

# memo

**DATE: October 15, 2021**

**TO: IHVE REDCap Forms Users**

**FROM: FHV Evaluation Unit**

**SUBJECT: IHVE REDCap Import Process Update and Reminder Reports**

We are sending this memo to Family Home Visiting (FHV) agencies that use the MDH-provided REDCap forms to submit data to the Information for Home Visiting Evaluation (IHVE) system. This memo provides an update on the current process used to import data from the REDCap forms to the IHVE database. We are also sharing information about reminder reports you will receive to help you enter data into the REDCap forms on time.

Beginning in October 2020, we have been manually importing data from the REDCap forms to the IHVE database. Our original plan was to catch up on the backlog of data entered between January – October 2020, and then turn on the automated nightly REDCap data import process that was built into IHVE. Since then, we have discovered technical issues that prevent us from turning on the automated import process.

**Going forward, we will use the manual process to import REDCap forms data during the last week of each month.** We will continue to provide each agency with a list of data errors at the time of import, and work with agencies to resolve issues.

**In addition, we have been developing reminder reports for agencies to support data accuracy and completeness.** The planned reports and their frequency are listed below:

- Home Visitor Form Reminder Report (quarterly)
- Cases with No Visits for 90 Days (monthly)
- Child Age Interval Reminder Report (monthly)
- Primary Caregiver Demographic Update Reminder Report (monthly)

The Home Visitor Form, Child Age Interval, and Primary Caregiver Demographic Update reports will provide information when these forms are due to be completed or updated. The Cases with No Visits for 90 Days report provides a list of cases (families) in REDCap that appear to be inactive and should be reviewed for closure or for missing visits to be entered.

Reminder reports will be sent by email to the REDCap data contacts for each agency. Monthly reports will be run and sent during the first week of each month, to reflect data that was imported by the last week of the previous month. The quarterly Home Visitor Form report will be run and sent around the 15<sup>th</sup> of January, April, July, and October.

## IHVE REDCap Data Schedule

REDCap Process	Schedule
MDH will manually import forms to IHVE	Last week of each month
MDH will send monthly reports to each agency: <ul style="list-style-type: none"> <li>▪ Cases with No Visits for 90 Days</li> <li>▪ Child Age Interval Reminder Report</li> <li>▪ Primary Caregiver Demographic Update Reminder Report</li> </ul>	1 <sup>st</sup> week of each month
MDH will send quarterly report to each agency: <ul style="list-style-type: none"> <li>▪ Home Visitor Form Reminder Update</li> </ul>	Quarterly – 15 <sup>th</sup> of January, 15 <sup>th</sup> of April, 15 <sup>th</sup> of July, and 15 <sup>th</sup> of October

Please contact us at [Health.FHVDData@state.mn.us](mailto:Health.FHVDData@state.mn.us) with questions.

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