REDCap Data Entry Guide

Version 2.3, 22 July 2020

CONTACTS:
Data queries: Research Coordination Team ECMOCARD@health.qld.gov.au
Database queries: ncov@isaric.org
Access to ECMOCARD Project

• Access to the ECMOCARD REDCap Project is controlled via individual user accounts that are created once ethics and regulatory approvals have been received. Please contact ECMOCARD@health.qld.gov.au who will organise access.

• If you already have access to the ISARIC_nCoV database, your ECMOCARD access will take the place of this. **Only use the CoV_EOT database from now on.**

• Passwords
  • When your account is created you will receive an email containing login details
    • Username
    • Temporary Password
      • You will be required to set your own password when you log in for the first time
      • You will also be asked to set a challenge question and answer that can be used to assist you should you forget your password. *(If you are not able to recover your password please email ncov@isaric.org to obtain a new temporary password).*
  • Site code
1) Open your browser (*Google Chrome is recommended*) and enter the following URL: https://ncov.medsci.ox.ac.uk

2) Enter your username and password provided to you when you were given access to the REDCap system.
Accessing Your Project

1) Clicking here (My Projects) opens the page shown here

2) Click here (CoV_EOT) to access the project
1) Clicking here (Add / Edit Records) opens the page shown here.

2) To enter data for a new patient, enter the 7-digit Participant Identification Number (PIN) here and then press “Enter”.
The Participant Identification Number (PIN)

The first three digits are the code allocated for your site.

A hyphen (-) is followed by the final four digits which are to be entered sequentially for each patient (e.g., 0001, 0002, 0003, 0004, etc.)
Adding a New Participant Record – Step 2

Note: The new record is not created until you click on one of the gray status icons below and enter data in one of the forms.

1) Click here (Participant Identification Number (PIN):) to open the page and verify the data.
Adding a New Participant Record – Step 3

1) Verify the Participant Identification Number (PIN) is correct

2) Change the form status to “Complete”

3) Click here (Save & Exit Form) to save this form and create the new participant record.

Note: If you have made an error in creating the PIN, click on “Cancel” to abandon the creation of this record.
Completing the Terms of Submission (ToS)

**Note:** The first time you add a patient to the database you will have to complete the Data Platform Terms of Submission.

You will only have to complete this form **ONCE** (i.e. for the first patient and not for any following patients).

The Data Platform Terms of Submission Page will disappear after you complete this form the first time.

1) Download and review the nCoV Data Platform Terms of Data Submission
<table>
<thead>
<tr>
<th>Data Collection Instrument</th>
<th>Days 1-10</th>
<th>Day 11</th>
<th>Day 12</th>
<th>Day 13</th>
<th>Day 14</th>
<th>Day 15</th>
<th>Discharge/Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Identification Number</td>
<td>...</td>
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<td>...</td>
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<td>...</td>
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<td>...</td>
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<tr>
<td>Data Platform Terms Of Submission</td>
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<tr>
<td>Inclusion Criteria</td>
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<tr>
<td>Demographics</td>
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<tr>
<td>Charact&amp;Admission</td>
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<td>Admission &amp; CoMorbidity</td>
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<td>Medication</td>
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<tr>
<td>EOT ICU Admission</td>
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<tr>
<td>EOT Start Mechanical Ventilation</td>
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<tr>
<td>EOT Start ECMO</td>
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<td>...</td>
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<tr>
<td>EOT Start</td>
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<td>...</td>
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<tr>
<td>EOT Final</td>
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<td>...</td>
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<tr>
<td>EOT Daily</td>
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</tr>
</tbody>
</table>

1) Data from when the patient is admitted

2) To be completed every day until discharge or death

3) Complete when event occurs

4) To be completed 24 hours after commencement of mechanical ventilation (Day 1), and daily up until discontinuation of mechanical ventilation or death

5) To be completed on discharge or final outcome
Data Entry Schedule Basic CRF

Data from when the patient is admitted

To be completed on discharge or final outcome

Complete a Daily form for key events 1-7

The basic CRF negates daily completion of the daily EOT form, you will complete the form for the events highlighted above in blue. Across a 40 day ICU admission you will complete 5 Daily and 5 EOT Daily forms rather than 40.
**Accessing Basic CRF (New Admission)**

Select the EOT ICU Admission form.

For new admissions to ICU select the EOT ICU admission form – the option to select the basic CRF is in this form, not the EOT Daily form.
Select the full or Basic option here.
Accessing Basic CRF (Current Admission)

For an existing admission to ICU where you have entered multiple days of data. You will need to go back to the EOT ICU Admission form. Please do not delete any of your existing data, just complete the EOT Daily Form for the key events in the Basic CRF Schedule.

Select the EOT ICU Admission form.
Accessing Basic CRF

Please do not delete any of your existing data, just complete the EOT Daily Form for the key events in the Basic CRF Schedule.

Select the Basic option here.
Data Entry – Saving a Form

1) Complete all data entry fields:

2) Change the form status to “Complete”

3) Click here (Save & Exit Form) to save the form and exit back to the Record Home Page for this patient.

Note: There are other options to save (see next page for descriptions)
Most questions in the database are marked as Required. If you try to save a page without completing them this error message will appear:

If you meant to leave the question blank, click here (Ignore and go to next form) to continue data entry.

If you missed the question and want to enter the answer, click here (Okay) to stay on this page and enter the data.
Some questions have a validation range for data quality. If you try to enter a value outside of this range then this error message will appear:

If you have entered the wrong value, change what you entered. If your value is correct, click Close and continue with data entry.
**Data Entry – Repeating Instruments**

This list of all instances appears here.

This form (instrument) can be repeated as many times as needed (e.g., the patient had 4 pathogens tested on Day 1, you can repeat this form 4 times with the information on each pathogen).
Data Entry – Adding Repeating Instruments

You can add a new page/instance by clicking on any of these three options:
Data Entry – Navigating Repeating Instruments

You can navigate the instances through this dropdown (Current instance: ). This image shows the first instance (of a total of 4) of this form for this patient on this day.

The list of all instances for this event (Day 1) also appears here.
You may sometimes need to rename a record.

1) Click here (Choose action for record) to open a dropdown and then click here (Rename record).

2) Enter the new record name in this box.

3) Click here (Rename record) to change the record name.
You may sometimes need to delete data from a single form/instrument for a patient.

1) Click here (Delete data for THIS FORM only)

2) Click here (Delete this event) to PERMANENTLY delete ALL DATA on this form for this patient.
You may sometimes need to delete data from an entire event/day for a patient.

1) Click here on the X for the relevant event/day:

2) Click here (Delete this event) to PERMANENTLY delete ALL DATA for ALL FORMS on this selected event/day for this patient.
You may sometimes need to delete ALL data for a patient and remove them from the database.

1) Click here (Choose action for record) to open a dropdown and then click here (Delete record (all forms/events)).

2) Click here (DELETE RECORD) to PERMANENTLY delete ALL DATA and REMOVE this patient from the database.
Data – Exporting Data

There are different options for exporting the data:

**Export Data (All data)** – click here to export all the variables for all events (days) for all patients in a format you chose (see next page)

**Export Data (Selected instruments and/or events)** – click here to choose which instruments (pages) and which events (days) you want to export for all patients in a format you chose (see next page)
Data – Data Export Formats

1) Choose which format into which you’d like the data to be exported.

   **Note:**
   File type **CSV/ Microsoft Excel (raw data)** will have the numeric codes for fields with controlled terminology (e.g., for a field with “Yes = 1, No = 0”, exported data would be “1” and “0” format).

   File type **CSV/ Microsoft Excel (labels)** will have the text value for fields with controlled terminology (e.g., for a field with “Yes = 1, No = 0”, exported data would be “Yes” and “No” format).

2) Click here (Export Data) to download the data to your computer.
Data Security – Logging Out When Complete

Always log out using by clicking here (Log out) after completing your tasks.

*Note:* Your session will time out after 60 minutes of inactivity, requiring you to log in again to continue with tasks.
Additional Resources

• Where can I get REDCap training?
  • REDCap offers detailed video training online
  • Videos are available at: https://projectredcap.org/resources/videos/

• What if I need further information or support with ECMOCARD?
  • Data queries: india.lye@health.qld.gov.au
                    amanda.corley@health.qld.gov.au
  • Database queries: ncov@isaric.org

[Logo of REDCap]

[Logo of COVID-19 Critical Care Consortium]