MEMORANDUM

Date: 3/23/2023

To: International Transplant Center Medical Directors & Data Managers

From: Jenni Bloomquist,
    CPI Manager

Subject: International CPI/CTA Trimester 1, 2023 Notifications

Greetings International Centers,

End of Trimester Memos
The final standing memos for Trimester 3, 2022/2023 are now posted on the CIBMTR Portal in the Data Operations tile. For information on downloading CPI memos, visit Accessing CPI Memos on CIBMTR Portal in the CPI section of the Data Management Guide.

Trimester 1, 2023 Timeline

Welcome to the new trimester!
CPI Trimester 1 began March 1st and will end on June 30, 2023.

Trimester 1, 2023 Requirements

- Complete Critical Forms on time: ≥ 50% Completed by Form Due Date
- Complete Critical Forms during previous trimester: ≥ 75% Complete by end of trimester*
- Complete Study supplemental Forms during previous trimester: ≥ 75% Complete by end of trimester*
- Complete All Other Forms during previous trimester: ≥ 75% Complete by end of trimester*
- Resolve Queries placed in previous trimester: ≥ 75% Complete by end of trimester*
- DTA/MHA: DTA/MHA on file
- CTA List: Submit CTA list (see "Process for Submitting CTA list" below)

(* = Increase from last trimester)

Trimester 1, 2023 Exemption Link

Exemptions for Trimester 1 are now open and will close on April 30, 2023. For additional information on exemptions, visit CPI Exemption Request in the CPI section of the Data Management Guide.

Process for Submitting Consecutive Transplant Audit (CTA) list

1) Verify all transplants from 2022 are reported in FormsNet3.
2) Complete the CTA list using the template linked here. ("CTA Template Instructions" posted below).
   a. The CTA list will be generated from your center's internal records
   b. The list should *not* include Car-T, DLI/DCI, or any other non-HCT therapies
   c. If your site does not report autologous infusions to CIBMTR, do not include them on your CTA list.
   d. If the infusion is not reportable to CIBMTR, centers should only provide limited data on those events. This information is used to determine the overall activity of the center.
3) Submit the CTA list to CIBMTR via a CIBMTR Center Support ticket
   a. After navigating to the CIBMTR Center Support, click "Need Help?"
   b. Complete the necessary fields and answer the following:
      i. "What is your question regarding," select "CPI/CTA"
      ii. "Relating to," select CTA HCT List Submission/Resubmission
   c. Attach the CTA list with the *Add Attachment* feature
   d. Click Submit
4) Once processed, the CIBMTR team will respond to the ticket to inform centers if the list was successfully processed & the ticket will be closed
   a. If the ticket was not successfully processed, the CIBMTR team will inform centers they need to resolve the issue & resubmit their CTA list until it is successfully processed.
5) The weekly CPI Summary Report will note "Submit CTA list: Complete/Requirement Met" once the list has been successfully processed.

CIBMTR® is a research collaboration between the National Marrow Donor Program® (NMDP)/ Be The Match® and the Medical College of Wisconsin

www.cibmtr.org

Milwaukee Campus
Medical College of Wisconsin
9200 W Wisconsin Ave, Suite C5500
Milwaukee, WI 53226 USA
(414) 805-0700

Minneapolis Campus
National Marrow Donor Program/
Be The Match
500 N 5th St
Minneapolis, MN 55401-1206 USA
(612) 627-5800

CTA Template Instructions

Is the infusion reportable to CIBMTR?	Yes → Infusion should be reported in FormsNet3. Follow the instructions below to provide detailed information.	No→ Infusion will NOT reported in FormsNet3. Follow the instructions below to provide limited information.
Primary Disease	Null	Provide recipient's primary disease (maximum of 100 characters allowed)
CIBMTR-assigned Research ID (CRID)	Numeric	Null
Recipient Date of Birth (DOB)	Date, (YYYY-MM-DD)	Provide Year of birth only. Use the alias month and day of January 1st, (YYYY-01-01)
Recipient Sex	"M" or "F" (M= Male, F= Female)	Null
Date of HCT infusion	Date, (YYYY-MM-DD)	Provide Month and Year of the infusion. Use the alias of the 1st for the day (example: 2018-05-01)
Donor Type used for HCT	Must ONLY be reported as ALLO_U, ALLO_R, or AUTO. • ALLO_U = Unrelated Donor • ALLO_R = Related Donor, including syngeneic • AUTO = Autologous (no donor)	Must ONLY be reported as ALLO_U, ALLO_R, or AUTO. • ALLO_U = Unrelated Donor • ALLO_R = Related Donor, including syngeneic • AUTO = Autologous (no donor)

	Note: If more than one donor product was infused in the same transplant, report the product of the least related (ALLO_U > ALLO_R > AUTO).	Note: If more than one donor product was infused in the same transplant, report the product of the least related (ALLO_U > ALLO_R > AUTO).

Questions

For any questions, please submit a ticket via Center Support ticket> CPI.

Thank you,

CIBMTR CPI Team