

**NRDS Content Working Group
Tuesday August 4, 2015
Meeting Minutes**

Action Item	Who	By When
Determine how many characters Rave allows for a permissible value.	Wendy Wong	8/10/15

Agenda Topics

Meeting Recap – Neesha Desai welcomed the callers to the meeting and provided a brief recap from the last meeting.

Review Content Changes (caAERS; AE and SAE CRFs)

Gwen gave an overview of the AE and SAE CRFs spreadsheet with the recommended changes.

- The Description of Change Columns (Column E) was added and the changes have been highlighted in yellow.
- Two additional columns were added, NRDS Group Comments (Column Y) and Reasons for Change and Examples (Column Z). A note of “New CDE” notates an element where there could be an indicator domain change.
 - Peter: This looks very easy to read, thank you.

Review Enumerated Values

- Gwen: The top half of the spreadsheet are coded and the bottom half are the non-coded CDEs. The majority of the coding will be for the indicator Value Domain. There were only 8 non-coded.
- Gwen asked each working group member to review these recommended changes with the people in their organization and provide feedback based on their comments. Gwen noted that the Enumerated Values spreadsheet is just a summary of information and is also captured in more detail on the AE and SAE spreadsheet.
- Peter: Some of these codes are easier to maintain than others. Was there a recommendation to change some of these to alpha codes?
 - Gwen: There has been discussion to use short meaningful text.
 - Dianne: It would be helpful if you note on the spreadsheet if you rather keep it as is or change it and if you want to change it what would you want to change it to.

Review Formatting Changes – Gwen went over the style guide and the formatting spreadsheet. She provided some before/after examples and explanations for these recommendations; formatting category changes include caps, punctuation, coded values – numeric/text abbreviations, symbols/special character usage, human readable definitions, instructional text, and HTML tags.

Open Forum

- Angela: Is the thought that the value meanings would be the user data string?
 - Gwen: Typically, yes.
- Angela: The style guide for some of these are open to interpretation for the curators
 - Gwen: Yes, where possible regarding the length of the PV.

- Angela: For the ones we are curating, we will review what the value meanings should be?
 - Gwen: Yes.
- Peter: What is lengthy? Karnofsky does not seem that long, but seems it could be abbreviated.
 - Judi: For the Karnofsky Performance Score, the number itself may be useful
- Wendy: Rave only allows 25 characters for the permissible value; but she will check to ensure this is correct.
 - Dianne: We will add another value in here to cover that.
 - Gwen: We have business rules and best practices for how this should be curated. We will be reviewing those business rules in an upcoming meeting.
 - Peter: The definition for what these rules mean may lose their meaning if it is just numbers.
 - Dianne: We will have to discuss how these will appear in Rave.
 - Angela: The length doesn't bother me but we need to just ensure the available value is helpful. I don't know if there is a better example to be used for this category.
 - Vanitha: I have heard different.
 - Wendy Wong will determine how many characters Rave allows for a permissible value.
- Dianne: Add a note that the form name is formatted for the Form OID and include the need for unique names.
- Peter: if we are going to name forms, which will show up in EDC, based on the Rave OID, I do not think that is user friendly. I would rather see spaces than to see underscores.
 - Katie: I agree with you.
 - Angela: I do not see the value of using OIDs for the form names.
- Shauna: Did I hear correctly, that the form name will be changeable based on the organization?
 - Vanitha: For the integration forms, if you change the OID, it will be a problem and you will have to update the custom functions.
- Ginger: I believe this affects the DEWG conventions. We will need to recognize that we will have to go back and change our naming conventions.
 - Dianne: We will note that.
- Vanitha: Form name is max 32 characters.
- Shauna: I have special characters I can add for issues with SAS.
- Angela: The example for human readable is a great example.
- Dianne: Why is the HTML tags a NRDS group preference?
 - Katie: We just wanted to ensure SAS definition; if HTML tags are used in any CDEs, a field name or SAS name needs to be available.

NRDS Content Review Process – Neesha Desai presented the content review process.

- Review start date: Thursday August 6th, 2015
- Review end date: Thursday August 20th, 2015. An extension will be granted if needed.
- Each member of this working group represents their organization; therefore all recommendations should be reviewed by the key people in your organization and brought back to this working group.

Next Steps

- The August 11th, 2015 Content Meeting will be cancelled.

Attendance:

Name	Affiliation
Shauna Hillman	Alliance
Katie L. Allen Ziegler	Alliance
Dan Jameson	COG
Wendy Wong	COG
Ginger Riley	CTSU
Vanitha Chockalignam	CTSU
Judi Manola	ECOG-ACRIN
Christina Warmington	Essex Management
Neesha Desai	Essex Management
Dianne Reeves	NCI
Gisele Sarosy	NCI
Gwen Dean	NCI
Rebecca Paulus	NRG
Tina Taylor	SAIC
Angela Smith	SWOG
Peter Clark	Theradex