



All Site Call: DCC REDCap Training  
December 23, 2020  
11am PT/2pm ET

Please mute when  
not speaking!

**Join Zoom Meeting**

<https://us02web.zoom.us/j/84835284363?pwd=WIZwU3JpaTFkVHVQampxaXNkWFFHdz09>

Meeting ID: 848 3528 4363

Passcode: 976099

# Objectives

- Data overview for PREVENT
  - Participant enrollment
- Participant forms & follow-up
- Site forms

# Data Overview

## Participants

- Longitudinal
- Event

## Coordinators (Facility)

- Longitudinal
- Event-level

Data  
Coordinating  
Center

## Role of Local Project Coordinator

- Enter facility-level longitudinal data
- Invite participants
- Track participant form completion
  - Baseline & Follow-up Surveys
  - Uploading of event (test and vaccine) data
- Complete verification of event data (vaccine, testing and healthcare utilization)

# WEEKLY RECRUITMENT LIST\*

Name of Employee	Email address	Phone number	Test date	Test result
Santa Claus	<a href="mailto:santa@northpole.edu">santa@northpole.edu</a>	888-888-8888	1/4/2021	Neg
Rudolph Reindeer	<a href="mailto:Rudolph@northpole.edu">Rudolph@northpole.edu</a>	555-555-5555	1/5/2021	Neg
Anya Claus	<a href="mailto:anya@northpole.edu">anya@northpole.edu</a>	333-333-3333	1/5/2021	Neg
Elf Shelf	<a href="mailto:elf@northpole.edu">elf@northpole.edu</a>	222-222-2222	1/6/2021	Pos

**\*If possible, include age, sex, job category, and whether they were asymptomatic or symptomatic at the time of testing**

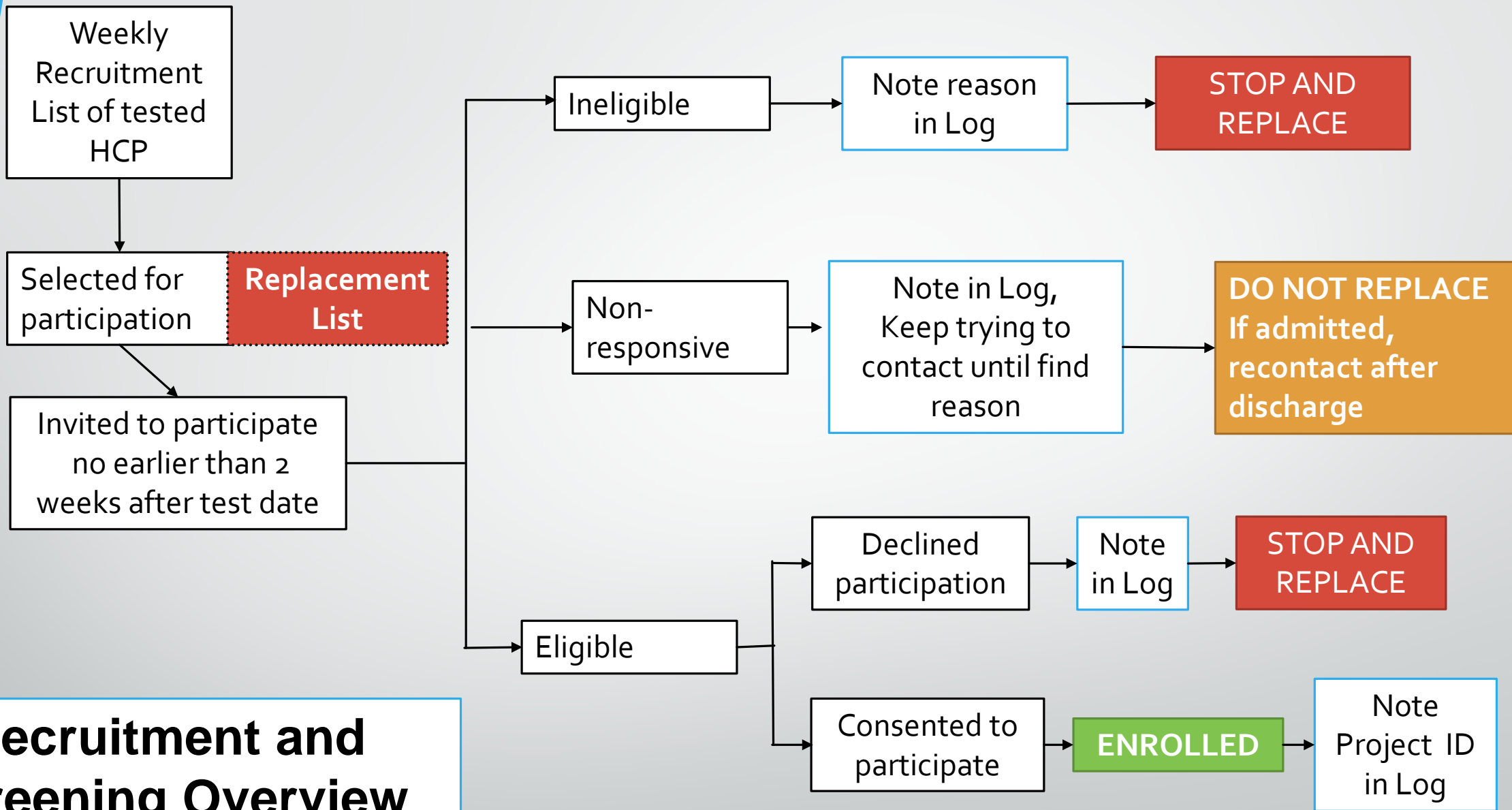
# PREVENT Control Select Macro Preparation

- Changes to weekly list
  - Split name into first and last
  - Make positive =1 and negative = 0 (without this step Macro will not work)
- Copy and paste weekly list with above specifications into macro
- Save weekly list as 'PREVENT mmddyy-mmddyy'
  - Sites are responsible for keeping each week's list
  - If you don't save it as a new file each week, you cannot reuse the file as it is locked after the macro is run
  - The identified data NEED NOT be sent to the DCC

# PREVENT Control Select Macro: Execution

- Click 'Process'
  - Missing data warning (verify first & last name and test result are NOT missing), if missing data is acceptable click 'yes';
  - Summary pop-up
    - # of positives & negatives
    - 3 controls :1 positive ratio
    - Review and click 'yes'
      - Warning: This locks 'Enroll' sheet and will not allow data entry
    - Click 'yes'
      - Two sheets
        - Final (all who should be invited)
        - Leftovers (control replacements)

# Recruitment and Screening Overview



# Data collection

## Participant

- Baseline Survey
- Follow-up Survey
  - 6 weeks after index symptoms
  - email and text, reminders
- Compensation by check \$25/survey
- Can be done by interview or proxy

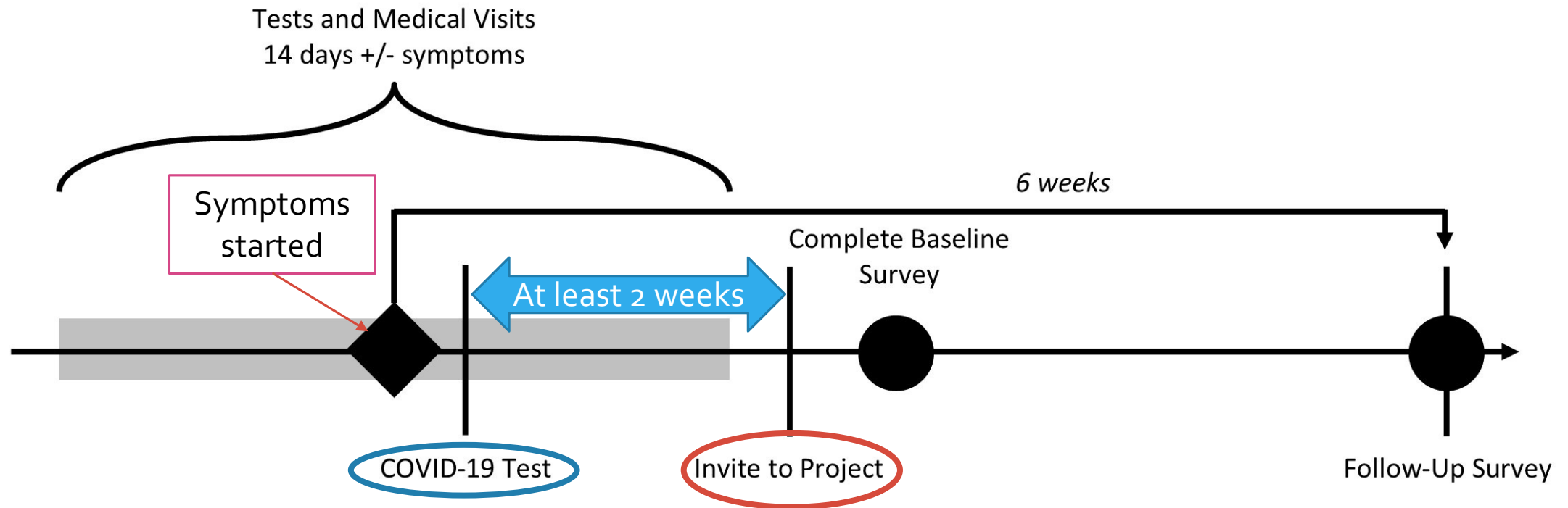
## Site Team

- Weekly facility form
- Test results verification
- Vaccination results verification
- Health care utilization/medical records verification



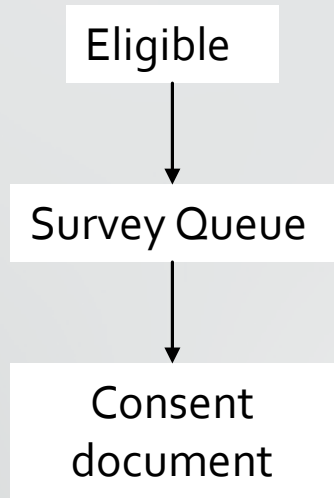


# Data collection timeline



# PREVENT Survey Queue

- All surveys live within the project survey queue
- For a participant to enter the queue they must enter the first name, last name and date of birth
- The survey queue link is a unique link per participant and can be found on the 'Project Completion Tracking' form



Close survey

**Survey Queue** [Get link to my survey queue](#)

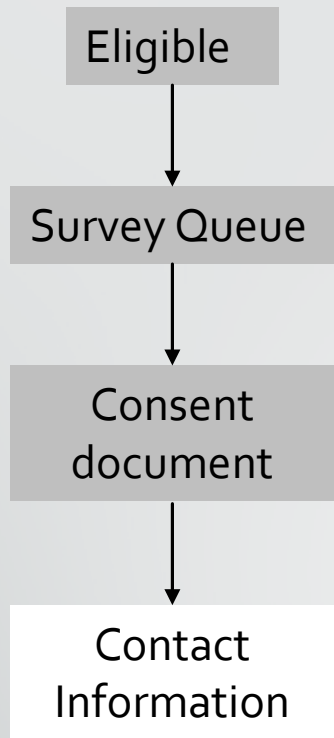
In the top right-hand corner of this screen is the button 'Get link to my survey queue'. Click on this button to copy and paste or to email yourself your unique survey queue link. All future surveys will be completed through this survey queue.

Below is a listing of PREVENT surveys to complete.

If you reported receiving healthcare, COVID-19 testing or COVID-19 and/or flu vaccine(s), a brief description of each survey is below:

- \*PREVENT - Healthcare Utilization: in this survey you report on any healthcare you received
- \*PREVENT - Medical Records Request: In this survey you will report WHERE you received your healthcare
- \*Testing Verification Form: In this form, you can upload your COVID-19 testing files
- \*Vaccine Verification Form: In this form, you can upload your COVID-19 and/or flu vaccine files

Status	Survey Title
<a href="#">Begin survey</a>	<b>PREVENT - Project Information</b> - Baseline (Arm 1: Participant Arm)



### ☰ Survey Queue

[🔗 Get link to my survey queue](#)

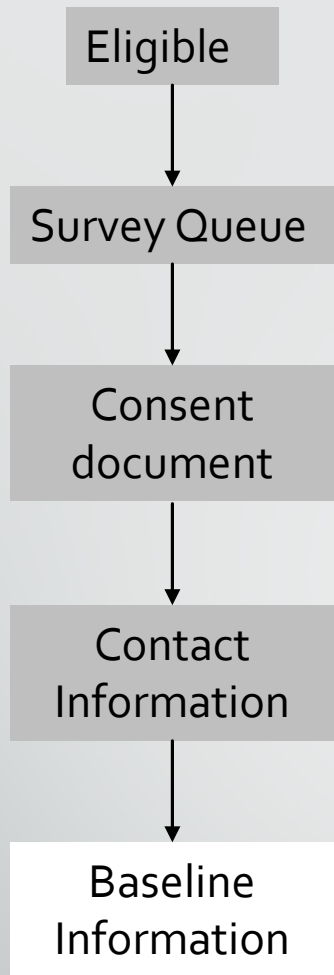
In the top right-hand corner of this screen is the button 'Get link to my survey queue'. Click on this button to copy and paste or to email yourself your unique survey queue link. All future surveys will be completed through this survey queue.

Below is a listing of PREVENT surveys to complete.

If you reported receiving healthcare, COVID-19 testing or COVID-19 and/or flu vaccine(s), a brief description of each survey is below:

- \*PREVENT - Healthcare Utilization: in this survey you report on any healthcare you received
- \*PREVENT - Medical Records Request: In this survey you will report WHERE you received your healthcare
- \*Testing Verification Form: In this form, you can upload your COVID-19 testing files
- \*Vaccine Verification Form: In this form, you can upload your COVID-19 and/or flu vaccine files

Status	Survey Title
✔ Completed	<b>PREVENT - Project Information</b> - Baseline (Arm 1: Participant Arm)
<a href="#">Begin survey</a>	<b>PREVENT - Contact Information</b> - Baseline (Arm 1: Participant Arm)



### ☰ Survey Queue

[🔗 Get link to my survey queue](#)

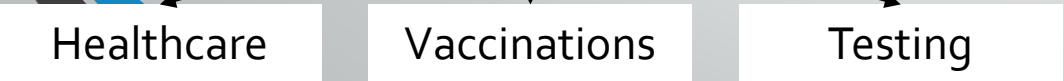
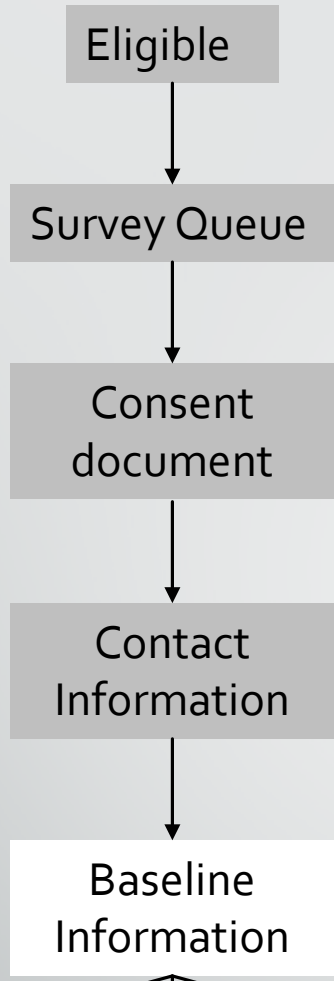
In the top right-hand corner of this screen is the button 'Get link to my survey queue'. Click on this button to copy and paste or to email yourself your unique survey queue link. All future surveys will be completed through this survey queue.

Below is a listing of PREVENT surveys to complete.

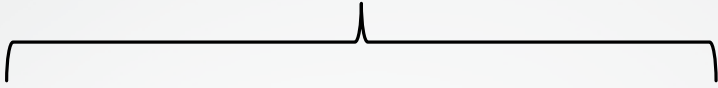
If you reported receiving healthcare, COVID-19 testing or COVID-19 and/or flu vaccine(s), a brief description of each survey is below:

- \*PREVENT - Healthcare Utilization: in this survey you report on any healthcare you received
- \*PREVENT - Medical Records Request: In this survey you will report WHERE you received your healthcare
- \*Testing Verification Form: In this form, you can upload your COVID-19 testing files
- \*Vaccine Verification Form: In this form, you can upload your COVID-19 and/or flu vaccine files

Status	Survey Title
✔ Completed	<b>PREVENT - Project Information</b> - Baseline (Arm 1: Participant Arm)
✔ Completed	<b>PREVENT - Contact Information</b> - Baseline (Arm 1: Participant Arm)
<a href="#">Begin survey</a>	<b>PREVENT - Baseline Information</b> - Baseline (Arm 1: Participant Arm)



Healthcare

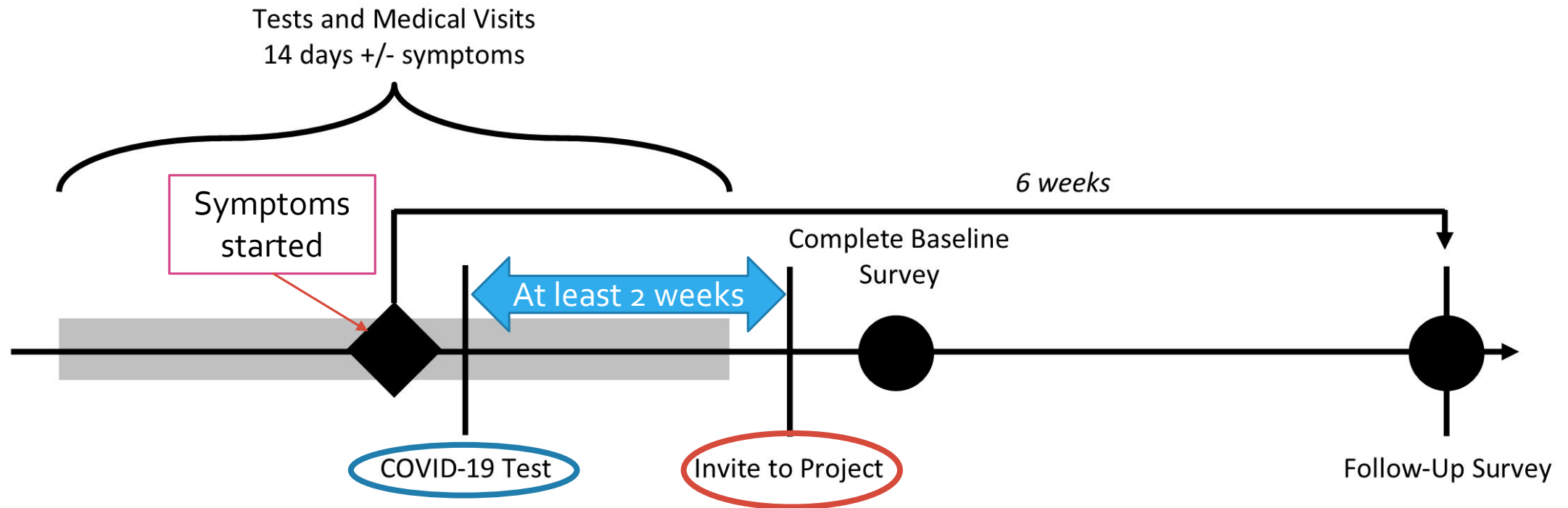


<input type="button" value="Begin survey"/>	<b>PREVENT - Healthcare Utilization</b> - Baseline (Arm 1: Participant Arm) - #1
<input type="button" value="Begin survey"/>	<b>PREVENT - Medical Record Requests</b> - Baseline (Arm 1: Participant Arm) - #1
<input type="button" value="Begin survey"/>	<b>PREVENT - Testing Verification Form</b> - Baseline (Arm 1: Participant Arm) - #1
<input type="button" value="Begin survey"/>	<b>PREVENT - Vaccine Verification Form</b> - Baseline (Arm 1: Participant Arm) - #1

# Medical Record Requests

- Medical Record Requests form collect data for DocuSign
  - REDCap sends necessary information to DocuSign when the REDCap request form is completed
  - DocuSign sends back to REDCap when ROI envelope is
    - Sent
    - Opened
    - Refused
    - Signed
      - Signed ROI pdf

# Data collection timeline





# Follow-up survey

- Email and text message at 6 weeks post symptoms
  - Both include link to survey queue
  - Content
    - Further testing/healthcare utilization up to 14 days post symptoms
    - Vaccine acceptance, effects on work



# Participant Interviews

# Screening form interview

- Use the unique site link provided by the DCC
- Read the questions as written
- Record participant's email
  - Used for all project communication including the release of information forms sent by DocuSign
- If eligible, will auto-continue to the survey queue for completion of the consent document.

# Verbal Consent

- Read in its entirety to the participant
  - This consent document will cover both participation and data release permission for vaccine, testing, and medical records.
- The interviewer must complete the “LAR Documentation” form in REDCap. This documentation is available for both the baseline and follow-up surveys.
- The consent will auto-continue to the survey queue for the completion of the baseline survey

# Baseline Enrollment & Follow-up Survey

- Two ways to complete:
  - Survey queue
    - Use URL in 'Project Tracking Completion' form
    - Enter participants first name, last name, and date of birth
    - Read questions as written
  - Data Collection
    - Go to the 'active participants' project dashboard and click on the participant's record.
    - Click on the 'Baseline Enrollment Survey' or 'Final Survey Follow-up Participant' and enter the data directly into the form in data collection mode while conducting the interview.
    - To ensure the survey is marked as complete (and the participant doesn't get project reminders), change the form completion to 'complete' at the end of the interview.

# Proxy interviews

- Only if potential participant is unable to complete interview (may be for any form), still requires participant or LAR consent
- Proxy interviews will be completed on paper
  - Document will be provided to sites
- Enter data into REDCap surveys by item#
  - Change survey to complete
  - Will receive warning that survey is incomplete, click 'save and leave record'

# Tracking participant progress

## Reports

- [-] Participant Follow-up
  - 1) Baseline survey overdue
  - 2) Baseline test upload overdue
  - 3) Baseline vaccine upload overdue
  - 4) Follow-up survey overdue
  - 5) Follow-up test upload overdue
  - 6) Medical record release overdue

## Dashboards

- [Default dashboard]
- Active participants
- Baseline overdue
- Completed participants
- Follow-up overdue
- Medical record release overdue

Participants fall off these reports/dashboards 60 days after symptom onset

# Site REDCap forms



# Healthcare Utilization, Vaccine & Testing Verification

- Verification built within participant forms
  - Avoids probabilistic linkage
  - Verification elements are only seen in data entry mode
  - Click 'edit response' at top of form

# “To-do” Reports

## [-] Medical Record Abstraction

- 1) Medical records to request
- 2) Medical records requested but not received
- 3) Medical record abstractions to complete
- 4) Medical record abstractions completed

## [-] Verifications

- 1) Vaccine verifications to complete
- 2) Testing verifications to complete

# “To-do” Reports cont.


- Medical records to request
  - Signed ROI received from DocuSign but no documentation of chart request
- Medical records requested but not received
  - Medical records requested but not received within 7 days
- Medical records abstractions to complete
  - Medical records have been received but have yet to be abstracted
- Vaccine verification
  - COVID-19 & influenza vaccine documentation uploaded by participant or provide by medical records but not yet abstracted
- Testing verification
  - COVID-19, influenza, etc. testing documentation uploaded by participant or provided by medical records but not yet abstracted

# Project Progress

## ☐ Project Progress Tracking

- 1) Screening report
- 2) Consented
- 3) Baseline complete
- 4) Follow-up survey: eligible for survey
- 5) Follow-up survey complete
- 6) Baseline and Follow-up Survey Complete
- 7) Lost to follow-up

# Weekly Facility Forms

- Go to 'Facility Forms' Dashboard
- Click on  to complete your first facility form.
- For each subsequent form, click on the week you wish to enter data

**NEW Record ID 194**  
Arm 2: Facility Arm

 Data Collection Instrument	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Facility Form Weekly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



# Troubleshooting

# How do I report an issue with a survey item?

Please select your communication preference for site coordinators, in case they need to contact you to follow-up on any of your responses.

- E-mail
- Cell phone

ci3987



- QUESTIONS are identified by an alphanumeric identifier.
- Report this item number to the DCC for troubleshooting. In the example above, the item # is ci3987

# Case Report Form problems

Contact the DCC immediately by e-mail

- DCC technical support hours 7a-5p CST M-F
- On-call on the evenings and weekends



# Questions

