

How to Use the REDCap Fidelity Monitoring Tool

MN SRAE

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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.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.organization.com"/>
Password:	<input type="password" value="*****"/>

[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 SRAE 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 SRAE 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	81	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	■	☑

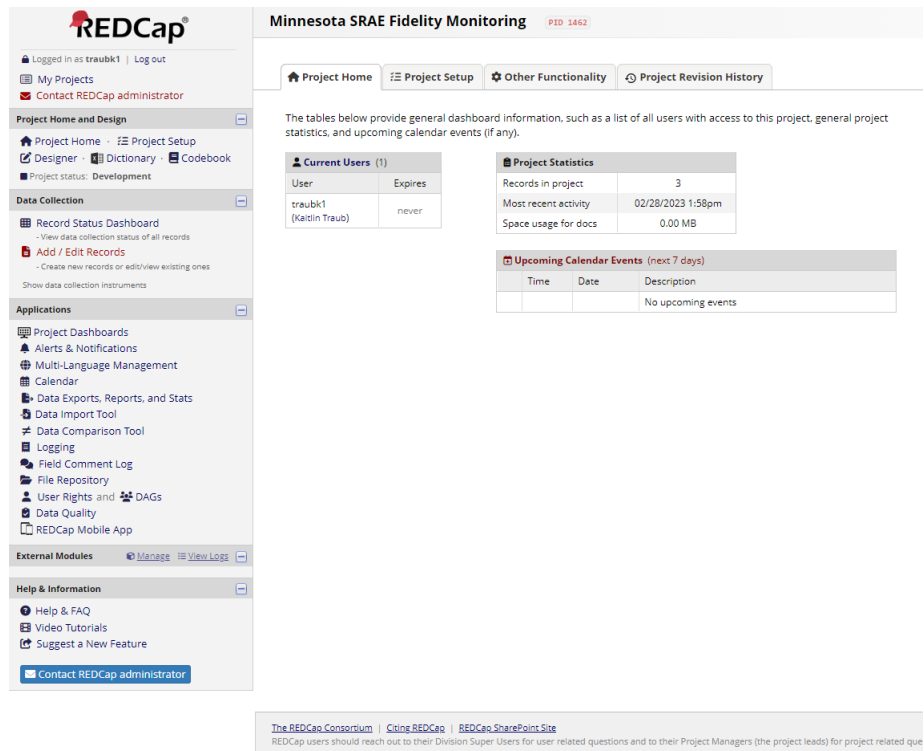
REDCap 13.2.4 - © 2023 Vanderbilt University

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.

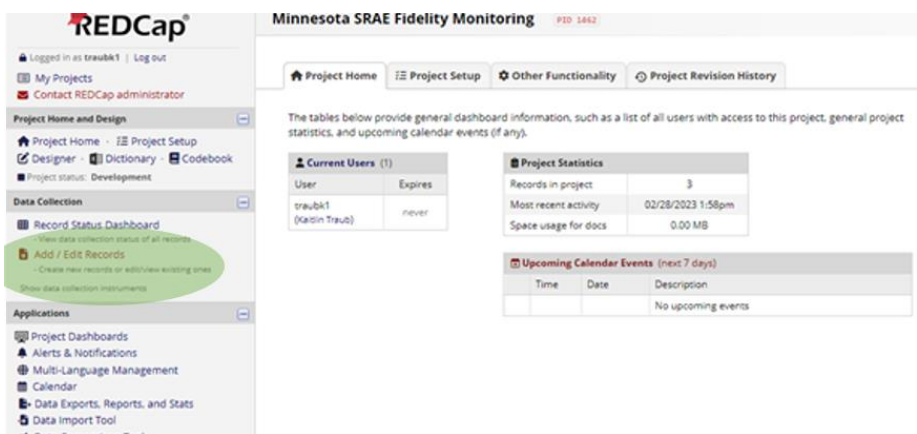
Recording Fidelity Information for a Cohort

Starting a New Cohort

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



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



HOW TO USE THE SRAE 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.

Minnesota SRAE Fidelity Monitoring PID 1462

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 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: 3

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

Enter a new or existing Cohort Name: Walkertown Class A

Data Search

Choose a field to search (excludes multiple choice fields): All fields

Search query: []

Begin typing to search the project data; then click an item in the list to navigate to that record.

[The REDCap Consortium](#) | [Using REDCap](#) | [REDCap SharePoint Site](#)
 REDCap users should reach out to their Division Super Users for user related questions and to their Project Managers (the project leads) for project related qu

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

Minnesota SRAE Fidelity Monitoring PID 1462

Record Home Page

Record "Walkertown Class A" is a new Cohort Name. To create the record and begin entering data for it, click any 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
- Incomplete (no data saved)
- Unverified
- Complete
- Many statuses (all same)
- Many statuses (mixed)

NEW Cohort Name Walkertown Class A

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

HOW TO USE THE SRAE 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
 External Modules
 Help & Information
 Contact REDCap administrator

Minnesota SRAE Fidelity Monitoring PID 1462

Record Home Page

Record "Walkertown Class A" is a new Cohort Name . To create the record and begin entering data for it, click any 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
 Incomplete (no data saved)
 Unverified
 Many statuses (all same)
 Complete
 Many statuses (mixed)

NEW Cohort Name Walkertown Class A

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

[The REDCap Consortium](#) | [Citing REDCap](#) | [REDCap SharePoint Site](#)
 REDCap users should reach out to their Division Super Users for user related questions and to their Project Managers (the project leads) for

- 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”.

Field Comment Log
 File Repository
 User Rights and DAGs
 Data Quality
 REDCap Mobile App
 External Modules
 Help & Information
 Contact REDCap administrator

Out of school/dropout youth
 Youth in residential treatment for mental health issues
 Trafficked youth

please check all that apply
 In School, during school
 In School, after school
 Community-Based Organization
 Clinic
 Foster Care Setting
 Juvenile Detention Setting
 Residential Mental Health Treatment Facility
 Virtual
 Other

In what setting was this program held?
 * must provide value

Who was the main facilitator?
 * must provide value

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
 @ 0:0

Entry Survey Information

Did you administer an entry survey?
 * 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”.

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

Minnesota SRAE Fidelity Monitoring (PID: 1462)

Record Home Page

Record "Walkertown Class A" is a new Cohort Name. To create the record and begin entering data for it, click any 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 with slash) Incomplete (no data saved) (grey circle with slash) ?
 Unverified (yellow circle) Many statuses (all same) (red, yellow, green circles)
 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	

Applications:
 Project Dashboards
 Alerts & Notifications
 Multi-Language Management
 Calendar
 Data Exports, Reports, and Stats
 Data Import Tool
 Data Comparison Tool
 Logging

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 SRAE 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”.

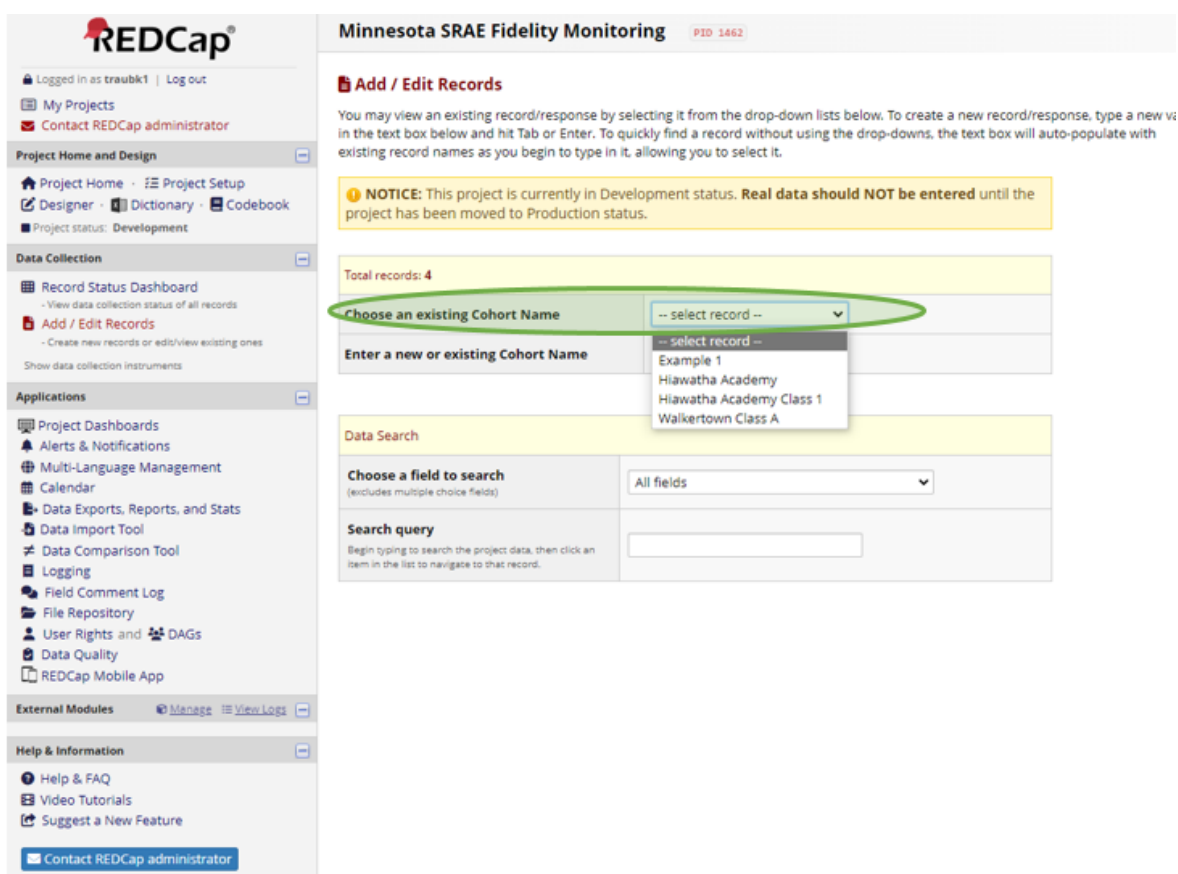
The screenshot displays the REDCap Fidelity Monitoring Tool interface. On the left is a sidebar menu with categories: Applications (Project Dashboards, Alerts & Notifications, Multi-Language Management, Calendar, Data Exports, Reports, and Stats, Data Import Tool, Data Comparison Tool, Logging, Field 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** (yellow background)
 - Were you able to deliver the lesson as planned?** (radio buttons: Yes, No)
 - To make the content more engaging or relatable to your students, how much did you adapt the lesson?** (radio buttons: 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** (yellow background)
 - Complete?** (dropdown menu: Complete)
 - Buttons:** Save & Exit Form, Save & Go To Next Form, 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.

HOW TO USE THE SRAE REDCAP FIDELITY MONITORING TOOL

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

External Modules

Minnesota SRAE Fidelity Monitoring

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	Complete
Repeating Session Form	Complete
Final Cohort Information	Incomplete

Repeating Instruments

Repeating Session Form (1)

1	Complete
---	----------

+ Add new

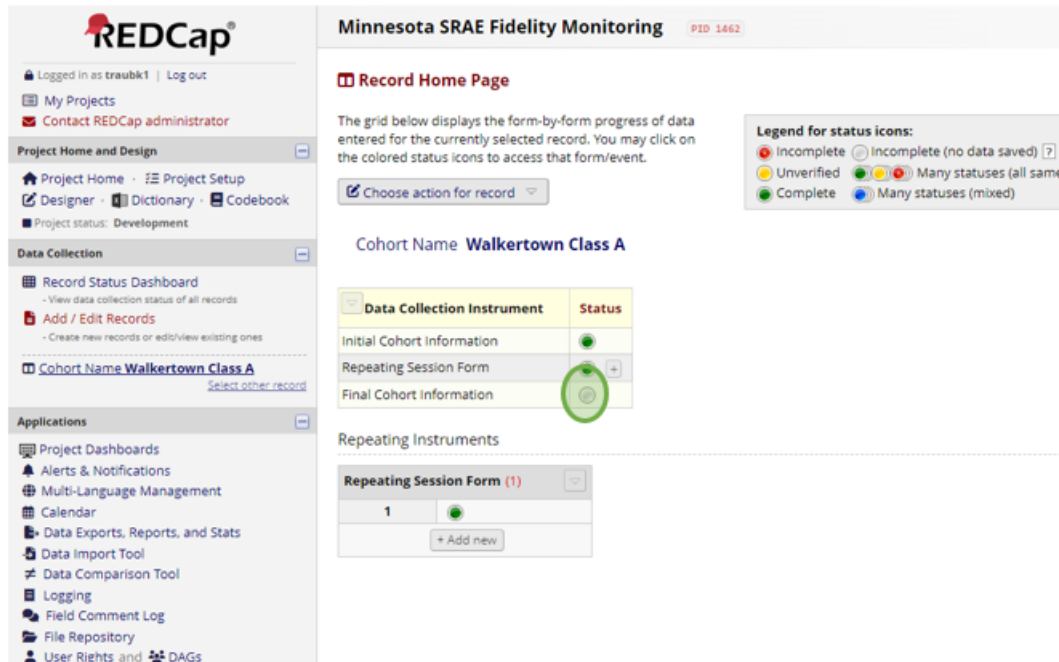
Legend for status icons:

- Incomplete
- Incomplete (no data saved)
- Unverified
- Complete
- Many statuses (all same)
- Many statuses (mixed)

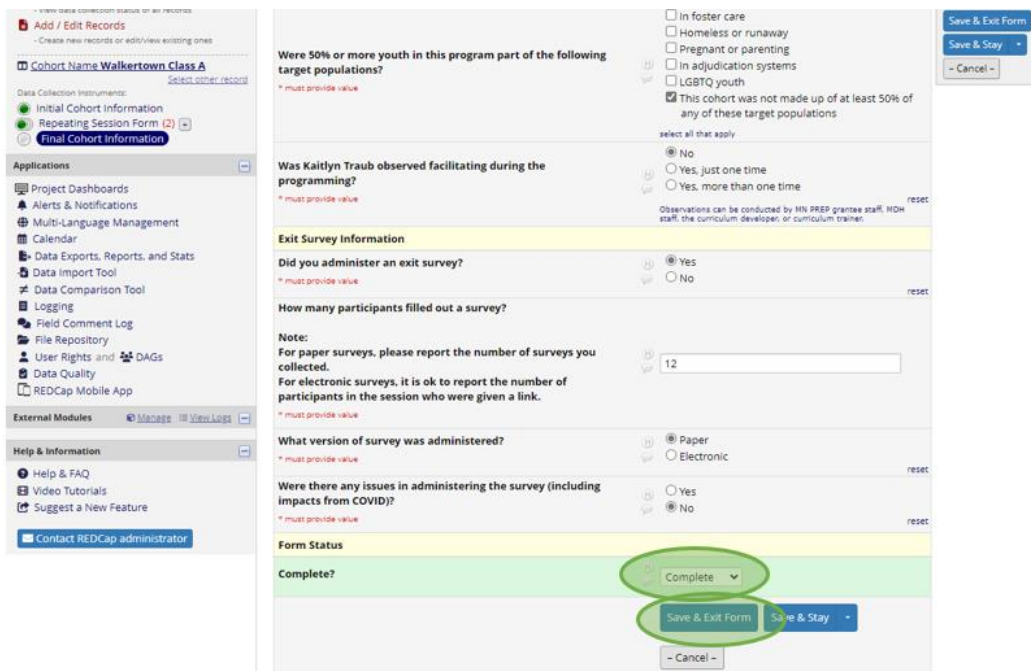
6. Complete the session information as appropriate.
7. Indicate if session is the final session of the cohort.
8. Mark the form as “Complete”.
9. Click “Save & Exit Form”.
10. This process can be repeated as many times as needed to capture every session for a cohort.

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”.



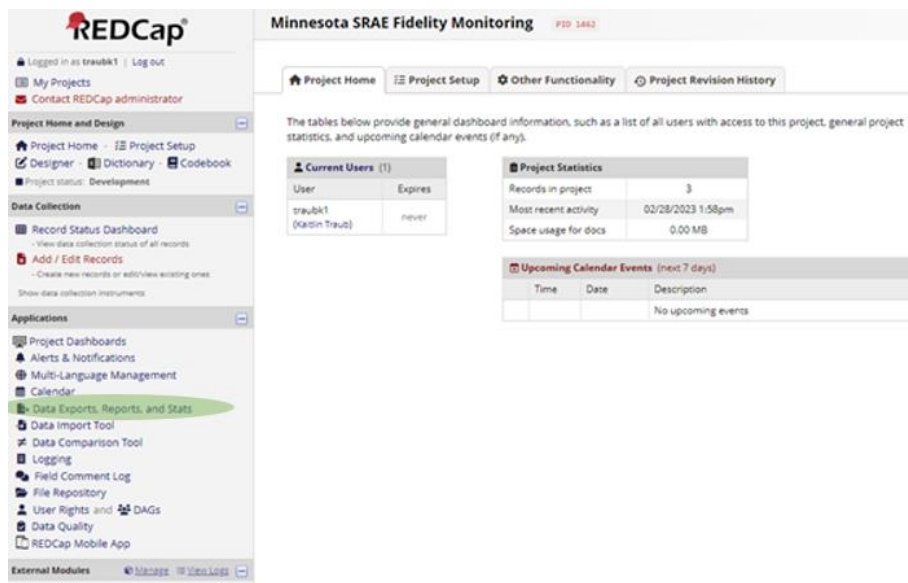
2. Fill out the requested information.
3. Mark the form as “Complete”.
4. Click “Save & Exit Form”.



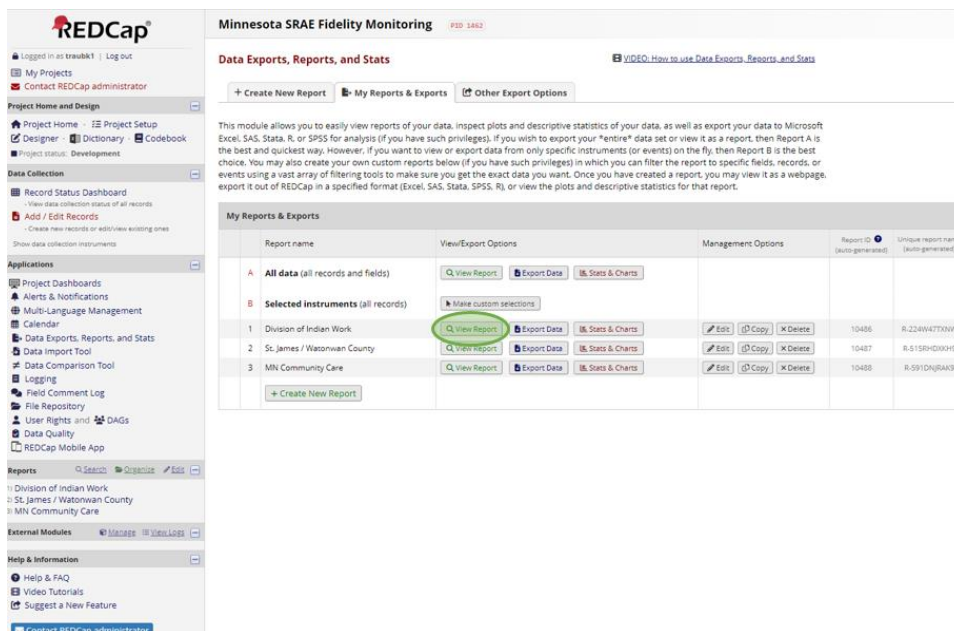
5. You have completed fidelity monitoring for this cohort!

Retrieving a Report

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



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.



HOW TO USE THE SRAE REDCAP FIDELITY MONITORING TOOL

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

Number of results returned: 3
Total number of records queried: 10
Report execution time: 0 seconds

[Stats & Charts](#)
[Export Data](#)
[Print Page](#)
[Edit Report](#)

Live filters: [Making a Difference](#) [Cohort Name] [Reset](#)

Division of Indian Work

All fidelity logs for cohorts facilitated by Division of Indian Work

Cohort Name cohort_id	Repeat Instrument repeat_instrument	Repeat Instance repeat_instance	Name of Agency grantee	Curriculum used: program	please specify: either curriculum	What is the target population for this cohort? targetpop	In what setting was this program held? setting	If other, please describe othersetting	Who was the main facilitator? facilitator	Was there another facilitator? yfacilitator	Who was the other facilitator? facilitatorother	How was the content delivered? delivery	If other, please describe delivery	What was the first day of the program? startdate	Did you administer an entry survey? entry	How many participants filled out a survey? Note: For paper survey, sites who were given a link. entrynumber	What version of survey was administered? entryversion	Were there any issues in administering the survey (including impacts from COVID)? entrycomment	
Walkertown Class A			Division of Indian Work (1)	Making a Difference (1)		Youth in foster care (1)	In School, during school (1)		Kathryn Traub	No (0)		In-person (1)		03-02-2023	Yes (1)	15	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.

Number of results returned: 3
Total number of records queried: 10
Report execution time: 0 seconds

[Stats & Charts](#)
[Export Data](#)
[Print Page](#)
[Edit Report](#)

Live filters: [Making a Difference](#) [Cohort Name] [Reset](#)

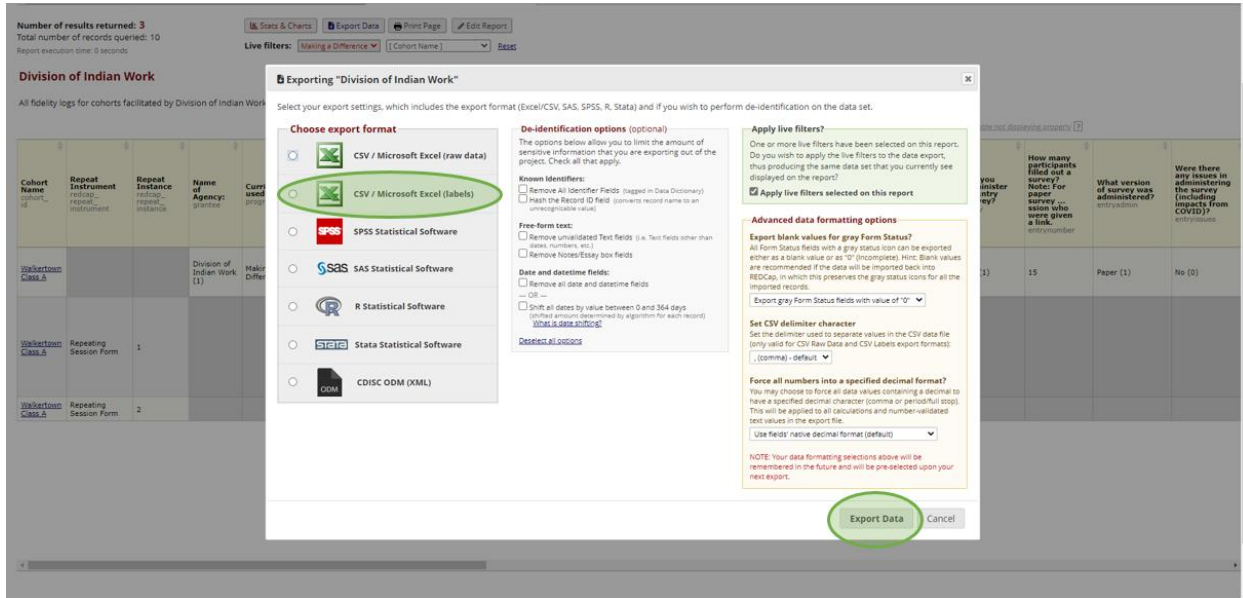
Division of Indian Work

All fidelity logs for cohorts facilitated by Division of Indian Work

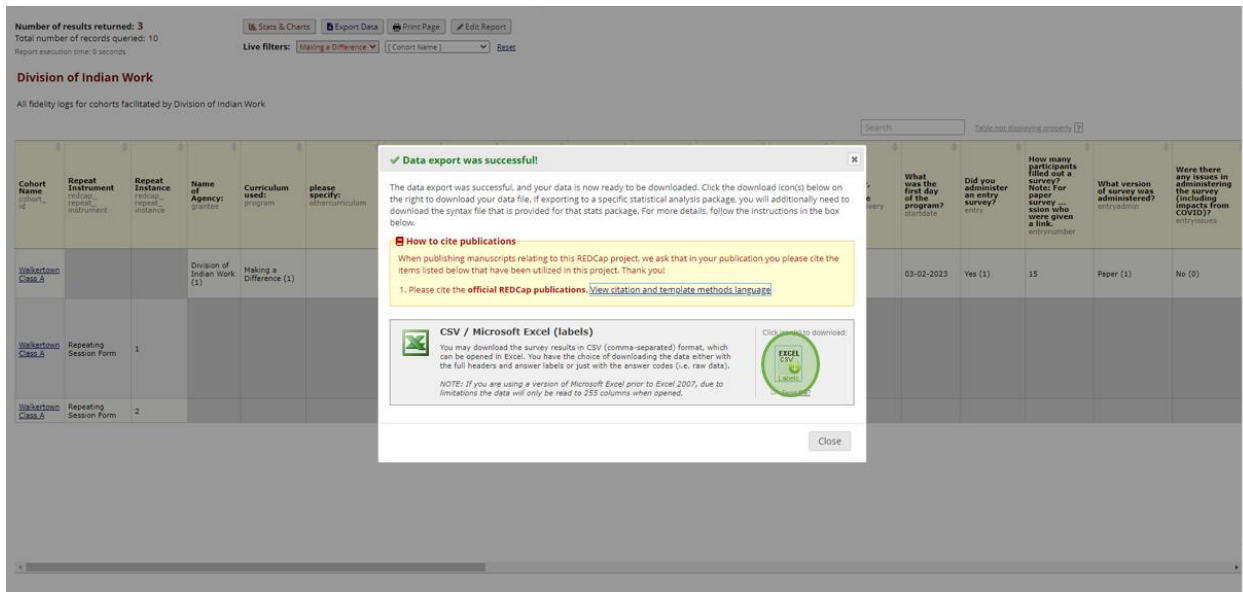
Cohort Name cohort_id	Repeat Instrument repeat_instrument	Repeat Instance repeat_instance	Name of Agency grantee	Curriculum used: program	please specify: either curriculum	What is the target population for this cohort? targetpop	In what setting was this program held? setting	If other, please describe othersetting	Who the r facilitator
Walkertown Class A			Division of Indian Work (1)	Making a Difference (1)		Youth in foster care (1)	In School, during school (1)		Kaitly
Walkertown Class A	Repeating Session Form	1							
Walkertown Class A	Repeating Session Form	2							

HOW TO USE THE SRAE REDCAP FIDELITY MONITORING TOOL

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



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



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 SRAE REDCAP FIDELITY MONITORING TOOL

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PO BOX 64975
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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.