Dear CIBMTR Team Medical Director, Data Professional and/or “Primary Contact”:

As we approach the December 3rd launch date for the release of revised forms and activation of the FormsNet™ 2.0 electronic data collection system, CIBMTR wants to emphasize several critical points:

• The revised final forms will be available for use by all centers [http://www.cibmtr.org/DATA/data_idx.html](http://www.cibmtr.org/DATA/data_idx.html) effective at 7:00 AM CST on December 3, 2007.

• Conversion to new forms (paper or electronic) should be initiated immediately. On patients for whom a current (“old”) form is already in progress, the current form should be completed and submitted before January 31, 2008. In cases where completion of a current (“old”) form has not yet been initiated, regardless of the transplant date, start a new form.

• TED on the Web will no longer be functional effective at 4:00 PM CST on December 3, 2007.

• Refer to your launch packet for your campus “assignment” for submitting paper forms:
  
  o **Minneapolis** campus FAX = (612) 362-3497.
    • Paper mailing to: National Marrow Donor Program
      REGISTRY
      Suite 100
      3001 Broadway Street. NE
      Minneapolis, MN  55413 USA
  
  o **Milwaukee** campus FAX = (414)-456-6165
    • Paper mailing to: CIBMTR
      Medical College of Wisconsin
      PO Box 26509
      8701 W. Watertown Plank Road
      Milwaukee, WI 53226 USA

• A liaison has been assigned to your team at the campus to which you submit data (see below). Your team liaison will contact you soon.

• All teams will receive individualized letters to notify them of their expected FormsNet™ 2.0 access date. This letter will be followed by training information and activation tools (SecurID, PIN, etc). This date activation process is gradual to allow adequate Help Desk support.

• CIBMTR is in the process of individually contacting centers regarding backlog of CIBMTR Research reporting.
• Reimbursement for submitted forms is not possible unless a signed Data Transmission Agreement is on file.

IF YOU HAVE QUESTIONS REGARDING THE FOLLOWING, NOTE THE PROPER CONTACT INDIVIDUAL:

• IRB or consents: Rebecca Draxler = rdraxler@nmdp.org
• Data Transmission Agreement: Nancy Poland = npoland@nmdp.org
• Assignments of liaison for teams using Minneapolis campus overseen by: Kay Gardner = kgardner@nmdp.org
• Assignments of liaison for teams using Milwaukee campus overseen by: Sharon Meiers = snell@mcw.edu
• Forms due backlog: Mark Reitz = reitzm@mcw.edu (through December 7th), then Sharon Meiers = snell@mcw.edu
• Protected Health Information (PHI)/confidentiality issues: Roberta King = rking@nmdp.org
• Forms: Questions should be directed to your team's liaison.
• FormsNet™ 2.0 login or technical issues: NMDP Help Desk = helpdesk@nmdp.org
• StemSoft = bmtbase@stemsoft.com

We thank you for your patience as we transition to our new data system and do not hesitate to contact me if you have issues not covered in this email.

Paula

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