Participant Visit Calendars-FAQs

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1. **Question: For which Studies will Participant Visit Calendars be used? Is it for new studies or will older studies move too?**

**Answer:** Beginning July 1, all studies that were active within Clinical Trial (CT) Trackers will moving to the new process within CRIS (VELOS). There are older studies which were not utilizing CT trackers. These will be moved only on a case by case basis.

**How will teams know which studies are using CRIS Calendars?**

Teams will receive notice on which studies are following the new process. If you need to add information for a study with no calendar yet please email CRIScalendarissues@kumc.edu.

1. **Question: What is being replaced?**

**Answer:** The Clinical Trial (CT) Trackers previously being used to track visits for payments will be replaced by visit calendars within the CRIS Velos System. CT Trackers are no longer being utilized.

1. **Question: How do we proceed with amendments and unscheduled events?**

**Answer:** Amendments will be handled by the budget and contracts team. They will update Velos with any amendments and advise study team of any special instructions. Unscheduled Visits will depend on the contract whether they are added as a visit in the patient calendar or listed as an additional invoiceable item. If you cannot find them in either location, please contact CRIScalendarissues@kumc.edu

1. **Question: What if the participant does not complete the entire visit?**

**Answer:** If a participant would complete just part of the visit, go ahead and mark the visit complete, email [criscalendarsissues@kumc.edu](mailto:criscalendarsissues@kumc.edu) with study #, participant study ID#, visit # and details.

1. **Question: Are CRIS Calendars required for all studies?**

**Answer:** All studies that meet the requirements\* to be entered into CRIS are to be entered into CRIS along with their participants. When the study also includes financial accounting, CRIS calendars will be used to assist the study team in communicating the visits completed so that billing to the s sponsor should occur. The invoice will be sent directly from CRIS to the sponsor.

\*See [Research Study Documentation in CRIS and in Epic O2](https://kumc.policystat.com/policy/6422905/latest/)

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1. **Question: I have already added a patient to a study with the hospital MRN, now I need to update with the Patient Study ID from the sponsor.**

**Answer:** The Patient Study ID is different from the Patient ID. Once you enter the Patient ID with the Hospital MRN # DO NOT change it. However, the Patient Study ID must be changed from the MRN # to the ID the study sponsor issued the participant. Detailed instructions on changing the Patient Study ID can be found on the CRA page under CRIS calendar info. Remember Patient ID=MRN will remain in the Patient ID field for hospital billing. Patient Study ID = Sponsor given Participant ID for tracking and sponsor reimbursement.

1. **Question: How are additional invoiceable items (previously logged on CT Tracker) done now?**

**Answer:** The list of allowable invoiceable items are now located under attachments for the study in velos. Any items that have been achieved must be submitted via additional invoiceable form in velos. Instructions can be found on the CRA website under CRIS calendar info.

**6. Question: How does staff know invoices were sent to sponsor? Or that funds were received by RI?**

**Answer:** Revenue Fund Management (RFM) team should send a copy of the invoice to both the sponsor and the study team via email. Study teams should also learn to run reports within workday-the CR GM Clinical Trial Rev Vs. Expense report available to view revenue or expenses for the study account. This report will list invoice numbers and deposit Ids of money coming in. You can use the deposit ID to pull a copy of the check/wire out of Perceptive. Please [SPA\_CT@kumc.edu](mailto:SPA_CT@kumc.edu) for any further information or guidance.