

Standard Operating Procedure for Missing Data Codes SOP

Version Date: 04/01/2022

POLICY:

The protocol for entering missing data codes into REDCap across all ARGO studies is outlined below. These steps are critical for the prevention of data loss and successful quality assurance for each ARGO study. All sites are responsible for ensuring adherence to the outlined protocol. If there are any questions, please reach out to the MSKCC project manager, Rivka Kahn: kahn1@mskcc.org.

PROCEDURE:

1. For all ARGO REDCap databases, all studies with categorical data options and all short answer/open answer fields will be filled with these codes manually when needed.
 - -666 = Patient does not know
 - -777 = Patient refused to answer.
 - -888 = Missing in case notes.
 - -999 = Other missing (add comment for reason missing)
2. For all ARGO REDCap databases, all studies with **date fields** will be filled with these codes manually when needed.
 - 06-06-6666 = Patient does not know
 - 07-07-7777 = Patient refused to answer.
 - 08-08-8888 = Missing in case notes.
 - 09-09-9999 = Other missing (add comment for reason missing)
3. All ARGO RA's will be trained on this process for all ARGO studies. These codes will be reviewed at all SIV meetings.



African Research Group for Oncology

Revision History

Revision #	Effective Date	Changes