Agenda

- Roll Call
- Changes to REDCap
- REDCap Reminders
  - Logging and in
  - Finding participants
  - Entering data
- Timeline for entering data

Changes to REDCap

- More limited fields effective when Version of Form selected as Dec 22, 2021 in 'Form Details'
  - Only do this for events ≥ 2021 Quarter 4
  - For events < 2021 Quarter 4, continue to select Version March 21, 2019 or March 29, 2019
- Goal – reduce the burden of data entry on providers

Changes to REDCap

- Additional Fields for Data Entry
  - IQ < 70
    - No longer screened out reason
    - Added as a yes/no question at Referral
  - Nickname field
    - Only complete if different then first name

Changes to REDCap

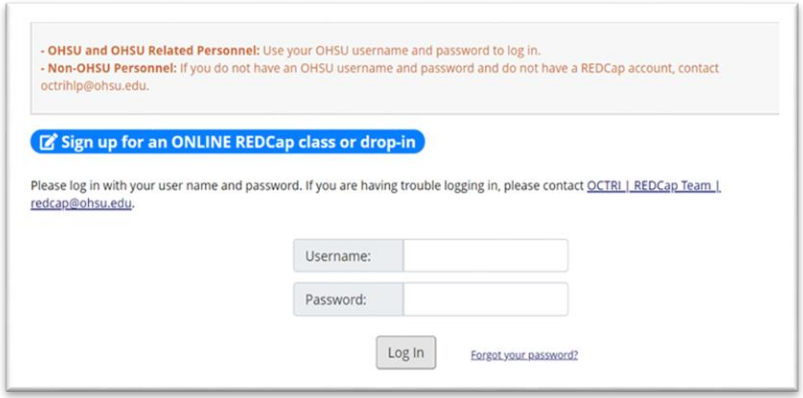
- Examples of Reduced Fields for Data Entry
  - No longer enter
    - Living Situation Funding
    - Consistency of psychiatric medications taken
    - Tobacco use
    - Symptoms impact school or work situation
  - Limited data entry (example: instead of at every quarter – asking only at Discharge)
    - Legal
    - ICD-10 Diagnoses
    - Primary Care Physician contact
    - Education & Employment History
  - Optional
    - Services Rendered

Changes to REDCap

Limiting data entry for quarterly makes entering data for the last quarter of EASA participation **CRITICAL**

Logging into REDCap

- Within three business days of getting an email login and set up your password reset questions.
- To access either database in REDCap
- In web browser go to: https://octri.ohsu.edu/redcap



- Use your full email address and REDCap password to login
- To reset your password click on *Forgot your password?*

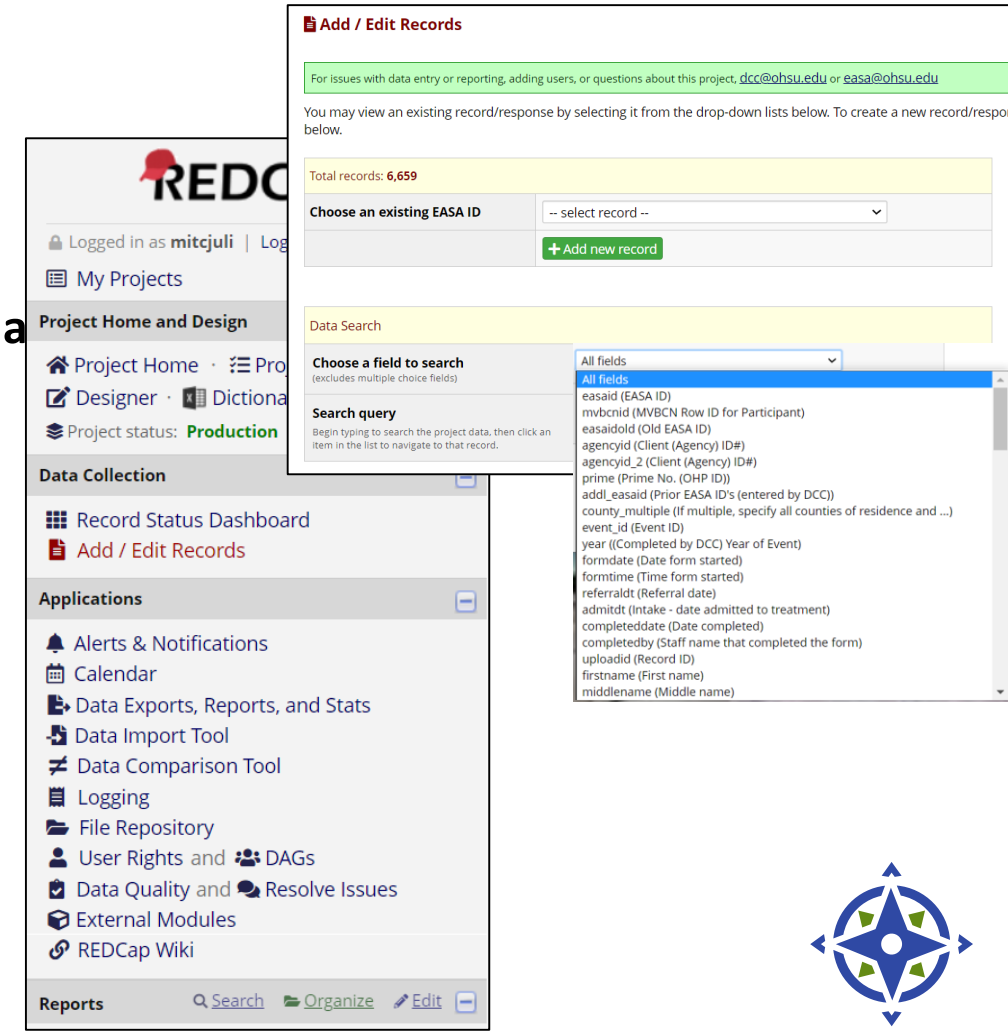
Finding Patient Records (1 of 2)

- Select a project
- In the Main menu select:

Add/Edit Records > then in **Data Search** select an option under **Choose a field to search**[1,2]

OR

Record Status Dashboard



1, Search using ‘easaid’, ‘prime’, ‘firstname’, ‘middlename’, ‘lastname’, or ‘dob’

2, Select at least 3 different options PRIOR to adding a new patient

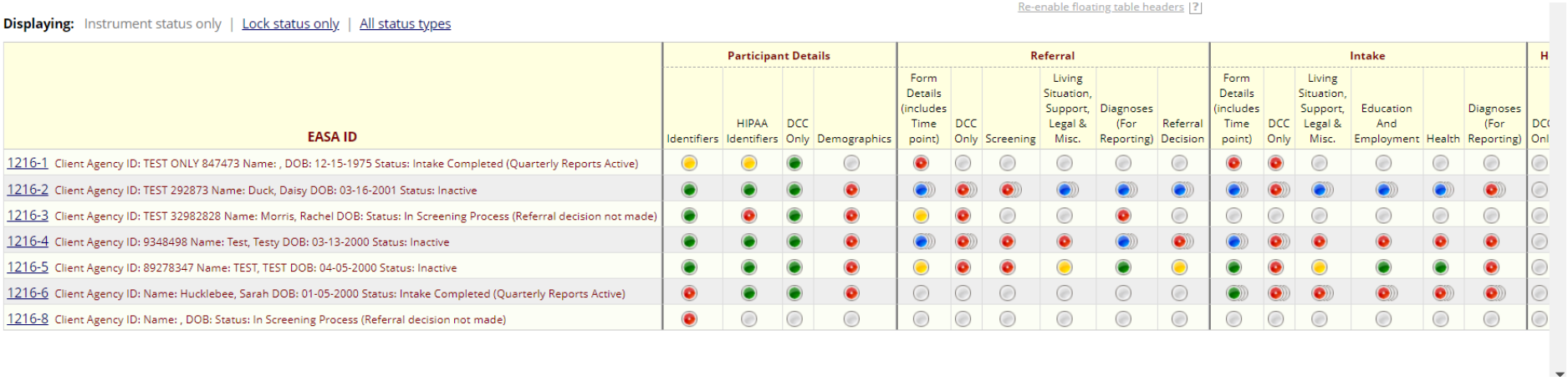
Finding Patient Records (2 of 2)

- Select a project
- In the Main menu select:

Add/Edit Records > then in **Data Search** select an option under **Choose a field to search**[1,2]

OR

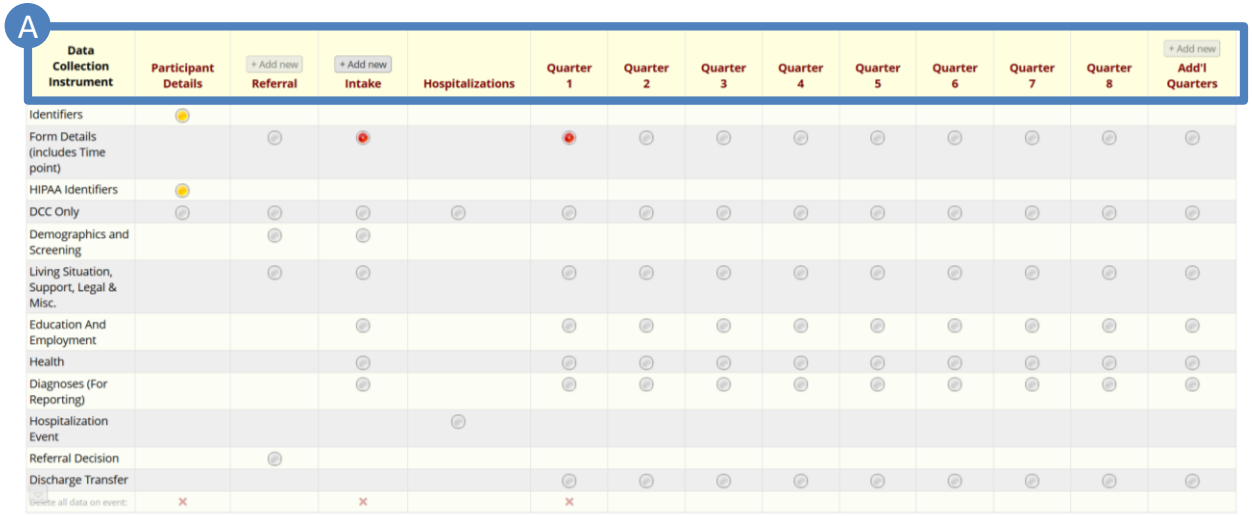
Record Status Dashboard



Data Entry (1 of 9)

- 5 types of ‘events ‘in REDCap
  - Participant
  - Referral
  - Intake
  - Hospitalizations
  - Quarterly Outcomes

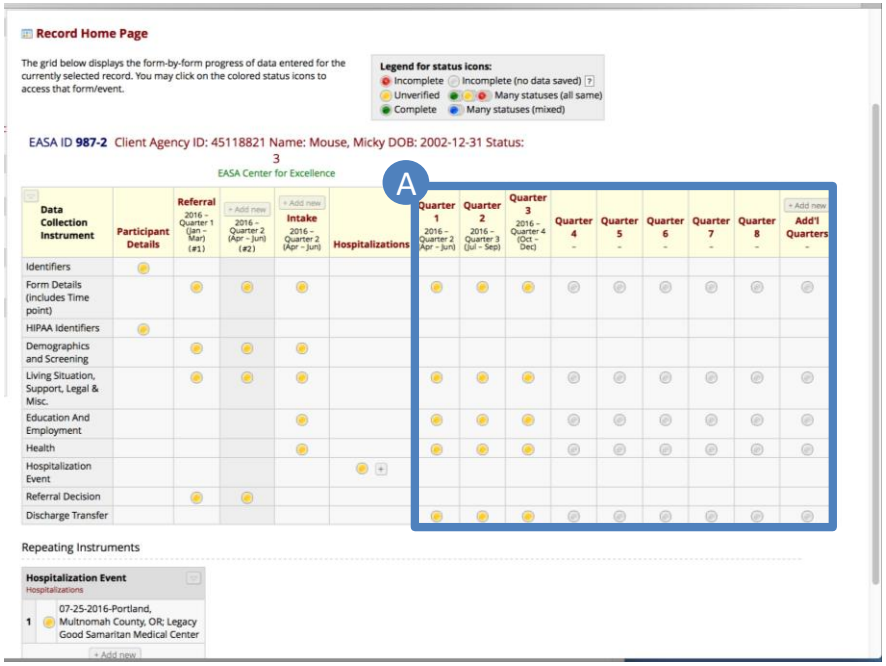
- Do not skip fields in a form when performing data entry – missing values can impact the additional fields displayed



Data Entry (2 of 9)

Quarterly Outcomes

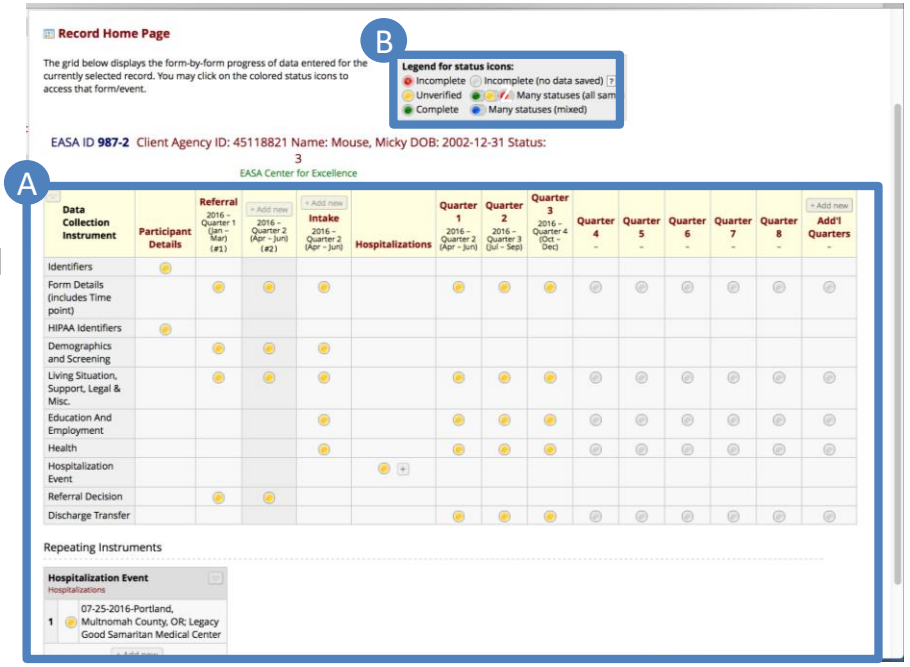
- **Quarter 1** = first quarter in EASA after someone has their first intake visit
- **Quarter 2** = second quarter in EASA
- *and so on….*



Data Entry (3 of 9)

A. The Event Grid is a graphical representation of which data entry forms will be completed at each time point (event). The data entry forms are listed down the left column and the time points (events) are listed across the top of the grid. The individual forms are represented by colored buttons.

B. The color of the button represents the status of the form.
   - For the EASA Participant Information database there are 10 different data entry screens. Not all screens are completed at a given event (visit).
   - If you want to navigate through the record for this subject, click on the buttons to select the form you want to see.



Data Entry (4 of 9)

Always start entering data in the event closest to the left side that matches.

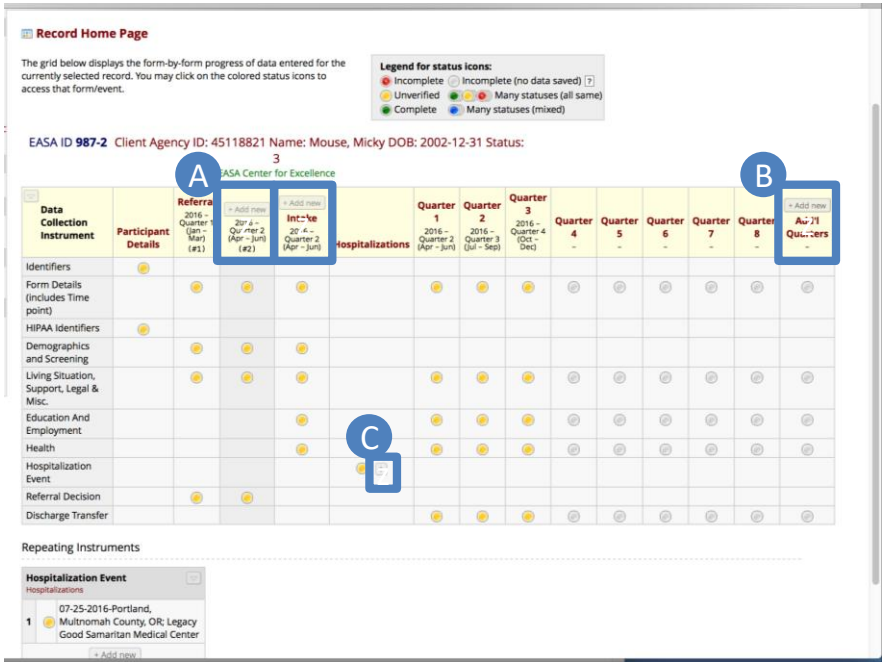
Always complete the Form Details form first for an event. There is skip logic in the system that changes the fields displayed/required to be completed.

No information to complete when a participant

<u>For Missing Quarters:</u>

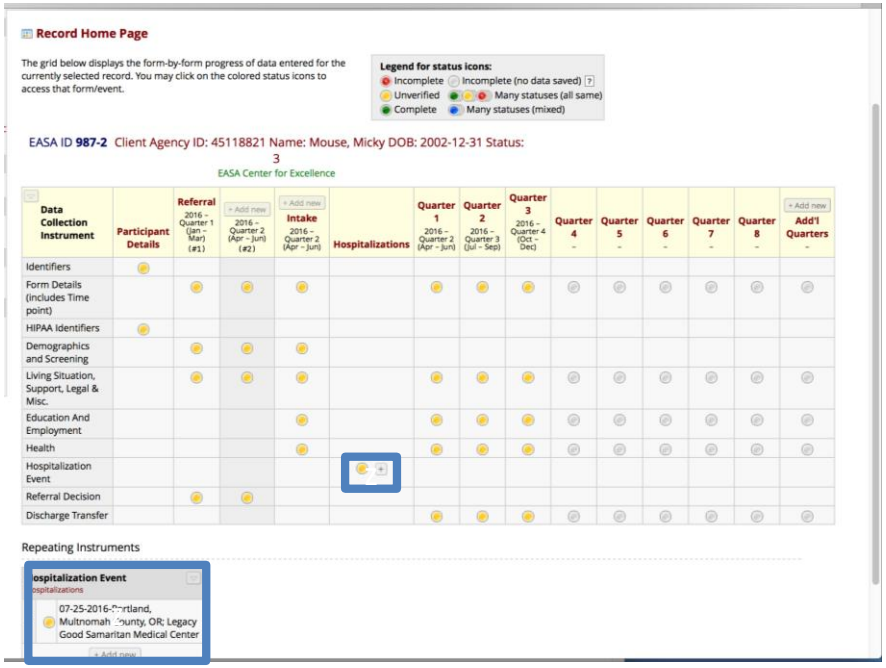
- Enter missing quarters by entering the Form type, Year and Quarter as well as the Event was not done.
  - A. To add more than 1 Referral or Intake Form mouse click on '+ Add new'
  - B. To add more than 8 Quarters of Outcome Reviews click on '+ Add new'
  - C. To add more than 1 Hospitalization mouse click on '+'

Unknown – if a value is not known, answer Unknown instead of leaving blank



Data Entry (5 of 9)

- If a hospitalization occurred within 3 months prior to intake or in the last quarter, select ‘Yes’ to Psychiatric Hospitalization in the past 3 months on the Health form at the given event.
- Please remember to go back and update the event with the additional details.



Data Entry (6 of 9)

Repeating Instruments

Hospitalization Event
Hospitalizations
(1)

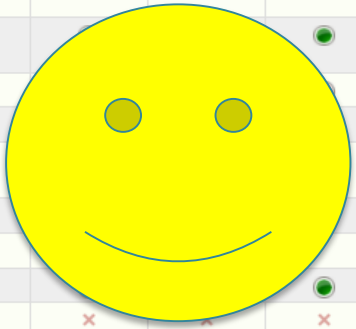
1		12-08-2017-Other

+ Add new

Data Entry (7 of 9)

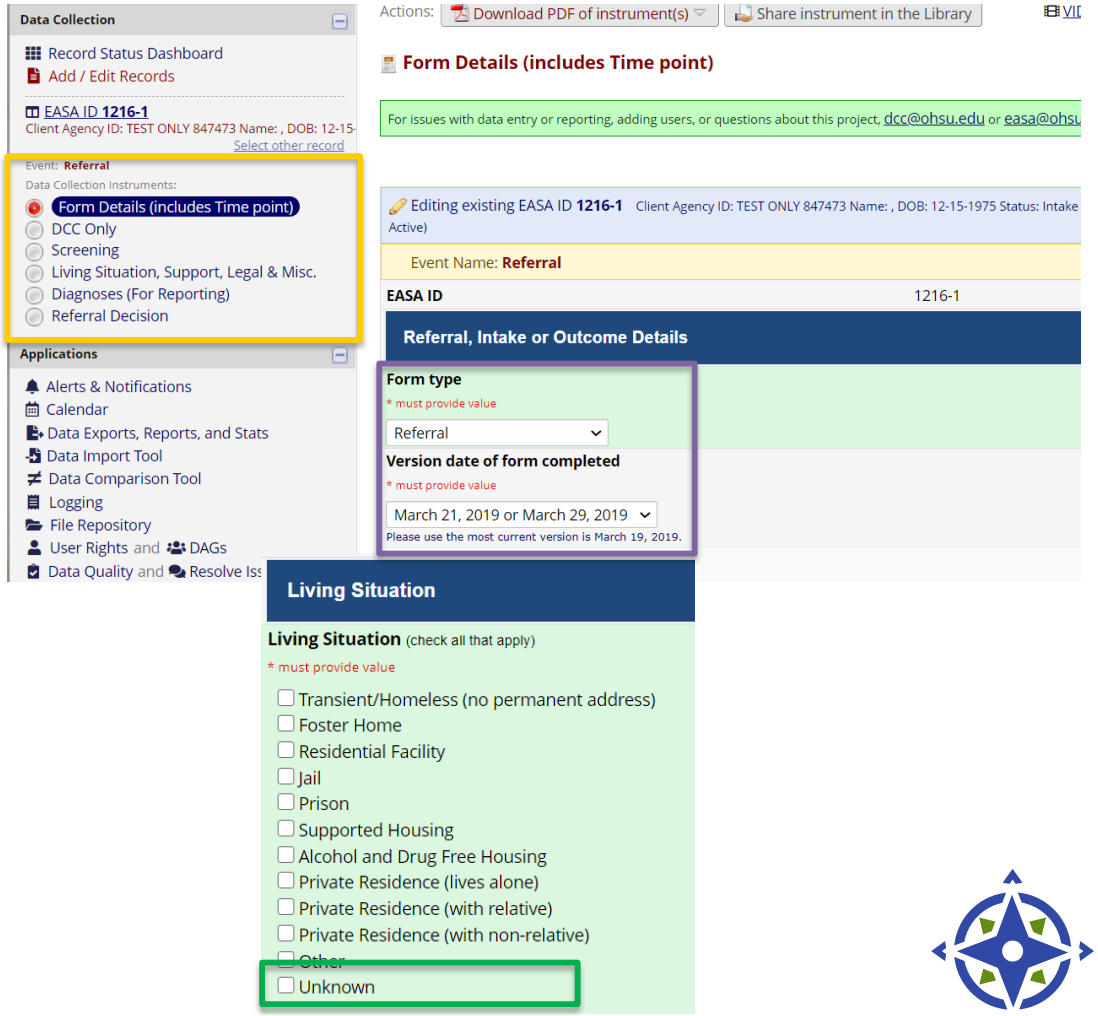
Data Collection Instrument	Participant Details	+ Add new Referral 2019 Q4 Oct-Dec	+ Add new Intake 2019 Q4 Oct-Dec	Hospitalizations	Quarter 1 2019 Q4 Oct-Dec	Quarter 2 2020 Q1 Jan-Mar	Quarter 3 2020 Q2 Apr-Jun	Quarter 4 2020 Q3 Jul-Sep	Quarter 5 2020 Q4 Oct-Dec	Quarter 6 2021 Q1 Jan-Mar	Quarter 7 2021 Q2 Apr-Jun	Quarter 8	+ Add new Add'l Quarters
Legal & Misc.													
Education And Employment													
Health													
Diagnoses (For Reporting)													
Mini SIPS/SOPS, GFSR, GFSS													
Hospitalization Event													
Referral Decision													
Discharge Transfer													
Delete all data on event:	×	×	×		×		×	×	×	×	×		

Quarter 1 2019 Q4 Oct-Dec | Quarter 2 2020 Q1 Jan-Mar | Quarter 3 2020 Q2 Apr-Jun | Quarter 4 2020 Q3 Jul-Sep | Quarter 5 2020 Q4 Oct-Dec | Quarter 6 2021 Q1 Jan-Mar | Quarter 7 2021 Q2 Apr-Jun | Quarter 8 | + Add new Add'l Quarters



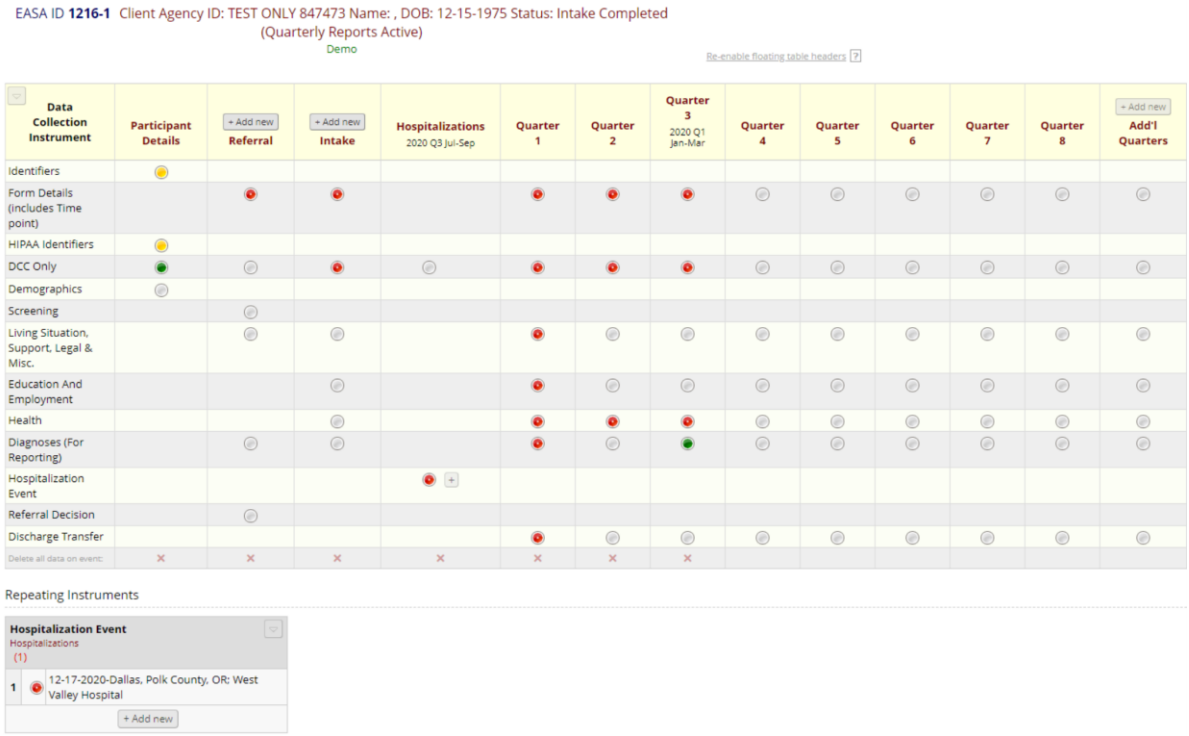
Data Entry (8 of 9)

- ALWAYS complete ‘Form Details’ form (including for Missing quarters)
- The system changes the fields displayed based on **Form type** and **Form version** selected
- Complete all forms in an event
- Select **Unknown** if a response was not gathered but contact occurred. Do not leave fields empty.
- SAVE the form before you exit



Data Entry (9 of 9)

- Review ALL forms with ‘Incomplete’ statuses for completed events
- ‘Incomplete’ means there is missing data/fields that need to be responded to



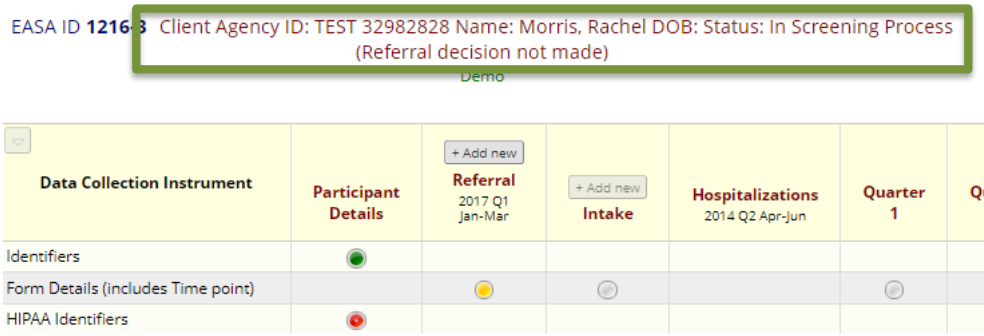
Current Participant Status field

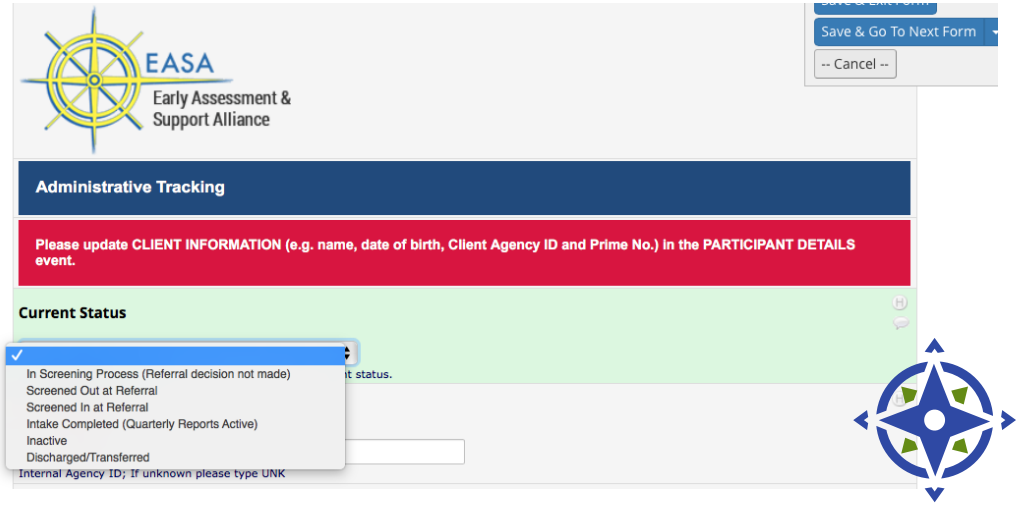
Keep this field updated!

Located on the '*Participant Details*' Form

Update at the following times:

- Screening a participant
- Screened decision made (in or out or pending)
- Participant enrolled in EASA (Intake Completed)
- Participant inactive in EASA
- Discharged participant from EASA





Forms and Timeline

- **Referrals** enter within 2 weeks of referral decision. If referral decision is pending at the end of a quarter, go back and update the existing referral – DO NOT CREATE A SECOND REFERRAL
- **Intakes** enter within 2 weeks after intake is completed
- **Discharges** enter final outcome review within 2 weeks of discharge
- **Quarterly Outcomes** are due by the 15th of the following month (January, April, July, October) after the end of a quarter
- **Community Education** – Within 2 weeks of an event

https://easacommunity.org/resource-for-professionals.php

Questions?

- After the presentation please send questions about data entry or data clarifications to dcc@ohsu.edu or easa@ohsu.edu