

How to Use the REDCap Fidelity Monitoring Tool

MN PREP

Contents

How to Use the REDCap Fidelity Monitoring Tool	1
Getting started with REDCap	2
Logging In	2
Recording Fidelity Information for a Cohort.....	4
Starting a New Cohort.....	4
Recording the First Session	7
Recording Other Sessions	9
For a No-Show Session for Safer Sex Intervention	10
Finishing a Cohort	11
Retrieving a Report	12

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="*****"/>

[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.

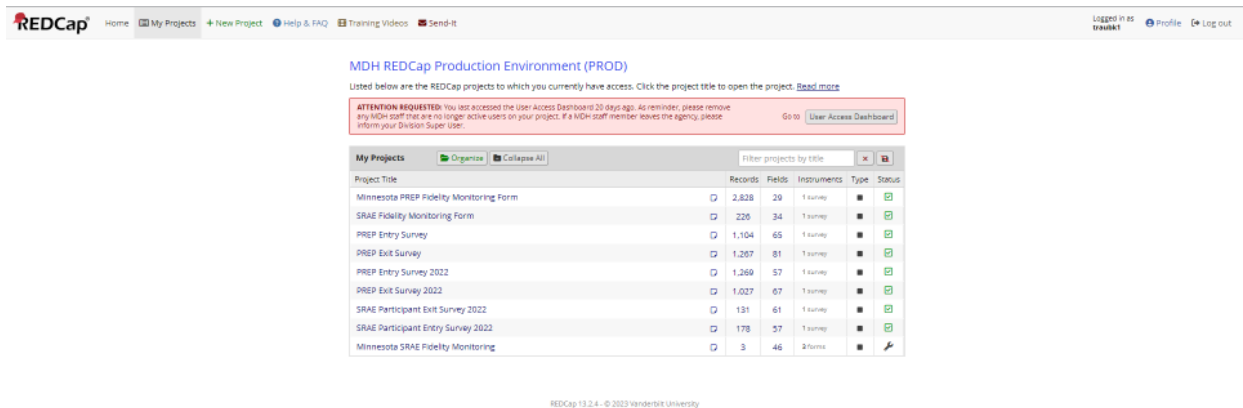
Advanced instrument design features - Auto-validation, calculated fields, file uploading, branching/skip logic, and survey stop actions.

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.



The screenshot shows the REDCap interface. At the top, there is a navigation bar with the REDCap logo and links for Home, My Projects, New Project, Help & FAQ, Training Videos, and Send-It. On the right, it shows the user is logged in as 'dswankt' with links for Profile and Log out.

Below the navigation bar, the page title is 'MDH REDCap Production Environment (PROD)'. A message states: 'Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#)'.

An attention request banner reads: '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.' A 'Go to User Access Dashboard' button is provided.

The 'My Projects' section contains a table with the following data:

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	2 forms	■	🔧

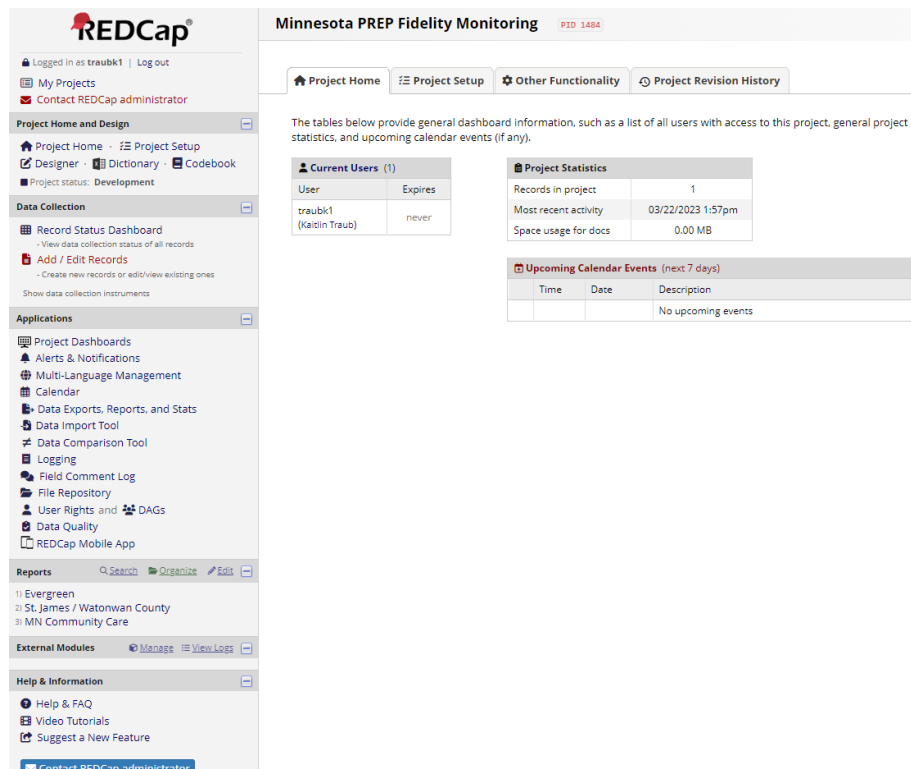
At the bottom of the page, it says 'REDCap 13.2.4 - © 2023 Vanderbilt University'.

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.

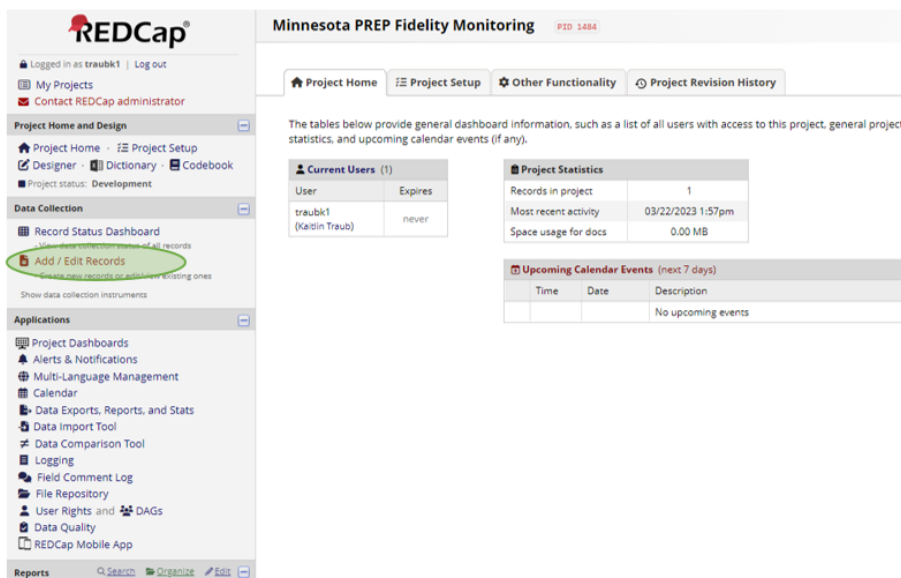
Recording Fidelity Information for a Cohort

Starting a New Cohort

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

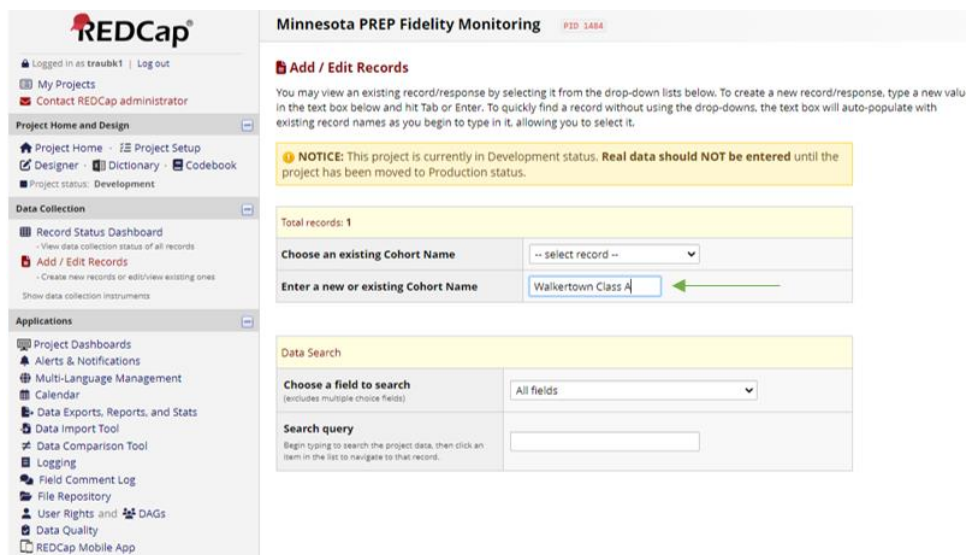


2. Click on “Add / Edit Records” on the left-hand side.

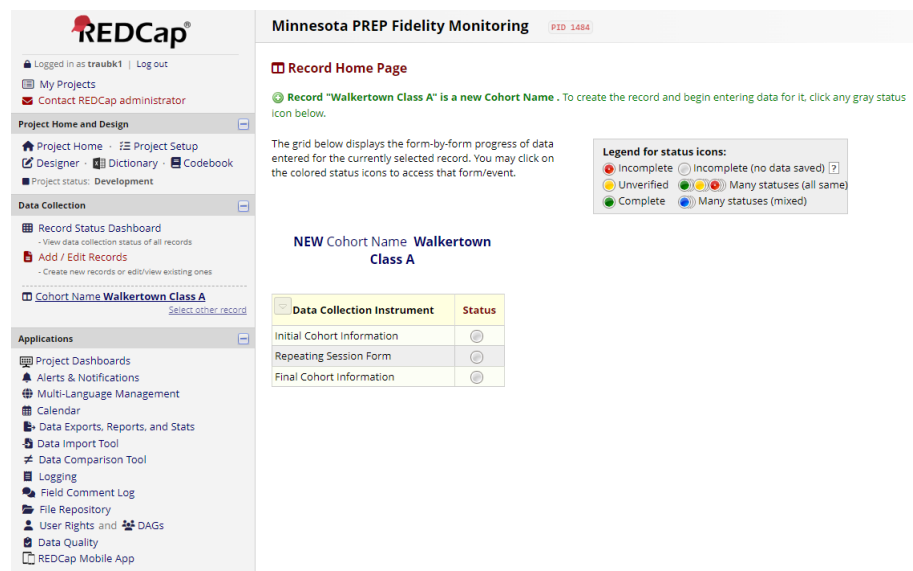


HOW TO USE THE PREP REDCAP FIDELITY MONITORING TOOL

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.



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



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 (grey circle) Incomplete (no data saved) (grey circle with question mark)
 Unverified (yellow 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	Complete (Green circle)
Repeating Session Form	Incomplete (Grey circle)
Final Cohort Information	Incomplete (Grey circle)

- 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

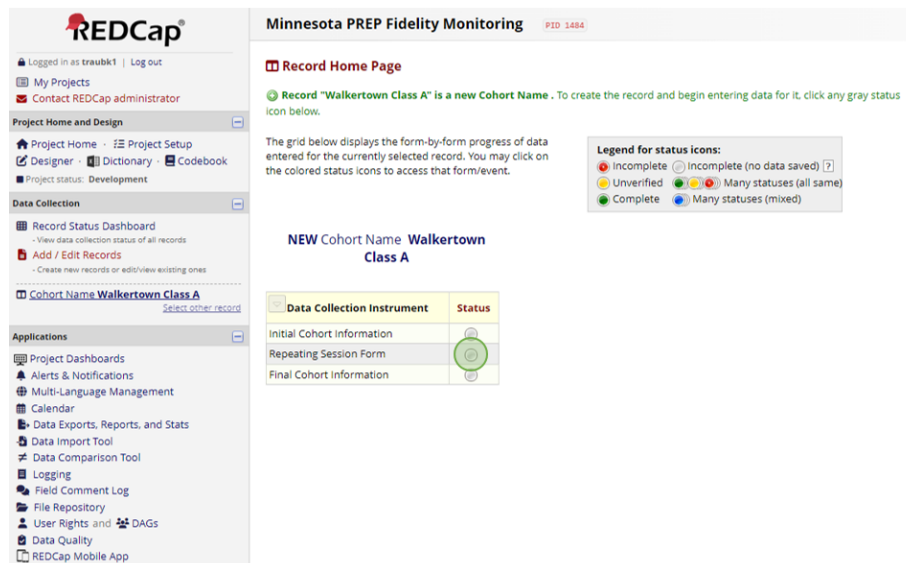
Form Status

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, you can choose the format you want to report in. You can write “1 hour” or “30 minutes”.

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 a web-based form with several sections. At the top, there is a question: "What topics did you cover in this lesson? Select all that apply" with a red asterisk indicating it is required. Below this are five checkboxes: "Healthy relationships", "Adolescent development", "Financial literacy", "Parent-child communication", and "Health life skills". To the right of these checkboxes are three buttons: "Save & Exit Form", "Save & Go To Next Form", and "- Cancel -".

The next section is "Lesson Adaptations" with a yellow background. It asks: "To meet the needs of the students or to adapt to the classroom environment, did you make any adaptations or omissions to the lesson?" with a red asterisk. There are two radio buttons: "Yes" and "No", with "No" selected. A "reset" button is to the right.

Below that is a text input field for "Is there anything else you want to say about this lesson?".

The next section is "Form Status" with a green background. It asks: "This is the final session to report for this cohort." with a red asterisk. There are two radio buttons: "Yes" and "No", with "No" selected. A "reset" button is to the right.

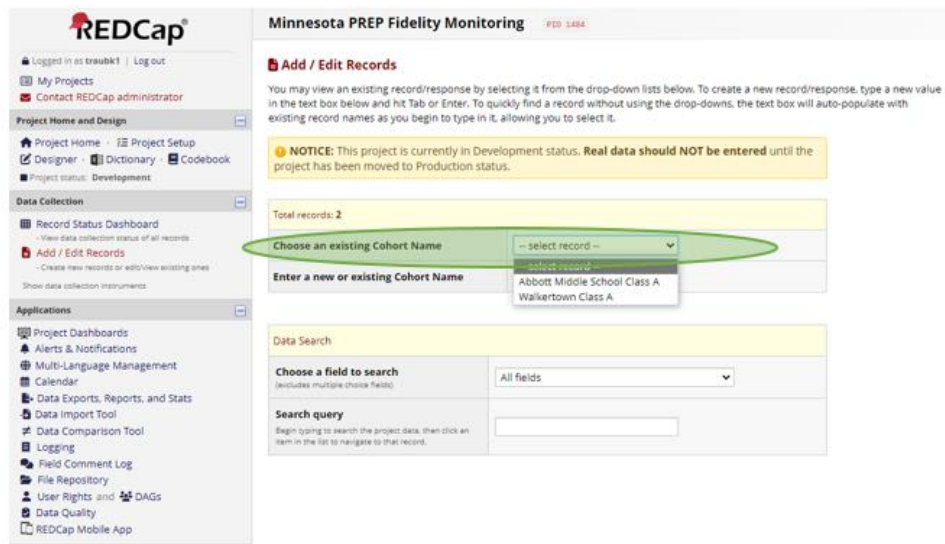
Below that is a dropdown menu for "Complete?" with "Complete" selected. To the right of this dropdown are two buttons: "Save & Exit Form" and "Save & Go To Next Form". Below these buttons is a "- Cancel -" button.

At the bottom, there is a red button labeled "Delete data for THIS FORM only" and a small note: "NOTE: To delete the entire record (all forms/events), see the record action drop-down at top of the Record Home Page."

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 PREP 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

Minnesota PREP Fidelity Monitoring PID 1484

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

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.

For a No-Show Session for Safer Sex Intervention

1. If you are recording a Safer Sex Intervention session, you will be asked if a session was a no-show.
2. If a participant did was a no show for a scheduled session, select “Yes” and complete the form. You can include a note about attempts to contact the participant if helpful.

Date of this session
 * must provide value
 Today M-D-Y

Date filling out this session form
 * must provide value
 Today M-D-Y

This session was a no-show
 * must provide value
 Yes
 No

Lesson Adaptations

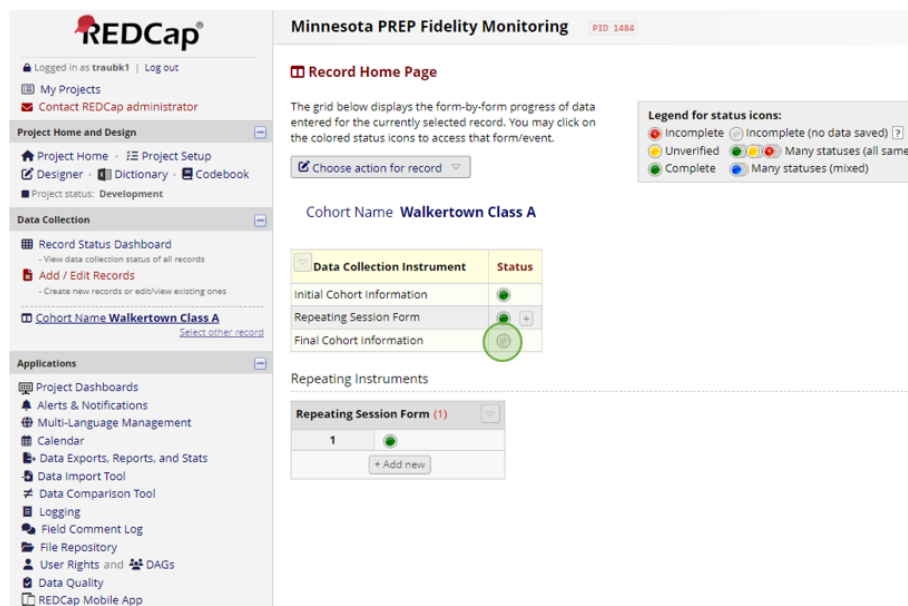
Is there anything else you want to say about this lesson?

This is the final session to report for this cohort.
 * must provide value
 Yes
 No

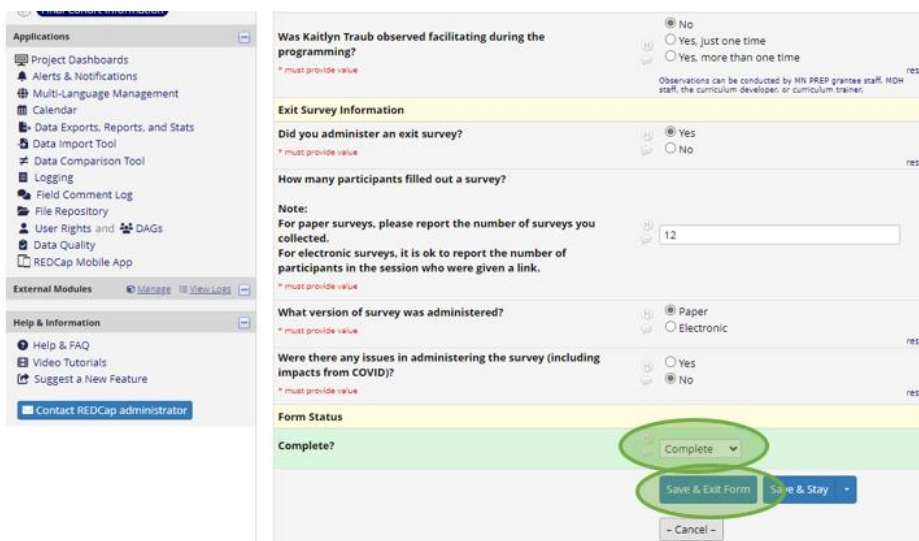
Save & Exit Form
 Save & Go To Next Form
 - Cancel -

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 (Katrin 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. The 'My Reports & Exports' table is visible, with the 'View Report' button for the 'Evergreen' report 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-515RH030919
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-821A769JUF

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

HOW TO USE THE PREP REDCAP FIDELITY MONITORING TOOL

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, enter who were given a link 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							

HOW TO USE THE PREP REDCAP FIDELITY MONITORING TOOL

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. The 'Export Data' button is highlighted in the bottom right corner of the dialog box.

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 highlighted in the bottom right corner of the dialog box.

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

8/27/2024

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