

Drug Overdose Reporting REDCap Guide

<https://tdhrc.health.tn.gov/redcap/>

TENNESSEE DEPARTMENT OF HEALTH

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Rich Robles 615-837-5213

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Requesting New User Access

In order to obtain an account and access to the Drug Overdose Reporting project in REDCap, please work with your meaningful use coordinator to update and add the Drug Overdose Reporting interface to your existing organizational entity in the TDH Trading Partner Registration (TPR) system.

The TPR system is an application that allows potential trading partners to register their intent to electronically exchange data with TDH. Many organizations already have an existing entity in the TPR system for other interfaces they may have with TDH.

REDCap Survey

After, registering for the Drug Overdose Reporting interface in the TPR system the drug overdose REDCap survey will be sent to the interface TPR contact. Each individual user must complete and submit the drug overdose REDCap survey with the required signed security documents.

The survey will require users to download, print, sign, and upload both the acceptable use policy, and the computer access security agreement. These documents can be downloaded directly from the survey itself.

Based on the survey information for the organization and facilities, a Data Access Group (DAG) will be created for the organization. The DAG will be added as an identifier in the TPR system.

Data Access Group (DAG) restricts viewing of data within the application database. A typical use of Data Access Groups is a multi-site implementation where users at each site should only be able to view data from their site but not any other sites. Users at each site are assigned to a group, and will only be able to see records created by users within their group.

Once the REDCap survey is complete and the signed security forms have been submitted, the user will receive an email with REDCap account information and will be granted access to the “Drug Overdose Reporting” project. Your initial password will be sent to you in an email from REDCap administrator, along with your username (Your username will be the work email address you provided in the REDCap Survey.)

REDCap Login

After receiving your REDCap username and password you are ready to login. To login navigate to <https://tdhrc.health.tn.gov/redcap/> and enter your username and temporary password.

REDCap will require you to create your own personal password when logging in with a 'temporary password'.

REDCap Data Entry

Click on the My Projects tab.

Then click on the "Opioid drug abuse and overdose" project.

Project Title	Records	Fields	Instruments	Type	Status
Drug Overdose Reporting	1,355	66	1 form		

Adding Multiple Records (Data Import)

This project is intended to use the data import functionality as the primary data entry method. This will allow reporting facilities to import properly formatted CSV files with multiple records at once.

Click the 'Data Import Tool' link in the left-side dashboard to import weekly records.



'Data Import Tool'

Next follow the Data Import tool instructions.

Data Import Tool

This module may be used for importing data into this project from a CSV (comma delimited) file. Below are the steps you will need to follow in order to import your data successfully into this project.

NOTICE:

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

Instructions:

1.) Click the link below to download your data import template as a CSV (comma delimited) file. Save it locally to your computer and then open it to begin filling it with the data you wish to import.

-  [Download your Data Import Template](#) (with records in rows)
OR
 [Download your Data Import Template](#) (with records in columns)

- 2.) In each column of the Data Import Template file that you downloaded, place the data for each record that you wish to import. Once all your data has been added, save the file.
- Be sure not to change the Variables/Field Names in the file or an error may occur.
 - Also, for all of the 'dropdown' or 'radio' fields in the project, you must make sure that the numerical value (rather than the text value) is entered in those cells, or else it cannot be processed.
 - Any empty rows or columns in the file can be safely deleted before importing the file. Doing this reduces the upload processing time, especially for large projects.
- 3.) Click the 'Browse' or 'Choose File' button below to select the file on your computer, and upload it by clicking the 'Upload File' button.
- 4.) Once your file has been uploaded, the data will NOT be immediately imported but will be displayed and checked for errors to ensure that all the data is in correct format before it is finally imported into the project.


Once the CSV file has been extracted from your ERH system with the appropriate column headers needed to maintain the REDCap format.

Once you have created and saved your weekly csv file, select 'Choose File'.

Record format: The file to be uploaded has its records stored as separate Rows ▼

Format for date and datetime values: MM/DD/YYYY or YYYY-MM-DD ▼

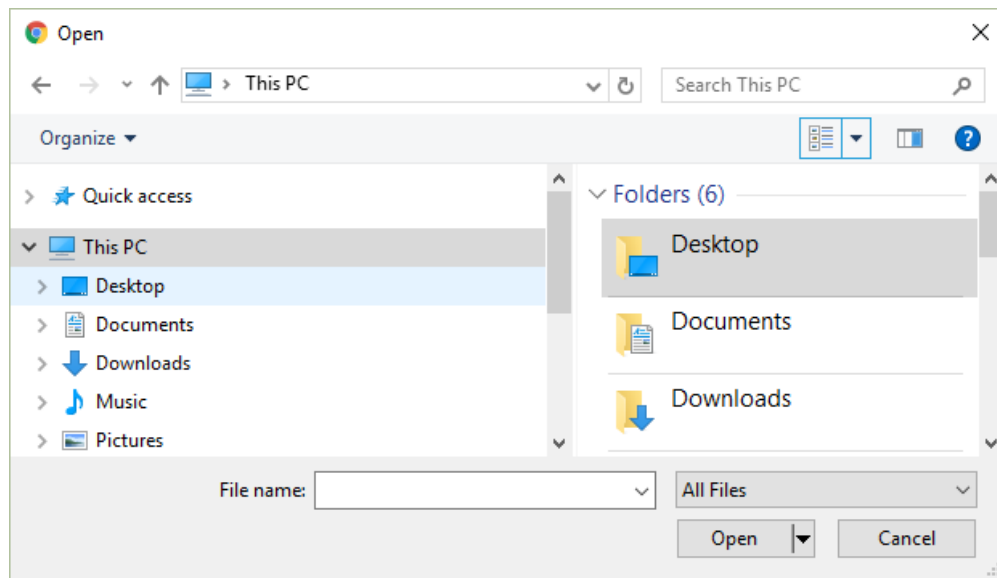
Allow blank values to overwrite existing saved values? No, ignore blank values in the file (default) ▼

 **Upload your CSV file:**

 No file chosen



A dialog box will open on your PC. Navigate to the excel csv file location on you PC. Highlight the file and select 'open' from the dialog box.



Next click 'Upload File'. REDCap will then upload your file and prepare it for your review.



The following is an example of a REDCap file upload that is ready for your review.

Data Import Tool

Record format: The file to be uploaded has its records stored as separate

Format for date and datetime values:

Allow blank values to overwrite existing saved values?

Upload your CSV file:

No file chosen

Your document was uploaded successfully and is ready for review.
 You are now required to view the Data Display Table below to approve all the data before it is officially imported into the project. Follow the instructions below.

Instructions for Data Review

The data you uploaded from the file is displayed in the Data Display Table below. Please inspect it carefully to ensure that it is all correct. After reviewing it, click the 'Import Data' button at the bottom of this page to import this data into the project.

KEY for Data Display Table below	
Black text = New Data	← Each patient OD Diagnosis is a new record (all of your records should be 'New Records')
Gray text = Existing data (will not change)	← You may be uploading a previously submitted File with the same data
(Red text) = Data that will be overwritten	← You may be uploading new data with previously submitted Record ID's.
Red box = error	← Your file has a formatting error (Fatal will not allow import).
Orange box = warning	← Your file or data have a non fatal error.

DATA DISPLAY TABLE					
record_id	report_submission_date	health_case_report_date	patient_id_med_rec_num	provider_npi	care_de
53-1 (new record)	2016-01-01	2016-01-01	999999	1234567890	1234567
53-2 (new record)	2016-01-01	2016-01-01	999999	1234567890	1234567

Do you wish to import the new data (displayed above) into the project?
 (Click the button below to import the data.)

Once you have completed your review, and you are confident that your file upload will not impact the integrity of your previously imported data then click the 'Import Data' Button.

Record ID

There are two formats for Record ID, one for 'patient records' and one for 'zero submission records'.

Patient Record ID

The Patient Record ID (key) is comprised of three variables; The National Provider Identifier (NPI), Patient Control Number (PCN), and an 'I' for inpatient records or an 'O' for outpatient records as determined by the third digit of the Type of Bill (TB).

Note: Each variable that make up the Record ID will be delimited by a '.' period. All three variables must be present in order to create a valid Record ID.

Example: NPI.PCN.TB = 9876543210.1000054321.O

Comments:

Use the third digit of the type of bill to indicate Inpatient or outpatient records.

I – Inpatient (third digit from type of bill = '1' or '2')

O – Outpatient (third digit from type of bill = '3' or '4' or '5' or '6' or '8')

The trading partners must integrate Record ID management into their weekly process. Trading partners must store and maintain the last REDCap ID generated to allow trading partners to verify the last Record ID submitted and continue with the next Record ID.

Zero Submission Record ID

There may be weeks when your location(s) have no overdoses to report. During those weeks we will still require something to be uploaded to REDCap so that TDH can account for ongoing submissions. In the no overdose weeks, we ask that you submit a 'zero submission record' so that we know that there were no events during that time period.

The Zero Submission Record ID (key) is comprised of three variables; Facility's Joint Annual Report ID (JARID), Submission Period End Date (MM/DD/YYYY leading zeros must be present), and the Record Type Code ('Z' zero submission).

Note: Each variable that make up the Record ID will be delimited by a '.' period. All three variables must be present in order to create a valid Record ID.

Example: JARID.SubmissionPeriodEndDate.RTC =12345.04/29/2017.Z (The leading zeroes are necessary for the JARID and Date.)

Adding Single Records (Manually)

If you are entering data from facility with only a few records to report you may key the records manually.

First select the Add / Edit Records link from the left navigation menu.



This will open the opioid drug abuse and overdose screen. Click 'Add new record'.

Opioid Drug Overdose

You may view an existing record/response by selecting it from one of the drop-down lists below. The records are separated into each drop-down list according to their status for this particular data collection instrument. 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: 0	
Incomplete Records (0)	-- select record --
Complete Records (0)	-- select record --
Enter a new or existing Record ID	<input type="text"/>

[Show Unverified Records above](#)

Data Search	
Choose a field to search <small>(excludes multiple choice fields)</small>	All fields
Search query <small>Begin typing to search the project data, then click an item in the list to navigate to that record.</small>	<input type="text"/>

This will open the Opioid drug overdoses data collection instrument. The Record ID is the REDCap 'key' and will need to be created by the data submitter. The Record ID is comprised of three variables; The National Provider Identifier (NPI), Patient Control Number (PCN), and an 'I' for inpatient records or an 'O' for outpatient records as determined by the third digit of the Type of Bill (TB).

Note: Each variable that make up the Record ID will be delimited by a '.' period. All three variables must be present in order to create a valid Record ID.

Example: NPI.PCN.TB = 9876543210.1000054321.O

Comments:

Use the third digit of the type of bill to indicate Inpatient or outpatient records.

I – Inpatient (third digit from type of bill = '1' or '2')

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Note: Unless there is a data keying error there will be no need to update records. Each discharge for an individual will require a new record to be entered.

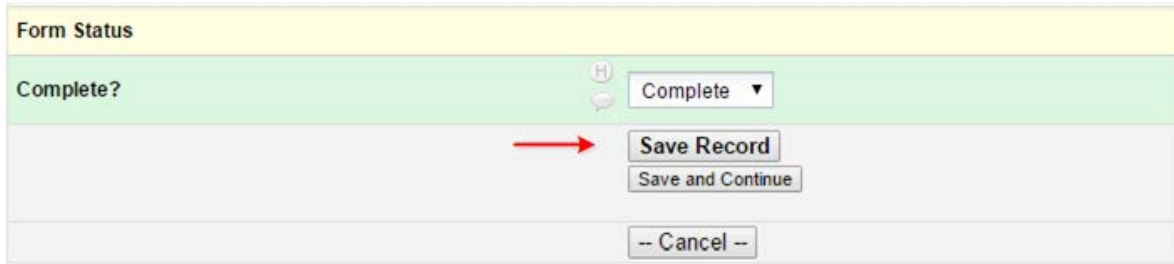
The Data Collection Dashboard will indicate:

1. Identifies which record you are viewing/editing
2. Identifies which record the data collection instrument

The screenshot displays the REDCap interface for a project titled "Opioid drug abuse, overdoses, and overdose deaths". The left sidebar shows the user is logged in as "dc01284" and provides navigation for "My Projects", "Project Home", "Project Setup", and "Data Collection". Under "Data Collection", the "Record Status Dashboard" and "Add / Edit Records" options are visible. The "Record ID 5" is highlighted in the sidebar, and the "Opioid Drug Overdose" instrument is selected in the "Data Collection Instruments" section, indicated by red arrows labeled "1" and "2".

The main content area shows the "Opioid Drug Overdose" instrument form. It includes a "Report Submission Date" field set to "2016-11-04" and a "Reporting Facility Information" section with fields for "Public Health Case Report Date", "Patient ID Medical Record Number", "Provider's - National Provider ID (NPI)", "Care Delivery Facility ID Number", and "Facility Name". A "Patient Information" section includes fields for "Patient Social Security Number" and "Patient Date of Birth".

Once all of the fields have been completed, choose 'complete' at the bottom of the instrument and click 'Save Record' button.



- Save Record - Saves the record and returns back to the Add/Edit records screen.
- Save and Continue - Saves entered data and stays on current screen

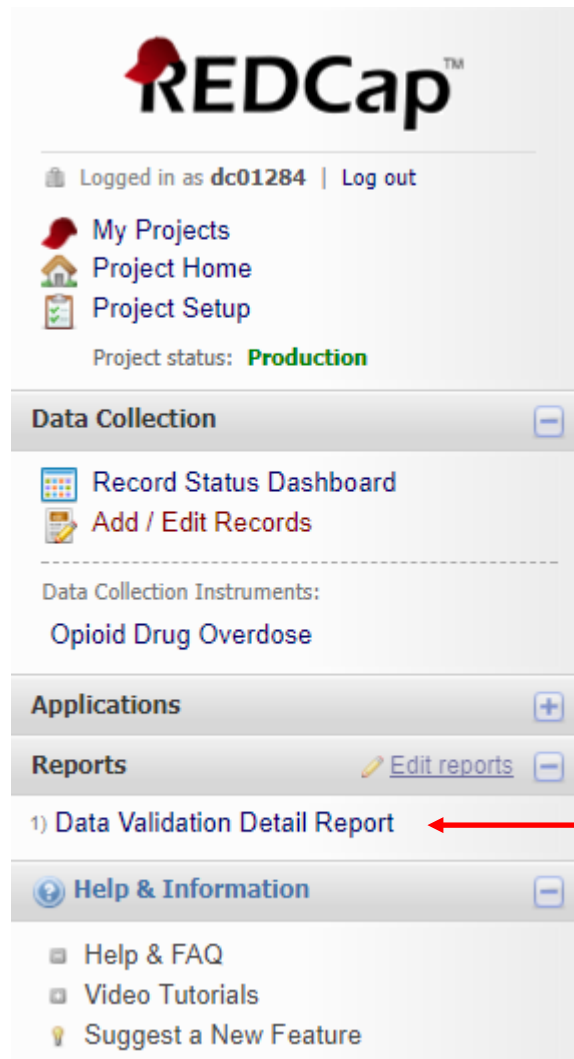
Viewing Record Submission Feedback

One of the ways that we will provide feedback to you is through the REDCap system itself. Data that has been submitted will be processed through data validation to ensure that the submission meets the import criteria, the results of that validation process will be returned to REDCap with messages for your review.

As seen in the image to the right, a data validation detail report is available by selecting the "Data Validation Detail Report" link inside the DOR REDCap project.

Any errors that were found in the data validation process will be identified in the message field on this report. It is important that you check this report so that any validation errors can be resolved.

In addition to this report, there will be a weekly "Data Validation Summary Report" emailed to the DOR points of contact.



State Contacts

Please feel free to contact us at any time if you have questions about data entry into the Opioid drug abuse, overdoses, and overdose deaths REDCap project.

Primary Opioid Drug Abuse and Overdose REDCap Project Contact:

Rich Robles, Clinical Application Coordinator
Phone Number: (615) 837-5213
Email: Rich.Robles@tn.gov

Additional Contacts:

Contact Person	Title	Email
Melissa L. McPheeters	Director, Office of Informatics and Analytics	Melissa.L.McPheeters@tn.gov
Erin Holt	Chief Public Health Informatics Officer	Erin.Holt@tn.gov
Rich Robles	Clinical Application Coordinator	Rich.Robles@tn.gov