

COVID-19
Critical Care
Consortium
Incorporating **ECMO**CARD

UK Sites REDCap Data Entry Guide

Version 1, 10.07.20

CONTACTS:

Data queries: 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
- Passwords
 - When your access to UKCCP – ECMOCARD is granted you will receive an email confirming your access. (Please check your junk mail after a few days just incase)

Logging in to REDCap

1) Open your browser (*Google Chrome is recommended*) and enter the following URL:
<https://ncov.medsci.ox.ac.uk>



Log In

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

Username:

Password:

Log In

[Forgot your password?](#)

Welcome to REDCap!

REDCap is a secure web platform for building and managing online databases and surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy.

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

data downloads to well as a built-in and advanced fields.

eo (4 min). If you on and an e.

When 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 [NCOV REDCap Administrator](#).

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.

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.

Accessing Your Project

The screenshot shows the REDCap interface. The browser address bar displays 'ncov.medsci.ox.ac.uk/index.php?action=myprojects'. The navigation menu includes 'Home', 'My Projects', '+ New Project', 'Help & FAQ', 'Training Videos', 'Send-It', and 'Messenger'. Below the navigation, a text block states: '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](#).' Below this is a table titled 'My Projects' with buttons for 'Organize' and 'Collapse All', and a search box 'Filter projects by title'. The table has columns for 'Project Title', 'Records', 'Fields', 'Instruments', 'Type', and 'Status'. One project is listed: 'UK-CCP ECMOCARD' with 501 records, 10 forms, and a checked status.

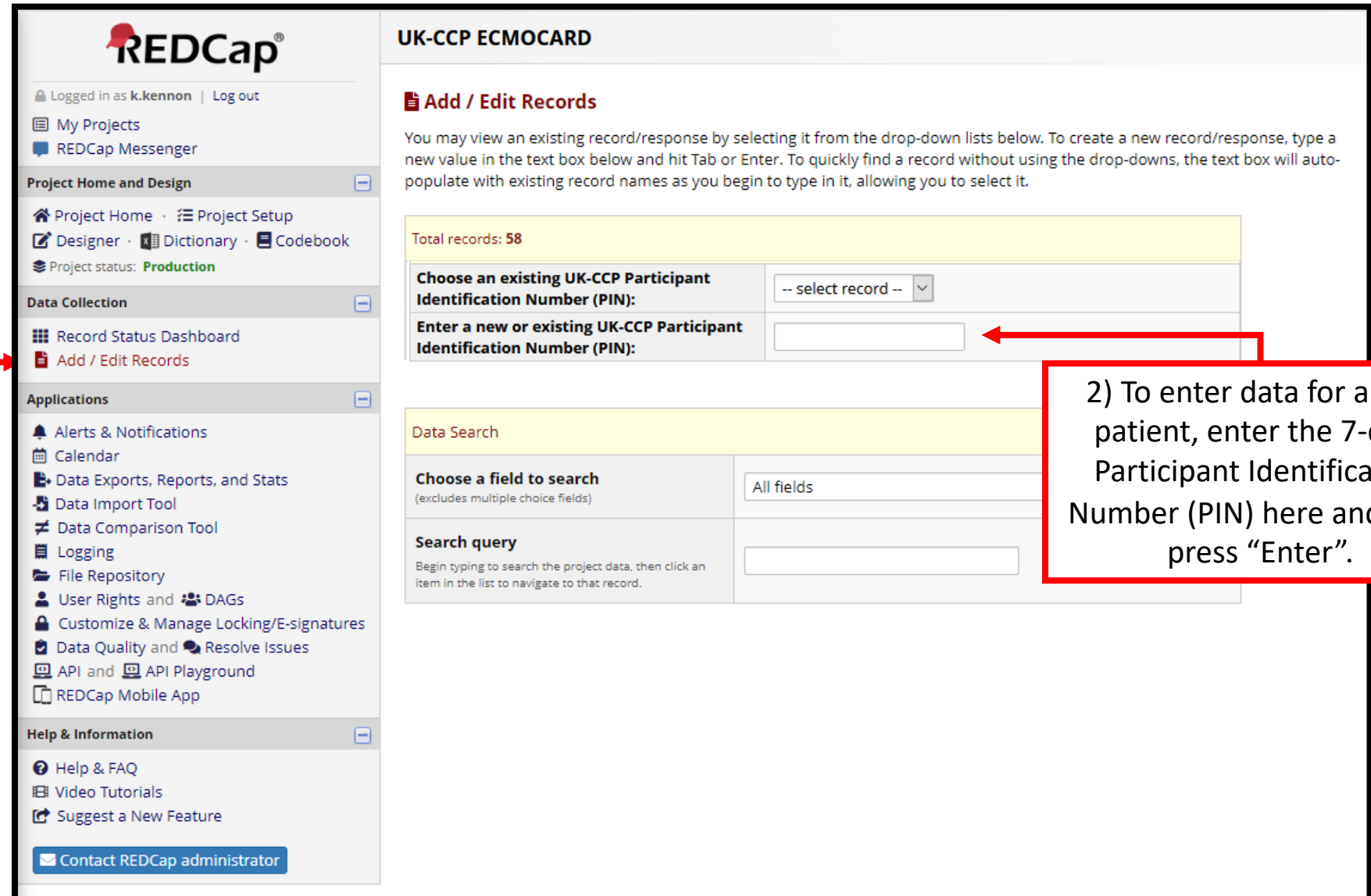
Project Title	Records	Fields	Instruments	Type	Status
UK-CCP ECMOCARD		501	10 forms		<input checked="" type="checkbox"/>

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

2) Click here (*UK-CCP ECMOCARD*) to access the project

Adding a New Participant Record – Step 1

1) Clicking here (*Add / Edit Records*) opens the page shown here



REDCap
Logged in as k.kennon | Log out
My Projects
REDCap Messenger

Project Home and Design

- Project Home · Project Setup
- Designer · Dictionary · Codebook
- Project status: **Production**

Data Collection

- Record Status Dashboard
- Add / Edit Records**

Applications

- Alerts & Notifications
- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- File Repository
- User Rights and DAGs
- Customize & Manage Locking/E-signatures
- Data Quality and Resolve Issues
- API and API Playground
- REDCap Mobile App

Help & Information

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

Contact REDCap administrator

UK-CCP ECMOCARD

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, type a new value in the text box below and hit Tab or Enter. To quickly find a record without using the drop-downs, the text box will auto-populate with existing record names as you begin to type in it, allowing you to select it.

Total records: 58

Choose an existing UK-CCP Participant Identification Number (PIN): -- select record --

Enter a new or existing UK-CCP Participant Identification Number (PIN):

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.

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)

REDCap®

Logged in as | Log out

My Projects
REDCap Messenger

Project Home and Design

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

Data Collection

Record Status Dashboard
Add / Edit Records

UK-CCP ECMOCARD

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, type a new value in the text box below and hit Tab or Enter. To quickly find a record without using the drop-downs, the text box will auto-populate with existing record names as you begin to type in it, allowing you to select it.

Total records:

Choose an existing UK-CCP Participant Identification Number (PIN): -- select record --

Enter a new or existing UK-CCP Participant Identification Number (PIN):

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

REDCap®

Logged in as | Log out

My Projects
REDCap Messenger

Project Home and Design

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

Data Collection

Record Status Dashboard
Add / Edit Records

UK-CCP ECMOCARD

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, type a new value in the text box below and hit Tab or Enter. To quickly find a record without using the drop-downs, the text box will auto-populate with existing record names as you begin to type in it, allowing you to select it.

Total records:

Choose an existing UK-CCP Participant Identification Number (PIN): -- select record --

Enter a new or existing UK-CCP Participant Identification Number (PIN):

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

Record Home Page

Record "0002-0002" is a new UK-CCP Participant Identification Number (PIN):. To create the record and begin entering data for it, click any gray status icon below.

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

Legend for status icons:

- Incomplete
- Incomplete (no data saved) ?
- Unverified
- Complete
- Many statuses (all same)
- Many statuses (mixed)

NEW UK-CCP Participant Identification Number (PIN): 0002-0002

Data Collection Instrument	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Additional days	Discharge/Outcome
EOT ICU Amis	<input type="radio"/>															
EOT Start Mech Vent	<input type="radio"/>															
EOT Start ECMO	<input type="radio"/>															
EOT Final																<input type="radio"/>
EOT Daily	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

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 (EOT ICU Amis) to open the page and verify the data

Adding a New Participant Record – Step 3

REDCap®

Logged in as | Log out

My Projects

REDCap Messenger

Project Home and Design

Project Home · 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

UK-CCP Participant Identification Number (PIN): 0002-0002
[Select other record](#)

Event: Day 1

Data Collection Instruments:

EOT ICU Admis

EOT Start Mech Vent

EOT Start ECMO

EOT Daily

Coagulation

Applications

Data Exports, Reports, and Stats

Field Comment Log

Data Quality

UK-CCP ECMOCARD

Actions: 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 UK-CCP Participant Identification Number (PIN): 0002-0002

Event Name: Day 1

UK-CCP Participant Identification Number (PIN): 0002-0002

1. UPON ICU ADMISSION - Please complete the below data as of the date and time of the patient's admission to the ICU

Is this patient's data collected using Full or Basic daily data forms?

Full (forms completed every day of stay)

Basic (reduced frequency of daily data collection)

reset

ECMOCARD 1. CORE CASE RECORD

Date Of ICU Admission

1.1 Height

1.2 Weight

1.3 Arterial hypertension?

1.4 PRE-HOSPITAL ADMISSION CREATININE AVAILABLE?

Select the Full or Basic CRF option here.

1) Complete all data entry fields

Saving a Form

The screenshot shows the REDCap interface for the 'UK-CCP ECMOCARD' project. The form is titled 'EOT ICU Admis' and is for a record with PIN '0002-0002'. The form includes sections for '1. UPON ICU ADMISSION' and 'ECMOCARD 1. CORE CASE RECORD'. Fields include 'Date Of ICU Admission', '1.1 Height', '1.2 Weight', '1.3 Arterial hypertension?', and '1.4 PRE-HOSPITAL ADMISSION CREATININE AVAILABLE?'. The 'Save & Exit Form' button is highlighted in the top right corner.

Note: There are other options to save (see next page for descriptions)

1) Complete all data entry fields:

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

2) Change the form status to "Complete"

A close-up of the 'Form Status' dropdown menu. The status is set to 'Complete'. Below the dropdown are buttons for 'Save & Exit Form', 'Save & Go To Next Form', and '-- Cancel --'.

The Record Home Page shows a grid of data collection instruments for Patient Identification Number (PIN): 001-0001. The grid tracks completion status for Day 1, Day 2, Day 3, and Day 4. A legend indicates status icons: Incomplete (red), Unverified (yellow), Complete (green), and Many (blue).

Data Collection Instrument	Day 1	Day 2	Day 3	Day 4
Participant Identification Number (PIN):	●			
Data Platform Terms Of Submission	○			
Inclusion Criteria	○			
Demographics	○			
Comorbidities	○			
Onset And Admission	○			
Admission Signs And Symptoms	○			
Infectious Respiratory Disease Diagnosis	○			
Infectious Respiratory Disease Pathogen Testing	○	○	○	○
Daily Form	○	○	○	○
Complications				
Treatment				
Outcome				
Core Additional Information				

Data Entry – Required Questions

The screenshot shows a data entry form titled "Comorbidities" with a "Data Access Group: [No Assignment]" label. The form is for editing an existing participant with PIN "001-0001". It contains a table of comorbidities with columns for "YES", "NO", and "N/A". The table lists several conditions, including "including congenital heart disease (not hypertension)", "4b.2. Chronic pulmonary disease (not asthma)", "4b.3. Asthma (physician diagnosed)", and "4b.8. Malignant neoplasm". A modal dialog box is overlaid on the form, titled "NOTE: Some fields are required!". The dialog contains the text: "Your data was successfully saved, but you did not provide a value for some fields that require a value. Please enter a value for the fields on this page that are listed below." Below this text, it says "Provide a value for..." and lists "4b.8. Malignant neoplasm". At the bottom of the dialog are three buttons: "Okay", "Ignore and leave record", and "Ignore and go to next form".

	YES	NO	N/A
including congenital heart disease (not hypertension) <small>* must provide value</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4b.2. Chronic pulmonary disease (not asthma) <small>* must provide value</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4b.3. Asthma (physician diagnosed) <small>* must provide value</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
er disease	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
isorder	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4b.8. Malignant neoplasm <small>* must provide value</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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 missed the question and want to enter the answer, click here (*Okay*) to stay on this page and enter the data.

NOTE: Some fields are required!

Your data was successfully saved, but you did not provide a value for some fields that require a value. Please enter a value for the fields on this page that are listed below.

Provide a value for...

- 4b.8. Malignant neoplasm

Okay Ignore and leave record Ignore and go to next form

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

Data Entry – Results Out of Range

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:

The screenshot shows a data entry interface for laboratory results. The main heading is "2. DAILY LABORATORY RESULTS (on admission, on any admission to ICU, then daily)". Below this, there is a instruction: "Record the worst value from 00:00-24:00 taken on day of assessment (if Not Available write 'N/A'):". The form is divided into sections: "2.1 Results available for sample taken on the date in section 1", "2.3 WBC count available", "2.4 Lymphocyte count available", and "2.5 Neutrophil count available". Each section has radio buttons for "Yes" and "No". The "Haemoglobin" section is highlighted in green and contains a text input field with the value "450" and a unit dropdown menu set to "g/dL". A red box highlights the "450" value. An "Alert" dialog box is overlaid on the form, containing the text: "The value you provided is outside the suggested range. (0 - 200). This value is admissible, but you may wish to double check it." and a "Close" button. A red arrow points from the text box on the left to the "Alert" dialog box.

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

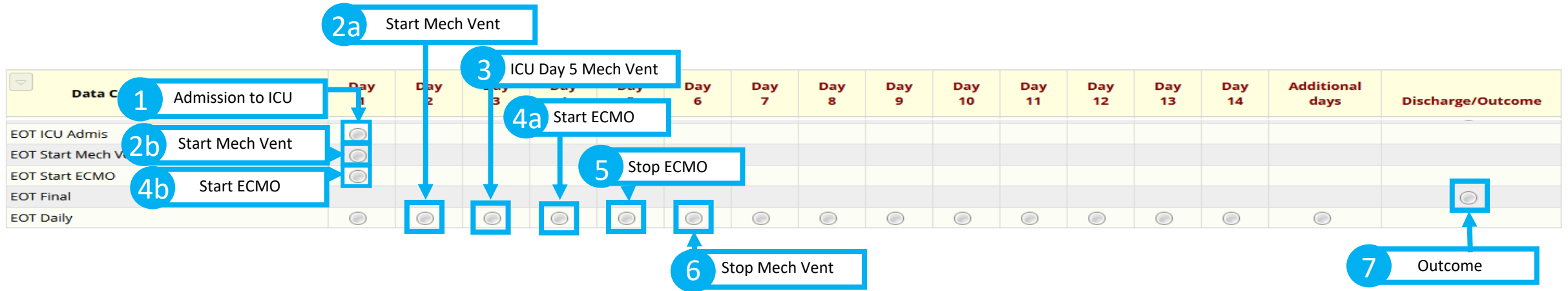
Data Entry Schedule Full CRF

1) Data from when the patient is admitted and at key events

Data Collection Instrument	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Additional days	Discharge/Outcome
EOT ICU Admis	<input type="radio"/>															
EOT Start Mech Vent	<input type="radio"/>															
EOT Start ECMO	<input type="radio"/>															
EOT Final																<input type="radio"/>
EOT Daily	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

2) To be completed every day until discharge or death

Data Entry Schedule Basic CRF



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 EOT Daily forms rather than 40.

Data – Renaming a Record

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*).

Record Home Page

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

Legend for status icons:

- Incomplete
- Incomplete (no data saved) ?
- Unverified
- Complete
- Many statuses (all same)
- Many statuses (mixed)

Choose action for record

- Download PDF of record data for all instruments/events
- Download PDF of record data for all instruments/events (compact)
- Assign to Data Access Group
- Rename record**
- Delete record (all forms/events)

IN): 001-0001

Day	Day 4	Day 5	Day 6	Day	Day	Day	Day	Day

Rename record "001-0001"

Rename record "001-0001" to the following record name:

Rename record Cancel

2) Enter the new record name in this box.

3) Click here (*Rename record*) to change the record name.

Data – Exporting Data

REDCap®

Logged in as I | Log out

- My Projects
- REDCap Messenger
- Project Home and Design**
 - Project Home
 - Project Setup
 - Designer
 - Dictionary
 - Codebook
 - Project status: **Production**
- Data Collection**
 - Record Status Dashboard
 - Add / Edit Records
- Applications**
 - Alerts & Notifications
 - Calendar
 - Data Exports, Reports, and Stats**
 - Data Import Tool
 - Data Comparison Tool
 - Logging
 - File Repository
 - User Rights and DAGs
 - Customize & Manage Locking/E-signatures
 - Data Quality and Resolve Issues
 - API and API Playground
 - REDCap Mobile App
- Help & Information**
 - Help & FAQ
 - Video Tutorials
 - Suggest a New Feature
 - Contact REDCap administrator

Data Exports, Reports, and Stats

[VIDEO: How to use Data Exports, Reports, and Stats](#)

[+ Create New Report](#) [My Reports & Exports](#) [Other Export Options](#)

This module allows you to easily view reports of your data, inspect plots and descriptive statistics of your data, as well as export your data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis (if you have such privileges). If you wish to export your *entire* data set or view it as a report, then Report A is the best and quickest way. However, if you want to view or export data from only specific instruments (or events) on the fly, then Report B is the best choice. You may also create your own custom reports below (if you have such privileges) in which you can filter the report to specific fields, records, or events using a vast array of filtering tools to make sure you get the exact data you want. Once you have created a report, you may view it as a webpage, export it out of REDCap in a specified format (Excel, SAS, Stata, SPSS, R), or view the plots and descriptive statistics for that report.

	Report name	View/Export Options	Management Options
A	All data (all records and fields)	View Report Export Data Stats & Charts	
B	Selected instruments and/or events (all records)	Make custom selections	
+ Create New Report			

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 chose which instruments (pages) and which events (days) you want to export for **all** patients in a format you chose (see next page)

Select one or more instruments/events below for all records.

Instruments

- All instruments --
- EOT ICU Admis
- EOT Start Mech Vent
- EOT Start ECMO
- EOT Final

AND

Events

- All events --
- Day 1
- Day 2
- Day 3
- Day 4

[View Report](#) **[Export Data](#)** [Stats & Charts](#)

-- OR --

[+ Create report](#) based on the selections above

Data – Data Export Formats

Exporting "All data (all records and fields)"

Select your export settings, which includes the export format (Excel/CSV, SAS, SPSS, R, Stata) and if you wish to perform de-identification on the data set.

Choose export format

- CSV / Microsoft Excel (raw data)
- CSV / Microsoft Excel (labels)
- SPSS Statistical Software
- SAS Statistical Software
- R Statistical Software
- Stata Statistical Software
- CDISC ODM (XML)

De-identification

The options amount of s exporting o apply.

Known Ident

- Remove al Dictionary)
- Hash the P unrecogniz

Free-form te

- Remove un than dates.
- Remove N

Date and dat

- Remove al
- OR —
- Shift all da (shifted am record) [W](#)

[Deselect all options](#)

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

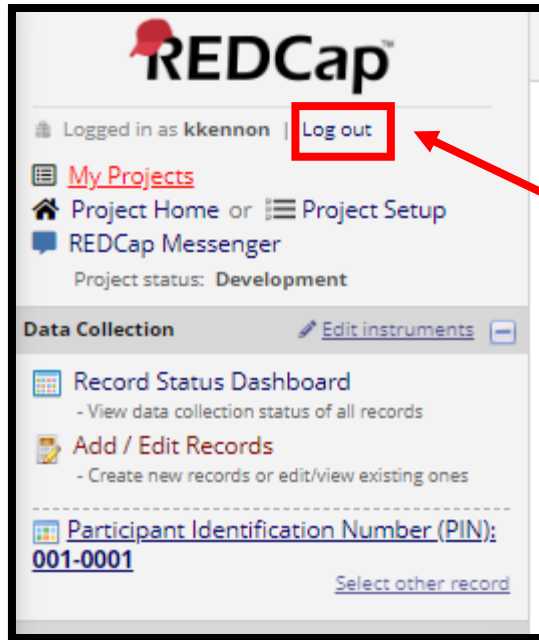
Note:
*File type **CSV/ Microsoft Excel (raw data)** will have the numeric codes for fields with controlled terminology (e.g., for a field with "Yes = 1, No = 0", exported data would be "1" and "0" format)*

*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.

Export Data **Cancel**

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: ECMOCARD@health.qld.gov.au
 - Database queries: ncov@isaric.org

