EDTC Data Collection on REDCap

To collect data more securely and better protect AzCAHs, the Arizona Rural Flexibility Program (AzFlex) has moved EDTC data collection to the University of Arizona's REDCap software. Below is a step-by-step tutorial for how to enter your data.

Please refer to the data specification manual for definitions and what is required for each EDTC measure.

If you have any questions throughout the process, please email Jill Bullock at bullock1@arizona.edu.

Step 1

Make sure you request an account through this link:
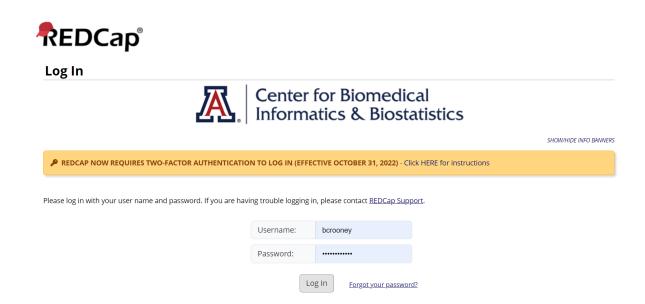https://redcap.uahs.arizona.edu/surveys/?s=3NE9TCW98R

Most of you will be new users and will NOT have an existing REDCap account. Please use your normal work email or quality improvement email.

When it asks you at the end to "Please provide the email address of the person sponsoring your request for a REDCap account, please enter bullock1@arizona.edu.
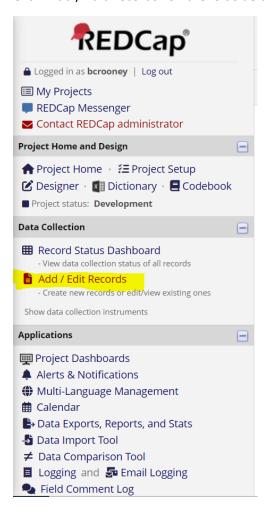
Step 2

Log in to your account.

Log in here: https://redcap.uahs.arizona.edu/

Note: it will prompt you to use two-factor authentication. Instructions for how to set it up are here: https://arizona.app.box.com/s/6jj7vur6e8exjr6vn3gmn6o33n2joj1x

Step 3

Click "Add / Edit Records" on the left side of the screen under "Data Collection"
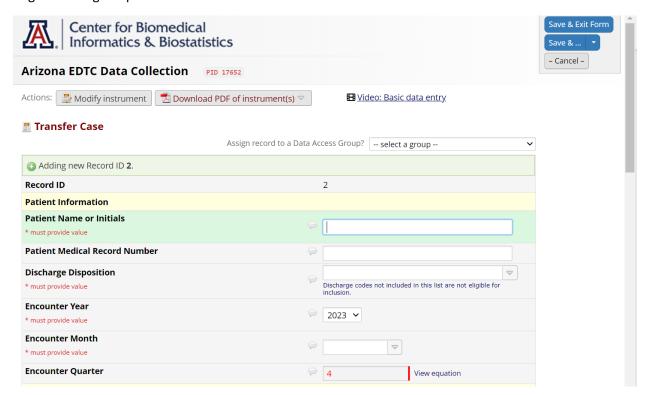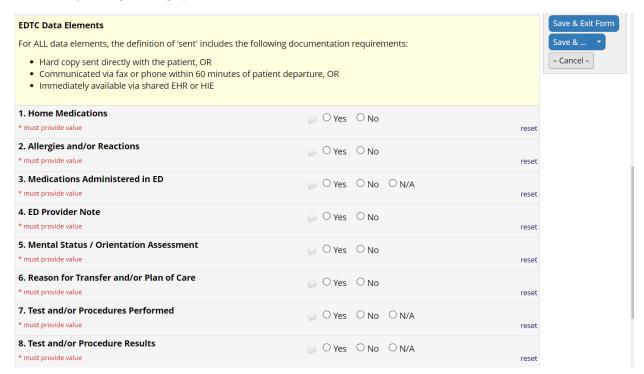
Step 4

Click the green button, "Add new record"

Step 5

Begin entering the patient information.

Note: The "Record ID" field will be automatically generated and helps de-identify the data
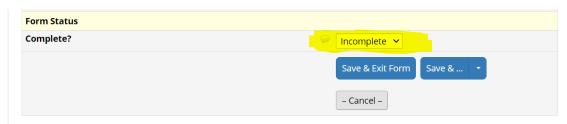
Step 6

Continue by adding clicking "yes" or "no" for each EDTC measure.

EDTC Data Elements

For ALL data elements, the definition of 'sent' includes the following documentation requirements:

- Hard copy sent directly with the patient, OR
- Communicated via fax or phone within 60 minutes of patient departure, OR
- Immediately available via shared EHR or HIE

1. Home Medications * must provide value	○ Yes ○ No	reset
2. Allergies and/or Reactions * must provide value	○ Yes ○ No	reset
3. Medications Administered in ED * must provide value	○ Yes ○ No ○ N/A	reset
4. ED Provider Note * must provide value	○ Yes ○ No	reset
5. Mental Status / Orientation Assessment * must provide value	○ Yes ○ No	reset
6. Reason for Transfer and/or Plan of Care * must provide value	○ Yes ○ No	reset
7. Test and/or Procedures Performed * must provide value	○ Yes ○ No ○ N/A	reset
8. Test and/or Procedure Results * must provide value	○ Yes ○ No ○ N/A	reset

Save & Exit Form
Save & ...
– Cancel –

Step 7

Click the drop-down menu and choose "complete" when the entry is finished.

Next click the "Save and Exit" button or "Save and Enter New Record" if you want to continue adding data entries.

Form Status

Complete?	Incomplete ▼

Save & Exit Form   Save & ...

– Cancel –

A detailed [Data Entry Overview Video](#) is available online.

Step 8

If you need to go back and edit a record, click "Add / Edit Records" from Step 2 and then select the name of the record from the highlighted drop-down list.

📄 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, click the button below.

> ⚠ **NOTICE:** This project is currently in Development status. **Real data should NOT be entered** until the project has been moved to Production status.

Total records: **2**

Choose an existing Record ID	-- select record -- ▾
	➕ Add new record