

## Using REDCap for HIIN data collection

Log in to REDCap at <https://redcap.qualityhealthnd.org>

The screenshot shows the REDCap login interface. At the top, the REDCap logo is displayed. Below it, the text "Log In" is centered. To the right of the login form is the logo for Quality Health Associates of North Dakota, which consists of a purple square with a white letter 'Q' and the text "Quality Health Associates of North Dakota" in a serif font. Below the logo, there is a message: "Please log in with your user name and password. If you are having trouble logging in, please contact [Jonathan Gardner](#) or [Nathan Brintnell](#) (701-989-6220)." The login form contains two input fields: "Username:" with the value "training" and "Password:" with a masked password ".....". Below the password field is a "Log In" button and a link for "Forgot your password?".

## Access the InnovateND Extension 2020 project

The screenshot shows the REDCap "My Projects" page. The browser address bar displays "https://redcap.qualityhealthnd.org/index.php?action=myprojects". The page header includes the REDCap logo, navigation links for "Home", "My Projects", "Help & FAQ", "Training Videos", and "Send-It", and user information: "Logged in as training" with links for "My Profile" and "Log out". Below the header, a message states: "Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#) To review which users still have access to your projects, visit the [User Access Dashboard](#)." Below this message is a table titled "My Projects" with a "Filter projects by title" search box and an "Organize" button. The table has columns for "Project Title", "Records", "Fields", "Instrument", "Type", and "Status". Two projects are listed: "Emergency Department Transfer Communications (EDTC-2020)" and "InnovateND Extension 2020". The "InnovateND Extension 2020" project is highlighted in blue and has a red underline. The footer of the page reads "REDCap 9.7.8 - © 2020 Vanderbilt University".

Project Title	Records	Fields	Instrument	Type	Status
<a href="#">Emergency Department Transfer Communications (EDTC-2020)</a>	399	22	1 form	■	✓
<a href="#">InnovateND Extension 2020</a>	0	92	10 forms	■	✓

To add new data, click **Add / Edit Records**

The screenshot shows the REDCap interface for the 'InnovateND Extension 2020' project. The user is logged in as 'training'. The main content area is titled 'Add / Edit Records' and contains the following elements:

- Total records:** 0 / In group: 0
- Choose an existing Record ID:** A dropdown menu with the text '-- select record --' and a green '+ Add new record' button.
- Data Search:** A section with a dropdown for 'Choose a field to search' (set to 'All fields') and a text input for 'Search query'.

Click **Add new record**

The screenshot shows the 'Record Home Page' for a new record with ID 1393-1. The user is logged in as 'training'. The main content area is titled 'Record Home Page' and contains the following elements:

- Record "1393-1" is a new Record ID.** To create the record and begin entering data for it, click any gray status icon.
- Legend for status icons:**
  - Incomplete (red circle)
  - Incomplete (no data saved) (gray circle)
  - Unverified (yellow circle)
  - Complete (green circle)
- NEW Record ID 1393-1**
- Data Collection Instrument Status Table:**

Data Collection Instrument	Status
Data Submission Period	<input type="radio"/>
Adverse Drug Events (ADE)	<input type="radio"/>
Catheter-Associated Urinary Tract Infections (CAUTI)	<input type="radio"/>
Central Line-Associated Blood Stream Infection (CLABSI)	<input type="radio"/>
Clostridioides difficile (C.diff)	<input type="radio"/>
Falls with Injury	<input type="radio"/>
Pressure Ulcers (PrU)	<input type="radio"/>
Readmissions (READ)	<input type="radio"/>
Sepsis	<input type="radio"/>
Surgical Site Infections (SSI)	<input type="radio"/>

Click on the gray circle for **Data Submission Period**

The screenshot shows the REDCap Data Entry interface for the 'InnovateND Extension 2020' project. The browser address bar shows the URL: [https://redcap.qualityhealthnd.org/redcap\\_v9.7.8/DataEntry/index.php?pid=87&id=1393-1&...](https://redcap.qualityhealthnd.org/redcap_v9.7.8/DataEntry/index.php?pid=87&id=1393-1&...). The user is logged in as 'training'. The left sidebar shows the 'Data Submission Period' instrument selected under 'Data Collection Instruments'. The main form area shows the 'Data Submission Period' form for Record ID 1393-1. The 'Timeframe' field is set to 'Monitoring'. The 'Month' and 'Year' fields are empty. The 'Complete?' dropdown is set to 'Incomplete'. The 'Save & Exit Form' button is visible in the top right corner.

Select the **Timeframe** (Baseline or Monitoring)

Select the **Month** (the last month of the baseline or monitoring period to which this data applies)


Enter the **Year** applicable to the last month of the baseline or monitoring period

If Baseline is selected, also enter the number of months in the baseline period.

Use the **Complete** drop-down box to mark the entered information as complete, then click **Save & Exit Form**

InnovateND Extension 2020 | REI x +

← → ↻ 🔒 [https://redcap.qualityhealthnd.org/redcap\\_v9.7.8/DataEntry/record\\_home.php?pid=87&id=1...](https://redcap.qualityhealthnd.org/redcap_v9.7.8/DataEntry/record_home.php?pid=87&id=1...) Guest ? ...



Logged in as **training** | [Log out](#)

My Projects

**Project Home and Design**

- Project Home · Codebook
- Project status: **Production**

**Data Collection**

- Record Status Dashboard
- Add / Edit Records
- Record ID 1393-1** 2020.01 January Monitoring [Select other record](#)

**Applications**

- Data Exports, Reports, and Stats
- File Repository
- Data Quality

**Help & Information**

- Help & FAQ
- Video Tutorials
- Suggest a New Feature
- [Contact REDCap administrator](#)

## InnovateND Extension 2020

### Record Home Page

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

[Choose action for record](#)

✔ Record ID **1393-1** successfully edited

**Record ID 1393-1** 2020.01 January Monitoring  
Training Site

Data Collection Instrument	Status
Data Submission Period	●
Adverse Drug Events (ADE)	○
Catheter-Associated Urinary Tract Infections (CAUTI)	○
Central Line-Associated Blood Stream Infection (CLABSI)	○
Clostridioides difficile (C.diff)	○
Falls with Injury	○
Pressure Ulcers (PrU)	○
Readmissions (READ)	○
Sepsis	○
Surgical Site Infections (SSI)	○

**Legend for status icons:**

- Incomplete
- Incomplete (no data saved)
- Unverified
- Complete

Click the gray box next to a measure set, such as **Adverse Drug Events**.

The screenshot displays the REDCap data entry interface for the 'InnovateND Extension 2020' project. The left sidebar contains navigation options such as 'My Projects', 'Project Home and Design', 'Data Collection', 'Applications', and 'Help & Information'. The 'Data Collection' section is expanded, showing a list of data submission periods, with 'Adverse Drug Events (ADE)' selected. The main content area shows the data entry form for 'Adverse Drug Events (ADE)'. The form includes a blue bar at the top indicating the current record ID (1393-1) and data collection period (2020.01 January Monitoring). Below this, there are several measure sets, each with input fields for patient counts and a 'View equation' button. The 'Form Status' is currently set to 'Incomplete'. Buttons for 'Save & Exit Form', 'Save & ...', and '-- Cancel --' are visible at the bottom right.

Enter the data for each applicable measure. Notice the current period displays in the blue bar at the top, as well as in red on the navigation bar.

When finished, mark the form as Complete, Incomplete, or Unverified as appropriate, then click **Save and Exit Form**.

Repeat for each applicable measure set.

To view your current entered data, use the **Record Status Dashboard** on the left navigation bar.

The screenshot shows the REDCap Record Status Dashboard for the project 'InnovateND Extension 2020'. The left navigation bar includes sections for Project Home and Design, Data Collection, Applications, and Help & Information. The main content area displays the 'Record Status Dashboard (all records)' with a table of records and their statuses. A legend on the right explains the status icons: red for Incomplete, yellow for Unverified, and green for Complete. The dashboard shows 1 record displayed, with a status of 'Complete' (green circle).

**Legend for status icons:**

- Incomplete
- Unverified
- Complete

Record ID	Data Submission Period	Adverse Drug Events (ADE)	Catheter-Associated Urinary Tract Infections (CAUTI)	Central Line-Associated Blood Stream Infection (CLABSI)	Clostridioides difficile (C.diff)	Falls with Injury	Pressure Ulcers (PrU)	Readmission (READ)
<a href="#">1393-1</a>	2020.01 January Monitoring	<span style="color: green;">●</span>	<span style="color: gray;">●</span>	<span style="color: gray;">●</span>	<span style="color: gray;">●</span>	<span style="color: gray;">●</span>	<span style="color: gray;">●</span>	<span style="color: gray;">●</span>

The dashboard will display each record (monitoring period) and the measure sets that have been entered. A gray circle means no data has been entered, a red circle indicates the form is marked incomplete, a yellow circle indicates the form is unverified, and a green circle indicates the form is marked complete.