



INSTRUCTIONS FOR EVENT TRACKING FORM - ENDPOINTS ETF, VERSION 2.0 QUESTION BY QUESTION INSTRUCTIONS (QxQ)

I. GENERAL INSTRUCTIONS

The Event Tracking Form (ETF) is to be completed in order to track the stages for obtaining medical records used in the records acquisition process.

Header Information: The header information consists of key fields which uniquely identify each recorded instance of a form.

0a. Date of Collection: Record the date the data was collected. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

0b. Staff Code: Record the SPIROMICS staff code of the person who collected the data. This code is assigned to each person at each site by the GIC. If you do not have a staff code and are collecting SPIROMICS data, please contact the GIC in order to receive your own individual staff code.

II. DETAILED INSTRUCTIONS FOR EACH ITEM

Please answer every question on this form.

This section is used to identify the process of obtaining completed documents for death classification.

- Item 1. **Release of information requested:** Select only one option among the two possible choices.
- Select No if a release of information was not requested. [Go to Q2]
 - Select Yes if a release of information was requested.
- Item 1a. **Results of release of information request:** Select only one option among the three possible choices.
- Select 'Refused' if a release of information request was refused.
 - Select 'Received' if a release of information was received.
 - Select 'Unable to obtain' if a release of information was unable to be obtained.
- Item 2. **Death Certificate requested:** Select only one option among the two possible choices.
- Select No if a death certificate was not requested. [Go to Q3]
 - Select Yes if a death certificate was requested.
- Item 2a. **Results of Death Certificate request:** Select only one option among the two possible choices.
- Select 'Received' if a death certificate was received.
 - Select 'Unable to obtain' if a death certificate was unable to be obtained.
- Item 3. **Autopsy or Medical Examiner's Report requested:** Select only one option among the two possible choices.
- Select No if an autopsy or medical examiner's report was not requested. [Go to Q4]
 - Select Yes if an autopsy or medical examiner's report was requested.

- Item 3a. **Results of Autopsy or Medical Examiner's Report request:** Select only one option among the two possible choices.
- Select 'Received' if an autopsy or medical examiner's report was received.
 - Select 'Unable to obtain' if an autopsy or medical examiner's report was unable to be obtained.
- Item 4. **Medical records (Admission History and Physical, Emergency Department Report, Discharge Summary) requested:** Select only one option among the two possible choices.
- Select No if medical records (admission history and physical, emergency department report, discharge summary) were not requested. [Go to Q10a]
 - Select Yes if medical records (admission history and physical, emergency department report, discharge summary) were requested.
- Item 4a. **Results of medical records (Admission History and Physical, Emergency Department Report, Discharge Summary) request:** Select only one option among the three possible choices.
- Select 'Incomplete records received' if incomplete medical records were received.
 - Select 'Received' if complete medical records were received. [Go to Q6a]
 - Select 'Unable to obtain' if medical records were unable to be obtained. [Go to Q10a]
- Item 5. **Number of attempts after initial request to get complete records:** Enter the number of attempts made to get complete records.

In Items 5a-5c, record the dates and results for up to three attempts to get complete records.

- Item 5a. **Date of first attempt:** Enter the date of the first attempt made to get complete records.
- Item 5a1. **Results of first attempt:** Select only one option among the three possible choices.
- Select 'Incomplete records received' if incomplete medical records were received as a result of the first attempt made.
 - Select 'Received' if complete medical records were received as a result of the first attempt made. [Go to Q6a]
 - Select 'Unable to obtain' if medical records were unable to be obtained as a result of the first attempt made.
- Item 5b. **Date of second attempt:** Enter the date of the second attempt made to get complete records.
- Item 5b1. **Results of second attempt:** Select only one option among the three possible choices.
- Select 'Incomplete records received' if incomplete medical records were received as a result of the second attempt made.
 - Select 'Received' if complete medical records were received as a result of the second attempt made. [Go to Q6a]
 - Select 'Unable to obtain' if medical records were unable to be obtained as a result of the second attempt made.
- Item 5c. **Date of third attempt:** Enter the date of the third attempt made to get complete records.
- Item 5c1. **Results of third attempt:** Select only one option among the three possible choices.
- Select 'Incomplete records received' if incomplete medical records were received as a result of the third attempt made.

- Select 'Received' if complete medical records were received as a result of the third attempt made. [Go to Q6a]
 - Select 'Unable to obtain' if medical records were unable to be obtained as a result of the third attempt made.
- Item 6. Items 6a-6b refer to **ICD9 Codes** on the Discharge Summary, Admission and Physical History and/or Visit Summary.
- Item 6a. **ICD9 Codes:** Select only one option among the two possible choices.
- Select No if none of the ICD9 codes listed were used. [Go to Q7a]
 - Select Yes if any of the ICD9 codes listed were used.
- Item 6b. **Select ICD9 Codes:** In the table, indicate which ICD9 codes are on the Discharge Summary, Admission and Physical History and/or Visit Summary. Select all that apply.
- Item 7. Items 7a-9 refer to **ICD10 Codes** on the Discharge Summary, Admission and Physical History and/or Visit Summary.
- Item 7a. **ICD10 Codes:** Select only one option among the two possible choices.
- Select No if none of the ICD10 codes listed were used. [Go to Q8]
 - Select Yes if any of the ICD10 codes listed were used.
- Item 7b. **Select ICD10 Codes:** In the table, indicate which ICD10 codes are on the Discharge Summary, Admission and Physical History and/or Visit Summary. Select all that apply.
- Item 8. **Coronavirus (COVID-19) ICD10 codes specified but not already cited:** Select only one option among the two possible choices.
- Select No if there were no Coronavirus (COVID-19) ICD10 codes that were specified but not already cited. [Go to Q10a]
 - Select Yes if there were Coronavirus (COVID-19) ICD10 codes that were specified but not already cited.
- Item 9. **Other Coronavirus (COVID-19) Diagnoses and ICD10 codes:** In 9a-9d, list any other Coronavirus (COVID-19) diagnoses and ICD10 codes not already cited.
- Item 10. **For each of the items listed in 10a-10e, please indicate if the record is included in the review packet:**
- Item 10a. **Admission History and Physical:** Select only one option among the four possible choices.
- Select 'Included' if an Admission History and Physical was included in the review packet.
 - Select 'Available, not included' if an Admission History and Physical was available but not included in the review packet.
 - Select 'Unavailable' if an Admission History and Physical was unavailable.
 - Select 'Not collected' if an Admission History and Physical was not collected.
- Item 10b. **Discharge Summary:** Select only one option among the four possible choices.
- Select 'Included' if a Discharge Summary was included in the review packet.
 - Select 'Available, not included' if a Discharge Summary was available but not included in the review packet.
 - Select 'Unavailable' if a Discharge Summary was unavailable.
 - Select 'Not collected' if a Discharge Summary was not collected.

- Item 10c. **Emergency Department Report:** Select only one option among the four possible choices.
- Select 'Included' if an Emergency Department Report was included in the review packet.
 - Select 'Available, not included' if an Emergency Department Report was available but not included in the review packet.
 - Select 'Unavailable' if an Emergency Department Report was unavailable.
 - Select 'Not collected' if an Emergency Department Report was not collected.
- Item 10d. **Autopsy or Medical Examiner Report:** Select only one option among the four possible choices.
- Select 'Included' if an Autopsy or Medical Examiner Report was included in the review packet.
 - Select 'Available, not included' if an Autopsy or Medical Examiner Report was available but not included in the review packet.
 - Select 'Unavailable' if an Autopsy or Medical Examiner Report was unavailable.
 - Select 'Not collected' if an Autopsy or Medical Examiner Report was not collected.
- Item 10e. **Death Certificate:** Select only one option among the four possible choices.
- Select 'Included' if a Death Certificate was included in the review packet.
 - Select 'Available, not included' if a Death Certificate was available but not included in the review packet.
 - Select 'Unavailable' if a Death Certificate was unavailable.
 - Select 'Not collected' if a Death Certificate was not collected.

INSTRUCTIONS: Once all documents have been received:

1. **Redact personal identifiers**
2. **Combine all documents into one PDF file**
3. **Upload the PDF file to the ETF in CDART**

- Item 11. **PDF of all death documents uploaded to CDART:** Select only one option among the two possible choices.
- Select No if a PDF of all death documents has not been uploaded to CDART.
 - Select Yes if a PDF of all death documents has been uploaded to CDART.

Save and close the form.