data load and submission times while using the CRA.


Step 1: Determine the date range from which to pull labs. For example, 4/2/2009 – 4/2/2024

✿ By default, if no date range is selected, the last 2 years of labs will be displayed when priority labs or all labs are selected.

The screenshot displays the CIBMTR Reporting Application interface. At the top, the CIBMTR logo is on the left, the text "CIBMTR Reporting version 1.4.0" is in the center, and a "CIBMTR Logout" button is on the right. Below the header, the user's name "Ms. Kelly Newman" is on the left, and the "CIBMTR Research ID (CRID): 4804656" is on the right. A red box highlights a "Select a date range" section, which includes a calendar icon, the text "MM/DD/YYYY – MM/DD/YYYY", and a note "Date range applies to labs only". Below this, a "Collection" dropdown menu is visible, with options for "Priority Labs", "All Labs", and "Medication Request". The main content area is currently empty, displaying a message: "Please select a collection to begin submission process".

Step 2: Select the start year from the calendar. The interface will display years available to pull data from

Ms. Kelly Newman CIBMTR Research ID (CRID) : 4804656

Select a date range  1


2001 - 2024 ▲ < >

2001	2002	2003	2004
2005	2006	2007	2008
2009	2010	2011	2012
2013	2014	2015	2016
2017	2018	2019	2020
2021	2022	2023	2024

Please select a collection to begin submission process

Step 3: Select the start month

Ms. Kelly Newman CIBMTR Research ID (CRID) : 4804656

Select a date range 

2009 ▲ < >

JAN	FEB	MAR	APR
MAY	JUN	JUL	AUG
SEP	OCT	NOV	DEC

Please select a collection to begin submission process

Step 4: Select the start day

Ms. Kelly Newman

CIBMTR Research ID (CRID) : 4804656

Select a date range
4/2/2009 -

APR 2009

APR 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Please select a collection to begin submission process

Step 5: Select the year again to open end date

Ms. Kelly Newman

CIBMTR Research ID (CRID) : 4804656

Select a date range
4/2/2009 -

APR 2009

APR 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Please select a collection to begin submission process

Step 6: Select the end year

Ms. Kelly Newman

CIBMTR Research ID (CRID) : 4804656

Select a date range
4/2/2009 -

2001 - 2024

2001	2002	2003	2004
2005	2006	2007	2008
2009	2010	2011	2012
2013	2014	2015	2016
2017	2018	2019	2020
2021	2022	2023	2024

Please select a collection to begin submission process

Step 7: Select the end month

Ms. Kelly Newman

CIBMTR Research ID (CRID) : 4804656

Select a date range
4/2/2009 -


2024

JAN	FEB	MAR	APR
MAY	JUN	JUL	AUG
SEP	OCT	NOV	DEC

Please select a collection to begin submission process

Step 8: Select the end day

Ms. Kelly Newman CIBMTR Research ID (CRID) : 4804656

Select a date range
4/2/2009 – 

APR 2024 < >

S M T W T F S

APR

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Please select a collection to begin submission process

When the date range has been selected, the selection box will look like this:

 CIBMTR Reporting version 1.4.0 CIBMTR Logout


Ms. Kelly Newman CIBMTR Research ID (CRID) : 3488170

Select a date range
4/2/2009 – 4/2/2024 

MM/DD/YYYY – MM/DD/YYYY
Date range applies to labs only

Step 9: A pop-up dialog box will appear to confirm specified date range. Click **Confirm** to continue.

Ms. Kelly Newman CIBMTR Research ID (CRID) : 4804656

Select a date range 

MM/DD/YYYY – MM/DD/YYYY
Date range applies to labs only

Collection

Priority Labs

All Labs

Medication Request

Retrieval of Priority Labs will use the date range specified. Do you want to continue?


Confirm **Cancel**



If the date range selected is **more than 2 years**, processing may take more time and the message in Step 10 will be displayed.

Step 10: Click **Confirm** to continue, or **Cancel** to select a different date range

Ms. Kelly Newman CIBMTR Research ID (CRID) : 4804656

Select a date range 

4/2/2009 – 4/2/2024
MM/DD/YYYY – MM/DD/YYYY
Date range applies to labs only

Collection

Priority Labs

All Labs

Medication Request

Date range selected is greater than 2 years. Data retrieval may take longer than expected. Do you want to continue?

Confirm **Cancel**

Last modified: Apr 17, 2024

Submit Lab Data Within a Collection (CRA only)

The process for data submission for any collection is identical. The following instructions use **Priority Labs** in the images.

Click a **Collection** (Priority Labs or All Labs)

The screenshot shows the CIBMTR Reporting Application interface. At the top, there is a header with the CIBMTR logo, the text "CIBMTR Reporting version 1.4.0", and a "CIBMTR Logout" button. Below the header, the user's name "Ms. Kelly Newman" and their CIBMTR Research ID (CRID) "4804656" are displayed. A date range selector is set to "4/2/2009 - 4/2/2024". Under the "Collection" section, a dropdown menu is open, showing "Priority Labs" (highlighted with a red box), "All Labs", and "Medication Request". A message at the bottom of the interface states: "Please select a collection to begin submission process".

If you select the **All Labs** collection, a box will appear indicating retrieval will take several minutes.

- Click **Confirm** to proceed

The screenshot shows a confirmation dialog box with the text: "Date range selected is greater than 2 years. Data retrieval may take longer than expected. Do you want to continue?". At the bottom of the dialog, there are two buttons: "Confirm" (highlighted with a mouse cursor) and "Cancel".

The CRA will display the corresponding observations (not previously submitted) available for submission in **bold**.

The screenshot displays the CIBMTR Reporting Application interface for a patient named Ms. Kelly Newman. The patient's CIBMTR Research ID (CRID) is 4804656. A date range selector is set to 4/2/2009 – 4/2/2024. On the left, there are tabs for 'Priority Labs' (indicated with a blue circle and the number 5), 'All Labs', and 'Medication Request'. The main area shows a table of lab results with columns for Name, Value, and Effective Time. The table is filtered to show only labs that are not previously submitted, indicated by a red box around the 'ALT (SGPT)' row. The 'ALT (SGPT)' row is highlighted in gray, and its 'Effective Time' is 2010-03-03T14:46:37Z. The 'ALT (SGPT)' row is also highlighted with a red box.

Name	Value	Effective Time	
Hematocrit	36.2 %	2013-02-09T18:14:48Z	<input checked="" type="checkbox"/>
Hematocrit	36 %	2013-02-09T18:14:34Z	<input checked="" type="checkbox"/>
Creatinine, Ser	0.9 mg/dL	2011-03-03T15:25:00Z	<input checked="" type="checkbox"/>
AST	30 U/L	2010-03-03T14:46:38Z	<input checked="" type="checkbox"/>
ALT (SGPT)	24 U/L	2010-03-03T14:46:37Z	<input type="checkbox"/>

The user can either select to submit all labs available within the collection, or specific individual lab(s).

- To select all labs, click the **check box** in the **gray header**
- To select individual labs, click the **check box** next to **each lab**
- Then, click **Submit to CIBMTR**

Ms. Kelly NewmanCIBMTR Research ID (CRID) : **4804656**

Select a date range
4/2/2009 – 4/2/2024
MM/DD/YYYY – MM/DD/YYYY
Date range applies to labs only

Collection


Priority Labs
All Labs
Medication Request

Date Retrieved : 2024-04-11 22:35

Name	Value	Effective Time	<div>Click to select all labs → <input checked="" type="checkbox"/></div>
Hematocrit	36.2 %	2013-02-09T18:14:48Z	<input type="checkbox"/>
Hematocrit	36 %	2013-02-09T18:14:34Z	<input type="checkbox"/>
Creatinine, Ser	0.9 mg/dL	2011-03-03T15:25:00Z	<input type="checkbox"/>
AST	30 U/L	2010-03-03T14:46:38Z	<input type="checkbox"/>
ALT (SGPT)	24 U/L	2010-03-03T14:46:37Z	<div>Click to select individual labs → <input checked="" type="checkbox"/></div>

Submit to CIBMTR

A spinner indicates the submission is processing. Submission can take several minutes depending on the volume of data.



CIBMTR Reporting version 1.4.0

CIBMTR Logout

Ms. Kelly Newman

CIBMTR Research ID (CRID): 3488170

Select a date range
4/2/2009 – 4/2/2024
MM/DD/YYYY – MM/DD/YYYY
Date range applies to labs only

Collection

Priority Labs 5

All Labs 0

Medication Request 83

Date Retrieved : 2024-04-03 15:22

Name	Value	Effective Time	
Hematocrit	36.2 %	2013-02-09T18:14:48Z	<input type="checkbox"/>
Hematocrit	36 %	2013-02-09T18:14:34Z	<input checked="" type="checkbox"/>
Creatinine, Ser	0.9 mg/dL	2011-03-03T15:25:00Z	<input checked="" type="checkbox"/>
AST	30 U/L	2010-03-03T14:46:38Z	<input type="checkbox"/>
ALT (SGPT)	24 U/L	2010-03-03T14:46:37Z	<input type="checkbox"/>

Please wait while the transaction is being processed ...

Submit to CIBMTR

A message displays indicating the number of observations submitted successfully or unsuccessfully.

- Visually, the submitted labs will be greyed out with a check mark in the corresponding box
- Unsubmitted labs will appear in **bold**
- If the CRA indicates not all labs were submitted successfully, the user should attempt to submit the unsuccessful labs again
- If the issue persists, please report this issue by opening a ticket via [CIBMTR Center Support](#) > Data Transformation Site.

Ms. Kelly Newman

CIBMTR Research ID (CRID) : 4804656

Select a date range

4/2/2009 – 4/2/2024

MM/DD/YYYY – MM/DD/YYYY

Date range applies to labs only

Collection

Priority Labs

All Labs

Medication Request

1 Observation(s) submitted Successfully.

Date Retrieved : 2024-04-11 22:35

Name	Value	Effective Time	
Hematocrit	36.2 %	2013-02-09T18:14:48Z	
Hematocrit	36 %	2013-02-09T18:14:34Z	
Creatinine, Ser	0.9 mg/dL	2011-03-03T15:25:00Z	
AST	30 U/L	2010-03-03T14:46:38Z	
ALT (SGPT)	24 U/L	2010-03-03T14:46:37Z	

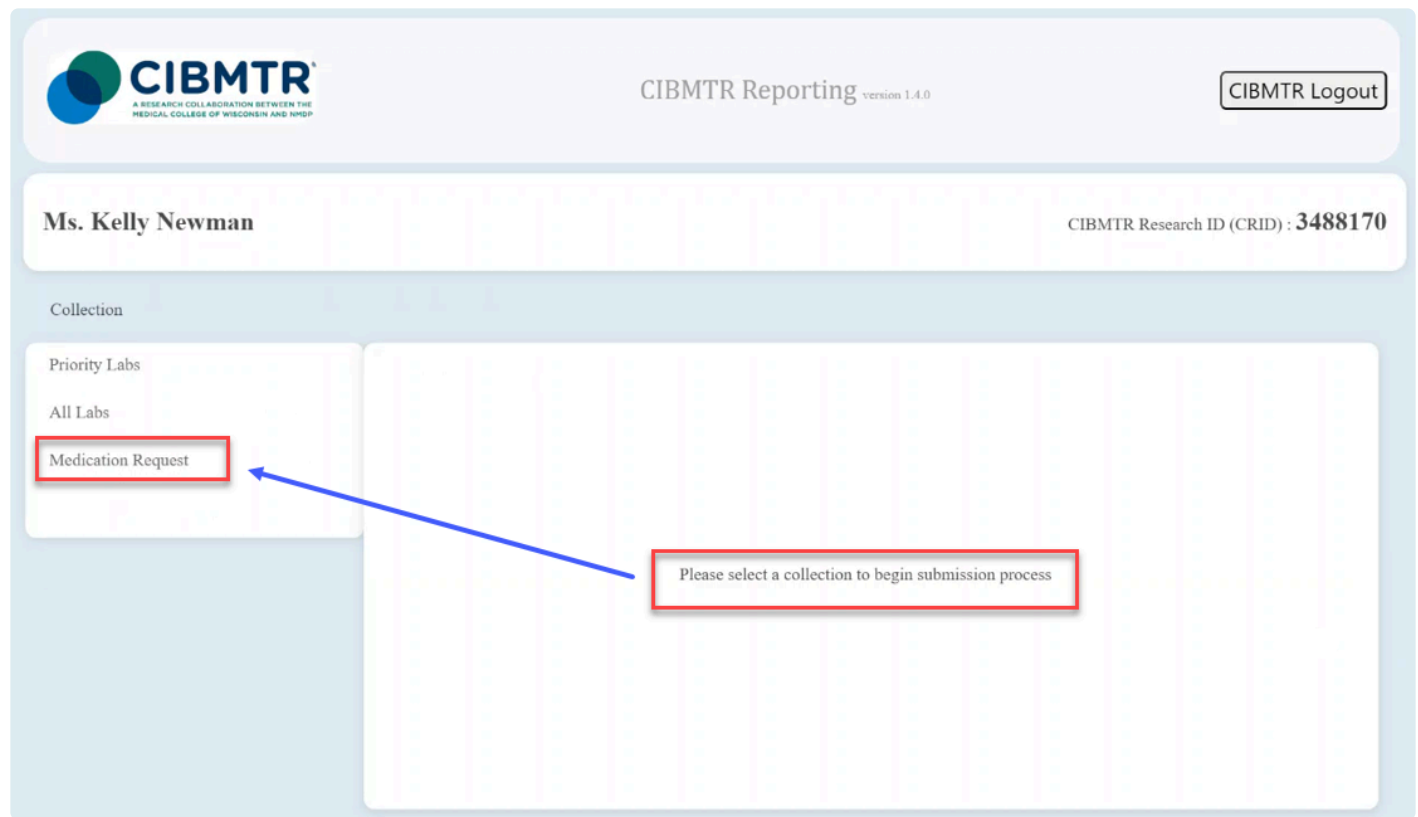
Submit to CIBMTR

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Submit Medication Data Within a Collection (CRA only)

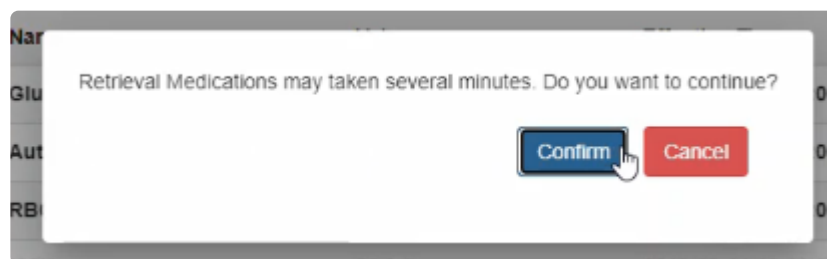
The process for data submission for any collection is identical. The following instructions use **Medication Request** in the images.

Click a **Collection**



If you select the **Medication Request** Collection, a box will appear indicating retrieval will take several minutes, .

- Click **Confirm** to proceed



The CRA will display the corresponding observations (not previously submitted) available for submission in **bold**.

Ms. Kelly Newman

CIBMTR Research ID (CRID) : 3488170

Select a date range
4/2/2009 – 4/2/2024
MM/DD/YYYY – MM/DD/YYYY
Date range applies to labs only

Collection

Priority Labs 5

All Labs 25

Medication Request 83

Date Retrieved : 2024-04-03 15:22

Medication Request	Authored On	Start	End	<input type="checkbox"/>
meperidine (DEMEROL) injection 25 mg/mL	2013-02-08T22:01:39Z	2013-02-08T20:04:36Z	2013-02-08T20:04:36Z	<input type="checkbox"/>
rocuronium (ZEMURON) 50 mg/5 mL injection	2013-02-08T17:59:28Z	2013-02-08T17:55:00Z	2013-02-08T18:21:40Z	<input type="checkbox"/>
OXYCODONE-ACETAMINOPHEN (PERCOCET) 10-325 MG Q6H 3 CONSECUTIVE MONTHS	2013-02-08T20:15:36Z	2013-02-08T20:05:24Z	2013-02-11T15:46:33Z	<input type="checkbox"/>

Submit to CIBMTR

The user can either select to submit all medication requests available within the collection, or specific medication request(s).

- To select all medication requests, click the **check box** in the **gray header**
- To select individual medication requests, click the **check box** next to **each medication request**
- Then, click **Submit to CIBMTR**

Ms. Kelly Newman CIBMTR Research ID (CRID) : **3488170**

Select a date range
4/2/2009 – 4/2/2024
 MM/DD/YYYY – MM/DD/YYYY
 Date range applies to labs only

Collection

Priority Labs **6**

All Labs **25**

Medication Request **83**

Date Retrieved : 2024-04-03 15:22

Click to select all medications

Medication Request	Authored On	Start	End	
meperidine (DEMEROL) Injection 25 mg/mL	2013-02-08T22:01:39Z	2013-02-08T20:04:36Z	2013-02-08T20:04:36Z	<input type="checkbox"/>
rocuronium (ZEMURON) 50 mg/5 mL injection	2013-02-08T17:59:28Z	2013-02-08T17:55:00Z	2013-02-08T18:21:40Z	<input checked="" type="checkbox"/>
OXYCODONE-ACETAMINOPHEN (PERCOCET) 10-325 MG Q6H 3 CONSECUTIVE MONTHS	2013-02-08T20:15:36Z	2013-02-08T20:05:24Z	2013-02-11T15:46:33Z	<input type="checkbox"/>

Click to select individual medications

Submit to CIBMTR

A spinner indicates the submission is processing. Submission can take several minutes depending on the volume of data.

A message displays indicating the number of observations submitted successfully or unsuccessfully.

- Visually, the submitted medication requests will be greyed out with a check mark in the corresponding box
- Unsubmitted medication requests will appear in **bold**
- If the CRA indicates not all medication requests were submitted successfully, the user should attempt to submit the unsuccessful medication requests again
- If the issue persists, please report this issue by opening a ticket via [CIBMTR Center Support](#) > Data Transformation Site

Ms. Kelly Newman

CIBMTR Research ID (CRID) : 3488170

Select a date range

4/2/2009 – 4/2/2024

MM/DD/YYYY – MM/DD/YYYY

Date range applies to labs only

Collection

Priority Labs

All Labs

Medication Request

2 MedicationRequest(s) submitted Successfully.

Date Retrieved : 2024-04-03 15:22

Medication Request	Authored On	Start	End	
meperidine (DEMEROL) injection 25 mg/mL	2013-02-08T22:01:39Z	2013-02-08T20:04:36Z	2013-02-08T20:04:36Z	<input checked="" type="checkbox"/>
rocuronium (ZEMURON) 50 mg/5 mL injection	2013-02-08T17:59:28Z	2013-02-08T17:55:00Z	2013-02-08T18:21:40Z	<input checked="" type="checkbox"/>
OXYCODONE-ACETAMINOPHEN (PERCOCET) 10-325 MG Q6H 3 CONSECUTIVE MONTHS	2013-02-08T20:15:36Z	2013-02-08T20:05:24Z	2013-02-11T15:46:33Z	<input type="checkbox"/>

Submit to CIBMTR

Last modified: Apr 17, 2024

After the Lab Data has Been Submitted

Log in to FN3 and pull up the recipient's forms. The contextual data wizard will be available for some forms in the recipient forms grid, denoted by the icon below.

The current forms with this icon are: 2400, 2100 and 4100.

1. Click the **Contextual Data Wizard icon**

	DUE			2400	Pre-TED
	DUE			2402	Pre-TED

The pop-up window below will open. Note: the questions will be different between the different forms.

020-06-03

2814

Indication

68250/2

2020-06-03

2020-07-03

20

Contextual Data for the form 2400 R8

1 Primary diseases...

2 Completed

Date of diagnosis of primary disease for HCT / cellular therapy:

What was the primary disease for which the HCT / cellular therapy was performed?

---Please select---

Date of the start of the preparative regimen/infusion (if applicable)

Cancel

Next

021-06-09

4003

Product I

I

2021-06-09

2021-07-24

20

2. **Answer** all the questions
3. Click **Next**. This triggers the DTI process to begin.

The Contextual Data Wizard determines the data submitted via CRA or Direct FHIR that should be reported on the CIBMTR forms.

After the answers to the Contextual Data Wizard are submitted, the form should be left in DUE status. The contextual data on form 2400 will be used for forms 2400 and 2402, as well as 2000 and 20xx if the recipient is assigned to CRF track. ***Upon completion of the 2400 and 2402, the process will automatically kick off for 2000 and 20xx if those forms are made due.*** The contextual data on form 2100 will be used for forms 21xx.

Recipient Process Tasks

The Recipient Process Tasks grid on the My Work page shows the status of forms that are being processed. The CRID links the user to the recipient's Forms Due page.

CRID	Event	Form	Visit	Process Status	Center
		2402	Pre-TED	In Progress	
		2400	Pre-TED	In Progress	
		2402	Pre-TED	In Progress	
		2400	Pre-TED	In Progress	
		2402	Pre-TED	In Progress	
		2400	Pre-TED	In Progress	
		2000	Baseline	In Progress	
		2100	100 day	In Progress	
		2100	100 day	In Progress	
		2100	2 year	In Progress	

The processing to populate forms should occur within a few minutes, but can take up to 10 minutes. The user should move on to other tasks after submitting the contextual data.



Should the FN3 system log the user out due to inactivity, the processing efforts will continue without interruption.

When processing is complete, the Recipient Process Tasks grid will reflect the status of the form.

CRID	Event	Form	Visit	Process Status	Center
		2400	Pre-TED	Completed	

Once the form has a status of Completed:

1. Click the **CRID hyperlink**
2. Find the necessary form and click the **edit icon**
3. **Complete** the remainder of the form
 - a. If contextual data is collected on the form, that data will already be populated along with applicable lab data.

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Messages that May Display within the Recipient Process Tasks Grid

MESSAGE	REASON
In Progress	The DTI process is in progress.
Completed	The DTI process is complete and data was successfully saved onto the form.
Error-Form is not in saved or due status	To populate data on the form in FN3, the form must be in DUE or SVD status. If the form is submitted prior to the completion of the DTI process, then this error will appear.
Error-No valid DTI data found	This will occur when contextual data have been submitted, but no lab observations have been submitted via CRA or Direct FHIR.
Error-No DTI data populated on form	This will occur when both lab observations and contextual data have been submitted, but there is no lab data that can be populated on the form.
Error-Patient not found (on FHIR server) for given FN3 CRID	The recipient's CRID has not been associated. Refer to CRA Associates a CRID section.
Error-Unexpected error occurred. CIBMTR is investigating	Unfortunately, something has occurred during the process. There is nothing needed from the user and CIBMTR will resolve the issue.
The revision of this form is not supported by DTI	The revision of this form is not supported by DTI.

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Priority Variables By Form and Question Number

* Before clicking on the below link to the DTI Priority Variables, make sure you are already signed in the [CIBMTR Portal](#). This will ensure you navigate directly to the DTI Priority Variables page.

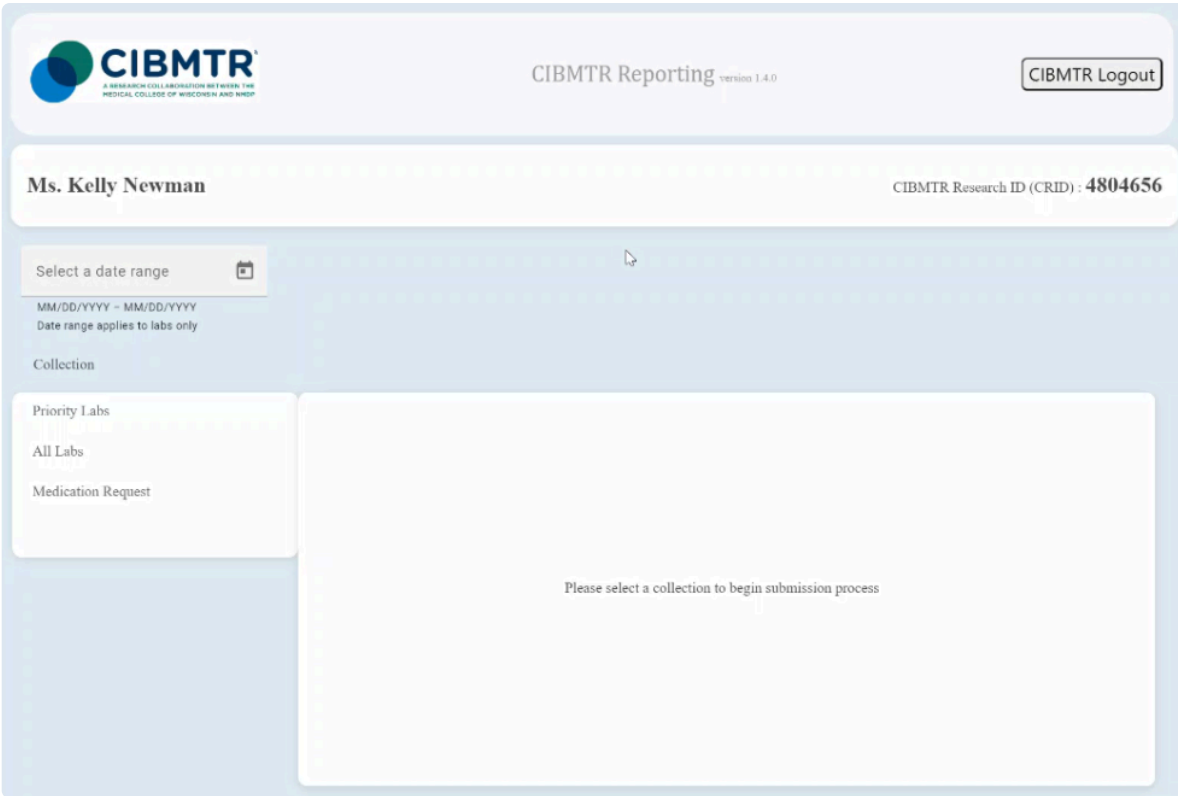
The [DTI Priority Variables](#) provides the forms and question numbers that currently have the potential to have lab data populated.

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Troubleshooting

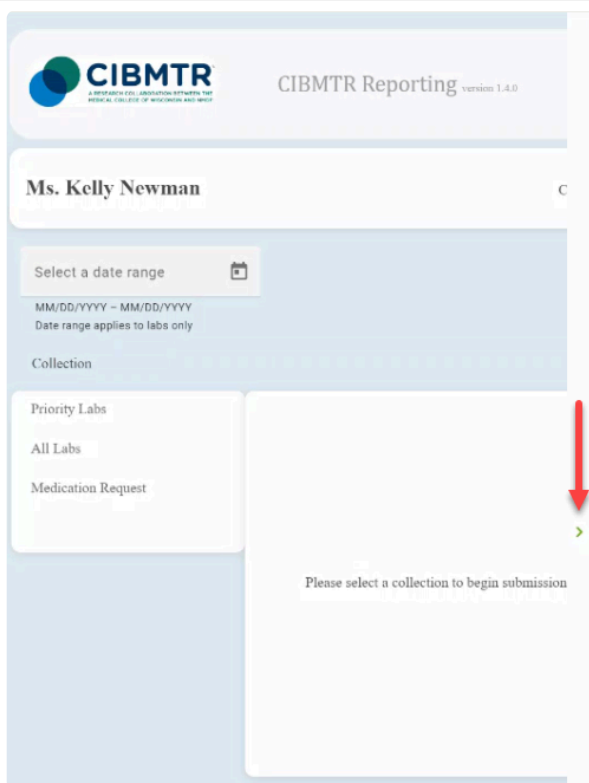
Q: Are there any tools within the CRA to assist when an issue occurs?

A: The CRA includes a Message Tray Tool to assist in diagnosing and analyzing issues that may arise during the use of the CRA. This tool captures responses received to all requests made within the CRA during a particular session. It assists in finding any issues that occur and allows our developers to identify the root cause to rectify issues effectively and efficiently. The information displayed within the Message Tray is not transmitted to CIBMTR – it is necessary for center staff to collaborate with the CRA development team to share any pertinent findings. The Message Tray can be accessed on any screen within the CRA.

Function	Image
<div>To Open the CRA Message Tray<ul style="list-style-type: none">Click on the ‘<’ symbol on the right side of any screenDetails of session activity will be displayed in a split screen presentationUsers are able to continue to use the typical CRA functionality while the message tray is open</div>	 <p>The screenshot displays the CIBMTR Reporting Application interface. At the top, the CIBMTR logo is on the left, the text 'CIBMTR Reporting version 1.4.0' is in the center, and a 'CIBMTR Logout' button is on the right. Below this, a header bar shows 'Ms. Kelly Newman' on the left and 'CIBMTR Research ID (CRID) : 4804656' on the right. The main content area is split into two panes. The left pane contains a 'Select a date range' section with a calendar icon and the text 'MM/DD/YYYY - MM/DD/YYYY' and 'Date range applies to labs only'. Below this is a 'Collection' section with three radio button options: 'Priority Labs', 'All Labs', and 'Medication Request'. The right pane is mostly empty, with a message at the bottom that says 'Please select a collection to begin submission process'.</p>

To Close the CRA Message Tray

- Click on the '>' symbol to close the CRA Message Tray
- This can be done from any screen within the CRA



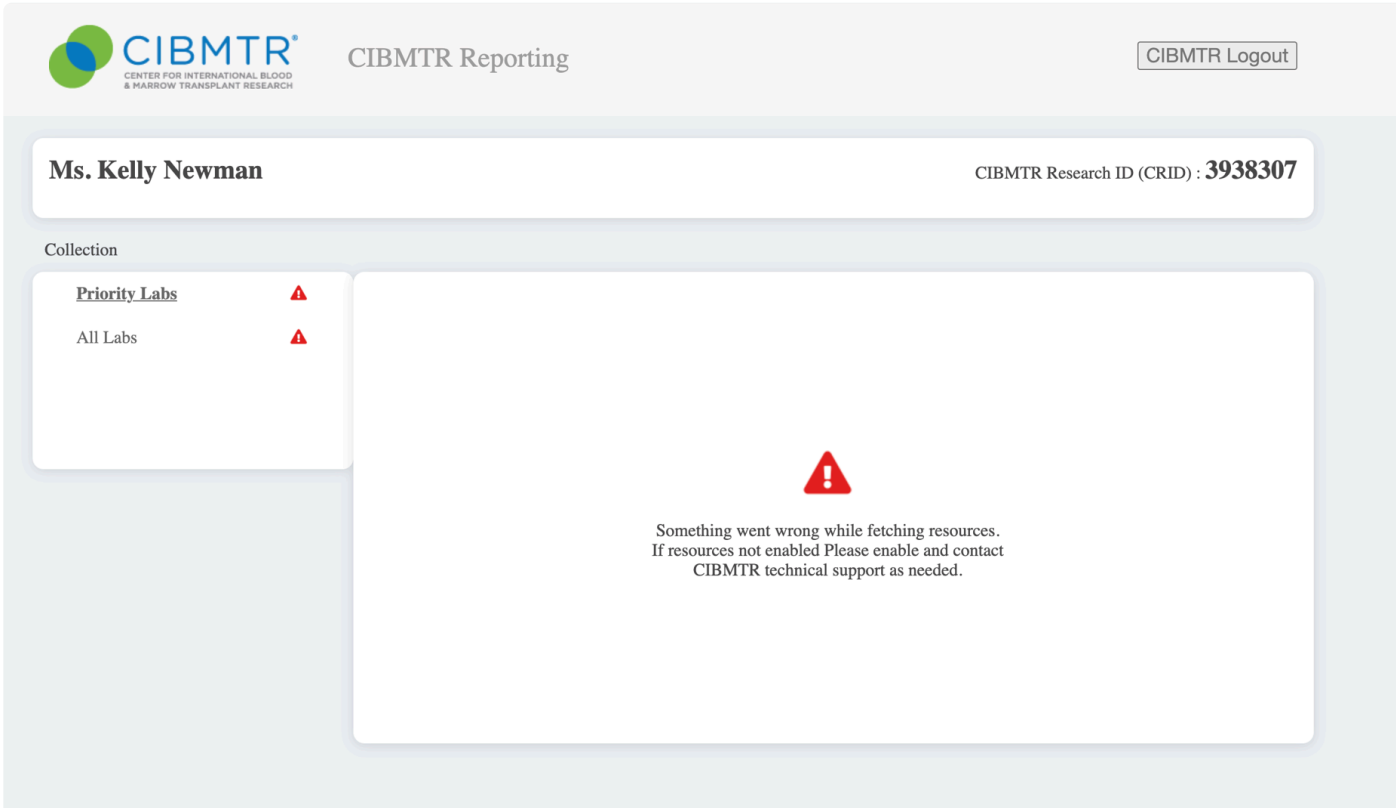
The screenshot shows the CIBMTR Reporting interface for Ms. Kelly Newman. On the left, there's a 'Collection' sidebar with 'Priority Labs', 'All Labs', and 'Medication Request'. The main area has a date range selector and a message: 'Please select a collection to begin submission'. A red arrow points to a green '>' button in the bottom right corner of the main area, which is used to close the CRA Message Tray.

Message Tray

Timestamp	Level	Message
2024-04-11 21:13:40-0500	INFO	(string): "Navigated to Patient Detail page"
2024-04-11 21:13:37-0500	INFO	0: Object {"value":"rc_12001","name":"Test RC 1","select":...}
2024-04-11 21:13:37-0500	INFO	resourceType: "Patient" id: "e.Evi4toMFqPiXu0iCJJ3MA3" extension: Array[5] [{"valueCodeableConcept":{"coding":...} identifier: Array[10] [{"use":"usual","type":{"text":"C... active: true name: Array[4] [{"use":"official","text":"Ms. Kelly New... telecom: Array[4] [{"system":"phone","value":"608-270-45... gender: "female" birthDate: "1947-04-09" deceasedBoolean: false address: Array[1] [{"use":"home","line":["4399 Audubon C... maritalStatus: Object {"text":"Married"} contact: Array[3] [{"relationship":[{"coding":[{"system"... communication: Array[1] [{"language":{"coding":[{"system"... generalPractitioner: Array[1] [{"reference":"https://ver... managingOrganization: Object {"reference":"https://vend...
2024-04-11 21:13:37-0500	INFO	(string): "Successfully retrieved cibmtrcenter"
2024-04-11 21:13:35-0500	INFO	ver: 1 jti: "AT.DyNcdG_mY5M7jM5V4_QE6grb-hOYwbQNNHnSvTugkP0"

Q: My Collection has errors.

A: This error message indicates that the data set is not authorized to be displayed within the CRA. Please report this issue by opening a ticket via [CIBMTR Center Support](#) > Data Transformation Site.



The screenshot shows the CIBMTR Reporting interface for Ms. Kelly Newman. The 'Collection' sidebar on the left has 'Priority Labs' and 'All Labs' both marked with red warning triangles. The main area displays a large red warning triangle icon and the following message:

Something went wrong while fetching resources.
If resources not enabled Please enable and contact
CIBMTR technical support as needed.

Q: What does the user need to do if there is a timeout?

A: Timeouts can be triggered for a variety of reasons.

- Data issue (processing hundreds of records)
- Timeout issue (processing thousands of records)

Q: How can I confirm what I submitted? If I come back in, will it show I have already submitted these values?

A: There will be a summary at the top of the grid with the number of observations submitted. Labs that have been successfully submitted will appear greyed out. The user is not able to re-submit labs that have already been submitted.

Q: Why didn't the labs populate on the form when I submitted via the CRA and submitted contextual data in FN3?

A: Lab data might not populate within the form because the labs submitted do not meet the logic criteria. For labs at last evaluation prior to prep, the system is looking for labs within 30 days of the start of prep. If no labs were found by the system that meet this logic, then only contextual data (if asked on the form) will save.

A: There could be a data compatibility issue. If you know that the submitted labs had a sample collection date that falls within 30 days of the start of the preparative regimen and no labs populated on the form, please submit a ticket to [CIBMTR Center Support](#).

Q: The data that populated on the form is not the expected data.

A: There could be a data compatibility issue, please submit a ticket to [CIBMTR Center Support](#) with details. The user can also manually change the data in FN3.

Q: There is new CRA data that needs to be submitted.

A: At this time, if new lab data is available after the initial process is completed, the data will have to be manually updated in FN3. CIBMTR is currently working on introducing functionality that will allow re-processing.

Q: What happens if the contextual data is submitted before the patient and laboratory data is successfully submitted?

A: If contextual data is submitted before the patient, the following error will appear in the process tasks grid: *Error-Patient not found (on FHIR server) for given FN3 CRID*. If contextual data is submitted before the lab observations are sent, the following error will appear in the process tasks grid: *Error-No Valid DTI Data Found*.

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New User First Login Instructions

New User's First Login to CIBMTR Systems

When a new user account is created, the person will be able to log into CIBMTR systems approximately 90 minutes after the account request is completed. Not all applications will be available at that time. Reference the section for each system for availability timeline. When the account is created, the **requestor** will receive a notification with the username and a separate email with a system-generated temporary password. After that email is received, the account is processing. It is necessary for the new user to **wait one hour** after receiving the username to log in.

What if I do not get the username and/or password?

If you do not receive the **username** for a new FormsNet3 user, the username can be found in the Security Toolset on the Admin tab in FormsNet3. For users who will not have access to FormsNet3, there is not a place to look up the username. You must request the username by submitting a ticket via [CIBMTR Center Support](#).

If the requestor does not receive a **password** for the new user, or if the requestor is not available, it is possible to use the [self-service password reset](#) from the login screen of any application by clicking on “*Need help signing in?*” and “*Forgot password*”. The user should enter their username when prompted and they will receive a link to set a password by email to the email address listed in the original account request.

Once the password is established, it will be possible to log into CIBMTR Center Support (<https://nmdp.service-now.com/csm>) and/or FormsNet3 (<https://formsnet3.nmdp.org>).

The CIBMTR Portal will be available within the following two business days.

Multifactor Authentication

Upon the first login, the user will be prompted to set up multifactor authentication using Okta Verify or RSA (uncommon).

Users must select Okta Verify and follow the on-screen prompts to set up the account on their mobile device or tablet. The Okta Verify app can be found in the Apple App Store or on Google Play.



There are two Okta-related apps. You must choose the one with the blue circle in the white square.

If for some reason the user is unable to use Okta Verify on their mobile device, the user must contact the NMDP Service Desk at 800-526-7809 x3411 (or 1-763-406-3411 outside the U.S.) to discuss an alternate multifactor authentication option. The Service Desk is also able to assist in resolving issues with Okta Verify.

setup.

The new user or one of their colleagues may request assistance by submitting a ticket via [CIBMTR Center Support](#). Select CIBMTR Center Maintenance and then provide the application the user is trying to access. You may also find an instruction sheet attached for getting a password and Okta Verify setup within the [Knowledge Base](#) in CIBMTR Center Support. Search for 'New User Access to CIBMTR Systems'.

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Self-Service Password Reset

If you forgot your password, or it doesn't seem to be working, you can reset the password from the login screen.

1. Click "Need help signing in?"
2. Click "Forgot password?"
3. Enter your username

If that does not work, check your username to be sure it is spelled correctly and reattempt.

The email will go to the email associated with your account in the Network Partner Portal.

Your Primary Data Manager can log into the Network Partner Portal to check or change the email address that is associated with your account.

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Contact Us

Please submit questions and/or issues via [CIBMTR Center Support](#) > Data Transformation Sites.

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