

Data Management & EASA Center for Excellence

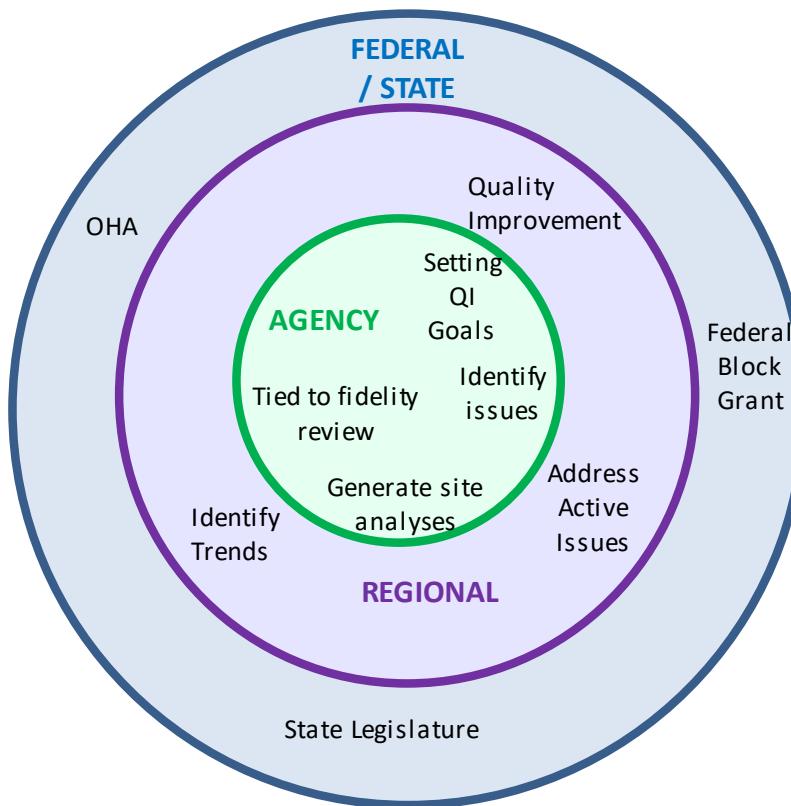
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EASA Center for Excellence

How does data get used?



Forms and Timeline

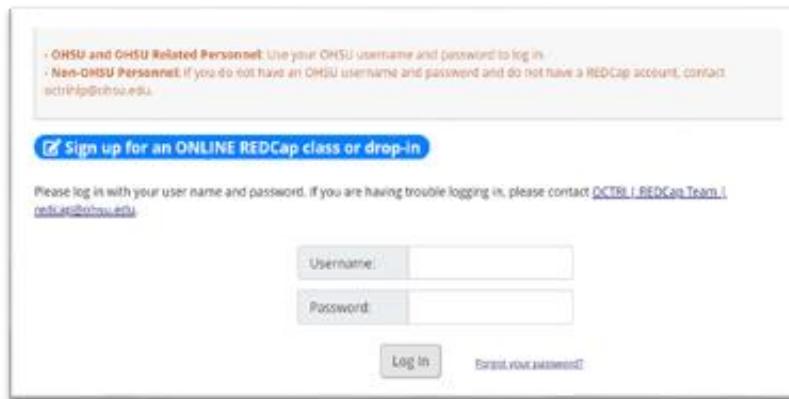
- **Referrals** enter within 2 weeks of referral decision. If referral decision is pending at the end of a quarter, go back and update the existing referral – DO NOT CREATE A SECOND REFERRAL
- **Intakes** enter within 2 weeks after intake is completed
- **Discharges** enter final outcome review within 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

TO FIND Community education survey link, training video/powerpoint & forms: <https://easacommunity.org/resource-for-professionals.php> (scroll down to Data Collection)



Accessing REDCap

- Within three business days of getting an email login and set up your password reset questions.
- In web browser go to: <https://octri.ohsu.edu/redcap>



The screenshot shows a login page for REDCap. At the top, there is a note for OHSU and OHSU Related Personnel: "Use your OHSU username and password to log in." Below this, for Non-OHSU Personnel, it says: "If you do not have an OHSU username and password and do not have a REDCap account, contact octrihp@ohsu.edu." A blue button labeled "Sign up for an ONLINE REDCap class or drop-in" is visible. The main login area has fields for "Username" and "Password", with "Log In" and "Forgot your password?" buttons below them. A small note at the bottom of the page reads: "Please log in with your user name and password. If you are having trouble logging in, please contact [OCTRI REDCap Team](mailto:octrihp@ohsu.edu) at octrihp@ohsu.edu."

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



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>



The image shows a screenshot of a web browser displaying the REDCap login page. The URL in the address bar is <https://octri.ohsu.edu/redcap>. The page has a light gray background with a white login form. At the top, there is a note for OHSU and OHSU Related Personnel: "Use your OHSU username and password to log in." Below that, for Non-OHSU Personnel: "If you do not have an OHSU username and password and do not have a REDCap account, contact octri@ohsu.edu". A blue button labeled "Sign up for an ONLINE REDCap class or drop-in" is visible. Below the button, a message says "Please log in with your user name and password. If you are having trouble logging in, please contact [OCTRI REDCap Team](mailto:octri@ohsu.edu)." The login form itself has fields for "Username" and "Password", and buttons for "Log In" and "Forgot your password?".

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



Select the database

- EASA Participant – Referral, Intake, Outcomes & Hospitalizations
- EASA Agency Outreach and Education
 - Events can also be entered by community consultation, entries can be made without logging in by going to:
https://is.gd/EASA_OutreachEvents
 - NOTE: Entries created without logging into REDCap will be not initially be assigned to an Agency



Finding Patient Records

- Select a project
- In the Main menu select:

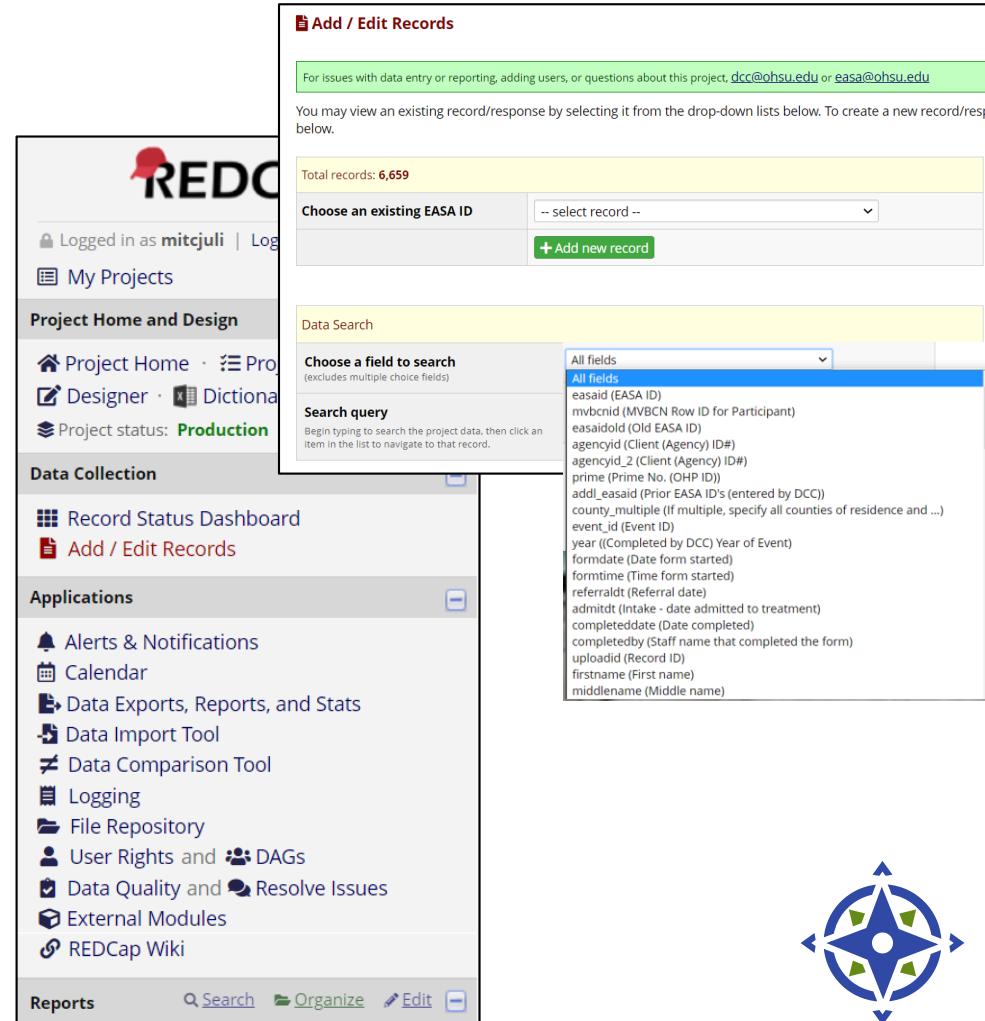
Add/Edit Records > then in **Data Search** select an option under **Choose a field to search^(1,2)**

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



The screenshot shows the REDCap interface. On the left is the main menu with sections like 'Project Home and Design', 'Data Collection', and 'Applications'. The 'Data Collection' section is expanded, showing 'Record Status Dashboard' and 'Add / Edit Records'. On the right is a detailed view of the 'Add / Edit Records' page. It has a header 'Add / Edit Records' and a sub-header 'For issues with data entry or reporting, adding users, or questions about this project, dcc@ohsu.edu or easa@ohsu.edu'. It shows 'Total records: 6,659' and a dropdown for 'Choose an existing EASA ID' with an option to 'select record'. A green button '+ Add new record' is visible. Below this is a 'Data Search' section with a dropdown 'Choose a field to search (excludes multiple choice fields)' and a dropdown 'Search query' containing 'All fields'. A long list of fields is shown, including 'easaid (EASA ID)', 'mvbcnid (MVBCN Row ID for Participant)', 'easaidold (Old EASA ID)', 'agencyid (Client (Agency) ID#)', 'agencyid_2 (Client (Agency) ID#)', 'prime (Prime No. (OHP ID))', 'addl_easaid (Prior EASA ID's (entered by DCC))', 'county_multiple (If multiple, specify all counties of residence and ...)', 'event_id (Event ID)', 'year ((Completed by DCC) Year of Event)', 'formdate (Date form started)', 'formtime (Time form started)', 'referraldt (Referral date)', 'admitdt (Intake - date admitted to treatment)', 'completeddate (Date completed)', 'completedby (Staff name that completed the form)', 'uploadid (Record ID)', 'firstname (First name)', and 'middlename (Middle name)'. At the bottom of the page are buttons for 'Search', 'Organize', and 'Edit'.



Finding Patient Records

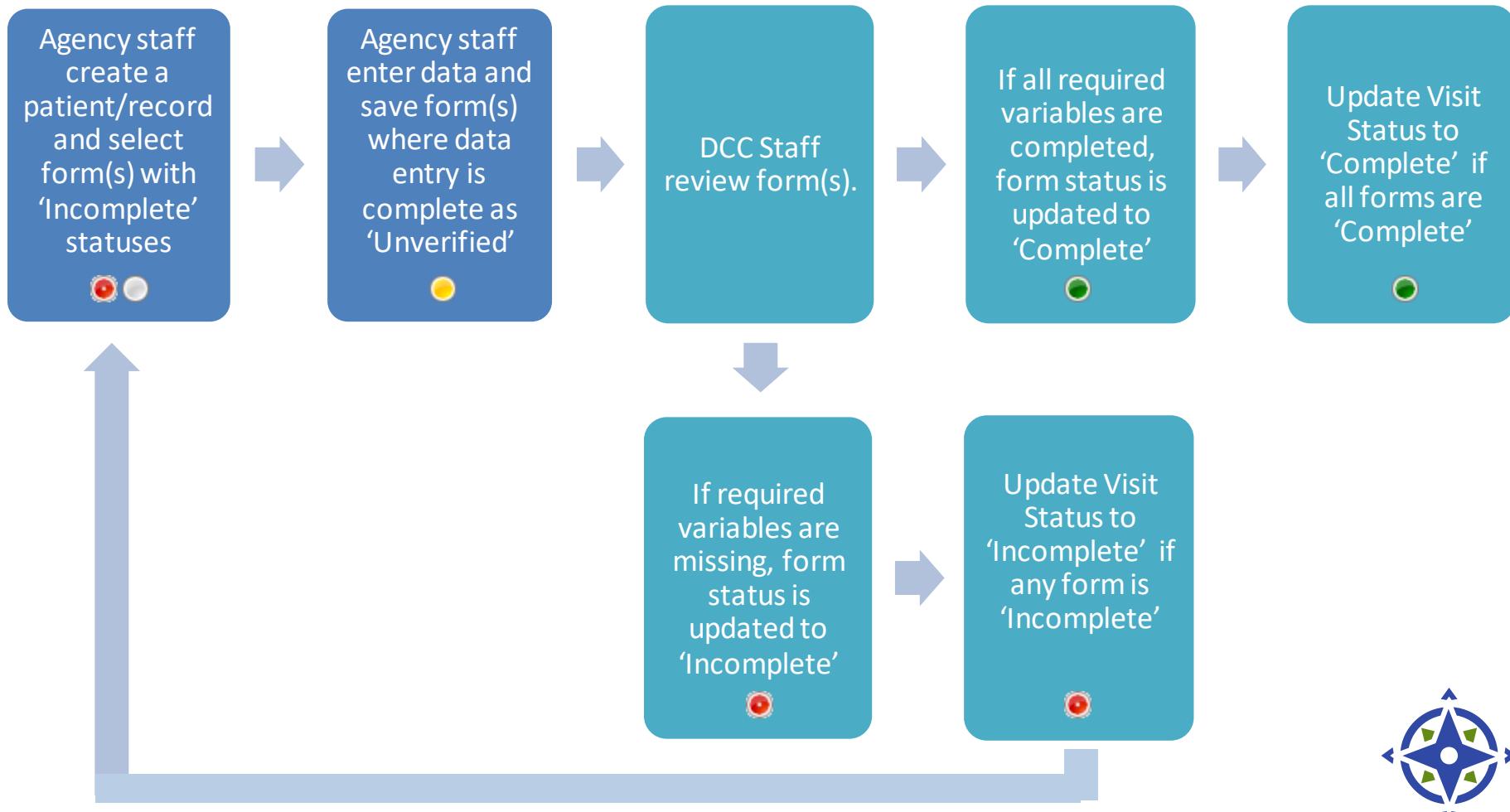
- Select a project
- In the Main menu select:

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

OR

Record Status Dashboard

Data Cleaning Workflow



Entering Data

- **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.**

Actions: [Download PDF of instrument\(s\)](#) [Share instrument in the Library](#) [VIA](#)

Form Details (includes Time point)

For issues with data entry or reporting, adding users, or questions about this project, dcc@ohsu.edu or easa@ohsu.edu

Editing existing EASA ID 1216-1 Client Agency ID: TEST ONLY 847473 Name: , DOB: 12-15-1975 Status: Intake Active)

Event Name: **Referral**

EASA ID 1216-1

Referral, Intake or Outcome Details

Form type * must provide value
Referral

Version date of form completed * must provide value
March 21, 2019 or March 29, 2019
Please use the most current version is March 19, 2019.

Living Situation

Living Situation (check all that apply) * must provide value

Transient/Homeless (no permanent address)
 Foster Home
 Residential Facility
 Jail
 Prison
 Supported Housing
 Alcohol and Drug Free Housing
 Private Residence (lives alone)
 Private Residence (with relative)
 Private Residence (with non-relative)
 Other
 Unknown



Participant Summary Spreadsheet

PURPOSE OF REPORT: Help agency staff identify any data issues. Agency staff should be reviewing this report each quarter and using it to update patient records

Each row is a participant

If you can't find a participant – then they aren't entered in the database OR you've entered the event information but not the participant details

Each quarter summarizes data entered in the database

Event type: Referral, Intake, Quarterly Outcomes, Hospitalization details

@ Referral – overall status

@ Intake & Quarterly – Discharge reported

Completeness of an event

If you don't see an event or discharge then it's not in the database as of the date of the report

If the event is not complete, then one or more of the required fields are missing/empty



Participant Summary Spreadsheet

EASA ID	Agency	Agency ID	First Name	Middle Name	Last Name	Birthdate	Q1 2018	Q2 2018	Q3 2018	Q4 2018	Q1 2019	Q2 2019	Q3 2019	Q4 2019
123-1	XYZ	312932	Sarah	H	Smith	11/9/1998	RcI	IcH	Hc	Qc	Qc	Qc	Qc	Qcd
123-2	XYZ	939882	Tom		Donaldson	4/13/2000		RcI	Ic	Qc	Qc	QcH	Qc	Qc
123-3	XYZ	283838	James	L	Brown	7/25/1996			RcI	Hc	IcH	Qc	Qc	Qc
123-4	XYZ	23837	Joseph	A	Seers	7/4/1998	Ril		Ic	Qc	Qc	Qjd	Ic	Qc
123-5	XYZ	382827	Kile	L	Bailey	4/13/1993		Ril	Qc	Ic	Qcd	RcI	Hc	Qc
123-6	XYZ	690687	Nick	D	Noli	8/22/1994				RcO	IiH	Hc	Qc	Qcd
123-7	XYZ	82727	Jonathan	C	Ortiz	7/21/2001				RcI	Hc	IcH	Qc	Qc
123-8	XYZ	233222	Michael	E	Vasquez	1/17/1996	Qc		QcH	Hc	Qc	Hc	Qc	Qid
123-9	XYZ	293382	Kiesha	H	Grey	7/17/2000	Hc	RcI	Ic	Qc	Qi	Qi	Qi	Qi
123-10	XYZ	202660	Thomas	E	Sanders	4/26/2001	Qcd				Ic	Qc	Qc	Qc
123-11	XYZ	234232	Robert	S	Attebury	7/2/2003				RiP	Ic	Qc	Qc	Qc
123-12	XYZ	234233	Elizabeth	N	Hellers	1/29/1998				RcI	Hc	Qi	Qcd	Qid
123-15	XYZ	64526	Erin	W	Montgomery	5/5/2002				RcI	Qc	←Ic	Qc	Qcd
123-18	XYZ	123422	Aaron	D	Verez	5/27/2002				Hc	RcI	IcH	Hc	Qc
123-22	XYZ	2342-3837	Edward	F	Herrerra	6/10/1998	RcO							RiP
123-23	XYZ	9272-1234	Jasmin	S	Koehler	4/4/1996				RcI	Hc	Qc	IcH	Qid
123-24	XYZ	1098-2321	Noah	P	Cannon	1/18/1996	RcI				Ic	Qc	Qc	Qc

Legend: Event codes have 2 to 4 characters (XYZH) that have the following definitions

- X = Event type (Referral=R, Intake=I or Quarterly Outcome=Q, Hospitalization details = H)
- Y = data completeness in REDCap (complete=c, incomplete=i, missing event=m)
- Z = Discharged at Intake or Quarterly Outcome (Discharge completed=d) OR Referral Decision (screened in=l, screened out=O, screening decision pending=P or missing=m)
- H = Psychiatric hospitalization was reported as occurring in the last quarter.
- oooo = Event has not been coded yet to determine data completeness



Data Summary Spreadsheet

PURPOSE OF REPORT: Help agency staff identify trends and issues in their data. Agency staff should be reviewing this report each quarter and using it to inform decisions.



Common Data Issues to Look For

- Referral screened decision is left Pending. Remember to go back in and enter a Screened decision and reason.
- Incomplete events
 - Use unknown if the answer is unavailable and the visit occurred
 - Use the Participant Summary to easily identify these events (2nd letter = i)
- Duplicate participants in the same agency
- Not entering a missed Quarterly Outcome visit
- Not entering a discharge for a participant
- Duplicate events for a participant (e.g. 2 Quarterly Outcomes for 2019-Q1)
- Missing Hospitalization details



Common Data Issues to Look For

- **Multiple referrals** for a single patient?
 - Complete 1 referral form (use first referral) **UNLESS** the person is referred but not accepted and then after another referral is screened in.
- What if **intake occurs mid-quarter**?
 - Complete an intake AND a quarterly outcome.
 - Example- Intake completed February 15th for prior 3 months. At the end of the quarter (March 31st) an outcome review should be completed for any outcomes that occurred from February 16 through the end of March.
- Track all hospitalizations continually for 3 months prior to intake through discharge.
- Patient **discharges and returns**?
 - Do not complete a Referral form if one has been completed within the agency.
 - Complete an Intake for the period between ‘now’ and the date of discharge OR for the past 3 months if discharge was longer than 3 months ago. Then continue completing Quarterly Outcomes.



Additional Notes

- Database is changing over time

