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RESPOND Electronic Submission Tool (REST) User guide



Valid for enrolment and follow-up in RESPOND,
50th dataset collection in EuroSIDA and MISTRAL

Version 6.0



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Introduction

RESPOND Electronic Submission Tool (REST) is a website tool which enables cohorts/centers to upload patient data electronically.

REST is developed to assess, survey and submit data. When you upload data via REST, several quality assessments of the data are performed by the software, and a report of identified issues are generated. The data will not be submitted before you decide to do so in a final step. This means that REST may also serve as a tool for you to check for and correct potential errors before submitting data. However, please be aware that once data has been submitted, REST will be locked for any further data submission or correction. Please read the enclosed REST User Guide for further information.

If you or a member of your team need REST access, please contact the RESPOND Secretariat and a login will be supplied.

REST is divided into 5 processes:

- | | |
|-------------------------|--|
| 1) Prepare data | Use provided template |
| 2) Upload file | |
| 3) Template error check | The uploaded file must adhere to the template in order to continue through the process. |
| 4) QA check | A quality analysis check is executed on the uploaded data to verify the quality of the data. These checks are divided into critical and non-critical errors. |
| 5) Submit final data | The data can be submitted once the data has been verified. |

*Please note many screenshots in this guide mention RESPOND enrolment and EuroSIDA dataset 45, but the screenshots also apply for the current dataset.

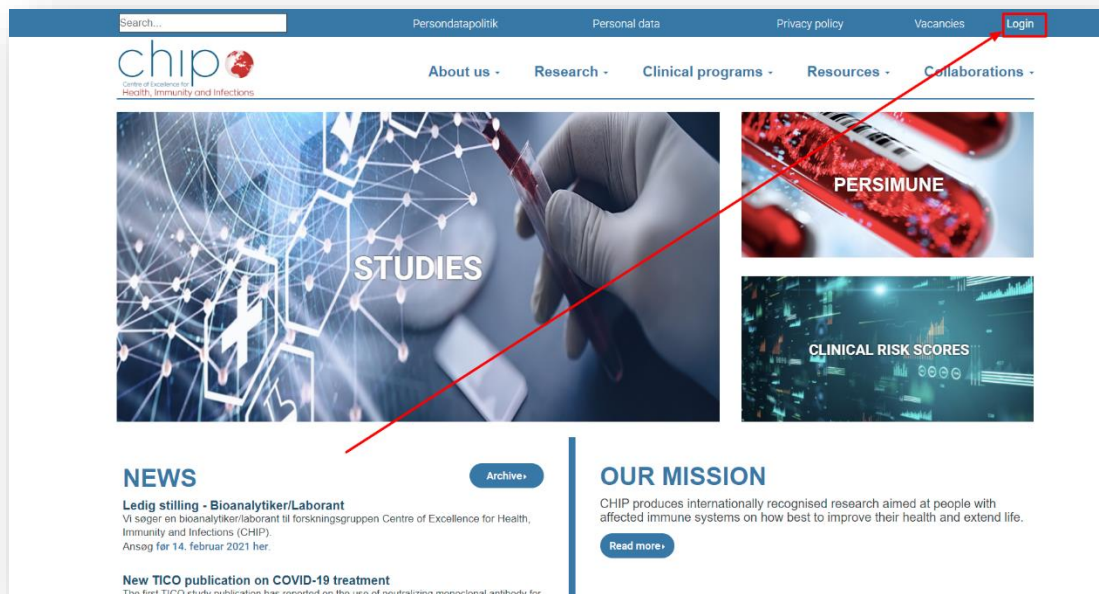
Prepare data

In order to upload data, the file must adhere to a template. You can download a MS Access template file in REST.

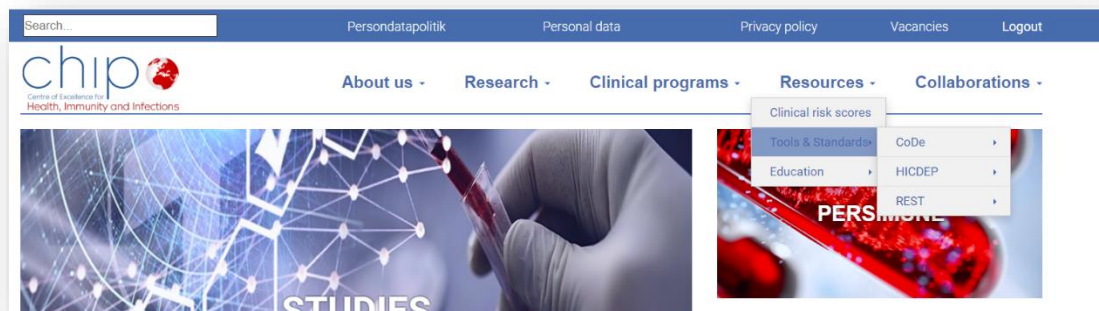
To download template:

1. Go to the website: <https://chip.dk/>

2. Click **Login** at the top right of the page and log on.



3. Click **Resources** tab, then **Tools & Standards** tab, then **REST**.



4. Click the template you want to download. This guide is based on “REST RESPOND Enrollment” and therefore the relevant MDB file is “REST RESPOND Enrolment (final 2017-09-15).mdb”.



Upload

To upload file:

1. Log on the website: <https://chip.dk/> and start REST (step 1-3 in the ‘Prepare data’ section of this guide)

2. Select **Project**. The center and dataset is automatically set based on the user logged on.



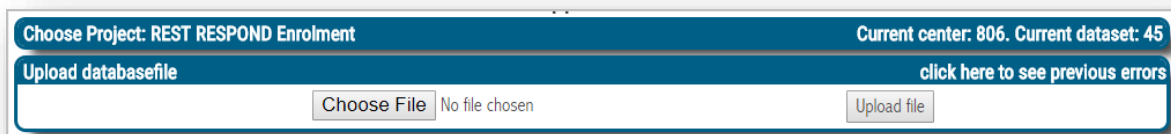
Choose Project Current center: 801. Current dataset: 45

(Download Templates)

REST ES DS45 (final 2017-09-15).mdb

REST RESPOND Enrolment (final 2017-09-15).mdb

3. Click **Choose file** and then select the file.

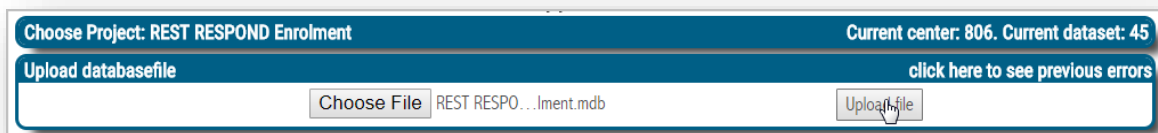


Choose Project: REST RESPOND Enrolment Current center: 806. Current dataset: 45

Upload databasefile click here to see previous errors

Choose File No file chosen Upload file

4. When the file is selected, click **Upload file**.

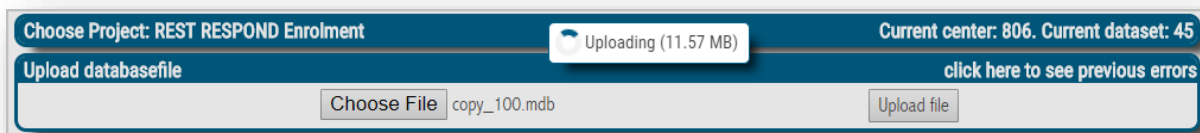


Choose Project: REST RESPOND Enrolment Current center: 806. Current dataset: 45

Upload databasefile click here to see previous errors

Choose File REST RESPO...lment.mdb Upload file

A progress icon shows the upload progress.



Choose Project: REST RESPOND Enrolment Current center: 806. Current dataset: 45

Upload databasefile click here to see previous errors

Choose File copy_100.mdb Upload file

Template error check

When the file has been uploaded, the template check will commence. If template errors are found, a list of errors will be displayed. All template errors must be fixed before continuing.

You can click on the table name in the left column to see a list of errors contained within this particular table.

Example: A field is missing in tblBAS and several fields have the wrong field type.

Choose Project: REST RESPOND Enrolment
Current center: 801. Current dataset: 45

Upload databasefile - TEST.mdb
[click here to see previous errors](#)

Vælg fil
Der er ikke valgt nogen fil
Upload new file

Template errors found
Export all errors to PDF

Tables	Errorlist
tblART	Table tblBAS - Missing field HIV_POS_D of type DATETIME
tblBAS	Table tblBAS - Wrong field type in field ETHNIC. Expected INTEGER
tblCEP	Table tblBAS - Wrong field type in field MODE. Expected INTEGER
tblDIS	Table tblBAS - Wrong field type in field HEIGH. Expected INTEGER
tblLAB	Table tblBAS - Wrong field type in field GENDER. Expected INTEGER
tblLAB_BP	Table tblBAS - Wrong field type in field PATIENT. Expected INTEGER
tblLAB_CD4	
tblLAB_RES	
tblLAB_RNA	
tblLAB_VIRO	
tblLTFU	
tblMED	
tblSAMPLES	
tblVIS	
tblVIS_SUBS	

You can export the list of errors to a pdf document for later use by clicking “Export all errors to PDF”.

Choose Project: REST RESPOND Enrolment
Current center: 801. Current dataset: 45

Upload databasefile - TEST.mdb
[click here to see previous errors](#)

Vælg fil
Der er ikke valgt nogen fil
Upload new file

Template errors found
Export all errors to PDF

Tables	Errorlist
tblART	Table tblLAB_CD4 - Wrong field type in field CD4_U. Expected SMALLINT
tblBAS	Table tblLAB_CD4 - Wrong field type in field PATIENT. Expected INTEGER
tblCEP	
tblDIS	
tblLAB	
tblLAB_BP	
tblLAB_CD4	
tblLAB_RES	
tblLAB_RNA	
tblLAB_VIRO	
tblLTFU	
tblMED	
tblSAMPLES	
tblVIS	
tblVIS_SUBS	

An example of a segment of a pdf file containing template errors:

Item
Table tblVIS_SUBS - Wrong field type in field SUBS_Y. Expected SMALLINT
Table tblVIS_SUBS - Wrong field type in field PATIENT. Expected INTEGER
Table tblVIS - Wrong field type in field PATIENT. Expected INTEGER
Table tblSAMPLES - Missing
Table tblSAMPLES - Missing
Table tblSAMPLES - Missing
Table tblSAMPLES - Missing
Table tblMED - Wrong field type in field PATIENT. Expected INTEGER
Table tblLTFU - Wrong field type in field DEATH_Y. Expected SMALLINT
Table tblLTFU - Wrong field type in field DROP_RS. Expected VARCHAR
Table tblLTFU - Wrong field type in field DROP_Y. Expected SMALLINT
Table tblLTFU - Wrong field type in field PATIENT. Expected INTEGER
Table tblLAB_VIRO - Wrong field type in field VS_U. Expected SMALLINT

You can view errors for latest uploaded files (for current project, center and dataset) by clicking “Click here to see previous errors”.

Choose Project: REST RESPOND Enrolment

Current center: 806. Current dataset: 45

Upload databasefile

Choose File

No file chosen

Upload file

click here to see previous errors

QA check

When the template check has completed without any errors, the QA is executed by clicking Start QA Check.

Choose Project: REST RESPOND Enrolment

Current center: 801. Current dataset: 45

Upload databasefile - TEST.mdb

Vælg fil

Der er ikke valgt nogen fil

Upload new file

click here to see previous errors

No template errors found, Working on: TEST.mdb

Start QA Check

You can see the progress of the checks. The amount of checks is variable, depending on both dataset and selected project.

Choose Project: REST RESPOND Enrolment	Current center: 801. Current dataset: 45
Upload databasefile - TEST.mdb	click here to see previous errors
<input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil <input type="button" value="Upload new file"/>	
No template errors found, Working on: TEST.mdb	
<input type="button" value="Verify data"/> (41 of 319)	

If the uploaded file doesn't contain data, the following error will appear.

Choose Project: REST RESPOND Enrolment	Current center: 801. Current dataset: 45
Upload databasefile - TEST.mdb	click here to see previous errors
<input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil <input type="button" value="Upload new file"/>	
No template errors found, Working on: TEST.mdb	
QA Errors	
TEST.mdb contains no data.	

If the MDB file contains patient data, has passed the template check, but fails the QA check, a list of errors appears.

Choose Project: REST RESPOND Enrolment
Current center: 801. Current dataset: 45

Upload databasefile - TEST.mdb
[click here to see previous errors](#)

Vælg fil
Der er ikke valgt nogen fil
Upload new file

No template errors found, Working on: TEST.mdb

QA Errors

Core data completion (%)
Critical errors
Non-critical errors

Error code	Error count	
R_DIS002	359	5.8%
R_MED002	279	72.8%
LC001	207501	
R_ART001	5060	
R_BAS005	9	
R_LABRES001	69	
RC001	15492	
LW001	1	
CEPC001	1591	
MC001	991	
R_LAB003	109	
R_CEP002	1621	
R_DIS001	381	
LRW003	69	
LRW005	69	
LRC001	61	
R_LAB_BP006	5242	
LFC001	345	
DC001	377	
AW015	12	
AC001	4929	
R_LAB_BP011	1	
CC001	21400	
R_LAB_BP016	5443	
R_LABCD4002	21822	
BW021	9	Approve
LRW001b	1	Approve
CW009	20979	Approve
C_COHERE002	75	Approve

The errors are divided into 3 different types.

- 1) Core data completion errors if completion rate is below 80%. Completion rates under 80% may impact the level of reimbursement.
- 2) Critical errors that must be corrected before you can continue.
- 3) Non-critical errors that can be approved to continue.

To see a more detailed description of the current errors, click on the error code in the left column. In this case for the error code R_MED002, there are a total number of 1026 rows. Of these rows, there are 279 errors which gives a data completion of 72,8%.

QA Errors			Selected error code: R_MED002						
Error code	Error count		Core data completion (%) Critical errors Non-critical errors Error details: Missing MED_ED while MED_RS is present						
R_DIS002	359	5.8%	1 2 3 4 5 6 7 8 9 10 ... Last page >>						
R_MED002	279	72.8%	PATIENT	MED_ID	MED_SD	MED_ED	DS	CENTER_NR	DataSource
LC001	207501			C10AA	3/9/2012 12:00:00 AM				
R_ART001	5060			C-HYP	3/9/2012 12:00:00 AM				
R_BAS005	9			C10AB	6/1/2004 12:00:00 AM				
R_LABRES001	69			C10AA	11/22/2008 12:00:00 AM				
RC001	15492			A10B	4/1/2013 12:00:00 AM				
LW001	1			C09	2/1/2013 12:00:00 AM				
CEPC001	1591			C10AA	5/2/2007 12:00:00 AM				
MC001	991			C10AA	3/3/2008 12:00:00 AM				
R_LAB003	109			C-HYP	11/15/2008 12:00:00 AM				
R_CEP002	1621			C09	5/8/2002 12:00:00 AM				

An example of error code RC001

QA Errors			Selected error code: RC001						
Error code	Error count		Core data completion (%) Critical errors Non-critical errors Error details: Patient has no record in BAS						
R_DIS002	359	5.8%	1 2 3 4 5 6 7 8 9 10 ... Last page >>						
R_MED002	279	72.8%	PATIENT	RNA_D	RNA_V	RNA_L	DS	CENTER_NR	DataSource
LC001	207501			4/4/2001 12:00:00 AM	-1	50			
R_ART001	5060			7/24/2001 12:00:00 AM	-1	50			
R_BAS005	9			10/31/2001 12:00:00 AM	-1	50			
R_LABRES001	69			2/27/2002 12:00:00 AM	-1	50			
RC001	15492			5/29/2002 12:00:00 AM	-1	50			
LW001	1			9/25/2002 12:00:00 AM	372	50			
CEPC001	1591			12/3/2002 12:00:00 AM	9670	50			
MC001	991			2/4/2003 12:00:00 AM	55	50			
R_LAB003	109			4/24/2003 12:00:00 AM	-1	50			
R_CEP002	1621			8/13/2003 12:00:00 AM	-1	50			

This is an example of a non-critical error which can be approved. The approve date will be shown for approved errors.

LRC001	61	
R_LAB_BP006	5242	
LFC001	345	
DC001	377	
AW015	12	
AC001	4929	
R_LAB_BP011	1	
CC001	21400	
R_LAB_BP016	5443	
R_LABCD4002	21822	
BW021	9	Approve
LRW001b	1	Approve
CW009	20979	19 Sep 2017 12:22:08
C_COHERE002	75	Approve

Reason for Approve

Approve

You may return to REST and upload a corrected version of the file at a later time. Your data is not included into RESPOND or EuroSIDA until you have submitted final data, see below.

Submit final data

When the list of QA errors is either empty or does no longer contain any critical errors or unapproved non-critical errors, the data can be submitted.

BW021	9	20 Sep 2017 09:01:16
LRW001b	1	20 Sep 2017 09:01:18
CW009	20979	20 Sep 2017 09:01:19
C_COHERE002	75	20 Sep 2017 09:01:21

All approved, begin upload

When data has been submitted, the following message will appear.

Upload complete

Center 801 has just uploaded data for Dataset 45 by User [redacted] 20 Sep 2017 - 09:01:36

Please note that once this is done, no more data can be uploaded for the current center. If you log on to REST again, the following message will show.



If, for some reason you need to correct your data after final submission, please contact the coordinating centre.