

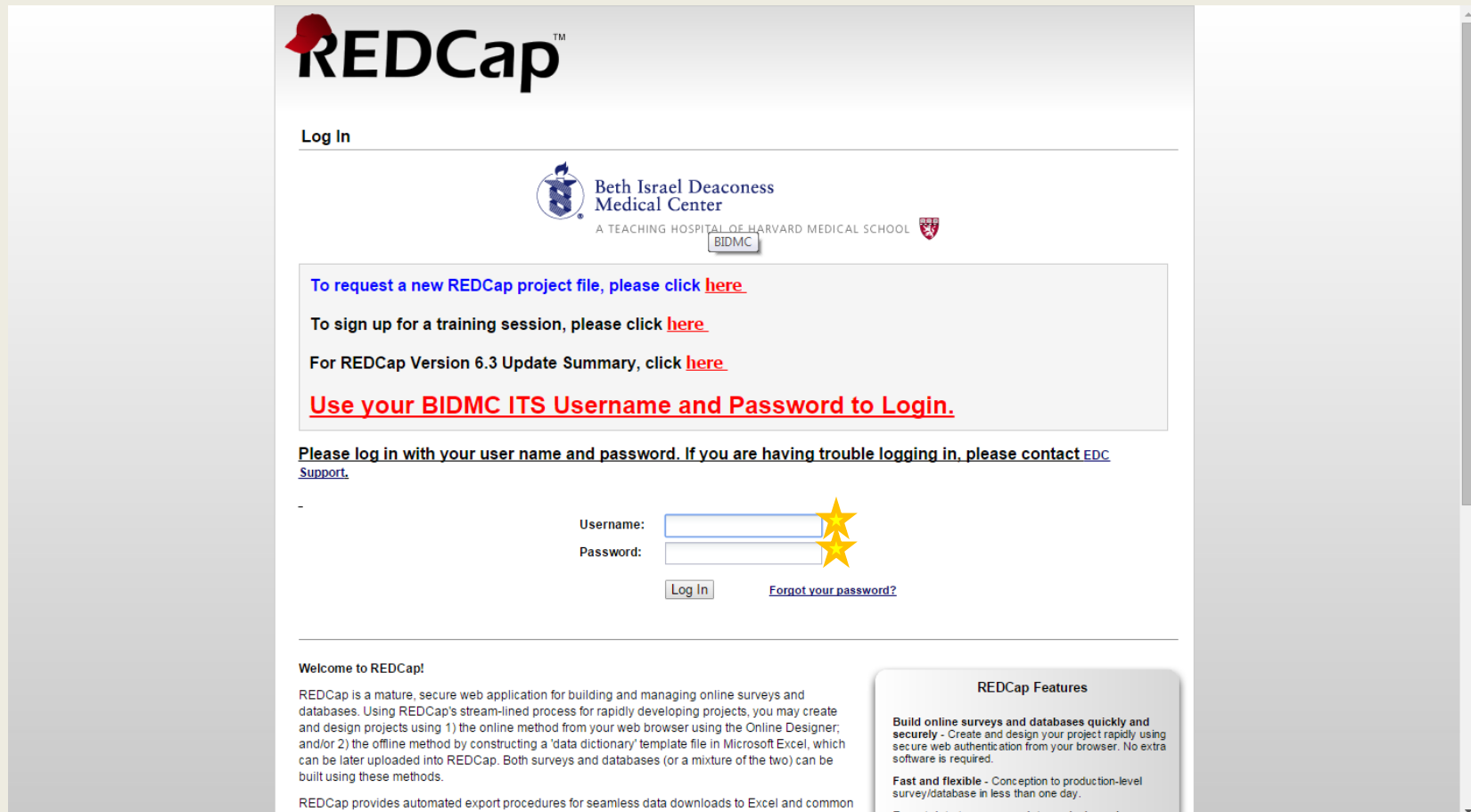
REDCap Instruction Guide:

Statewide Substance Exposed Newborns Improvement Project



Step 1: Accessing the Electronic Data Form

- Enter in URL: <https://redcap.bidmc.harvard.edu/redcap/>
- Log in using your username and password



The screenshot shows the REDCap login interface. At the top left is the REDCap logo. Below it is a 'Log In' section with the Beth Israel Deaconess Medical Center logo and text: 'Beth Israel Deaconess Medical Center, A TEACHING HOSPITAL OF HARVARD MEDICAL SCHOOL, BIDMC'. A central box contains instructions: 'To request a new REDCap project file, please click [here](#).', 'To sign up for a training session, please click [here](#).', 'For REDCap Version 6.3 Update Summary, click [here](#).', and 'Use your BIDMC ITS Username and Password to Login.' Below this is a note: 'Please log in with your user name and password. If you are having trouble logging in, please contact [EDC Support](#).' The login form has 'Username:' and 'Password:' labels, each followed by a text input field and a yellow star icon. There are 'Log In' and 'Forgot your password?' buttons. At the bottom, there is a 'Welcome to REDCap!' section with a description of the application and a 'REDCap Features' box listing 'Build online surveys and databases quickly and securely', 'Fast and flexible', and 'Export data to common data analysis packages'.

[Click HERE for Overview of New Features Added March 2017!!!](#)

For CURRENT or PROSPECTIVE Users: [SCHEDULE a time to discuss your project with a REDCap Specialist](#)

Welcome to REDCap!

REDCap is a mature, secure web application for building and managing online surveys and databases. Using REDCap's stream-lined process for rapidly developing projects, you may create and design projects using 1) the online method from your web browser using the Online Designer; and/or 2) the offline method by constructing a 'data dictionary' template file in Microsoft Excel, which can be later uploaded into REDCap. Both surveys and databases (or a mixture of the two) can be built using these methods.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

NOTICE: If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact [EDC Support](#).

To request a new REDCap project file, please click [here](#)

To sign up for a training session, please click [here](#)

For REDCap Features Added March 2017, click [here](#)

Current and Prospective Users: [SCHEDULE a time to discuss your project with a REDCap Specialist](#)

REDCap Features

Build online surveys and databases quickly and securely - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.

Fast and flexible - Conception to production-level survey/database in less than one day.

Export data to common data analysis packages - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.

Ad Hoc Reporting - Create custom queries for generating reports to view or download.

Scheduling - Utilize a built-in project calendar and scheduling module for organizing your events and appointments.

Easily manage a contact list of survey respondents or create a simple survey link - Build a list of email contacts, create custom email invitations, and track who responds, or you may also create a single survey link to email out or post on a website.

Save your data collection instruments as a PDF to print - Generate a PDF version of your forms and surveys for printing to collect data offline.

Advanced features - Auto-validation, calculated fields, file uploading, branching/skip logic, and survey stop actions.

This is your home screen! Click on the "My Projects" tab.

[Click HERE for Overview of New Features Added March 2017!!!](#)

For CURRENT or PROSPECTIVE Users: [SCHEDULE a time to discuss your project with a REDCap Specialist](#)

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](#).

My Projects [Organize](#)

Project Title	Records	Fields	Instrument	Type	Status
Substance-Exposed Newborn Improvement Project, Massachusetts, 2017	0	87	2 forms		

Then, click on the "Statewide Neonatal Abstinence Syndrome Improvement Project" link.

Click on “Add / Edit Records” on the left-hand side.

The screenshot shows the REDCap interface for the 'Substance-Exposed Newborn Improvement Project, Massachusetts, 2017'. On the left-hand side, the 'Add / Edit Records' option is highlighted in blue. A blue arrow points from the text box on the left to this option. The main content area shows the project name, navigation buttons for 'Project Home', 'Project Setup', 'Other Functionality', and 'Project Revision History', and a 'Quick Tasks' section with a 'Codebook' button.

Then click “Add new record.”

The screenshot shows the 'Add / Edit Records' page in REDCap. The left-hand navigation menu is visible, with 'Add / Edit Records' selected. The main content area displays the project name and a section titled 'Add / Edit Records'. Below this, there is a yellow box indicating 'Total records: 0'. A dropdown menu labeled 'Choose an existing REDCap Study ID' is shown with the text '-- select record --'. Below the dropdown is a button labeled 'Add new record', which is highlighted with a blue arrow pointing from the text box on the right.

Step 2: Enter Data

Logged in as **mhoughto** | Log out

My Projects
Project Home
Project Setup
Project status: Development

Data Collection [Edit Instruments](#)

Manage Survey Participants
- Get a public survey link or build a participant list for inviting respondents

Record Status Dashboard
- View data collection status of all records

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

REDCap Study ID 1 [Select other record](#)

Data Collection Instruments:
NAS Data Form

Applications

- Calendar
- Data Exports, Reports, and Stats
- Field Comment Log
- File Repository
- User Rights and DAGs
- New Project Request
- New Features Added March 2017
- Request a New User Account
- Book Slot During Office Hours

Reports [Edit reports](#)

- 1) Pharmacologically Treated Term only_WHE
- 2) No Pharm Treatment_Term_WHE
- 3) Cardinal Health - NH

Help & Information

- Help & FAQ
- Video Tutorials

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Substance-Exposed Newborn Improvement Project, Massachusetts, 2017

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

Save & Exit Form
Save & ...
-- Cancel --

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

Adding new REDCap Study ID 1	
REDCap Study ID	1

INSTRUCTIONS

This data form is meant to be completed on infants at risk for Neonatal Abstinence Syndrome due to in-utero opiate exposure. For the purposes of this study, we are defining this as any infant who is monitored for NAS for possible or known in-utero opiate exposure. Typically, monitoring for NAS includes 'scoring' of symptoms using a system such as the Finnegan score. Infants who were at risk for withdrawal only for post-natal opiate exposure should not be included. Infants who were born at your hospital or transferred to your hospital are eligible (see note on transferred infants at end of form). There are no gestational age exclusions; infants of any gestational age that meet the above criteria should be included.

B. Your Hospital

C. Your Hospital Study ID

Please assign each baby an ID unique to your hospital. Start with 001 and go forward sequentially.

DEMOGRAPHIC INFORMATION

1a. Birth month (1-12)

1b. Birth year

2. Birth weight (grams)

The REDCap Study ID is a number that is automatically generated.

Your study ID is a number you assign to each infant. Start will 001 and go forward sequentially.

- Enter all of the infant's data using the instructions on the NeoQIC Data Form and those provided on the electronic data form.

Enter -99 if not applicable.

Enter -77 if the information is not able to be obtained.

Day of birth is considered day of life one.

23. Was referral to Early Intervention made prior to discharge? Yes No Unable to determine
This could be from your hospital or receiving hospital. reset

24. Was reporting to Department of Children and Families (DCF) performed during hospitalization? (i.e., 51A) Yes No Unable to determine
This could be from your hospital or receiving hospital. reset

NOTE ON TRANSFERRED INFANTS

For infants transferred between hospitals, this form should be completed by that hospital that provided the majority of care during the acute period of NAS symptoms or risk. Typically, this is approximately day 3 to day 10 of life. For the purposes of this study, we are defining that hospital as the BIRTH hospital if the infant remains there for at least 5 days of life, and the RECEIVING hospital if the infant is transferred at day of life 5 or less. We believe this will capture the appropriate hospital in the vast majority of situations. If there is a situation that is vague, please contact one of the project leaders to discuss. For all infants, this form should only be completed ONCE.

Please note that the hospital completing the form should attempt to contact transferring or receiving hospitals for information needed as outlined on the form. If an infant was transferred for acute care at day of life 5 or less, the receiving hospital should get information on the perinatal and birth history from the birth hospital. If the infant is transferred after day 10 for convalescent care, the transferring hospital should get information from the receiving hospital on eventual disposition and length of stay. If information is unable to be obtained, please indicate "unknown" or "unable to determine".

Form Status

Complete? Save & Exit Form Save & ... -- Cancel --

Always remember to save your data using the "Save & Exit Form" or "Save & Go To Next Form" buttons.

You can save intermittently, but once you have completed the form, mark it as complete using the drop-down field, and save.

If you would like to edit a record later, you can come back to it by clicking on the “Add/Edit Records” link on the left-hand side.

REDCap
Logged in as mhoughto | Log out

My Projects
Project Home
Project Setup
Project status: **Production**

Data Collection

- Manage Survey Participants
- Record Status Dashboard
- Add / Edit Records**

Hide data collection instruments: NAS Data Form

Applications

- Calendar
- Data Exports, Reports, and Stats
- Field Comment Log
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- User Rights and DAGs
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Reports [Edit reports](#)

- Pharmacologically Treated Term only_WHE
- No Pharm Treatment_Term_WHE
- Cardinal Health - NH

Help & Information

- Help & FAQ
- Video Tutorials
- Suggest a New Feature

[Contact REDCap administrator](#)

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Substance-Exposed Newborn Improvement Project, Massachusetts, 2017

Actions: [Download PDF of instrument\(s\)](#) [Share instrument in the Library](#) [VIDEO: Basic data entry](#)

NAS Data Form

You may view an existing record/response by selecting it from one of the drop-down lists below. The records are separated into each drop-down list according to their status for this particular data collection instrument. To create a new record/response, click the button below.

Total records: 0

Incomplete Records (0)	-- select record --
Complete Records (0)	-- select record --
Add new record	

[Show Unverified Records above](#)

Data Search

Choose a field to search
(excludes multiple choice fields)

All fields

Search query
Begin typing to search the project data, then click an item in the list to navigate to that record.

Click on the drop-down field for either Incomplete or Complete records (depending on whether you marked it complete). The REDCap Study IDs will drop down. Click on the one you would like to access.

You can also search for infant records by different data fields.

REDCap
Logged in as mhoughto | Log out
My Projects
Project Home
Project Setup
Project status: **Production**

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Substance-Exposed Newborn Improvement Project, Massachusetts, 2017

Actions: [Download PDF of instrument\(s\)](#) [Share instrument in the Library](#) [VIDEO: Basic data entry](#)

NAS Data Form

You may view an existing record/response by selecting it from one of the drop-down lists below. The records are separated into each drop-down list according to their status for this particular data collection instrument. To create a new record/response, click the button below.

Total records: 0	
Incomplete Records (0)	-- select record --
Complete Records (0)	-- select record --
Add new record	

[Show Unverified Records above](#)

Data Search

Choose a field to search <small>(excludes multiple choice fields)</small>	All fields
Search query <small>Begin typing to search the project data, then click an item in the list to navigate to that record.</small>	<input type="text"/>

[The REDCap Consortium](#) | [Citing REDCap](#) | [BIDMC Research](#) | [Request A New REDCap Project](#)
Beth Israel Deaconess Medical Center, 330 Brookline Ave., Boston, MA 02215 (617)667-7000

First, choose a field to search. For example, you can search by the infant's Hospital Study ID Number or by the birth weight.

Then, type in the data point you're searching for in the search query field. A link to patient record(s) including that data point along with the REDCap Study ID will appear. Click on the one you would like to access.

Step 3: Maintaining an Internal Record

- Because no identifiers are added into REDCap, an internal record at your hospital will help you to keep track of which REDCap Study ID and Hospital Study ID Numbers are assigned to which baby. You'll need this information to be able to find infants by REDCap study ID after they've been entered into REDCap.

BIDMC NAS Project Data Abstraction Tracking Sheet

BIDMC Study ID	ID# Assigned by REDCap	Infant Name	MRN	DOB	Notes	Completion Date	Abstractor Initials
001							
002							
003							
004							
005							
006							
007							
008							
009							
010							
011							
012							
013							

Here is an example of a tracking sheet format that may be useful at your hospital!

Thank you!

Please contact us with any questions!

