

ENTERING DATA IN REDCAP

FY19 QI Learning Collaborative Data Collection &
Reporting



WHAT IS REDCAP?



- Web Address: <https://chc.mphi.org>
- Online data collection tool
 - Secure
 - Efficient
- The QI Learning Collaboratives will be using RedCap to collect and report data for FY19
 - Name and email address of the person who will be accessing RedCap collected at the sign in table of this meeting
 - Contact people will be added to the LC project that their LIA is participating in
 - You will receive an email from RedCap when you have been added to a project



REDCAP OVERVIEW

- Although many of you are familiar with REDCap, it is important that we go over a few functions that will be useful in entering and tracking LC submissions, and might be new for you:
 - Project Home
 - Add/ Edit Records
 - Record Status Dashboard
 - Form Status
 - Repeat Instruments
 - History and Comment features



REDCAP OVERVIEW: PROJECT HOME

- The 'Project Home' is the page you will see after logging in.

The screenshot shows the REDCap Project Home page for the project 'FY19 LC Early Language and Literature'. The interface includes a left-hand navigation menu with options like 'My Projects', 'Data Collection', 'Record States Dashboard', and 'Applications'. The main content area features a 'Quick Tasks' section with buttons for 'Codebook', 'Export data', 'Create a report', 'Check data quality', 'User Rights', 'Online Designer and Data Dictionary Upload', 'Clone this project', and 'Data Access Groups'. Below this is a 'Project Dashboard' section with a table of 'Current Users' and a 'Project Statistics' box.

Current Users

User	Expires
aprecht (Angela Precht)	never
bjpetch (Brenda Petch)	never
gweather (Grace Weather)	never
lapine (Laure Lapine)	never
rthompson (Richard Thompson)	never
vanderhoorn (Vicki Vanderhoorn)	never
spino (Sandra Spino)	never

Project Statistics

Records in project	2
Most recent activity	01/14/2019 3:55pm
Space usage for docs	8.03 MB

Upcoming Calendar Events (next 7 days)

Item	Date	Description
No upcoming events		



REDCAP OVERVIEW: ADD/ EDIT RECORDS

- Add/ Edit Records is located on the left side panel. On this page you are able to:
 1. Create new records
 - Each LIA will create 1 record for the LC they are participating in.
 2. Choose an existing Record
 - Drop down menu, OR
 - Start typing the name of the LIA Record and click on it when it appears.

The screenshot shows the REDCap web interface. The browser address bar displays the URL: `https://chc.mphu.org/redcap_v8.5.24/DataEntry/record_edit.php?pid=101`. The page title is "FY19 LC Early Language and Literature". The main heading is "Add / Edit Records". Below the heading, there is a text box for entering a new or existing LIA name. To the left of the text box is a dropdown menu labeled "Choose an existing LIA" with the text "-- select record --". Below the text box is a "Data Search" section with a dropdown menu labeled "Choose a field to search" (set to "All fields") and a "Search query" input field. The left sidebar contains a navigation menu with the following items: "My Projects", "Project Home", "REDCap Messenger", "Data Collection" (highlighted with a red box), "Record Status Dashboard", "Add / Edit Records" (highlighted with a red box), "Applications", "Calendar", "Data Exports, Reports, and Stats", "Data Import Tool", "Data Comparison Tool", "Logging", "Field Comment Log", "File Repository", and "User Rights and DAGs".



REDCAP OVERVIEW: RECORD STATUS DASHBOARD

EDCaf5 FY19 LC Early Language and Literacy Learning Collaborative

Record Status

Record ID | **Record Name** | **Record Status**

1 | RECCap Mo | Active

2 | RECCap Mo | Active

3 | RECCap Mo | Active

4 | RECCap Mo | Active

5 | RECCap Mo | Active

6 | RECCap Mo | Active

7 | RECCap Mo | Active

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100 | RECCap Mo | Active

Read, Tell stories, and/or Sing Songs

Numerator. # of children enrolled in the past month with a family member who reported that during a typical week s/he reads, tells stories, and/or sings songs with their child daily, every day.

Rep-on the number of children enrolled in the home visiting program served during the month for which you are reporting with a family member who reported that during a typical week s/he reads, tells stories, and/or sings songs with their child daily, every day.

The frequency at which your home visiting program inquires about how often a family member reads, tells stories, and/or sings songs with their child should follow the funding guidance. If your program does not have a model or funding guidance you should establish a regular frequency to check in with families on this (e.g. every home visit, every other home visit, once a month, etc.).

Denominator: total # of children enrolled in home visiting in the past month

Rep-on the total number of children enrolled in the home visiting program served during the month for which you are reporting

Connections to community ELL Resources

Numerator. # of children enrolled in home visiting in the past month who were connected with a community resource to support ELL development

Rep-on the number of children enrolled in the home visiting program served during the month for which you are reporting who were connected with a community resource to support ELL development. A community resource refers to a home visitor making a caregiver aware that a resource is available. The resource/setting does not necessarily need to be received in the past month. Examples of connections to community resources include: referring to Early On, supporting a caregiver in obtaining a library card to access books & ELL activities, sharing information about community events that support ELL development during that month, etc.

Denominator: total # of children enrolled in home visiting in the past month

Report the total number of children enrolled in the home visiting program served during the month for which you are reporting.

The 'Record Status Dashboard' contains:

1. The Learning Collaborative Measurement Strategy
2. All existing Records that the LIA has access to

Each LIA should create/ have only one Record for the duration of the Learning Collaborative

Name the Record: LIA Name Model (i.e. Oakland NFP)

Clicking on an existing record will take you to the Record Home Page.



Dashboard displayed: **FY19 Early Language and Literacy Learning Collaborative**

Displaying record: Page 1 of 1 "Displaying record" through "LIA Demo" of 2 records

Lock List Only

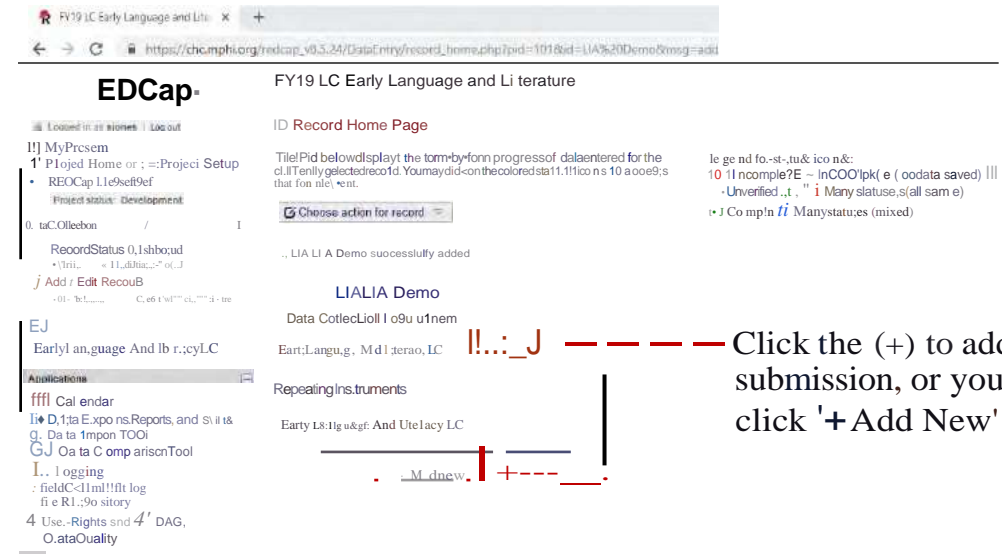
LIA Demo

Credentialed dashboard

ALL (2) records per page

REDCAP OVERVIEW RECORD HOME PAGE

- Record Home Page
 - On the 'Record Home Page' you will find every completed data submission for the Record that was selected.
 - You can also add new repeated instruments by either clicking:
 - The (+) sign next to the Status bubble
 - '+ Add New' under the Repeating Instruments



Click the (+) to add another submission, or you can also click '+ Add New'



REDCAP OVERVIEW: REPEAT INSTRUMENTS

- Repeated Instruments

- This simply allows us to collect multiple instances of the same data without creating multiple forms(i.e. the same LC data submissions every month).
- On the Record Home Page, you will see all of your team's submissions listed in a table, including the month the data relates to, and the date it was completed.
 - NOTE: The table will only show submissions you have made and will not show future time points until you have submitted data for those months.
- This table can be useful for your team to track your LC submissions, if they were on time, and if you have missed any submissions.

Repeating Instruments	
Family Retention and Engagement LC	
1	Time Point Jan-19, Date Completed:
2	Time Point Feb-19, Date Completed:
3	Time Point Mar-19, Date Completed: Time Point Apr-19, Date
4	Completed:
5	Time Point May-19, Date Completed: Time Point Jun-19, Date
6	Completed:
7	Time Point Jul-19, Date Completed: Time Point Aug-19, Date
8	Completed:

[+Add new](#)

REDCAP OVERVIEW: FORM STATUS

- Status Icon

- After you fill out the LC data submission, at the bottom of the form you will see a question that says "Complete?"
- You will see a dropdown menu with three choices to choose from: Incomplete, Unverified, and Complete.
- NOTE: For our purposes, any data that is entered will be considered final by the 15th of each month
- We encourage you to mark the form "complete" once all data has been entered, unless your team would like to develop an internal system using other designations.
 - Ex: Selecting incomplete or unverified might be helpful if you begin entering data early in the month, and need a reminder to finish the form later.



The screenshot shows a form titled "Complete?" with a dropdown menu open. The dropdown menu has three options: "Incomplete", "Unverified", and "Complete". The "Incomplete" option is currently selected. To the right of the dropdown menu, there are two buttons: "Save & ..." and "- Cancel-". Below the form, there is a link that says "Delete data for THIS FORM only".

REDCAP OVERVIEW: HISTORY AND COMMENTS

- History Button
 - Next to each question you will see a small 'H' icon
 - This icon allows you to view all past entries made to any field on the form
 - This function can be helpful for tracking any changes or edits made to the data for each month

Number of Families who stopped services before completion in the past month:	<hr/>
Total number of families served in the past month:	
Percent of families who stopped services before completion in the past month:	• View equation

REDCAP OVERVIEW: COMMENTS

• Comment Button

- Just below the history button is a comment bubble (top image)
- This function allows you to create a comment on a particular field in the form
- You are not required to enter any comments, but in some cases it might be helpful to note any questions or follow up needed for particular fields.
- On the left hand side of the screen you can use the 'Field Comment Log' to quickly see a list of all comments made in the form if needed (bottom image)

Number of Families who stopped services before completion in the past month:

Total number of families served in the past month:

Percent of families who stopped services before completion in the past month: [View equation](#)

EDCap

Family Retention and Engagement

Actions: Modify instrument, Download PDF of instrument(s), VIDEO: Basic data entry

Family Retention and Engagement LC

Current instance: 011 Time Point: Jan-19, Date Completed:

Editing existing LIA Date Holder

LIA

Please select the month that the data represent: Jan-19

Date entered: Today

Family Attribution

Number of Families who stopped services before completion in the past month:

Total number of families served in the past month:

Percent of families who stopped services before completion in the past month: [View equation](#)

13a and 6 Month Family Retention

Number of families who have reached 3 months of enrollment (HFA/EHS/PAT) or the child's birth (NFP):

Number of families who have reached 6 months of enrollment (HFA/EHS/PAT) or Infancy 3 months (NFP):

Total number of families served in the past month:

Percent of families who have reached 3 months of enrollment (HFA/EHS/PAT) or the child's birth (NFP): [View equation](#)

Percent of families who have reached 6 months of enrollment (HFA/EHS/PAT) or Infancy 3 months (NFP): [View equation](#)

Field Comment Log



LC PROJECT

- Now we will quickly run through the layout of the QI Learning Collaborative Projects in REDCap.
- The three QI Learning Collaborative projects are all set up the same way, the only difference being the collaborative specific measure descriptions, numerators, and denominators in the forms.
- Each **project** only contains one **instrument** where you will enter collaborative data

'Project': The name of the Learning Collaborative you belong to

The screenshot shows the REDCap interface for a project titled "FY19 LC Family Retention and Engagement". At the top, there is a "Record Home Page" link. Below this, a text box explains that the grid displays the form-by-form progress of data entered for the currently selected record, and that users can click on colored status icons to access that form/event. A dropdown menu labeled "Choose action for record" is visible. Below the dropdown is a "LIA Date Holder" section. The main part of the screenshot is a table with two columns: "Data Collection Instrument" and "Status". The table contains one row with the instrument name "Family Retention and Engagement LC" and a status icon labeled "fb +". To the right of the table is a legend for status icons, which includes: "Incomplete (no data saved)", "Unverified", "Complete", "Many statuses (all same)", and "Many statuses (mixed)".

'Instrument': the data collection form

ENTERING DATA IN REDCAP

- The following slides will show video demonstrations on how to enter data in RedCap, including:
 - First data submission
 - Creating a Record for your LIA
 - Regular monthly submissions
 - All data entry beyond the first month



ENTERING DATA IN REDCAP- **FIRST** DATA SUBMISSION

1. Log in with your user name and password
2. Select the project with the title of the QI Learning Collaborative that you belong to
3. Go to the box titled 'Data Collection' on the left side of the screen
4. Select 'Add/ Edit Records'



ENTERING DATA IN REDCAP- **FIRST** DATA SUBMISSION

5. The Add/ Edit Records link will take you to the Add/ Edit Records Page
6. Go to the space in the yellow box next to 'Enter a new or existing LIA'
7. Enter the name of your LIA and hit the Enter button on your keyboard.
 - Hitting Enter will take you directly to the data entry form to enter the data for the first submission.



ENTERING DATA IN REDCAP- **FIRST** DATA SUBMISSION

8. Enter your numbers for each measure in the spaces provided
 - Note: For each measure that is a percent value, RedCap will automatically calculate the percentage. You will not be able to enter data in the percentage fields.
9. Select the form status
 - At the bottom of the form, you have the option of marking the form as 'complete', 'incomplete' or 'unverified'. MPHI does not use these statuses for anything. LIA's are welcome to build them into their own internal processes.
10. Click 'Save & Exit Form'
 - You will be taken to the 'Record Home Page' for your newly created record (LIA Demo, in the video example)



ENTERING DATA IN REDCAP- **SUBSEQUENT** DATA SUBMISSIONS

1. Log in with your user name and password
2. Select the project with the title of the QI Learning Collaborative that your team belongs to
3. Go to the box titled 'Data Collection' on the left side of the screen
4. Select 'Record Status Dashboard'



ENTERING DATA IN REDCAP- **SUBSEQUENT** DATA SUBMISSIONS

5. Scroll to the bottom of the page and select your LIA Record
6. Click either the (+) sign next to the Status bubble OR the '+ Add new' button in the Repeating Instruments box.
7. Enter your numbers for each measure in the spaces provided
8. Select the form status
9. Click 'Save & Exit Form'



ENTERING DATA IN REDCAP- REVIEW

- The first data submission will be slightly different from subsequent data submissions
- First data submission:
 - Go to 'Add/ Edit Records' to create the Record ID for your LIA
 - This is just the name of the LIA and the model (Ex: Oakland NFP)
 - Enter data for the first submission
- Subsequent data submissions:
 - For every data submission following the first one, go to the 'Record Status Dashboard' of the existing Record ID
 - Add a submission by clicking on the (+) sign under the Status bubble.
 - Enter data for the subsequent submission

