

Managing Data Table 4 Exclusions v1.0

Trials can be excluded from Data Table 4 (DT4) reports at either the Trial or Family level:

- **Trial:** Exclude a trial from appearing on all Families DT4 report, typically used for trials that are non-oncology based.
 - **Family:** Exclude a trial from appearing on a specific Family or Families DT4 report. Typically Expanded Access trials where a Center determines the particular trial should not be included on their DT4 report.
1. Search for the trial of interest. For instructions, refer to [Searching for Trials in PA](#).
 2. In the search results, Select the NCI Trial Identifier link for that trial. The Trial Identification page opens.
 3. On the **Trial Identification** page, check out the trial. For instructions, refer to [Checking In and Checking Out Trials](#). (This checkout step is optional for Super Abstractors.)
 4. On the **Administrative Data** menu, click **NCI Specific Information**. The NCI Specific Information page opens.

The screenshot shows the 'NCI Specific Information' form. It includes fields for 'Data Table 4 Funding Category' (set to 'National'), 'Data Table 4 Funding Sponsor/Source' (with 'Add Sponsor' and 'Delete Sponsor' buttons), 'Program Code' (with a note 'Program Codes for all of the Families on the trial are displayed.'), 'NCI Division/Department' (a dropdown menu), and 'NCI Program'. At the bottom are 'Save', 'Cancel', 'Add DT4 Family Exclusion', and 'Add DT4 Trial Exclusion' buttons.

Data Table 4 Family Exclusions

Adding a Family Exclusion

1. On the **NCI Specific Information** page, select **Add DT4 Family Exclusion**. The **Add Family for DT4 Exclusion** page opens.

The screenshot shows the 'Add Family for DT4 Exclusion' form. It has a 'Family' dropdown menu and a 'DT4 Family Exclusion Reason' text area. At the bottom are 'Save' and 'Cancel' buttons.

2. In the **Family** drop down menu, select the desired Family.
3. In the **DT4 Family Exclusion Reason** field, enter a reason for the exclusion.
4. Select **Save**. The **NCI Specific Information** page opens.

Managing Family Exclusions

NCI Specific Information

Data Table 4 Funding Category:
National

Data Table 4 Funding Sponsor/Source:

Add Sponsor

Delete Sponsor

NCI Division/Department:
--Select--

NCI Program:

DT4 Family Exclusion Reason*

Test Family exclusion

One item found.1

Excluded Family Name	Delete
Case Western	<input type="checkbox"/>

Save

Cancel

Add DT4 Family Exclusion

Convert to DT4 Trial Exclusion

Delete Selected DT4 Families

Select All

On the **NCI Specific Information** page for trials with existing DT4 Family Exclusions, the following options are available:

Field Label	Description/Instructions
Add DT4 Family Exclusion	Add an additional family for DT4 exclusion.
Convert to DT4 Trial Exclusion	Change exclusion from a Family Exclusion to a Trial Exclusion
Delete Selected DT4 Families	To remove one or more families from the DT4 exclusion.

Data Table 4 Trial Exclusions

Adding a Trial Exclusion

- On the **NCI Specific Information** page, select **Add DT4 Trial Exclusion**.
- Select **Close** on the following window

To enter a dt4 trial exclusion, enter a dt4 trial exclusion comment.
Then hit Save.

Close

3. The **NCI Specific Information** page re-opens with the **DT4 Trial Exclusion Reason** field available.

The screenshot shows the 'NCI Specific Information' form. It includes fields for 'Data Table 4 Funding Category' (set to 'National'), 'Data Table 4 Funding Sponsor/Source' (with 'Add Sponsor' and 'Delete Sponsor' buttons), 'NCI Division/Department' (a dropdown menu), and 'NCI Program'. The 'DT4 Trial Exclusion Reason' field is highlighted with a red asterisk and is currently empty. At the bottom are 'Save' and 'Cancel' buttons.

4. In the **DT4 Trial Exclusion Reason** field, enter a reason for the exclusion.
5. Select **Save**. A **Message Recorded** confirmation is displayed.

Deleting a Trial Exclusion (Can only be completed by a Super Abstractor)

1. Navigate to the **NCI Specific Information** page for a trial with an existing DT4 Trial Exclusion. Refer to [Searching for Trials in PA](#).

This screenshot shows the 'NCI Specific Information' form with an existing exclusion. The 'DT4 Trial Exclusion Reason' field contains the text 'Study is not Cancer related, DT4 exclusion approved.' and is highlighted with a blue border. A 'Delete Exclusion' button is visible to the right of the text area. The 'Save' and 'Cancel' buttons are at the bottom.

2. Select **Delete Exclusion**.
3. An Update Succeeded message will be displayed and the **NCI Specific Information** page will re-open.

This screenshot shows the 'NCI Specific Information' form after an exclusion has been deleted. A green message bar at the top states 'Message, Update succeeded..'. The form fields are the same as in the previous screenshot, but the 'DT4 Trial Exclusion Reason' field is now empty. At the bottom, in addition to 'Save' and 'Cancel', there are two new buttons: 'Add DT4 Family Exclusion' and 'Add DT4 Trial Exclusion'.