

How to Use the REDCap Fidelity Monitoring Tool

MN PREP

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Getting started with REDCap

Logging In

1. You will receive an email from MDH with your username and temporary password. Follow the instructions in that email to get your account set up.
2. Your username will be your email address, with the “@” symbol replaced with a “.”. For example, if your email is firstname.lastname@organization.com, your username will be [firstname.lastname.org](mailto:firstname.lastname@organization.com).
3. You will change your password the first time you log in. Make sure to remember this password for the future.



Log In

ATTENTION
 Access to this service is for authorized personnel only.
 If you do not have the express authorization of the Minnesota Department of Health division and section management you must exit now or face the consequences of violating Minnesota Statutes, Chapter 13, and other laws. The State of Minnesota prohibits unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of computer information, in accordance with Minnesota Statutes, sections 609.87 to 609.89

MDH REDCap Production Environment (PROD)

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

Username:	<input type="text" value="firstname.lastname.org"/>
Password:	<input type="password" value="*****"/>
<input type="button" value="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.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

NOTICE: If 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 [REDCap Administrator](#).

If your COVID-19 REDCap project is no longer in this environment, please check the following COVID-19 REDCap Environment: [COVID-19 REDCap Environment](#)

REDCap Features

Build online surveys and databases quickly and securely in your browser - Create and design your project using a secure login from any device. No extra software required. Access from anywhere, at any time.

Fast and flexible - Go from project creation to starting data collection in less than one day. Customizations and changes are possible any time, even after data collection has begun.

Advanced instrument design features - Auto-validation, calculated fields, file uploading, branching/skip logic, and survey stop actions.

Diverse and flexible survey distribution options - Use a list of email addresses or phone numbers for your survey respondents and automatically contact them with personalized messages, and track who has responded. Or create a simple link for an anonymous survey for mass email mailings, to post on a website, or print on a flyer.

Data quality - Use field validation, branching/skip logic, and Missing Data Codes to improve and protect data quality during data entry. Open data queries to automatically identify and resolve discrepancies and other issues real-time.

HOW TO USE THE PREP REDCAP FIDELITY MONITORING TOOL

4. When you log in, you will see a list of all the REDCap projects you have access to. You should see “Minnesota PREP Fidelity Monitoring” listed. Click on the program name.

MDH REDCap Production Environment (PROD)

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#)

ATTENTION REQUESTED: You last accessed the User Access Dashboard 20 days ago. As a reminder, please remove any MDH staff that are no longer active users on your project. If a MDH staff member leaves the agency, please inform your Division Super User. [Go to User Access Dashboard](#)

Project Title	Records	Fields	Instruments	Type	Status
Minnesota PREP Fidelity Monitoring Form	2,828	29	1 survey	■	🟢
SRAE Fidelity Monitoring Form	226	34	1 survey	■	🟢
PREP Entry Survey	1,104	65	1 survey	■	🟢
PREP Exit Survey	1,267	61	1 survey	■	🟢
PREP Entry Survey 2022	1,269	57	1 survey	■	🟢
PREP Exit Survey 2022	1,027	67	1 survey	■	🟢
SRAE Participant Exit Survey 2022	131	61	1 survey	■	🟢
SRAE Participant Entry Survey 2022	178	57	1 survey	■	🟢
Minnesota SRAE Fidelity Monitoring	3	46	3 forms	■	🟡

REDCap 13.2.4 - © 2023 Vanderbilt University

Please be sure to log in to your account at least once a month to avoid having your account suspended. If your account is suspended, reach out to the MDH Evaluation Team.

Recording Fidelity Information for a Cohort

Starting a New Cohort

1. After clicking on “Minnesota SRAE Fidelity Monitoring”, you will see the screen below:

The screenshot shows the REDCap interface for the project "Minnesota SRAE Fidelity Monitoring" (PID 1484). The left sidebar contains navigation menus for "Project Home and Design", "Data Collection", "Applications", "Reports", "External Modules", and "Help & Information". The "Add / Edit Records" link is highlighted in red. The main content area includes a navigation bar with "Project Home", "Project Setup", "Other Functionality", and "Project Revision History". Below this, there is a descriptive text and three data tables:

User	Expires
traubk1 (Kaitlin Traub)	never

Records in project	1
Most recent activity	03/22/2023 1:57pm
Space usage for docs	0.00 MB

Time	Date	Description
		No upcoming events

2. Click on “Add / Edit Records” on the left-hand side.

This screenshot is identical to the previous one, but the "Add / Edit Records" link in the "Data Collection" section of the left sidebar is circled in green to indicate the next step in the process.

HOW TO USE THE PREP REDCAP FIDELITY MONITORING TOOL

3. Under “Enter a new or existing Cohort Name”, record your new cohort name.
 - a. **Note:** Make sure to pick a unique name for each cohort. You can use a class name, school name, or some other naming system. Use something that works for you.

REDCap
 Logged in as traubk1 | Log out
 My Projects
 Contact REDCap administrator

Project Home and Design

- Project Home · Project Setup
- Designer · Dictionary · Codebook
- Project status: Development

Data Collection

- Record Status Dashboard
- Add / Edit Records

Applications

- Project Dashboards
- Alerts & Notifications
- Multi-Language Management
- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository
- User Rights and DAGs
- Data Quality
- REDCap Mobile App

Minnesota PREP Fidelity Monitoring PID: 1484

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.

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: 1

Choose an existing Cohort Name: -- select record --

Enter a new or existing Cohort Name: Walkertown Class A

Data Search

Choose a field to search: All fields

Search query: []

4. You will be taken to a new page where you can start filling out information for this cohort.

REDCap
 Logged in as traubk1 | Log out
 My Projects
 Contact REDCap administrator

Project Home and Design

- Project Home · Project Setup
- Designer · Dictionary · Codebook
- Project status: Development

Data Collection

- Record Status Dashboard
- Add / Edit Records
- Cohort Name **Walkertown Class A**

Applications

- Project Dashboards
- Alerts & Notifications
- Multi-Language Management
- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository
- User Rights and DAGs
- Data Quality
- REDCap Mobile App

Minnesota PREP Fidelity Monitoring PID: 1484

Record Home Page

Record "Walkertown Class A" is a new Cohort Name. 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.

Legend for status icons:

- incomplete (red circle)
- incomplete (no data saved) (grey circle)
- unverified (yellow circle)
- complete (green circle)
- many statuses (all same) (orange circle)
- many statuses (mixed) (blue circle)

NEW Cohort Name Walkertown Class A

Data Collection Instrument	Status
Initial Cohort Information	(grey circle)
Repeating Session Form	(grey circle)
Final Cohort Information	(grey circle)

HOW TO USE THE PREP REDCAP FIDELITY MONITORING TOOL

- Start with “Initial Cohort Information”. Click on the grey circle to the right.

REDCap
 Logged in as traubk1 | Log out
 My Projects
 Contact REDCap administrator

Project Home and Design
 Project Home · Project Setup
 Designer · Dictionary · Codebook
 Project status: Development

Data Collection
 Record Status Dashboard
 Add / Edit Records
 Cohort Name **Walkertown Class A**

Applications
 Project Dashboards
 Alerts & Notifications
 Multi-Language Management
 Calendar
 Data Exports, Reports, and Stats
 Data Import Tool
 Data Comparison Tool
 Logging
 Field Comment Log
 File Repository
 User Rights and DAGs
 Data Quality
 REDCap Mobile App

Minnesota PREP Fidelity Monitoring PID 1484

Record Home Page

Record "Walkertown Class A" is a new Cohort Name . 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.

Legend for status icons:
 Incomplete (red circle) Incomplete (no data saved) (grey circle)
 Unverified (yellow circle) Complete (green circle) Many statuses (all same) (orange circle)
 Complete (green circle) Many statuses (mixed) (blue circle)

NEW Cohort Name Walkertown Class A

Data Collection Instrument	Status
Initial Cohort Information	
Repeating Session Form	
Final Cohort Information	

- Complete the information requested on this page. When finished with the information, scroll to the bottom of the page, mark the form as “Complete” and then click “Save & Exit Form”.

Other

Who was the main facilitator?
 * must provide value
 Valerie Frizzle

Was there another facilitator?
 * must provide value
 Yes
 No

How was the content delivered?
 * must provide value
 In-person
 Virtually
 Other

What was the first day of the program?
 * must provide value
 01-30-2023 Today M-D-Y

Entry Survey Information

Did you administer an entry survey?
 * must provide value
 Yes
 No

How many participants filled out a survey?
 Note:
 For paper surveys, please report the number of surveys you collected.
 For electronic surveys, it is ok to report the number of participants in the session who were given a link.
 * must provide value
 12

What version of survey was administered?
 * must provide value
 Paper
 Electronic

Were there any issues in administering the survey (including impacts from COVID)?
 * must provide value
 Yes
 No

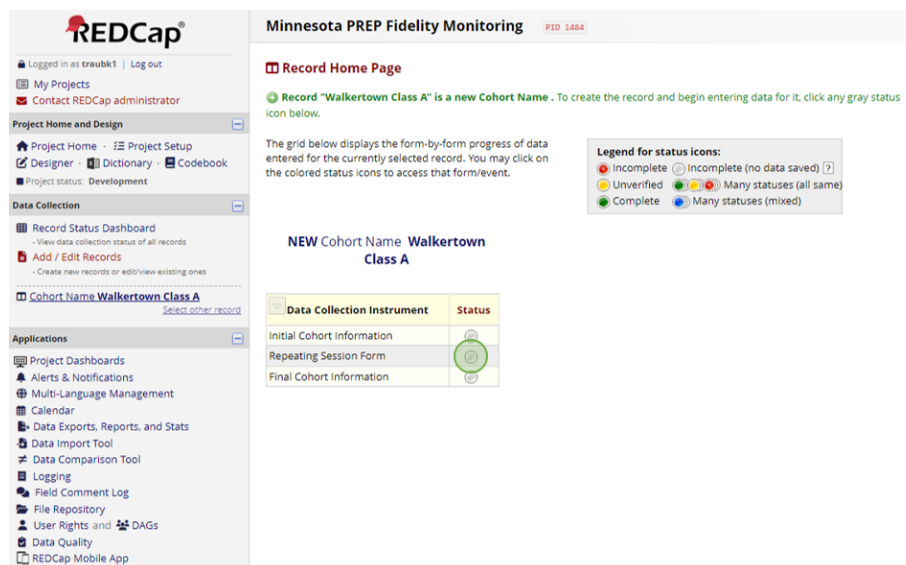
Form Status

Complete?
 Complete

Save & Exit Form Save & Go To Next Form
 - Cancel -

Recording the First Session

1. After completing the “Initial Cohort Information” instrument, you will be directed back to the “Record Home Page”. To enter information for the first session, click on the grey circle to the right of “Repeating Session Form”.



2. Fill out the requested information for the session.
 - a. **Note:** When filling out the length of the session, the time will need to be entered as HH:MM. For example, if a session was one hour long, it should be entered as 1:00. If a session was thirty minutes, it should be entered as 0:30.

HOW TO USE THE PREP REDCAP FIDELITY MONITORING TOOL

3. Indicate if session is the final session of the cohort.
 - a. **Note:** if the curriculum you are using is one session long, mark that the first session is the final session of the cohort.
4. Mark the form as “Complete”.
5. Click “Save & Exit Form”.

The screenshot displays the REDCap Fidelity Monitoring Tool interface. On the left is a sidebar menu with categories: Applications (Project Dashboards, Alerts & Notifications, Multi-Language Management, Calendar, Data Exports, Reports, and Stats, Data Import Tool, Data Comparison Tool, Logging, Field Comment Log, File Repository, User Rights and DAGs, Data Quality, REDCap Mobile App), External Modules (Manage, View Logs), and Help & Information (Help & FAQ, Video Tutorials, Suggest a New Feature, Contact REDCap administrator). The main form area contains several sections:

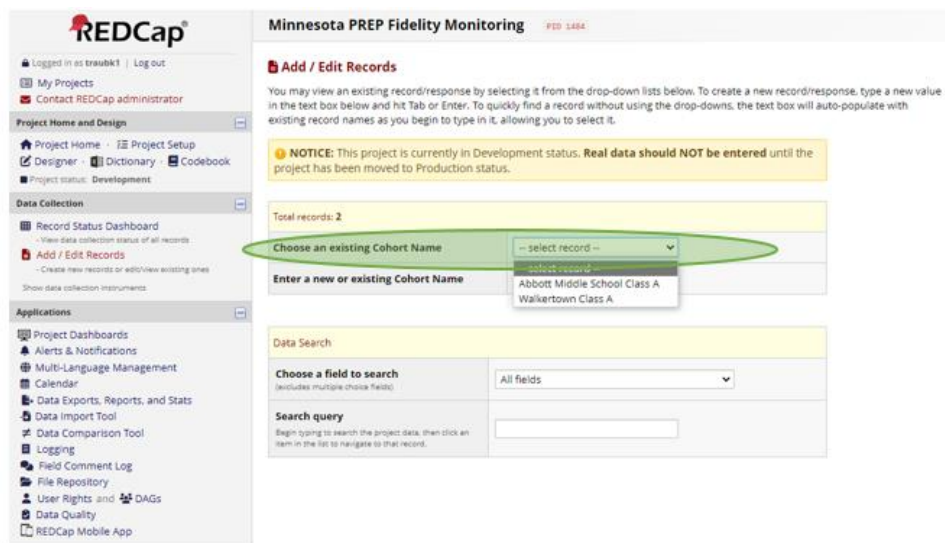
- How engaged were participants during this session?** (radio buttons: Very engaged, Engaged, Not engaged/actively disengaged)
- Lesson Adaptations** (radio buttons: Were you able to deliver the lesson as planned? Yes/No; To make the content more engaging or relatable to your students, how much did you adapt the lesson? None/A little/Some/A lot)
- What adaptations did you make to the lesson?** (text area: "I read all the definitions instead of having students read them aloud as we did not have the full hour and I was worried we would run out of time.")
- Did you omit anything from the lesson?** (radio buttons: Yes/No)
- Please describe any other challenges or successes you experienced in this session.** (text area: "Normally we have an hour for our lessons, but the school had a delay and all classes were shortened, so we only had 45 minutes.")
- This is the final session to report for this cohort.** (radio buttons: Yes/No)
- Form Status** (dropdown menu: Complete)
- Complete?** (radio buttons: Yes/No)

At the bottom right, there are buttons for "Save & Exit Form", "Save & Go To Next Form", and "Cancel".

6. You have completed filling out information for the first session of a cohort.

Recording Other Sessions

1. [Log into REDCap](#)
2. Select the Minnesota SRAE Fidelity Monitoring Tool
3. [Click “Add / Edit Records” on the left-hand side.](#)
4. Click the dropdown menu next to “Choose an existing Cohort Name” and select the cohort you want to add a session to.
 - a. **Note:** You should only see cohorts for your organization. They will be listed in alphabetical order.



5. Next to “Repeating Session Form”, click the grey “+” box to the right of the green circle.
 - a. **Note:** below the “Data Collection Instruments” box, you will see a box called “Repeating Session Form”. This will tell you how many sessions you have filled out for this cohort. You can also click the “+ Add new” button in this box to add a new session.

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REDCap
Minnesota PREP Fidelity Monitoring PID 1484

Logged in as traubk1 | Log out
My Projects
Contact REDCap administrator

Project Home and Design

- Project Home · Project Setup
- Designer · Dictionary · 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
- Cohort Name **Walkertown Class A**
[Select other record](#)

Applications

- Project Dashboards
- Alerts & Notifications
- Multi-Language Management
- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository
- User Rights and DAGs
- Data Quality
- REDCap Mobile App

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

Cohort Name **Walkertown Class A**

Data Collection Instrument	Status
Initial Cohort Information	
Repeating Session Form	
Final Cohort Information	

Repeating Instruments

Repeating Session Form (1)

1	
---	--

+ Add new

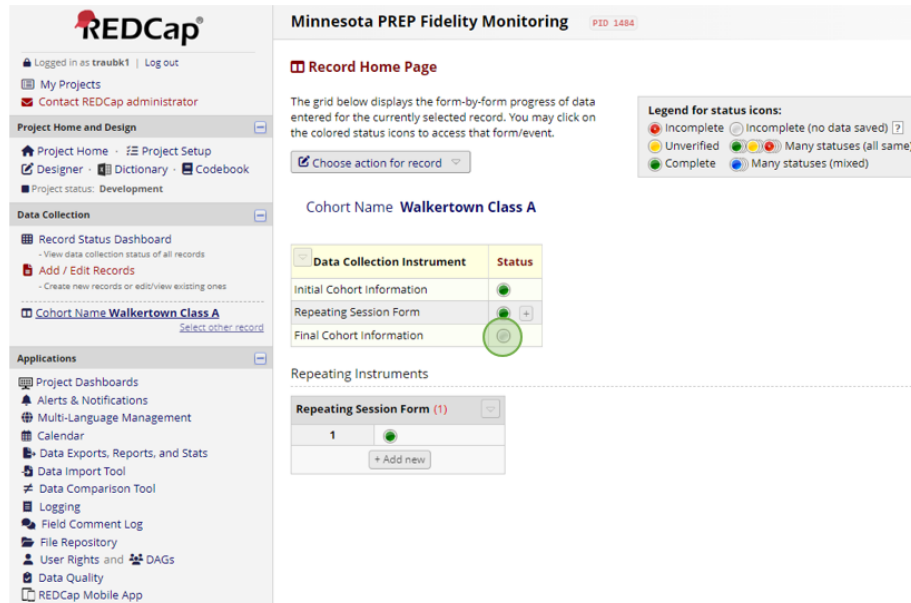
Legend for status icons:

- Incomplete (red)
- Unverified (yellow)
- Complete (green)
- Incomplete (no data saved) (grey)
- Many statuses (all same) (orange)
- Many statuses (mixed) (blue)

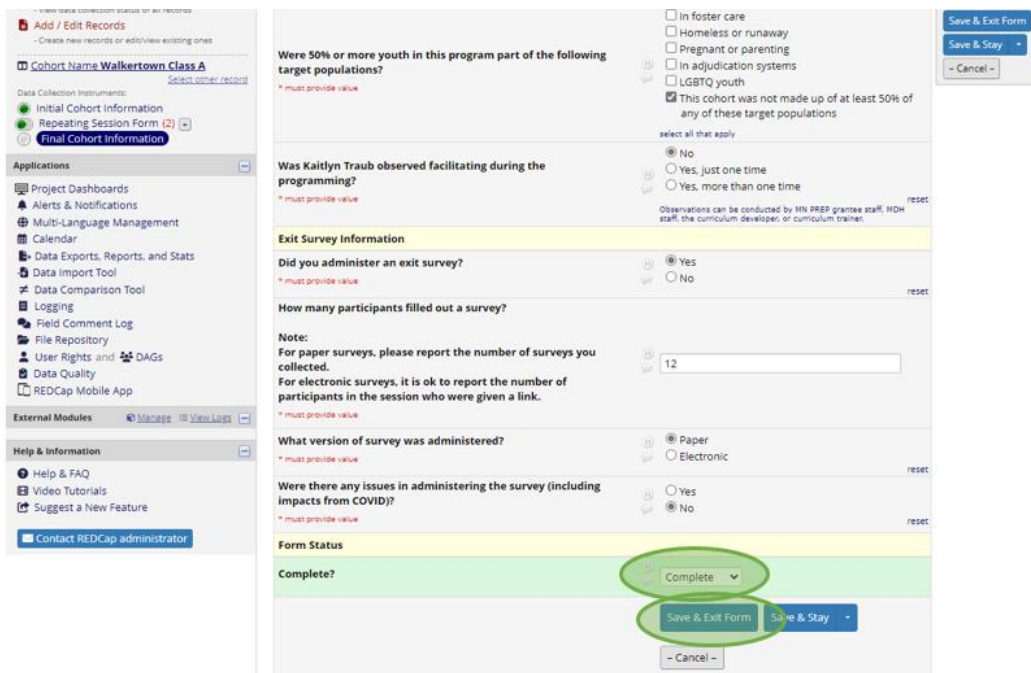
6. Complete the session information as appropriate.
7. Indicate if session is the final session of the cohort.
8. Mark the form as “Complete”.
9. Click “Save & Exit Form”.
10. This process can be repeated as many times as needed to capture every session for a cohort.

Finishing a Cohort

1. When you have completed the final “Repeating Session Form” for the last session of the cohort, select the grey circle to the right of “Final Cohort Information”.



2. Fill out the requested information.
3. Mark the form as “Complete”.
4. Click “Save & Exit Form”.



5. You have completed fidelity monitoring for this cohort!

Retrieving a Report

1. [Log into REDCap](#).
2. Select the Minnesota PREP Fidelity Monitoring Tool.
3. Click “Data Exports, Reports, and Stats” on the left-hand side.

The screenshot shows the REDCap interface for the Minnesota PREP Fidelity Monitoring project (PID 1484). The left sidebar contains a menu with 'Data Exports, Reports, and Stats' highlighted in green. The main content area shows project statistics and upcoming calendar events.

User	Expires
traubk1 (Karin Traub)	never

Records in project	1
Most recent activity	03/22/2023 1:57pm
Space usage for docs	0.00 MB

Time	Date	Description
		No upcoming events

4. Find your organization name and click the green “View Report” button to the right.
 - a. **Note:** you will only have access to your organization’s report. Not all users will have rights to view reports.

The screenshot shows the 'Data Exports, Reports, and Stats' section of the REDCap interface. A table lists reports for various organizations, with the 'View Report' button for 'Evergreen' highlighted in green.

Report name	View/Export Options	Management Options	Report ID (auto-generated)	Unique report name (auto-generated)
A All data (all records and fields)	View Report Export Data Stats & Charts			
B Selected instruments (all records)	Make custom selections			
1 Evergreen	View Report Export Data Stats & Charts	Edit ID Copy X Delete	10656	R-224WATT0NW
2 Family Tree Clinic	View Report Export Data Stats & Charts	Edit ID Copy X Delete	10657	R-515RH000919
3 High School for Recording Arts	View Report Export Data Stats & Charts	Edit ID Copy X Delete	10658	R-591DN9RAK9
4 Lutheran Social Services	View Report Export Data Stats & Charts	Edit ID Copy X Delete	10714	R-997J7CALH
5 Minneapolis School Based Clinics	View Report Export Data Stats & Charts	Edit ID Copy X Delete	10715	R-324F84W0DA
6 Hennepin Healthcare	View Report Export Data Stats & Charts	Edit ID Copy X Delete	10716	R-821A769JF

5. You will be able to see all cohort information that has been submitted by facilitators. This information can be viewed in REDCap.

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Minnesota PREP Fidelity Monitoring PID 1484

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

+ Create New Report | My Reports & Exports | Other Export Options | View Report: Evergreen

Number of results returned: 5
Total number of records queried: 5
Report execution time: 0 seconds

Stats & Charts | **Export Data** | Print Page | Edit Report

Live filters: [Curriculum used] [Cohort Name]

Evergreen

All fidelity logs for cohorts facilitated by Evergreen.

Cohort Name <small>cohort_id</small>	Repeat Instrument <small>redcap_repeat_instrument</small>	Repeat Instance <small>redcap_repeat_instance</small>	Curriculum used: <small>program</small>	please specify: <small>othercurriculum</small>	What is the target population for this cohort? <small>targetpop</small>	In what setting was this program held? <small>setting</small>	If other, please describe <small>othersetting</small>	Who was the main facilitator? <small>facilitator</small>	Was there another facilitator? <small>ynfacilitator</small>	Who was the other facilitator? <small>facilitatorother</small>	How was the content delivered? <small>delivery</small>	If other, please describe <small>otherdelivery</small>	What was the first day of the program? <small>startdate</small>	Did you administer an entry survey? <small>entry</small>	How many participants filled out a survey? <small>Note: For paper survey, please enter who were given a link</small> <small>entrynumber</small>	What version of survey was administered? <small>entryversion</small>	Were there any issues in administering the survey (including impacts from COVID)? <small>entryissues</small>
Abbott Middle School Class A			Making Proud Choices (1)		Youth in foster care (1)	In School, during school (1)		Kaitlyn Traub	No (0)		In-person (1)		03-22-2023	Yes (1)	12	Paper (1)	No (0)
Abbott Middle School Class A	Repeating Session Form	1															
Walkertown Class A			Making Proud Choices (1)		Male youth (10)	In School, during school (1)		Valerie Frizzle	No (0)		In-person (1)		01-30-2023	Yes (1)	12	Paper (1)	No (0)
Walkertown Class A	Repeating Session Form	1															
Walkertown Class A	Repeating Session Form	2															

- Submitted cohort information can also be exported as an Excel spreadsheet by clicking the blue “Export Data” button at the top of the page.

Minnesota PREP Fidelity Monitoring PID 1484

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

+ Create New Report | My Reports & Exports | Other Export Options | View Report: Evergreen

Number of results returned: 5
Total number of records queried: 5
Report execution time: 0 seconds

Stats & Charts | **Export Data** | Print Page | Edit Report

Live filters: [Curriculum used] [Cohort Name]

Evergreen

All fidelity logs for cohorts facilitated by Evergreen.

Cohort Name <small>cohort_id</small>	Repeat Instrument <small>redcap_repeat_instrument</small>	Repeat Instance <small>redcap_repeat_instance</small>	Curriculum used: <small>program</small>	please specify: <small>othercurriculum</small>	What is the target population for this cohort? <small>targetpop</small>	In what setting was this program held? <small>setting</small>	If other, please describe <small>othersetting</small>	Who was the main facilitator? <small>facilitator</small>	Was another facilitator? <small>ynfac</small>
Abbott Middle School Class A			Making Proud Choices (1)		Youth in foster care (1)	In School, during school (1)		Kaitlyn Traub	No (0)
Abbott Middle School Class A	Repeating Session Form	1							
Walkertown Class A			Making Proud Choices (1)		Male youth (10)	In School, during school (1)		Valerie Frizzle	No (0)
Walkertown Class A	Repeating Session Form	1							
Walkertown Class A	Repeating Session Form	2							

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7. Select the **second** option, “CSV / Microsoft Excel (labels)”, then click “Export Data”.

The screenshot shows the 'Exporting Evergreen' dialog box. Under the 'Choose export format' section, the second option, 'CSV / Microsoft Excel (labels)', is selected and circled in green. The 'Export Data' button at the bottom right is also circled in green. Other options include SPSS, SAS, R, and CDISC ODM (KML). The dialog also includes sections for 'De-identification options (optional)' and 'Advanced data formatting options'.

8. Click the icon on the left that says “EXCEL CSV Labels”.

The screenshot shows the 'Data export was successful' dialog box. The 'EXCEL CSV Labels' icon is circled in green. The dialog provides instructions on how to cite publications and offers a download link for the data file. The background shows the 'Minnesota PREP Fidelity Monitoring' report interface with a table of cohort data.

9. A file will be downloaded to your computer, which can be found in your “Downloads” folder.

10. You will then have an Excel spreadsheet that you can save and reference for future reporting.

HOW TO USE THE PREP REDCAP FIDELITY MONITORING TOOL

Minnesota Department of Health
MN PREP
Orville L. Freeman Building
PO BOX 64975
St. Paul, MN 55164-0975
651-201-3650
health.MCH@state.mn.us
www.health.state.mn.us

4/6/2023

To obtain this information in a different format, call: 651-201-3650.