ONE

Opioid and Naloxone Education

REDCap User's Manual

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ONE Program REDCap Training Guide

Introduction

Welcome to One Program! One Program is using the REDCap secure web application for data collection. It allows for multiple ways to collect data and provide real time reporting. Your pharmacy has the option of allowing patients to complete the Patient Intake Form online (using their phone, other handheld device, or computer) or via paper form that pharmacy staff will later need to enter into REDCap. Pharmacy staff will also complete the Outcomes Worksheet within REDCap either online in real time or retrospectively using the paper version. Thank you for your participation in this valuable project to proactively help patients and communities by providing resources to pharmacists to educate about opioid misuse and accidental overdose.

Support

Training modules providing an overview of REDCap are available on the ONE Program website.

For questions on REDCap data entry please contact Jayme Steig (jayme.steig@ndsu.edu, 701.231.1878.)

For technical questions related to access REDCap (password resets, firewall issues, etc) please contact Jon Gardner (jgardner@qualityhealthnd.org, 701.989.6237).

Getting Started

Enrolling Pharmacy

Pharmacies interested in participating in program should complete the online enrollment application. Within 7 days of enrollment submission, your pharmacy's REDCap login and password will be emailed to the email address provided on the enrollment application. Please check your email for message from redcap@qualityhealthnd.org for REDCap login information. Please add this email to your safe list to prevent it from being routed to "junk" folder. You email will receive two e-mails:

1. REDCap access granted –contains your username along with a link and directions to set your password. Usernames and passwords are at pharmacy level. Please set accordingly.
2. REDCap project approved – confirms your REDCap account and provides additional project information.

REDCap Login

The address to login to the REDCap secure web application is https://redcap.qualityhealthnd.org. Username and password will be at pharmacy level. It is your responsibility to follow your pharmacy's security guidelines regarding use of logins and passwords. Passwords can be reset under My Profile.
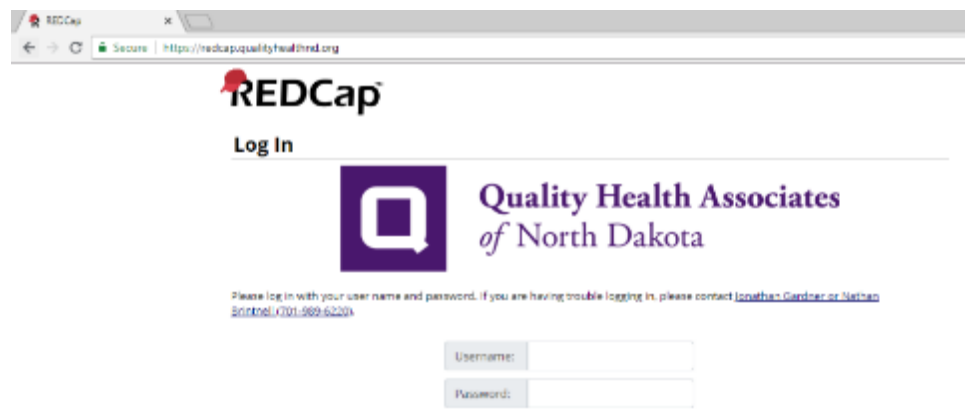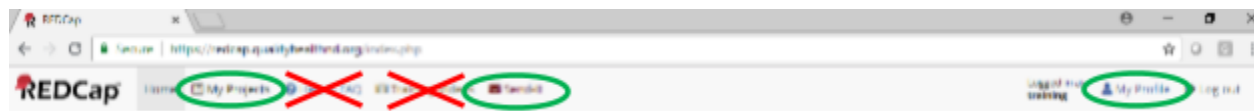
Figure 1- Login Screen

Navigating REDCap

Menu Bar Overview

Upon logging into the application, the menu bar at the top of the screen can be used to navigate between application features.

My Projects – click on this menu item to access the ONE Program data collection instruments.

Help & FAQ – this menu item has information primarily for software developers. You may not find the assistance you need here. Please use this manual or contact support for additional assistance.

Training Videos - this menu item has information for software developers. You are unlikely to find any assistance here. Please use this manual or contact support for additional assistance.

Send-It – is a secure data transfer application that allows you to upload a file and allow multiple recipients to download the file in a secure manner. Each recipient will receive an email containing a unique download URL, along with a second follow-up email with the password (for greater security) for downloading the file. ONE Program project staff may use this feature to send secure files to your pharmacy.

*My Profile* – this menu item is used to update any account information and to reset your password

My Profile

This is the location to reset your password and password recovery question. To do so, select My Profile from the Menu Bar. Under Login-related options, select reset password and follow directions to reset your password.
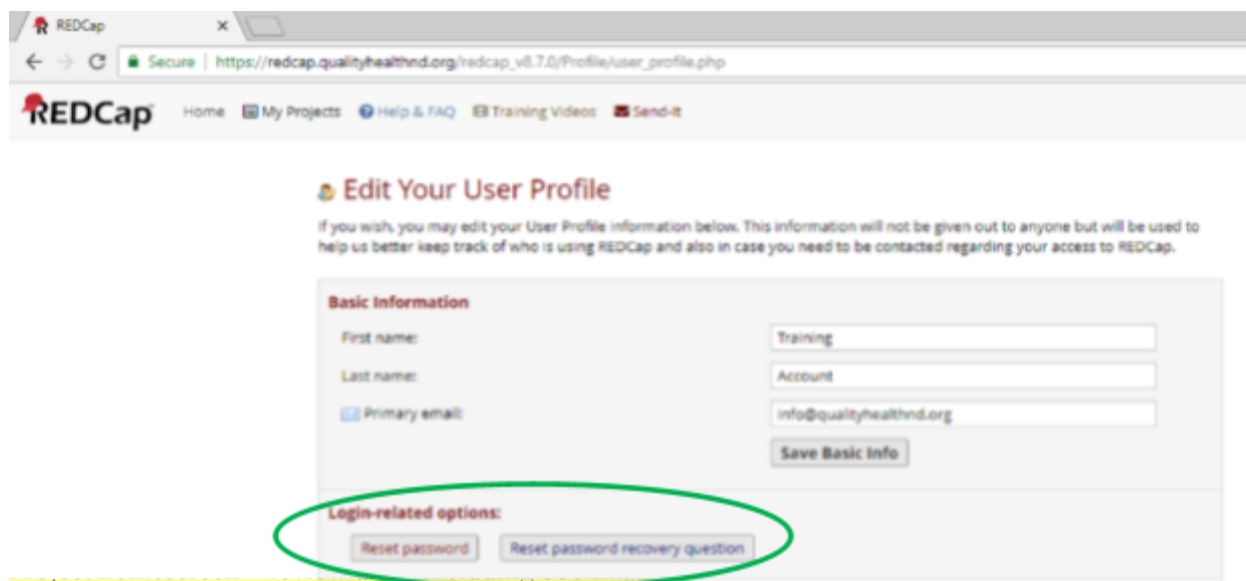
My Projects

This Menu Bar item is used to access the ONE Program project to access resources, enter and view data, and view reporting specific to your pharmacy. From the My Project screen, simply click on "ONE Program – Opioid and Naloxone Education" to access the project. Once you access the project, you can return to the Menu Bar by clicking on the REDCap icon in the upper left-hand corner of the screen.
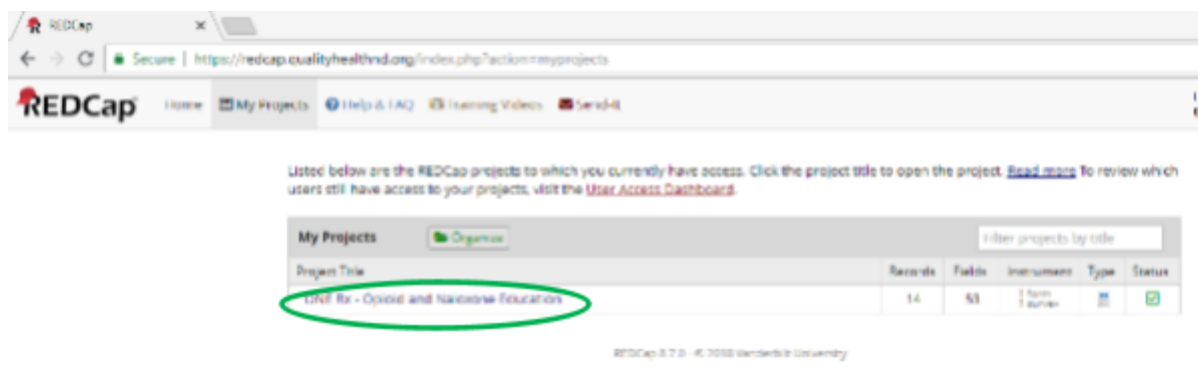
ONE Program – Opioid and Naloxone Education Project Home

Project Home Screen

There are many user features within REDCap projects. Not all features are needed by pharmacy users for the ONE Program project. Items with a X are features pharmacy users will not utilize. An overview of features is below.
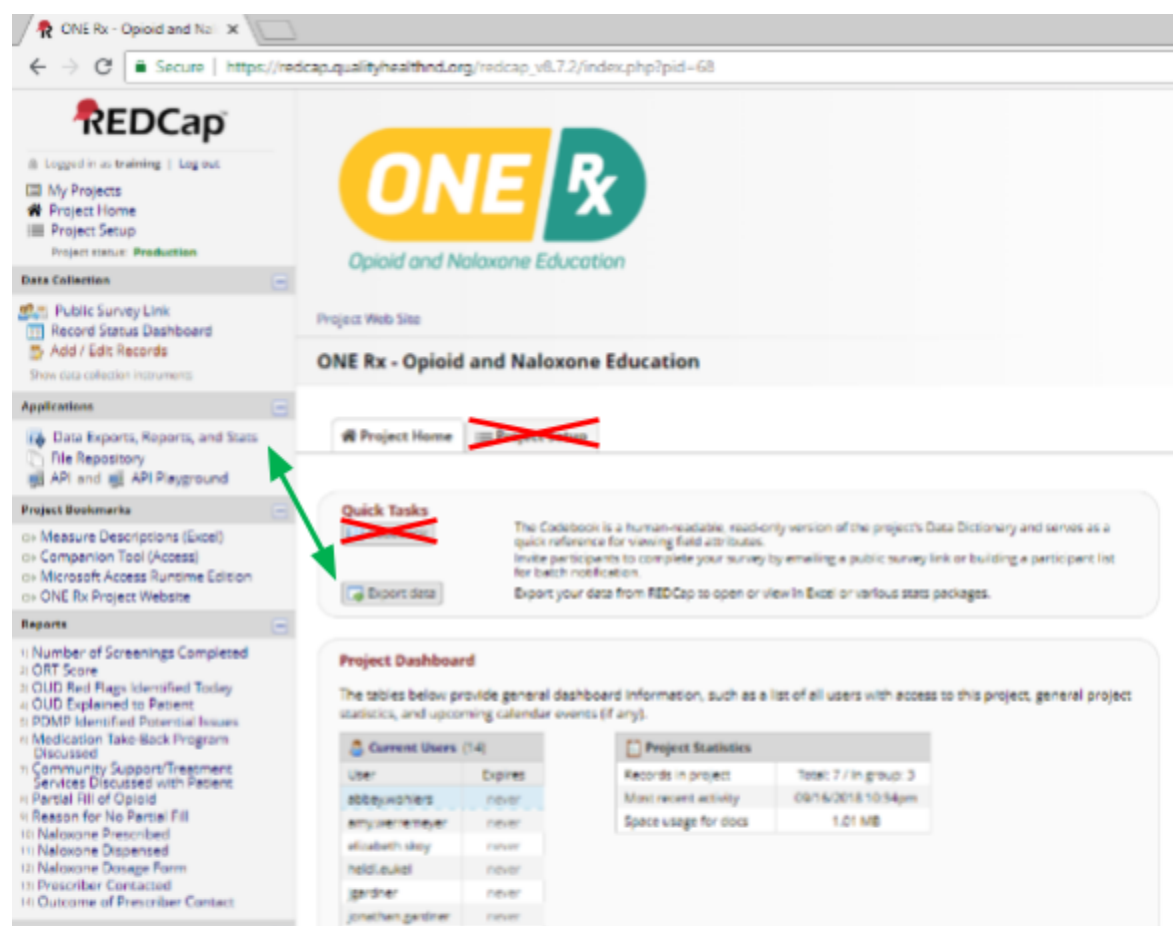
Record status dashboard – one for ORT and one for outcomes worksheet

Figure SEQ Figure * ARABIC 5- Project Home Screen

Quick Tasks

The Quick Tasks box at the top of the body of the home screen is a list of shortcuts for items available in the Navigation Menu on the left-hand of the screen. Green arrow indicates quick task location in the navigation menu.

Codebook – this is for software developers and will not be needed by pharmacy users

Export Data – All ONE Program participants have access to pre-programmed Reports in REDCap and Companion Tool reporting through Microsoft Access. The pre-programmed reports in REDCap can be accessed through the Export Data quick task.

Project Dashboard

The tables in the dashboard provide general information such as project statistics.

Navigation Menu
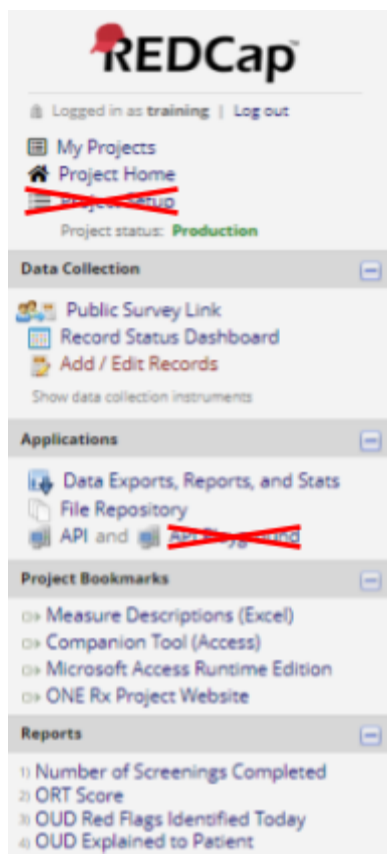
The Navigation Menu runs along the left-hand side of the Project screens and contains all the tools users will use to complete ONE Program data collection and view results. An overview of tools is below.

REDCap logo or My Projects – will return you to application home screen with Menu Bar to view My Profile or use Send It.

Project Home – returns you to Project Home Screen from any open tools

Project Setup - this is for software developers and is not needed by pharmacy users

Data Collection
Public Survey Link - this feature is used by pharmacies utilizing Online Patient Intake Form for data collection.

Record Status Dashboard – allows pharmacy users to view all Records (patient entries) in system and identify the status (complete, incomplete) of the Patient Intake Form and Outcomes Worksheet.

Add/Edit Records – allows pharmacy users to enter new Patient Intake Forms and Outcome Worksheets or edit existing records. This tool will be most used by pharmacies utilizing Paper Patient Intake Form for data collection.

Applications
Data Exports, Reports, and Stats – pharmacy users can review pre-programmed Reports in REDCap via this menu.

File Repository – this feature is used by developers and is not needed by pharmacy users

API and *API Playground* – API will be used to get key for the use with the Companion Tool. API Playground is for software developers and is not needed by pharmacy users.

Project Bookmarks – this section contains links to ONE Program project resources. Bookmarks include, but are not limited to:

- Companion Tool (Access) –links to a Microsoft Access file that allows for more detailed and customizable reporting. Computers that do not have Microsoft Access installed can use the Microsoft Access Runtime Edition bookmark to download a free version that will run all Companion Tool functionality.
- Microsoft Access Runtime Edition – link to download a free version that will run all Companion Tool functionality
- ONE Program Project Website – link to ONE Program project website with access to all program materials (training, documents, resources, etc)

Reports - pharmacy users can review pre-programmed Reports in REDCap via this menu.

Help & Information - You may not find the assistance you need here. Please use this manual or contact support for additional assistance.
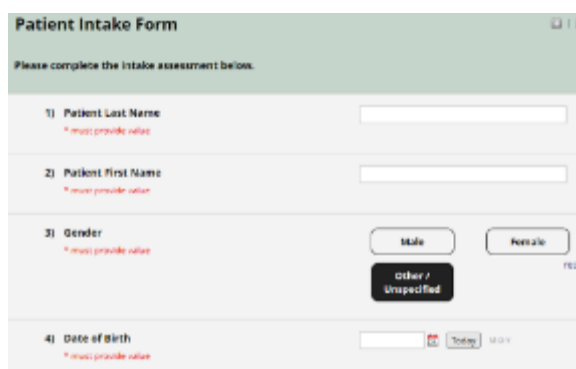
Contact REDCap administrator – use this link to create an email to send to support for additional assistance.

Entering Data in REDCap

ONE Program has two data collection instruments, the Patient Intake Form (completed by patient) and the Outcomes Worksheet (completed by pharmacist). Your pharmacy has the option of allowing patients to complete the Patient Intake Form online (using their phone, other handheld device, or computer) or via paper form that pharmacy staff will later need to enter into REDCap. Pharmacy staff will also complete the Outcomes Worksheet within REDCap either online in real time or retrospectively using the paper version. While your pharmacy can use whichever method is best incorporated into your existing workflows, the REDCap system is most efficient when data is collected online in real time.

Online Patient Intake Form
Patients may complete the Patient Intake form online using their personal mobile device, a pharmacy tablet, or pharmacy computer. REDCap is

designed to make the survey entry user friendly, including mobile responsive formats.

Mobile Device Set Up

For pharmacies that will have patients complete Patient Intake Form using QR codes or quicklinks. QR codes are read by the camera app on most mobile devices.

To use a QR code: Within the Welcome Packet sent by NDSU is a card with a QR code that can be used to have patients scan the code with their mobile device camera or QR reader app. This will redirect them to the Online Patient Intake Form which they can then complete on their mobile device.

To create additional images of the QR code:

1. Click on Public Survey Link via the Data Collection section of the Project Tools Menu.
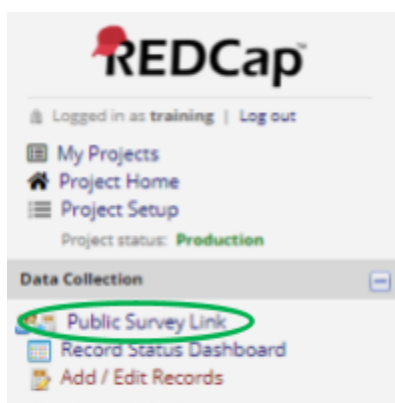
Figure 9- Public Survey Link

2. Right click on QR code to copy or save image, which can then be printed on a pharmacy printer

Pharmacy Tablet Set Up

For pharmacies that will have patients complete Patient Intake Form using a pharmacy provided tablet.

1. On your tablet, login to https://redcap.qualityhealthnd.org
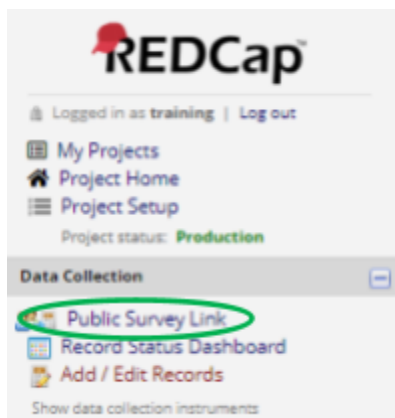2. Click on Public Survey Link via the Data Collection section of the Project Tools Menu.

Figure SEQ Figure * ARABIC 9-
Public Survey Link

3. Click on the Direct Link right below the QR code
4. The Patient Intake Form will open in the browser on your tablet
5. Add the survey to your home screen (example image is from an iPad using Safari browser)

Figure 12- Direct Link

Figure 13- Add to Home Screen

6. An icon is created on the tablet home screen allowing for quick access to the Patient Intake Form
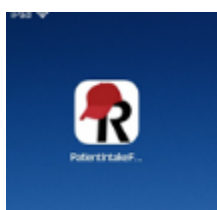
Figure 14- Tablet

Pharmacy Computer Set Up

For pharmacies that will have patients complete Patient Intake Form using a patient accessible computer, such as computer in a consultation room.

1. Using the computer, follow Steps 1-3 in Pharmacy Tablet Set Up
2. The Patient Intake Form will open in the browser on your computer
3. Bookmark the link for quick access to the Patient Intake Form

Online Outcomes Worksheet

Pharmacies that have patients complete the Online Patient Intake Form can view completed surveys and complete the Outcomes Worksheet in REDCap. REDCap will automatically score the ORT portion of the Patient Intake Form and identify red flags from the opioid overdose portion of the intake form.

1. Patient completed the Online Patient Intake Form
2. Click on Record Status Dashboard under Data Collection
3. The Record Status Dashboard will open. It is a table listing all existing records/responses and their status (completed, incomplete) for both the Patient Intake Form and the Outcomes Worksheet. You may click on any of the colored buttons in the table to view that record in a new tab.
4. The Default dashboard displays records in chronological order. Changing the dashboard display to All Intake Forms displays in reverse chronological order (newest first). This may be helpful for pharmacies using Online Patient Intake Form. The New Intake Forms displays only those records without a completed Outcomes Worksheet. In the example that follow, patients Jane Doe and PT have completed a Patient Intake Form but do not have completed Outcomes Worksheets.
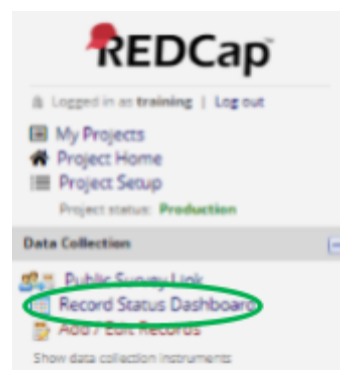

Figure 15- Record Status Dashboard link

Default dashboard displays records in chronological order. Changing the dashboard display to "All Intake Forms" displays in reverse chronological order (newest first). This may be helpful for pharmacies using Online Patient Intake Form. The "New Intake Forms" displays only those records without a completed Outcomes Worksheet

Outcomes Worksheet has not been completed

5. Click on the uncolored button under Outcomes Worksheet to open the incomplete Outcomes Worksheet.

6. The Outcomes Worksheet will open. The top portion shows the results from the Online Patient Intake Form. The Opioid Risk Tool (ORT) is automatically scored by REDCap and the risk level is displayed. Immediately below the ORT risk level are listed the accidental risk factors identified by the Patient Intake Form. Below the Patient Intake Form results, the Outcomes Worksheet items needing responses are displayed.

Figure 17- Outcomes Worksheet

7. Complete the Outcomes Worksheet responses. When complete, change the Form Status to Complete and Save and Exit Form.

Figure 18- Save & Exit

8. You will return to the Record Home Page which will indicate completed status for both the Patient Intake Form and the Outcomes Worksheet.

Figure 19 - Completed Record

Entering Patient Intake & Outcomes Worksheets Completed on Paper

Pharmacies choosing to use paper-based Patient Intake Forms and Outcome Worksheets will need to retrospectively enter results into REDCap. REDCap is designed to mirror the paper forms allowing for user friendly transfer of information from paper to REDCap.

Paper Survey Collection

1. Have patient complete patient intake form available at:
   https://www.nodakpharmacy.com/onerx/files/PatientIntakeForm.pdf
2. Score the patient intake form using the score sheet available here:
   https://www.nodakpharmacy.com/onerx/files/ORTScoringSheet.pdf
3. Complete the Outcomes Worksheet available here:
   https://www.nodakpharmacy.com/onerx/files/OutcomesWorksheet.pdf

Entering Paper Results into REDCap

1. *Go to* *Add/Edit Records* under Data Collection
2. Select *Add new record* in Add/Edit Records

Figure 20 - Add new record

3. On the Record Home Page, select the button under Status for the Patient Intake Form

Figure 21- Record Home Page

4. Complete Patient Intake Form using the responses provided on the paper version.

Figure 22 - Patient Intake Form

5. When completed with data entry into the Patient Intake Form, click the drop-down box on *Status* and change from Incomplete to Complete. Then click *Save & Go To Next Form*.
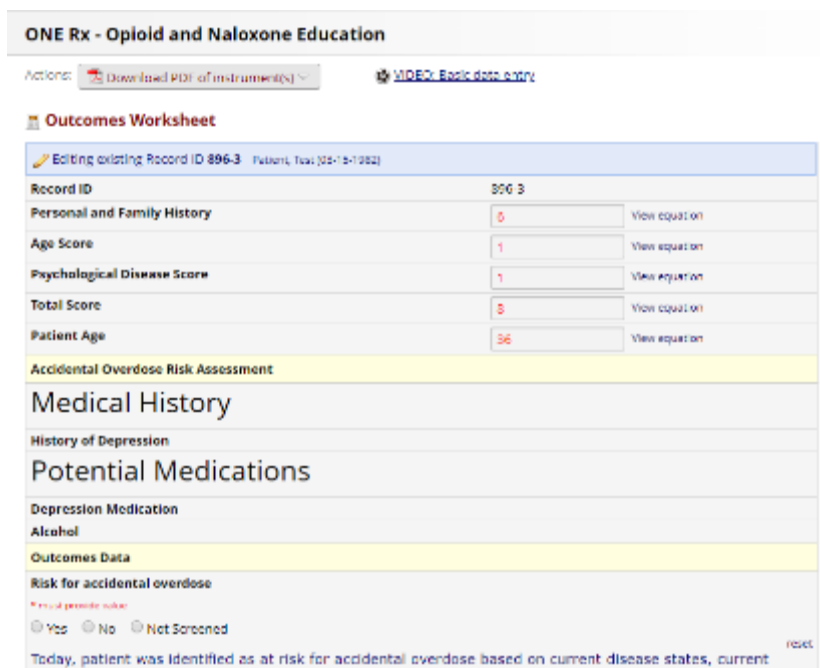
Figure 23 - Save & Go To Next Form

6. This will open the *Outcomes Worksheet*. The top of the worksheet will contain the ORT score and any YES responses from the Accidental Overdose Risk Assessment portion of the Patient Intake Form. Below are the questions from the Outcomes Worksheet for you to complete your response.
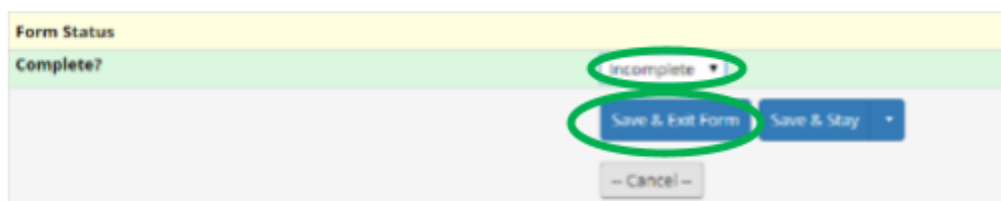
Figure 24 - Outcomes Worksheet

7. When completed with data entry into the Outcomes Worksheet, click the drop-down box on *Status* and change from Incomplete to *Complete*. Then click *Save & Exit Form*.

Figure 25 - Save & Exit Form

8. You will be returned to the Record Home Page. If the status for the Patient Intake Form and Outcomes Worksheet are *Complete* (green), you have successfully entered the results.

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.

Choose action for record ▽

Legend for status icons:
- 🔴 Incomplete ⚪ Incomplete (no data saved) [?]
- 🟡 Unverified 🟠 Partial Survey Response
- 🟢 Complete 🟢 Completed Survey Response

✓ Record ID **896-3** successfully edited

Record ID **896-3** Patient, Test (03-15-1982)
p1000

Data Collection Instrument	Status
Patient Intake Form (survey)	
Outcomes Worksheet	

Figure 26 - Completed Record

Reporting

All ONE Program participants have access to pre-programmed Reports in REDCap and Companion Tool reporting through Microsoft Access. The pre-programmed reports in REDCap will be adequate for most users while those desiring additional measures and functionality will find that in the Companion Tool. REDCap Reports are accessible under the Reports section of the Navigation Menu.

REDCap Reports

The pre-programmed reports in REDCap provide aggregated results on a variety of measures. Clicking on the report will open a table containing all recorded responses.

Data Exports, Reports, and Stats   🎞 VIDEO: How to use Data Exports, Reports, and Stats

Figure 28- Data Table Example

Number of results returned: **3**
Total number of records queried: 9   📊 Stats & Charts ⬇ Export Report 🖨 Print Page

Naloxone Prescribed

Naloxone was prescribed by the pharmacist rx_nxnone	
Not Indicated (-1)	
Not indicated (-1)	
No (0)	

data.

Reports ⊟
1) Number of Screenings Completed
2) ORT Score
3) OUD Red Flags Identified Today
4) OUD Explained to Patient
5) PDMP Identified Potential Issues
6) Medication Take-Back Program Discussed
7) Community Support/Treatment Services Discussed with Patient
8) Partial Fill of Opioid
9) Reason for No Partial Fill
10) Naloxone Prescribed
11) Naloxone Dispensed
12) Naloxone Dosage Form
13) Prescriber Contacted
14) Outcome of Prescriber Contact

Figure 27 - REDCap Reports

Click on Stats & Charts to create a chart providing a visual display of the

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Data Exports, Reports, and Stats   ⚙ VIDEO: How to use Data Exports, Reports, and Stats

| 🔀 My Reports & Exports | 🗋 Other Export Options | 📊 Stats & Charts: Naloxone Prescribed |

Number of results returned: 4   [🖼 View Report] [⬇ Export Report] [🖨 Print Page]
Total number of records queried: 9

Naloxone Prescribed

DISPLAY OPTIONS
Optional: Select a record to overlay onto the plots below   -- select record -- ▼
Viewing options: [Show plots & stats]   [Show plots only]   [Show stats only]

Naloxone was prescribed by the pharmacist *(rx_naloxone)* Refresh Plot | View as Bar Chart ▼
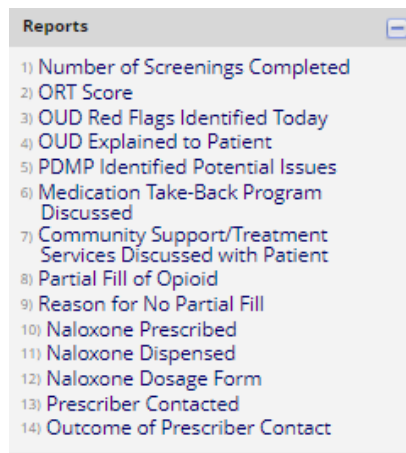
Total Count (N)	Missing	Unique
3	1 (25.0%)	2

Counts/frequency: Yes (0, 0.0%), No (1, 33.3%), Not indicated (2, 66.7%)
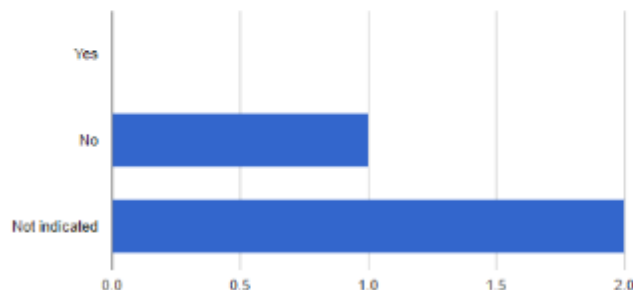
Figure 29- Stats & Charts Example

Companion Tool (Access) Reports

Users desiring additional data features, such as ability to filter by date, may utilize the Companion Tool which utilizes Microsoft Access. Computers that do not have licensed copy of Microsoft Access may utilize the Companion Tool by downloading and installing the free Microsoft Access Runtime Edition.

Installing Microsoft Access Runtime Edition (if Microsoft Access not installed on computer)

In the Navigation Menu, click on Microsoft Access Runtime Edition located in Project Bookmarks.

Follow the directions on the Microsoft website to download and install the Microsoft Access Runtime. You may need to contact your IT department to assist with installation.

Figure 30 - Project Bookmarks

Setting Up the Companion Tool

1. In the Project Bookmarks section of Navigation Menu, click on Companion Tool (Access) to download the file to your computer and save to folder for future access.
2. Open file
3. The Companion Tool will open to the Import menu.   You need to complete two fields in the Import menu.

    a. Username – enter your REDCap username

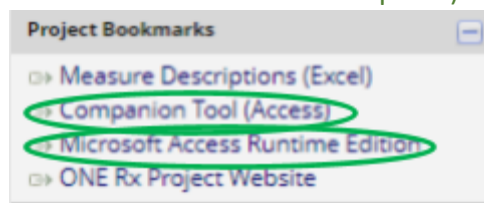   b. API Key – the API key is located under Application in the Navigation Menu. Click on API to open the API token for ONE Program. Copy the token (highlight and rick click to copy) and paste the token into the Access Companion Tool.

Figure 31 - Companion Tool Import Menu

Figure 32 - API Token

4. Once Username and API key have been entered into Companion Tool, click Update Data (see figure 31)
5. You will see a Return Code populated in the Import Menu. You data has been updated in Access.

Using the Companion Tool

Once the Companion Tool has been set up, it can be used to review additional measures. The measures are defined in Measure Descriptions (Excel) located under Project Bookmarks in the Navigation Menu.

1. Open the Companion Tool
2. Under the Import Menu, click Update Data to download the current REDCap data
3. Total ORT Scored report lists all patients entered into system and their ORT scores
4. Performance by Time Period allows users to view each of the measures in the Measure Descriptions (Excel). Date ranges can be modified by changing the start and end date.