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# RECORDED HOME OXIMETRY (RHO) IMPLEMENTATION: REDCAP RECORDS AND FORM COMPLETION





# REDCap Access

- You must have a UMass Medical School REDCap account to access the RHO implementation REDCap
  - See next slide for instructions on how to obtain an account
- An unlimited number of study staff may have access to your site's data access group (DAG)
- Please inform the UMMS RHO Study Team with any changes in staff and their access will be modified accordingly

# How to Obtain a UMass REDCap Account



Paste the following URL into your browser:  
<https://arcsapps.umassmed.edu/redcap/surveys/?s=XNAEDNARPP>

Complete the survey; an instruction sheet has been included in your training materials

Allow 3-5 days for your account to be created

Complete a separate form for all team members at your site that need access

Inform the UMMS RHO team that your account has been approved and you will be added to your DAG

University of Massachusetts Medical School

REDCap Access Request and User Agreement Form

This form must be completed by all new users requesting access to UMass Medical School's REDCap system. Please refrain from submitting requests for others as each user will be required to authenticate before accessing this system.

Once the request is submitted, please allow 3-5 business days for your account to be created. Contact [REDCap-Support](#) for any questions after the aforementioned provision time frame has passed.

REDCap Access Request Form

Name <small>* must provide value</small>	<input type="text" value="John Smith"/> <small>Full Name (First Name Last Name)</small>
Email Address <small>* must provide value</small>	<input type="text" value="John.Smith@YourInstitution.org"/> <small>If you are affiliated with UMMS, you must use UMMS email addresses. Otherwise provide your work/institutional email address.</small>
Are you affiliated to UMass Medical School (UMMS)? <small>* must provide value</small>	<input type="radio"/> Yes <input checked="" type="radio"/> No <small>reset</small>
Please select your affiliation. <small>* must provide value</small>	<input type="radio"/> UMass Memorial <input type="radio"/> UMass Amherst <input type="radio"/> UMass Boston <input type="radio"/> UMass Lowell <input type="radio"/> UMass Dartmouth <input type="radio"/> UMass President's office <input checked="" type="radio"/> Other Institution <small>reset</small>
Are you collaborating with a UMass PI ? <small>* must provide value</small>	<input checked="" type="radio"/> Yes <input type="radio"/> No <small>reset</small>
Study PI name: <small>* must provide value</small>	<input type="text" value="Lawrence Rhein"/>
Study PI Email Address: <small>* must provide value</small>	<input type="text" value="Lawrence.rhein@umassmemorial.org"/>
PI's department: <small>* must provide value</small>	<input type="text" value="Pediatrics"/>

# REDCap Overview

To access the RHO Implementation REDCap, from “Home,” click “My Projects” then “Recorded Home Oximetry: Implementation Trial”

The screen on the right will appear once you’ve entered the project.

On the left-hand panel, you will see your assigned DAG.



Data Access Group

The screenshot shows the REDCap interface. On the left is a sidebar with navigation options. The main area displays the project dashboard for 'Recorded Home Oximetry: Implementation Trial' (PID 6995). The dashboard includes tabs for Project Home, Project Setup, Other Functionality, and Project Revision History. Below the tabs, there is a section for 'Current Users (8)' with a table showing user names and expiration dates. To the right of the users table is a 'Project Statistics' section with a table showing records in project, most recent activity, and space usage. Below the statistics is a section for 'Upcoming Calendar Events (next 7 days)' with a table showing time, date, and description.

**REDCap**  
Logged in as [user] | Log out  
My Projects  
REDCap Messenger

**Project Home and Design**  
Project Home · Project Setup  
Designer · Dictionary · Codebook  
Project status: **Production**

**Data Collection**  
University of Massachusetts Memorial Medical Center

**Record Status Dashboard**  
Add / Edit Records  
Show data collection instruments

**Applications**  
Project Dashboards  
Alerts & Notifications  
Calendar  
Data Exports, Reports, and Stats  
Field Comment Log  
File Repository  
External Modules

**Project Bookmarks**  
RHO Website

**Help & Information**  
Help & FAQ  
Video Tutorials  
Suggest a New Feature  
Contact REDCap administrator

**University of Massachusetts**  
**UMASS** Medical School  
The academic partner of UMass Memorial Health Care  
University of Massachusetts Medical School  
Data Sciences & Technology

**Recorded Home Oximetry: Implementation Trial** PID 6995

Project Home Project Setup Other Functionality Project Revision History

The tables below provide general dashboard information, such as a list of all users with access to this project statistics, and upcoming calendar events (if any).

**Current Users (8)**

User	Expires
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

**Project Statistics**

Records in project	Total: 0 / In group: 0
Most recent activity	07/02/2021 8:15am
Space usage for docs	0.02 MB

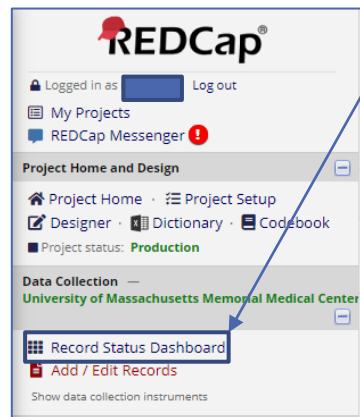
**Upcoming Calendar Events (next 7 days)**

Time	Date	Description
		No upcoming events

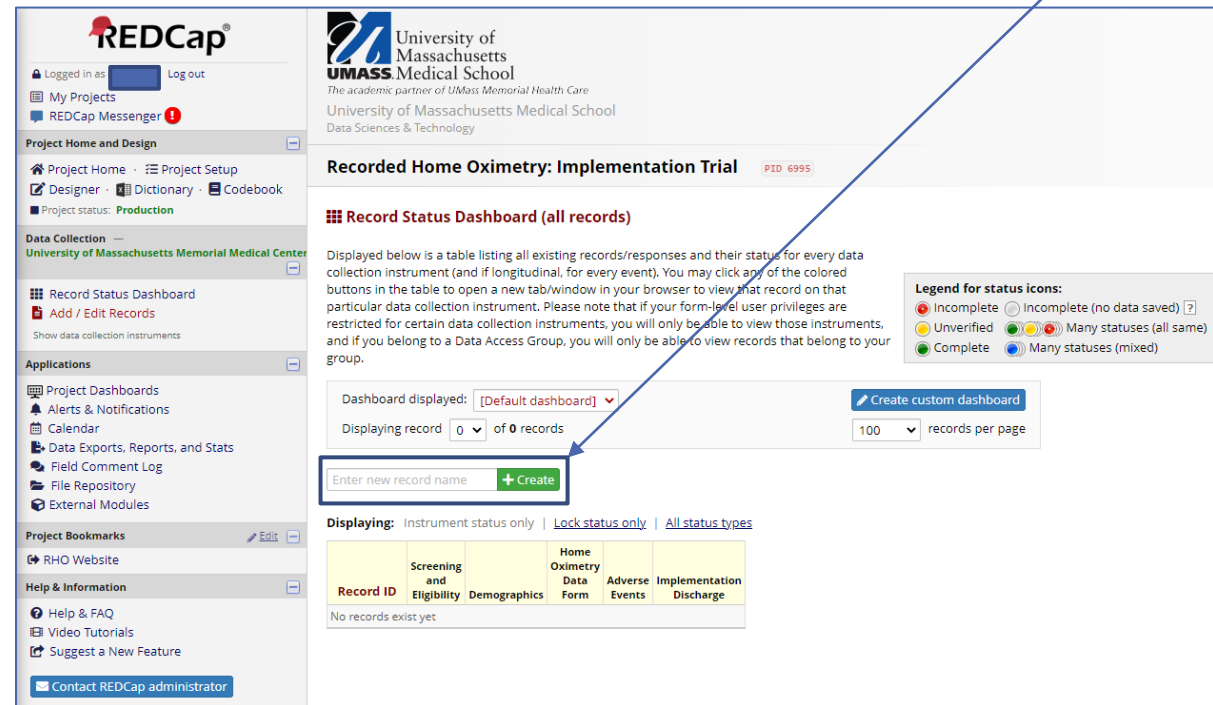
# Creating a New Record in REDCap



From the project home screen, click “Record Status Dashboard”



Enter the infant’s RHO ID\* in the “Enter new record name box” and click “Create”



# Creating a New Record in REDCap



The screenshot shows the REDCap interface for the 'Recorded Home Oximetry: Implementation Trial' project (PID 6995). The left sidebar contains navigation menus for 'Project Home and Design', 'Data Collection', 'Applications', and 'Project Bookmarks'. The main content area displays the 'Record Home Page' for a new record ID 'test'. A green message states: 'Record "test" is a new Record ID. To create the record and begin entering data for it, click any gray status icon below.' Below this, a table titled 'NEW Record ID test' lists data collection instruments and their status icons. A legend explains the status icons: Incomplete (red circle), Incomplete (no data saved) (gray circle), Unverified (yellow circle), Complete (green circle), Many statuses (all same) (red circle with multiple colors), and Many statuses (mixed) (blue circle with multiple colors). A blue bracket highlights the 'Status' column of the table, with a line pointing to the third bullet point on the right.

Data Collection Instrument	Status
Screening and Eligibility	
Demographics	
Home Oximetry Data Form	
Adverse Events	
Implementation Discharge	

- To the left is the screen you will see when the subject record has first been created
- Click on any of the gray status icons next to the form's name to complete that form
- **Note: the subject record will not save unless at least one of the forms has been started and saved**

# Timing of REDCap Form Completion

## Implementation Data

- **Screening and Eligibility:** Prior to NICU discharge
- **Demographics:** At or around time of NICU discharge
- **Home Oximetry Data Form:** In real-time by your site's DCC
- **Adverse Events:** Upon learning of adverse event
- **Implementation Discharge:** at 6-months post-discontinuation of HOT

# Other REDCap Capabilities



## Data Exports

- You will have access to all the data entered into your DAG
- You can export all your data, or make custom selections to look at specific variables or subjects

## Bookmarks

- The RHO website has been bookmarked for quick access to training documents

A screenshot of the REDCap web interface. The left sidebar shows the navigation menu with options like "Project Home and Design", "Data Collection", "Applications", "Project Dashboards", "Alerts &amp; Notifications", "Calendar", "Data Exports, Reports, and Stats", "Field Comment Log", "File Repository", "External Modules", "Project Bookmarks", "Help &amp; Information", and "Contact REDCap administrator". The "Data Exports, Reports, and Stats" option is highlighted with a blue box and an arrow pointing from the "Data Exports" section header. The "Project Bookmarks" section shows a bookmark for "RHO Website", which is also highlighted with a blue box and an arrow pointing from the "Bookmarks" section header. The main content area displays the "Record Status Dashboard (all records)" for the "Recorded Home Oximetry: Implementation Trial" project (PID 6995). It includes a table listing records and their status, a legend for status icons, and a "Create custom dashboard" button. The table has columns for "Record ID", "Screening and Eligibility", "Demographics", "Home Oximetry Data Form", "Adverse Events", and "Implementation Discharge". The status legend includes icons for "Incomplete", "Unverified", "Complete", "Incomplete (no data saved)", "Many statuses (all same)", and "Many statuses (mixed)".





# Frequently Asked Questions

**Q: I created a subject record by mistake. Can I delete it?**

A: Currently, we are only allowing UMMS RHO staff to delete records.

**Q: One of my patients had multiple adverse events. Can I fill out the adverse event form more than once?**

A: Yes, the adverse event form has been enabled to be a repeating form. If you've already entered one adverse event form in the subject's record, a small plus sign will appear next to the status icon. If you click that you will be prompted to fill out another adverse event form.

**Please don't hesitate to email Lindsey at [Lindsey.Simoncini@umassmed.edu](mailto:Lindsey.Simoncini@umassmed.edu) with any additional questions. We can also schedule a brief zoom training if your team would find that helpful.**