

EDTC Data Collection on REDCap

To collect data more securely and better protect AzCAHs, the Arizona Rural Flexibility Program (AzFlex) has moved EDTC data collection to the University of Arizona's REDCap software. Below is a step-by-step tutorial for how to enter your data.

Please refer to the [data specification manual](#) for definitions and what is required for each EDTC measure.

If you have any questions throughout the process, please email Jill Bullock at bullock1@arizona.edu.

Step 1

Make sure you request an account through this link:

<https://redcap.uahs.arizona.edu/surveys/?s=3NE9TCW98R>

Most of you will be new users and will NOT have an existing REDCap account. Please use your normal work email or quality improvement email.

When it asks you at the end to "Please provide the email address of the person sponsoring your request for a REDCap account, please enter bullock1@arizona.edu.

Step 2

Log in to your account.

Log in here: <https://redcap.uahs.arizona.edu/>



Log In



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SHOW/HIDE INFO BANNERS

REDCAP NOW REQUIRES TWO-FACTOR AUTHENTICATION TO LOG IN (EFFECTIVE OCTOBER 31, 2022) - [Click HERE](#) for instructions

Please log in with your user name and password. If you are having trouble logging in, please contact [REDCap Support](#).

Username:

Password:

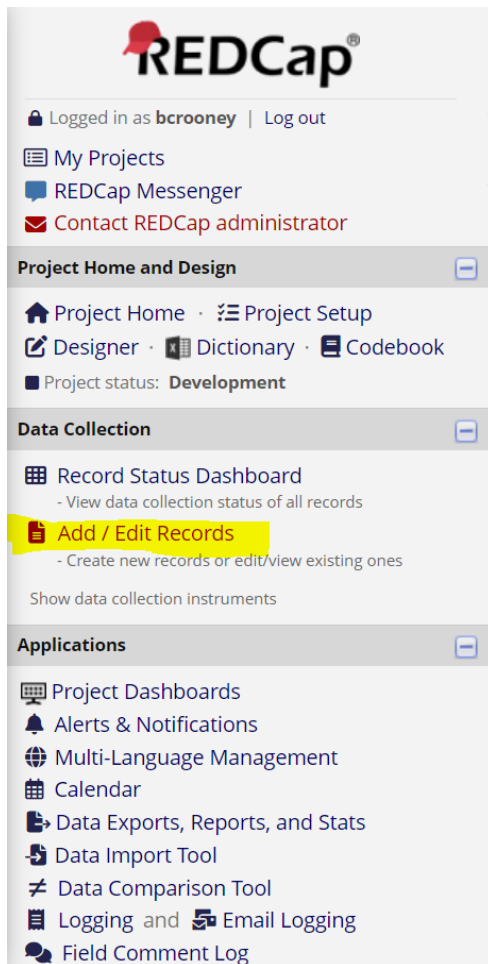
[Forgot your password?](#)

Note: it will prompt you to use two-factor authentication. Instructions for how to set it up are here:

<https://arizona.app.box.com/s/6jj7vur6e8exjr6vn3gmn6o33n2joj1x>

Step 3

Click “Add / Edit Records” on the left side of the screen under “Data Collection”



The image shows the left-hand navigation sidebar of the REDCap interface. At the top is the REDCap logo. Below it, the user is logged in as 'bcrooney' with a 'Log out' link. There are links for 'My Projects', 'REDCap Messenger', and 'Contact REDCap administrator'. The sidebar is organized into sections: 'Project Home and Design' (with sub-links for Project Home, Project Setup, Designer, Dictionary, and Codebook), 'Data Collection' (with sub-links for Record Status Dashboard and Add / Edit Records), and 'Applications' (with sub-links for Project Dashboards, Alerts & Notifications, Multi-Language Management, Calendar, Data Exports, Reports, and Stats, Data Import Tool, Data Comparison Tool, Logging and Email Logging, and Field Comment Log). The 'Add / Edit Records' link is highlighted with a yellow background.

REDCap[®]

Logged in as **bcrooney** | Log out

My Projects

REDCap Messenger

Contact REDCap administrator

Project Home and Design

Project Home · Project Setup

Designer · Dictionary · Codebook

Project status: **Development**

Data Collection

Record Status Dashboard
- View data collection status of all records

Add / Edit Records
- Create new records or edit/view existing ones

Show data collection instruments

Applications

Project Dashboards

Alerts & Notifications

Multi-Language Management

Calendar

Data Exports, Reports, and Stats

Data Import Tool

Data Comparison Tool

Logging and Email Logging

Field Comment Log

Step 4

Click the green button, "Add new record"

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Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.

NOTICE: This project is currently in Development status. **Real data should NOT be entered** until the project has been moved to Production status.

Total records: 1

Choose an existing Record ID -- select record --

+ Add new record

Step 5

Begin entering the patient information.

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Actions: [Modify instrument](#) [Download PDF of instrument\(s\)](#) [Video: Basic data entry](#)

Transfer Case

Assign record to a Data Access Group? -- select a group --

Adding new Record ID 2.

Record ID 2

Patient Information

Patient Name or Initials * must provide value

Patient Medical Record Number

Discharge Disposition * must provide value Discharge codes not included in this list are not eligible for inclusion.

Encounter Year * must provide value 2023

Encounter Month * must provide value

Encounter Quarter 4 View equation

Save & Exit Form

Save & ...

- Cancel -

Note: The "Record ID" field will be automatically generated and helps de-identify the data

Step 6

Continue by adding clicking “yes” or “no” for each EDTC measure.

EDTC Data Elements		Save & Exit Form
For ALL data elements, the definition of 'sent' includes the following documentation requirements: <ul style="list-style-type: none">• Hard copy sent directly with the patient, OR• Communicated via fax or phone within 60 minutes of patient departure, OR• Immediately available via shared EHR or HIE		Save & ... - Cancel -
1. Home Medications <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No	reset
2. Allergies and/or Reactions <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No	reset
3. Medications Administered in ED <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	reset
4. ED Provider Note <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No	reset
5. Mental Status / Orientation Assessment <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No	reset
6. Reason for Transfer and/or Plan of Care <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No	reset
7. Test and/or Procedures Performed <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	reset
8. Test and/or Procedure Results <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	reset

Step 7

Click the drop-down menu and choose “complete” when the entry is finished.

Next click the “Save and Exit” button or “Save and Enter New Record” if you want to continue adding data entries.

Form Status	
Complete?	<input type="radio"/> Incomplete
Save & Exit Form Save & ...	
- Cancel -	

A detailed [Data Entry Overview Video](#) is available online.

Step 8

If you need to go back and edit a record, click “Add / Edit Records” from Step 2 and then select the name of the record from the highlighted drop-down list.

Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.

NOTICE: This project is currently in Development status. **Real data should NOT be entered** until the project has been moved to Production status.

Total records: 2	
Choose an existing Record ID	-- select record -- ▾
	+ Add new record