NeoImPACTS

Registry Tutorial

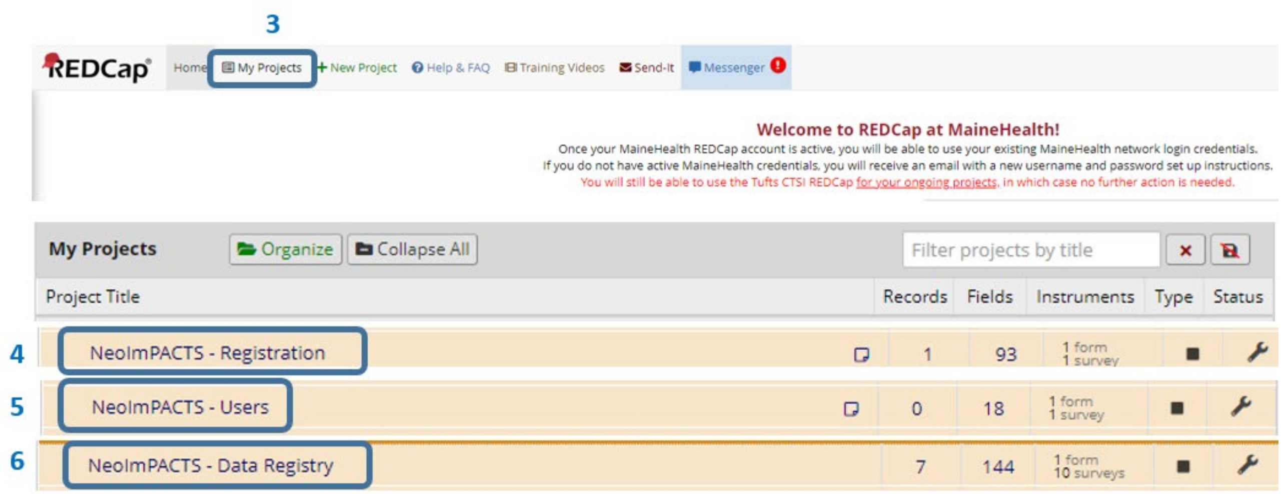
Research Electronic Data Capture (REDCap) is a web application for building and managing online surveys and databases. REDCap is HIPAA compliant. Data are stored on a secure server; data in REDCap are encrypted and access to the database requires authentication (a unique username and password); data are accessed based on the individual's role within the NeoImPACTS project. Every interaction with the data is logged, and an audit trail is created.

Please contact the NeoImPACTS Steering Committee at Maine Medical Center at NeoIMPACTS@mainehealth.org for technical information and support with the REDCap system.

Request Access, Database Login, Links to EDC System

1. Access the **NeoIMPACTS website** via ImPACTS Collaborative: https://www.impactscollaborative.com/impacts-nicu or via the direct RedCap link https://redcap.mmcri.cloud/

2. Click on the arrow and enter Username and Password

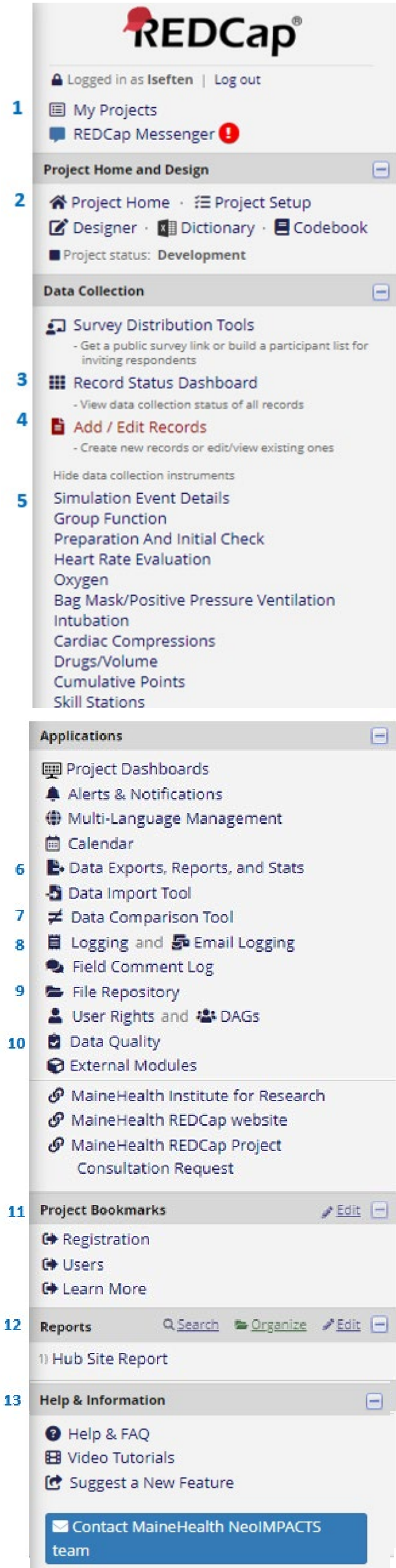


3. Click on **My Projects** tab located in the top Toolbar

4. To request access to the NeoImPACTS Data Registry, click on **NeoImPACTS – Registration** or visit this link: https://redcap.link/neoimpacts to complete site registration

5. To add study staff to your Hub site's access, click on NeoImPACTS – Users and provide personnel info

6. To access the data registry, click on **NeoImPACTS – Data Registry**

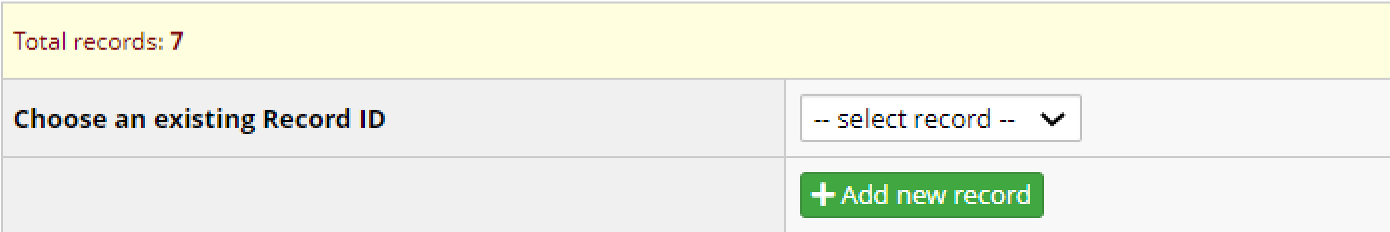


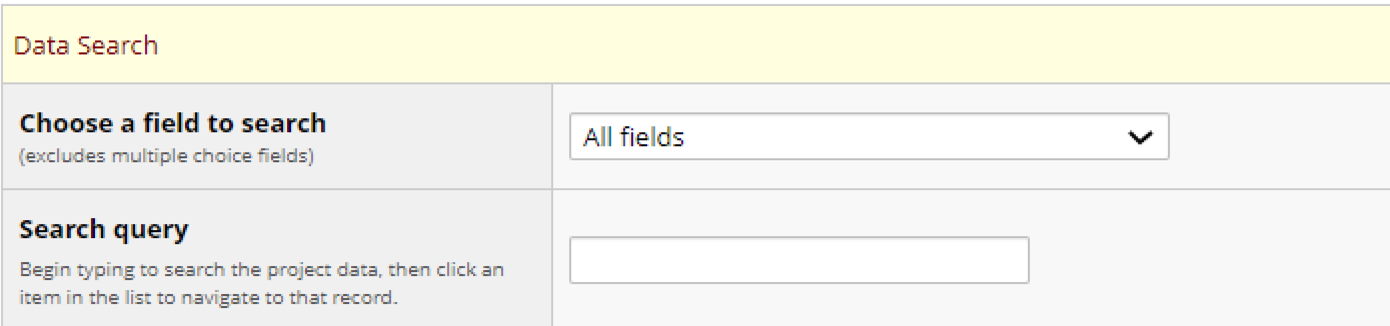
REGISTRY SIDE BAR NAVIGATION

1. **My Projects**: Returns to My Projects tab (initial view upon log in).
2. **Project Home**: NeoImPACTS Registry homepage.
3. **Record Status Dashboard:** Shows all of the exiting instruments/data by Spoke ID – HUB ID. This is where you will go to modify or enter data for Spoke IDs that already have some data entered.
4. **Add / Edit Records**: Enter new patient that has not been entered into the registry. You can also search existing records using a specific data point already entered.
5. **Data Collection Instruments**: The Data Collection Instruments listed are the applicable data collection forms that will apply for each simulation session you enter.
6. **Data Exports, Reports, and Stats**:
   - Data Exports: This is where you can export data from the Spoke sites associated with your Hub site. You can export your data to the following files:
     - Microsoft Excel / CSV
     - SAS
     - Stata
     - R
     - SPSS
     - XML
   - Reports: View/Create custom reports of your center's data using filters. Each report created, will show up under the "Reports" header on the left side bar.
     - These reports can be used for site-specific report outs when debriefing sessions.
   - Stats: Inspect plots and descriptive statistics of your center's data.
7. **Data Comparison Tool**: Compare 2 Simulations record IDs currently entered side-by-side.
8. **Logging**: Audit trail listing registry activity. You can download the log into a csv file.
9. **File Repository**: Used for storing and retrieving files and documents used for NeoImPACTS. All centers will have access to the files uploaded here. NeoImPACTS data registry protocol, templates for consent/local protocol, and Manual of Operations.
10. **Data Quality**: Execute data quality rules to check for discrepancies in your center's data.
11. **Project Bookmarks**:
    - **Registration**: to be used to add new Hub site to Registry following registration with ImPACTS Collaborative
    - **Users**: to be used to request access for new site study staff member for your Hub
12. **Reports**: Within this section of the side bar, the report Hub Site Report and any custom reports you created will appear here.
13. **Help & Information**: Help & FAQ and the Video tutorials for REDCap. (16:05 minutes) demonstrating data entry.

Suggest a New Feature should not be used. Please click on **Contact MaineHealth NeoImPACTS team** for suggestions and questions.

ENTER A NEW SPOKE SITE RECORD / MODIFY AN EXISTING RECORD





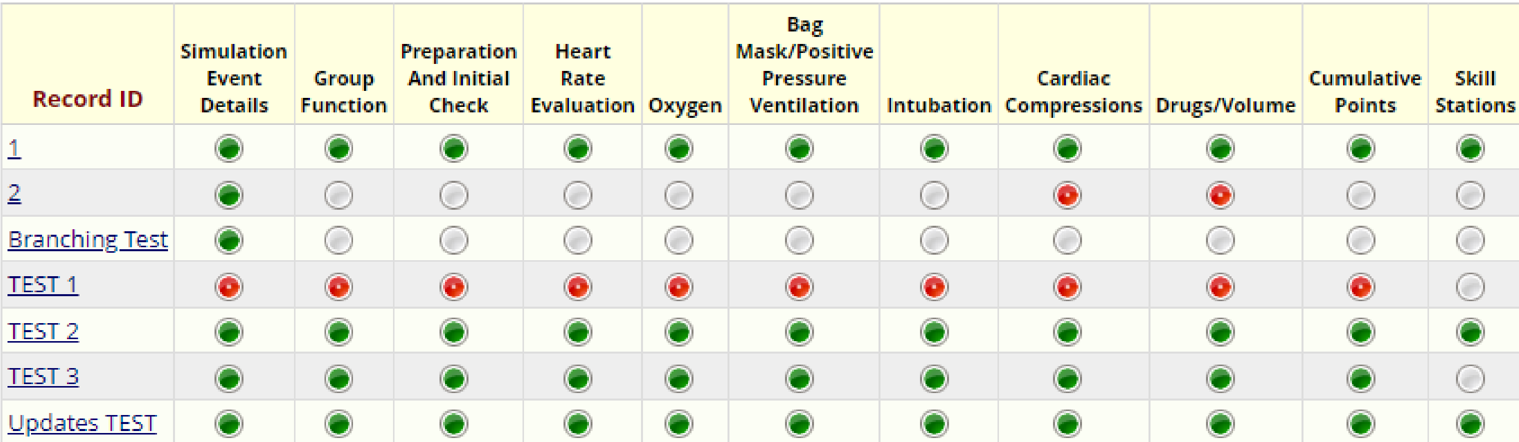
Total Records: To add a new record, click on the green **+Add New Record.** Add a new patient record to the database (only for a simulation session that is NOT yet listed under an existing record/data in the registry.

Data Search:

1. If you would like to open a simulation record based on a field other than their simulation session record ID, you can select the field from the dropdown and enter a value in the Search query field below (8).
2. After you have selected a field from the dropdown above (7), enter a value related to the field you selected. (e.g., if you selected "Referral Center" as a field from the dropdown, enter the value Maine Medical Center here. It will return simulation records where the Referral Center = Maine Medical Center.)

RECORD STATUS DASHBOARD

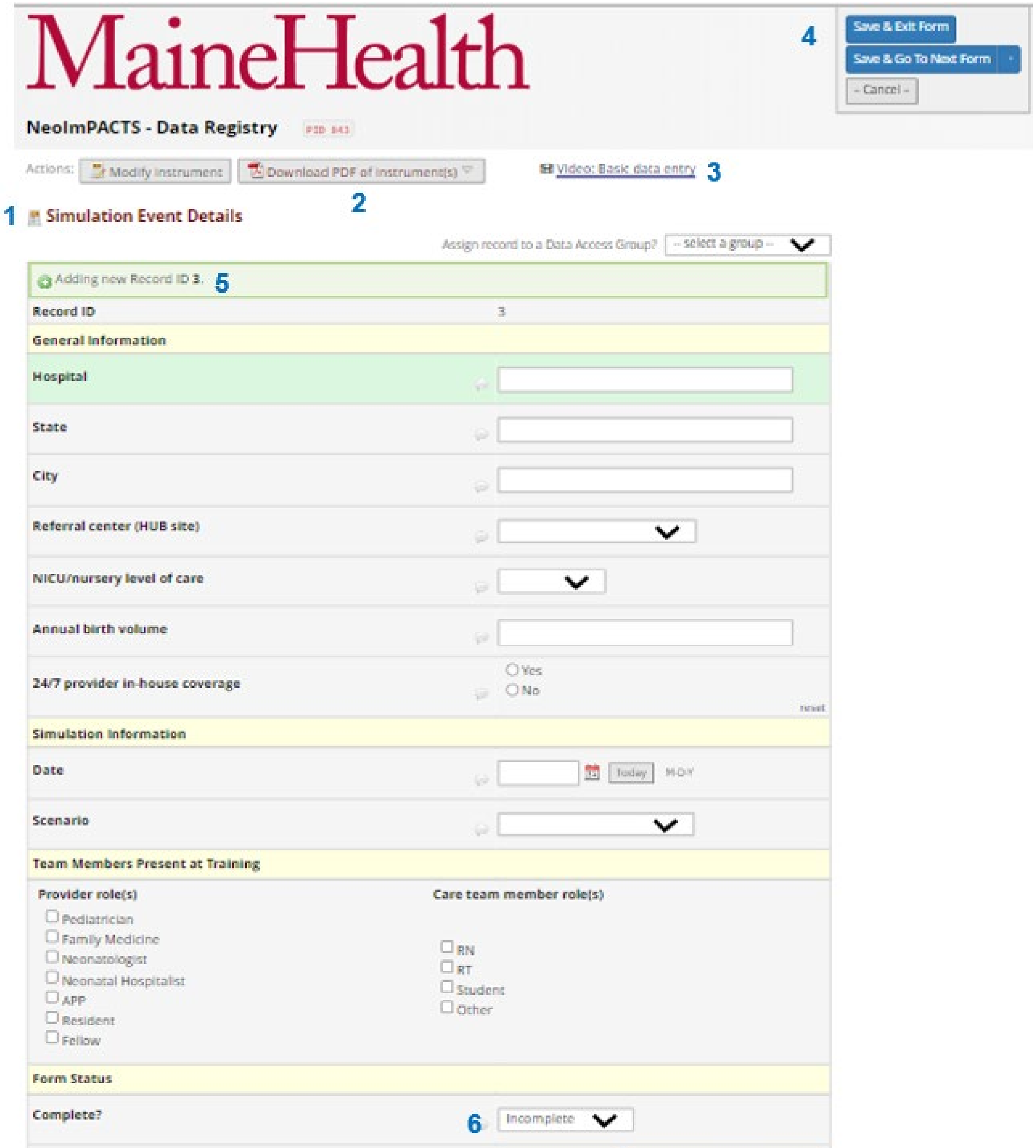
Click on the Record Status Dashboard on the left side menu to modify/add/review existing data.



You can click on any of the bubbles for a given record to review or enter data for a specific Simulation ID. If the bubble does not have a color that indicates that the instrument has not been opened for that Record ID.

NOTE: "Complete" must be selected in the Form Status Complete? Dropdown in order for the record to be included in the Data Quality C

DATA ENTRY



1. The name of the instrument you are currently in.
2. Download a pdf of this data entry form. There are 4 options:
    a. This data entry form (blank): This data entry form without data.
    b. This data entry form with saved data: This data entry form with data you've entered for a given Record ID.
    c. All forms/surveys (blank): This and all other data entry forms that where data is expected without data (e.g., Simulation Event Details, Group Function, Preparation and Initial Check, HR Evaluation, Oxygen, Bag Mask/PPV, Intubation, Cardiac Compressions, Drugs/Volume, Cumulative Points, Skills Stations).
    d. All forms/survey with saved data: Current form you are in as well as other forms data is expected for the given Record ID. With data entered.

DATA ENTRY CONT.

3. A video tutorial for basic data entry (16:05 minutes long).
4. It is recommended that you "Save and Continue" throughout data entry. This will ensure you have saved data in case of any power outage or if your internet shuts down, you will not lose your data.
    a. Save Record: will save the data and take you to the "Add/Edit Records" view.
    b. Save and Continue: Save data and continue entering data into the form.
    c. Save and go to Next Form: Saves data and moves you to the next data entry form for the given Patient ID
5. Record ID that you are currently entering data for.
6. Click this H bubble and you will see the history of data changes for the given Record ID and that given data point.
7. This is a status field for the given Record ID's data. What you select from the dropdown will show up on the Record Status Dashboard (left side menu) and be associated with a specific color.
    a. Incomplete
    b. Unverified
    c. Complete
    d. Instrument not opened

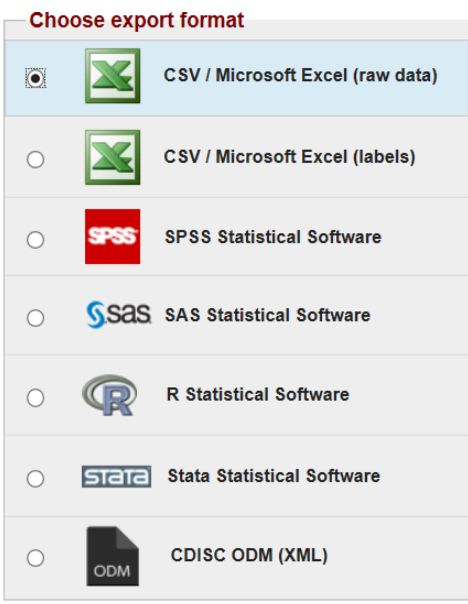
EXPORTING DATA

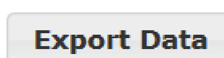
You can export data from Spoke sites associated with your Hub site at any time. To view the multi-center data, you need approval from the NEOIMPACTS Steering Committee. Please email NeoIMPACTS@mainehealth.org to request aggregate multi-center data.

1. Select Data Exports, Reports, and Stats from the left side menu. 

2. Click the Export Data button 

3. Choose the file type you would like the data exported in (i.e., CSV / Microsoft Excel, SPSS, SAS, R, Stata, and XML).

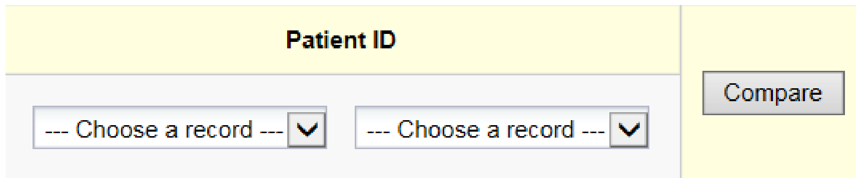


4. Click Export Data button on bottom right. 

5. Follow the exporting instructions.

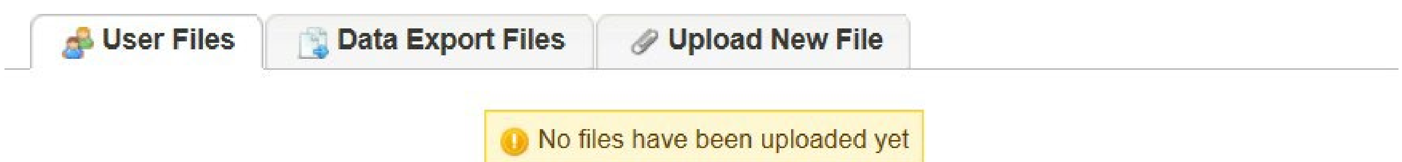
DATA COMPARISON TOOL

Compare 2 Record ID’s data (side-by-side) currently entered in the registry. Select a record from each of the list below and click the “Compare” button. A comparison table will display showing the differences between the 2 patients. You could use this feature to compare two simulation sessions at the same Spoke site or between two of your Spoke sites.



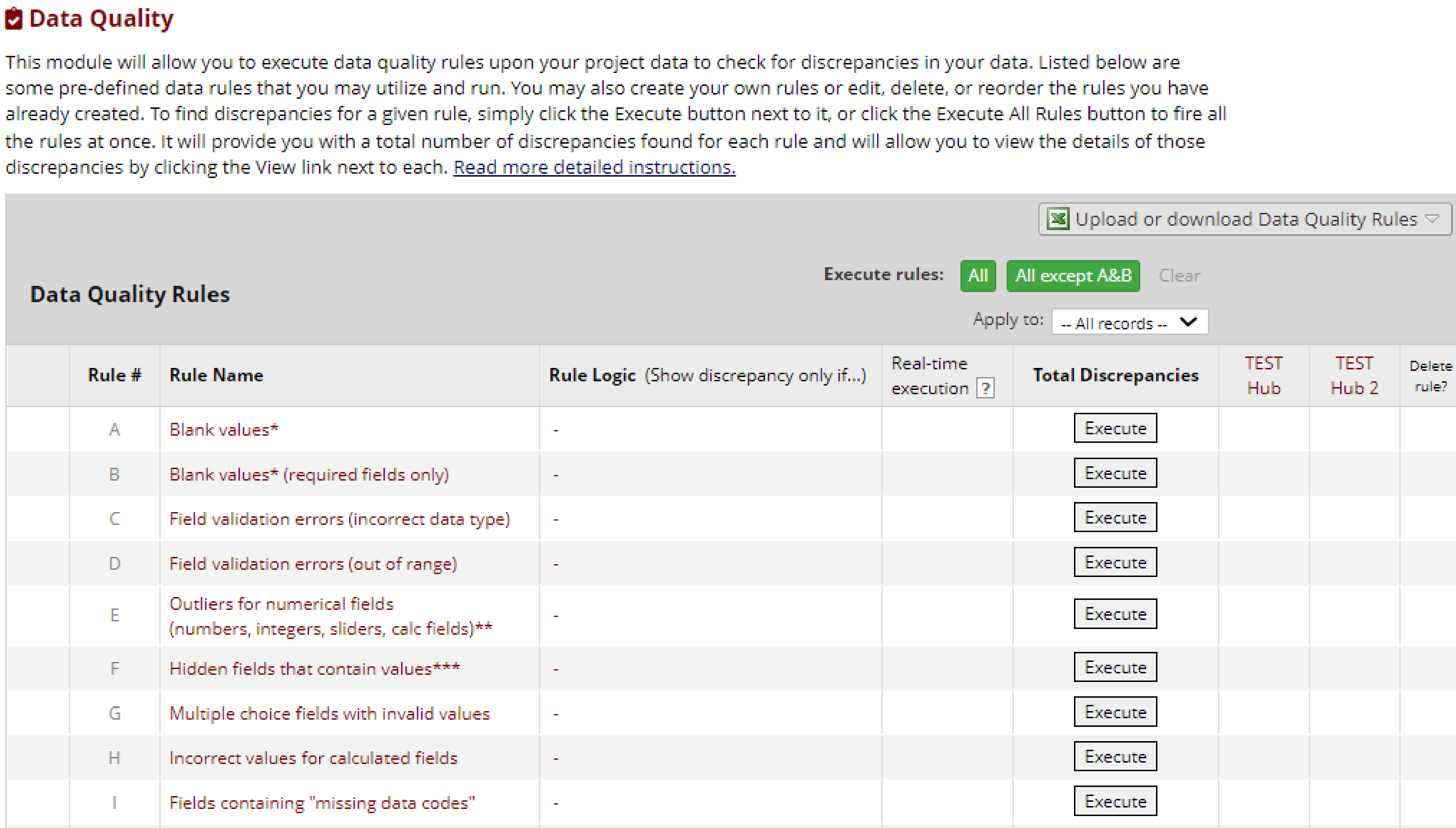
FILE REPOSITORY

This may be used for storing and retrieving files and documents used for the NEOIMPACTS registry. You can upload files here to save for retrieval later. Any files uploaded here will be accessible to **all centers**. Documents available in this section will include the NeoImPACTS study protocol, template local-level protocol and consent forms, and the Manual of Operations.



DATA QUALITY

Custom data quality checks can be executed here. The Rule Name indicates the description of the Data Check. To find discrepancies for a given rule, click the Execute button to the right of it, or click the Execute All Rules button to execute all rules at once. It will provide you with the total number of discrepancies found for each rule and will allow you to view the details of those discrepancies by clicking the View link next to each.



Data Quality

This module will allow you to execute data quality rules upon your project data to check for discrepancies in your data. Listed below are some pre-defined data rules that you may utilize and run. You may also create your own rules or edit, delete, or reorder the rules you have already created. To find discrepancies for a given rule, simply click the Execute button next to it, or click the Execute All Rules button to fire all the rules at once. It will provide you with a total number of discrepancies found for each rule and will allow you to view the details of those discrepancies by clicking the View link next to each. Read more detailed instructions.

Upload or download Data Quality Rules

Data Quality Rules

Execute rules: All | All except A&B | Clear

Apply to: -- All records --

	Rule #	Rule Name	Rule Logic (Show discrepancy only if...)	Real-time execution ?	Total Discrepancies	TEST Hub	TEST Hub 2	Delete rule?
	A	Blank values*	-		Execute			
	B	Blank values* (required fields only)	-		Execute			
	C	Field validation errors (incorrect data type)	-		Execute			
	D	Field validation errors (out of range)	-		Execute			
	E	Outliers for numerical fields (numbers, integers, sliders, calc fields)**	-		Execute			
	F	Hidden fields that contain values***	-		Execute			
	G	Multiple choice fields with invalid values	-		Execute			
	H	Incorrect values for calculated fields	-		Execute			
	I	Fields containing "missing data codes"	-		Execute			

To run the data quality report, click **Execute** in the row for the Rule you wish to run a report for. From this, you can choose "**export**" or "**view**" to see the list of records and values that do not meet data quality requirements.